

Oracle[®] Hospitality Symphony Venue Management User Guide



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Preface

Oracle Hospitality Symphony Venue Management (SimVen) is a Point-of-Sale (POS) solution for large venues.

Purpose

This User Guide explains how to use SimVen features and functionality.

Audience

This document is intended for users of the SimVen application.

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:

<https://support.oracle.com>

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at <http://docs.oracle.com/en/industries/hospitality/>.

Revision History

Date	Description of Change
December 2016	Initial Publication
April 2018	Updated the following sections with correct Symphony versions: <ul style="list-style-type: none">• Entering Standsheet Adjustments• Enabling the SimVen Extension Application in Symphony

1

Master File and Inventory Information

This chapter describes how to establish the connection between the SimVen application and Oracle Hospitality Symphony First Edition or Oracle Hospitality Symphony. It also describes how to set up inventory locations, items, vendors, facility levels, and contracts.

- [Connecting to the Symphony Server](#)
- [Setting Up Standsheet Auto Commit](#)
- [Setting Up the Concessions System](#)
- [Synchronization](#)
- [Setting Up Chart of Accounts](#)
- [Setting Up a Company](#)
- [Setting Up a Facility Level](#)
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- [Setting Up Food Group Commission Rates](#)
- [Setting Up Contracts](#)

Connecting to the Symphony Server

1. Click **Security/Utilities**, and then click **Sysfile Maintenance**.
2. Enter the **Company Name**, and then enter the contact information.

The company name appears as the header on all concessions inventory and sales reports.

3. On the **System Variables** tab, select **L** as the **Cost Valuation Flag**, and then enter the **Capacity** of the venue.
L stands for Last Purchase Cost or replacement cost.
4. To include sales tax in the price assigned to inventory items, select **Sales Tax Included in Price**.
5. On the **Configure Web Services** tab, configure the following details to connect to the Symphony server, and then click **Save**:
 - **Menu Item Range From**: Enter the menu item object number range designated for SimVen. That is, the menu item master object numbers that are defined as restricted for general use for the property in the POS application. If you do not enter the correct menu item range, SimVen does not allow you to create menu items for the selected item range.
 - **Simphony Web Service**: Enter the IP address for the Tangent web service.
 - **Organization ID**: Enter the organization ID for the property. You can find this value from the Enterprise Parameters module in the Enterprise Management Console (EMC).
 - **Location ID**: Enter the report location ID for the property. You can find this value from the Properties module in the EMC.
 - **Property ID**: Enter the ID for the property you want SimVen to connect to. You can find this value from the Properties module in the EMC.
 - **Simphony RVC**: Enter the ID for the revenue center you want SimVen to connect to. You can find this value from the RVC Configurations module in the EMC.
 - **Web Service Port**: Enter the port number of the TangentC database.
 - **Simphony Version**: Select the Simphony version.
 - **Language ID**: Enter the language ID for the organization. You can find this value from the Languages module in the EMC. By default, it is set to English (Language ID 1).

Setting Up Standsheet Auto Commit

You can configure SimVen to automatically commit Pre-Event Standsheets at a particular time each day.

1. Click **Security/Utilities**, and then click **Sysfile Maintenance**.
2. Click the **Actions** tab, select **Enable Auto Commit**, and then select the **Auto Commit Time**.
3. Click **Save**.

Setting Up the Concessions System

1. Click **Security/Utilities**, and then click **Concessions Systems File**.
2. If the facility is using the Point-of-Sale (POS) Front of House System, select **POS Present**, and then select a **Closing Report**.
3. Select a **Closing Report**, and then select **GOS** as the **Update Flag**.

The closing report automatically prints when you run the Get Closing Data function.

4. If you include sales tax in the inventory item price, click the **Taxes** tab, select **Sales Tax included in price**, and then click **Save**.

Synchronization

Synchronization ensures that both SimVen and Symphony have the most up-to-date information for processing. Using this feature, you can import the following data from Symphony into the SimVen server:

- Item range
- Major groups
- Family groups
- Item class lists
- Revenue centers

Once you create new menu items in SimVen, you can also use synchronization to post those items to the Symphony server.

- [Syncing Menu Items Range, Major Group, Family Group, and Revenue Center Lists](#)
- [Creating a Standsheet by RVC](#)
- [Posting Menu Items to the RVC](#)
- [Syncing Standsheet Closing Data](#)

Syncing Menu Items Range, Major Group, Family Group, and Revenue Center Lists

1. Click **Security/Utilities**, and then click **Simphony Synchronization**.
2. Select the data that you want to import, and then click **Process request for**.
3. To import revenue centers, click **Revenue Center List**, and then click **Get Revenue Center List**.

Creating a Standsheet by RVC

This process creates standsheet files on the 9700 server. This process is performed automatically during initialization.

1. Click **Security/Utilities**, and then click **9700 Synchronization**.
2. Click **Standsheet by RVC**, and then click **Create Standsheet by RVC**.

Posting Menu Items to the RVC

There is no limit to how often you can perform this function. Oracle Hospitality recommends posting menu items before initializing every event. You can post menu items to the Symphony server only after syncing menu item ranges, major group, and family group lists.

See [Syncing Menu Items Range, Major Group, Family Group, and Revenue Center Lists](#) for instructions on how to import data from Symphony.

1. Click **Security/Utilities**, and then click **Simphony Synchronization**.
2. Click **Menu Item per RVC**, select **Load ALL Items per Selected RVCs**, and then click **Post Menu Items to RVC**.

If you do not select **Load ALL Items per Selected RVCs**, only new item information is sent to the Symphony server.

Syncing Standsheet Closing Data

1. Click **Security/Utilities**, and then click **9700 Synchronization**.
2. Click **Standsheet Closing Data**, and then click **Get Shandsheet Closing Data**.

If the import is successful, the application prints a POS/GOS report.

Setting Up Chart of Accounts

If you use a general ledger accounting system, set up Chart of Accounts Maintenance. General ledger account numbers are assigned to all product categories and companies. This function allows you to extrapolate data from the SimVen POS Concessions Inventory Management System, and enter the data in the accounting system used by the accounting department.

1. Click **Setup**, click **Master Files**, and then click **Chart of Accounts**.
2. Enter the account **Number**, select the account **Type**, and then enter the account **Name**.

You can enter up to eight digits for the account number.

3. Click **Save**, and then click **Yes**.

Setting Up a Company

Use this procedure to set up multiple profit centers for private vendors and sub-contractors. Inventory locations tagged with the same company ID report sales revenue together.

If a company is no longer used, assign a new company to all inventory locations that apply, but do not delete that company from SimVen.

1. Click **Setup**, click **Master Files**, and then click **Company**.
2. Enter a unique **Company ID**, and then enter the **Company Name** (optional) and contact details (optional).

The company name and address appear on the credit card receipt header of each inventory location assigned to the company.

3. Select the appropriate **Default General Ledger Account Numbers**, and then click **Save**.

If you are not using the General Ledger Accounting function, enter 0 (zero) for all the fields.

Setting Up a Facility Level

You can configure the physical attributes of a venue in Facility Level. It is not mandatory to set up the Level File in the Concessions System. The Level File is pre-loaded without records. You can run Product Category Reports by Facility Level.

1. Click **Setup**, click **Master Files**, and then click **Facility Level**.
2. Enter a unique non-zero value for the **Level ID**, and then enter a **Description** for the level.

You cannot use level ID zero (0). It is reserved for non-assigned records and must not be changed. You can enter up to two digits for the Level ID.

3. Enter the following details regarding the facility, click **Save**, and then click **Yes**.
 - **Capacity**: Enter the capacity that the facility can hold.
 - **Number Suites**: Enter the number of suites in the facility.
 - **Permanent Stands**: Enter the number of permanent stands in the facility.
 - **Portable Stands**: Enter the number of portal stands in the facility.
 - **Number Pantries**: Enter the number of pantries in the facility.
 - **Permanent POS**: Enter the number of permanent POS systems in the facility.
 - **Portable POS**: Enter the number of portable POS systems in the facility.
 - **Web Server**: Enter the IP address for the Tangent web service server.

Setting Up Family Groups

1. Click **Setup**, click **Master Files**, and then click **Family Groups**.
2. Enter the **Family Group ID**, enter the family group name in the **Description** field, and then select the **Product Group** and the **Print Group**.
3. On the **Tax - Service Charge** tab, enter the **State Sales Tax Rate** or the **Local Sales Tax Rate** for the family group as a whole number.

For example, for a 5.5% tax rate, enter 5.5.

4. On the **General Ledger** tab, select the appropriate general ledger account numbers, click **Save**, and then click **Yes**.

If you are not using the General Ledger Accounting function, select **None Assigned** for each field.

Setting Up Event Types

Event Types are created and assigned to Event Codes. You can also use Event Types to create Event Type Par Levels for inventory items. If you want to set up Event Type Par Levels, you must create multiple Event Types.

1. Click **Setup**, click **Master Files**, and then click **Event Types**.
2. Enter the **Type ID** and a **Description** for the event, click **Save**, and then click **Yes**.

You can enter up to two characters for the event Type ID that can be numeric, alphabetic, or alphanumeric characters. The following examples are common event types:

- BB: Basketball
- FB: Football
- CO: Concerts

Setting Up Location Routes

Location routes are used for the Auto Restock function. You can assign each location route to an inventory location in Inventory Location Maintenance, and then run Auto Restock for only the specific location routes that you select.

1. Click **Setup**, click **Master Files**, and then click **Location Routes**.
2. Enter the **Route ID**, and then enter a **Description** for the location route.
You can enter up to eight characters for the Route ID which can be numeric, alphabetic, or alphanumeric characters.
3. If you do not want to make the location route active at this time, deselect **Active?**.
4. Click **Save**, and then click **Yes**.

Setting Up Vendors

1. Click **Setup**, and then click **Vendors**.
2. Enter the **Vendor ID**, **Name** (optional), and contact details (optional), and then select **State**.
You can enter up to eight characters for the Vendor ID which can be numeric, alphabetic, or alphanumeric characters.
3. Select net billing **Terms**, select the shipment method from the **Ship Via** drop-down list, and then enter the **AP Vendor No** (optional), **Discount Days** (optional), **Discount** amount (optional), and **Days Past Due** (optional).
4. Click **Save**, and then click **Yes**.

Setting Up Inventory Items

If an inventory item is no longer used or needed, make it inactive, but do not delete the item from SimVen.

1. Click **Setup**, click **Inventory**, and then click **Inventory Items**.
2. Enter the **Item Number**, select the **Item Category**, select the **Family Group**, select the **Item Class**, and then select the **Major Group**.
You can enter up to six digits for the Item Number, but it cannot begin with zeros.
For the Item Category, select either **SALE**, **NONS**, or **COMP**. Item category **MENU** is no longer used.
3. If you selected **SALE** as the **Item Category**, enter a **POS Name** for the item.

The POS Name appears on workstations when a workstation operator adds the item to a check.

4. (Optional) Enter a **Long Description** for the item, and then select the **Primary Vendor ID**.

The Long Description appears on Pre-Event Standsheets, Inventory Reports, and Sales Reports.

5. Select the appropriate options:

- **Metered Item:** Select this option if the item is a metered item.
- **Perishable:** Select this option if the item is perishable. By categorizing an item as perishable, you can choose to restock only non-perishables using the Auto Restock function.
- **Create All Locations:** Select this option to create this item for all available locations.
- **Create Warehouse Only:** Select this option to create this item for only the warehouse.

6. On the **Product Information** tab, select the **Purchase Units**, **Transfer Units**, and the **Selling Units** for the item, and then enter the number of **Parts per Unit Purchased** and the number of **Parts per Transfer Unit**.

7. Enter the **Purchase Cost**, and then click **Recalculate Inventory Cost** to see immediate changes in the unit cost.

If you do not enter the purchase cost, SimVen does not report inventory costs.

SimVen values the inventory using the inventory cost. The inventory cost is updated every time the item is received into the warehouse through the application.

8. If you selected **SALE** as the **Item Category**, enter the **Sell Price**.

9. On the **Warehouse Information** tab, select the **Warehouse location** where the item is stored, and then enter the **Minimum**, **Maximum** and the **Par Levels** for the main warehouse.

Items assigned to a specific warehouse location print together on the Inventory Worksheet.

10. If the item appears on the keypad layout, enter the keypad label in the **POS Labels** fields.

11. To add a recipe for the item, click the **Recipes** tab, click the **Item #** column header, select the recipe item to add, and then click **OK**.

12. Enter the **Quantity**, press the **Tab** key to move to the next row in the table, and then repeat Steps 11 through 12 until you complete the recipe.

13. Click **Save**.

Setting Up Inventory Locations

1. Click **Setup**, click **Inventory**, and then click **Inventory Locations**.
2. Enter the **Location ID**, select **C - Concession Location** as the **Type of Location Flag**, and then enter the **Location Name**.

You can enter up to four characters for the Location ID which can be numeric, alphabetic, or alphanumeric characters. The Location ID cannot begin with zeroes.

3. Select the facility **Level ID**, **Company ID**, and the location **Type**, and then click **Save**.

If you did not set up facility levels, select **None Assigned** for the **Level ID**.

Setting Up Inventory Locations with POS Terminal

1. Click **Setup**, click **Inventory**, and then click **Inventory Locations**.
2. Enter or select the **Location ID**, click the **POS Information** tab, click **Set Posts and Alias**, and then configure the following details:
 - **Posts**: Enter the number of POS terminals in the location.
 - **Alias**: Enter the corresponding Symphony revenue center number. The alias must be unique for each location.
 - **Route**: Select the Auto Restock Location Route ID for the location.
3. Click **Save**.

Assigning Inventory Items to a Location

This procedure creates Inventory Location Standsheets. You must add all chargeable items to the standsheet, including items that will be transferred to the location.

1. Click **Setup**, click **Inventory**, and then click **Inventory Locations**.
2. Enter or select the **Location ID** and then on the Inventory Levels tab, select one of the following options, and then click **Add Items**:
 - **Single Item**: Select this option to add one item at a time.
 - **Multiple Items**: Select this option to add multiple items at once.
3. Select the item or items that you want to add from the Inventory Item Master Selection List, click **OK**, and then click **Save**.

Add the items that are shared by multiple inventory locations first to the standsheet and use the Replicate Stand/Location function to add those items to other locations. See [Replicating an Inventory Location Menu](#) for instructions on using the Replicate Stand/ Location function.

Replicating an Inventory Location Menu

You can use this procedure to replicate similar items to other inventory locations. You can replicate an inventory location more than once. Oracle recommends the following:

- If par levels are approximately the same between locations, create the par levels before replication as this function also replicates par levels.
 - If a location's menu varies only slightly from that of another location, replicate the menu and then later remove unique items from the replicated location.
1. Click **Setup**, click **Inventory**, and then click **Inventory Locations**.
 2. Select the **Location ID** of the standsheet you want to replicate, click **Replicate Stand/Location - [F12]**, and then click **Yes** to confirm.

3. Enter the location ID or select the location to which you want to copy the standsheet, click **OK**, click **Yes**, and then click **OK**.
4. To see the replicated site, click **Yes**.

Removing Inventory Items from a Location

1. Transfer all remaining stock for the items that you want to remove back to the main warehouse. See [Transferring from Warehouse to Location](#) for instructions on transferring remaining stock to the main warehouse.
2. Click **Setup**, click **Inventory**, and then click **Inventory Locations**.
3. Enter or select the **Location ID**, select the item that you want to remove from the Inventory Levels tab, and then click **Delete**.

You can delete only one item at a time.

Setting Up Par Levels

Par levels are used for the Auto Restock function. The Par level is the optimal quantity for an item or the quantity you must keep on hand to support daily operations. Ensure that par levels are divisible by the transfer pack size or Parts per Transfer Unit configured in Inventory Item Maintenance. You can change par levels at any time.

1. Click **Warehouse**, click **Auto Restock**, and then click **Set Par Levels**.
2. Enter or select the **Location ID**, select an item on the **Inventory Levels** tab, and then enter the **Minimum** level, **Maximum** level, and the **Par Level** for the item.

The par level must equal or fall between the minimum and maximum levels.

3. Click **Save**.

Setting Up Special Pricing by Location

You can configure special pricing to charge a premium or offer discounts on certain items at specific locations. You can also use special pricing when offering two for one specials, provided the original selling price of the product is divisible by two.

To show the special price on the Pre-Event Standsheet, you must configure the special price before event initialization.

1. Click **Setup**, click **Inventory**, and then click **Special Pricing by Location**.
2. Enter or select the **Location**, enter the special price in the **Special Price** column of the relevant item, and then click **Save**.

For two for one specials, enter half the price of the actual item price in the **Special Price** column. You must instruct workstation operators to press the related button twice for each sale.

3. Post the special prices to Symphony. See [Posting Menu Items to the RVC](#) for more information.
4. To revert to the original selling price, enter zero (0) for the **Special Price**, click **Save**, and then repeat Step 3.

Setting Up Event Type Pricing

You can configure SimVen to use different prices for event types. Event type pricing is system wide and takes priority over individual inventory item pricing when assigned to an event.

1. Click **Setup**, click **Inventory**, and then click **Event Based Pricing**.
2. Select an event **Type**, and then click the **Item #** column header.
3. Click the button with the ellipsis point (...) symbol in the **Item #** column, select an item from the list, click **OK**, and then enter the item price for the event in the **Type Price** column.
4. Repeat Steps 2 and 3 to define more item prices for the event.
5. To remove an item from the list, select the item, and then click **Remove**.
6. Click **Save**.

Setting Up Non-Profit Groups

Groups are assigned to locations after initializing events. The commission is paid on net sales. Commissions on items can vary based on the commission percentages configured in the Food Group Commission Schedule.

1. Click **Setup**, and then click **Groups**.
2. Enter the **Group ID**, enter the group **Name**, and then enter the contact information for the group.

You can enter up to six digits for the Group ID.

3. If the group receives a standard commission for all products sold, enter the commission rate in the **Standard Comm. Rate** field.
4. If the commission is paid based on commission rates configured in the Food Group Commission Schedule, leave the **Standard Comm. Rate** field blank and select the appropriate commission rates for the following food types:
 - **Commission Rate Schedule:** Select the commission rate for all permanent concession locations.
 - **Food Portable Schedule:** Select the commission rate for all concession locations designated as food portables.
 - **Beer Portable Schedule:** Select the commission rate for all concession locations designated as beer portables.
 - **Vending Rate Schedule:** Select the commission rate for all concession locations designated as vending portables.
 - **Other Rate Schedule:** Select the commission rate for all concession locations that do not belong to either of the previous location categories.

See [Setting Up Food Group Commission Rates](#) for instructions on setting up the Food Group Commission Schedule.

5. If applicable, enter the **Tolerance** percentage and the **Guarantee** dollar amount.
Enter the tolerance as a percentage of the net sales. Tolerance is the amount the stand is allowed to be short before it is subtracted from the commission.

6. Click **Save**.

Setting Up Food Group Commission Rates

Use food group commission rates to pay a different commission rate for the same items based on the inventory location type. There are 16 different rate schedules available. The commission is calculated on net inventory sales (GOS). To use the Food Group Commission Schedule, you must not assign a standard commission rate in Group Information.

1. Click **Setup**, click **Master Files**, and then click **Food Groups**.
2. Enter a food group commission rate for each rate schedule being used, and then click **Save**.
3. To assign food commission rates to non-profit groups, see Step 4 in [Setting Up Non-Profit Groups](#).

Setting Up Contracts

Contracts are similar to sub events. If your venue has multiple facilities with different events running in parallel, you can use Contract Maintenance to process concurrent events. You can also generate reports to view sales revenue by contract.

1. Click **Setup**, click **Master Files**, and then click **Contract Maintenance**.
2. Enter the contract **ID**, and then enter the contract **Name**.
The contract ID can be 1 to 20 characters in length and alphanumeric.
3. (Optional) Enter the contact information.
4. Select the **Contract Start** and **End** (optional) dates and times, and then click **Save**.
5. After initializing the event, assign contracts to the inventory locations they are catering. See [Assigning Contracts to an Event](#) for instructions on assigning contracts to an event.

2

Event Processing

This chapter covers the following event-related functions:

- [Adding Events to the Event Calendar](#)
- [Changing Prices](#)
- [Updating All Recipe Item Costs](#)
- [Initializing an Event](#)
- [Setting a Stand's Status](#)
- [Assigning Contracts to an Event](#)
- [Assigning Groups](#)
- [Printing Pre-Event Standsheets](#)
- [Committing Standsheets](#)
- [Getting Closing Data](#)
- [Entering Standsheet Adjustments](#)
- [Entering Cash Deposits](#)
- [Editing Cash Deposit Records](#)
- [Printing Post-Event Standsheets](#)
- [Printing Over/Short Reports](#)

Adding Events to the Event Calendar

1. Click **Pre-Events**, and then click **Event Maintenance**.
2. Enter the **Event ID Code**, enter the event **Name**, select the **Major Type of Event**, and then select the **Special Type of Event**.

Oracle recommends entering the date of the event for the Event Code in the format YYMMDD. If two events occur on the same day, enter a letter after the event code.

3. To use the special item prices set up for this event type, select **Use Type Pricing**.
4. Select the **Date of Event**, and then select the **Time of Event**.
Two events occurring on one day cannot start at the same time.
5. (Optional) Enter the **Projected Attendance** for the event, and then enter additional details in the **Comments** field.
6. Click **Save**.

Changing Prices

You can change the price of items before, during, or after an event.

1. Click **Setup**, click **Inventory**, and then click **Inventory Items**.
2. Enter or select the **Item No.**, update the **Sell Price**, and then click **OK**
3. To recalculate the sales revenue and over or short figures of the items for the current event, click **OK** when prompted to change the price of the current event.
4. To make the price take effect for the next event and all following events, click **Cancel** when prompted to change the price of the current event.
5. Click **Save**, and then post the new prices to Symphony. See [Posting Menu Items to the RVC](#) for more information.

Updating All Recipe Item Costs

SimVen automatically updates the inventory cost each time the main warehouse receives a product. However, the recipe cost only updates when you run this procedure. SimVen locks the product cost during event initialization. You must update the recipe cost before event initialization to ensure the most current cost of sales.

1. Click **Setup**, click **Inventory**, and then click **Update All Item Inventory Costs**.
2. Click **Update**.

Initializing an Event

Event initialization carries over the ending inventory from the previous event into the starting inventory of the event being initialized. It also adds advance transfers into the starting inventory and locks the product cost.

Do not cancel an initialization. If the counter stops, move the Event Initialization dialog box out of the way, take note of the error message and contact Oracle Customer Support immediately.

1. Verify that all users are logged off of SimVen.
SimVen must be closed on all PCs except the PC that is initializing the event.
2. Click **Pre-Event**, and then click **Initialize an Event**.
3. Verify that the current event appears in the **Current Event** field, enter or select the **Next Event** to initialize, ensure that the event description is accurate, and then click **Click Here to Begin Initialization Process**.

Do not attempt to initialize the same event more than once. If there is a problem with initialization, you must create a new event code and re-initialize the event.

4. Click **Yes** to confirm.

Setting a Stand's Status

All inventory locations are open after event initialization. Follow this procedure to close the locations that you do not want to use during an event. You can reopen a location at any time.

1. Click **Pre-Event**, and then click **Set Stand Status**.
2. Enter or select the **Event**, and then verify that the correct event appears in the **Name** field.

3. To close a location, deselect the check box in the Open column adjacent to the relevant location.
4. To reopen a location, select the check box in the Open column adjacent to the relevant location.
5. Click **Save**.

Assigning Contracts to an Event

Assign contracts to inventory locations only after initializing the event.

1. Click **Pre-Event**, and then click **Assign Contracts to an Event**.
2. Enter or select the **Event**, and then for each Stand Name, click the **Contract ID** column header, select the appropriate contract, and then click **OK**.
3. Click **Save**.

Assigning Groups

Follow this procedure to assign non-profit groups to inventory locations. Group assignments are carried over from one event to the next after event initialization. If group assignments change from event to event, you must manually change the group assignments.

1. Click **Pre-Event**, and then click **Assign Groups to an Event**.
2. Enter or select the **Event**, and then in the **Group** column, enter the group ID for each location or press the **F4** key to open the Group Selection List, select the group ID and click **OK**.
3. Click **Save**.

Printing Pre-Event Standsheets

You can use the Pre-Event Standsheet to record inventory spoilage, gratis, and transfer information.

1. Click **Pre-Event**, click **Pre-Event Reports**, and then click **Pre-Event Standsheets**.
2. Select the event, and then select the appropriate options:
 - **Open Stands Only**: Select this option to ignore all stands that are closed.
 - **Display Short Description**: Select this option to include the short description of the items in the standsheet.
3. Select the location range or leave the location selection fields blank to generate the report for all locations.
4. To take the inventory by scanning the barcode, select **Barcode Version** to print a barcode on the standsheet.
5. Select the **Output Destination**, and then click **Print**.

Committing Standsheets

At the end of an event, stand managers count the remaining inventory and record the ending numbers on the Pre-Event Standsheet. If a stand manager does not commit the standsheet into the back office, you can auto-commit the standsheet. This process commits a standsheet, but leaves the gratis, spoilage, and ending inventory for the back office manager to enter manually. After the auto commit process runs, you must run the get closing data process to retrieve the information and make it available for entering standsheet adjustments.

1. Click **Post-Event**, and then click **Auto-Commit Stands**.
2. Select one of the following stand types, and then select **Auto-Commit**:
 - **Concessions**: Select this option to commit closing data for concession stands.
 - **Retail**: Select this option to commit closing data for retail stands.
 - **OPEN Stands**: Select this option to commit closing data for all open stands.
 - **ALL Stands**: Select this option to commit closing data for all stand types.
3. If you are committing a previous day's standsheets, select **Previous Day**.
4. If you are committing the current day's standsheets, select **Current Day**.
5. Select the check box adjacent to the stands you want to run the auto-commit process, and then click **Sent Auto-Commit**.
SimVen highlights all stands that successfully auto-commit in green.
6. Run the get closing data process. See [Getting Closing Data](#) for instructions.

Getting Closing Data

The Get Closing Data function retrieves closing data (for example, ending inventory, spoilage, and gratis) and imports the information into the database. After the data is sent to the network, a POS/GOS report prints for each inventory location with POS terminals showing you the ratio of POS key punches to actual inventory out-of-stock. You must start this process 45 minutes after all concession stands close.

1. Click **Post-Event**, and then click **Get Closing Data**.
2. Select one of the following stand types:
 - **Concessions**: Select this option to retrieve closing data for concession stands.
 - **Retail**: Select this option to retrieve closing data for retail stands.
 - **OPEN Stands**: Select this option to retrieve closing data for all open stands.
 - **ALL Stands**: Select this option to retrieve closing data for all stand types.
3. To make the system automatically remove inventory locations from the Closing Data List after they are successfully processed, select **Auto-Remove Successfully Processed Stands**.
4. Select the check box adjacent to the stands that have committed standsheets, and then click **Get Closing Data**.

Entering Standsheet Adjustments

You can manually adjust the inventory for retail locations by event. Adjustments are made for the event that you select and directly impact the inventory sales Goods Out of Stock (GOS). After you adjust each inventory location, you can re-print the POS/GOS report to view the POS sales relative to the accurate inventory sales. See [Generating the POS Sales to Goods Out of Stock Report](#) for instructions on generating the POS/GOS Report.

1. Click **Post-Event**, and then click **Stand Sheet Adjustments**.
2. Enter or select the **Event ID**, select the **Location**, and then select the **Display** type:
 - **Stand Sheet Items**: Select this option to see only the items in the standsheet.
 - **All Items**: Select this option to see all items at the location.
3. Enter the adjustments as described below:
 - **Restock**: Shows Game Day Transfers entered into the system during an event. If you enter a value in this column, the application creates a Game Day Transfer by subtracting the amount from the main warehouse and adding it to the inventory location you are adjusting.
 - **Net Adj**: Enter the inventory variance. Only enter the amount of the variance. If the variance is negative, enter a negative value. $\text{Net Adjustment} = \text{Actual Start (from beginning count)} - \text{Symphony POS Start}$.

If a site uses Simphon version 2.9 or later, the Net Adjustment gets posted to SimVen when a stand attendant enters a start count that varies from the starting inventory through the workstation.
 - **Gratis**: Verify or enter the inventory provided free of charge for permanent inventory locations and portable locations based on the information recorded on the Pre-Event Standsheet.
 - **Spoilage**: Verify or enter the inventory discarded because of spoilage for permanent inventory locations and portable locations based on the information recorded on the Pre-Event Standsheet.
 - **Returns**: Enter the inventory returned to the main warehouse after an event. SimVen creates a Game Day Transfer by subtracting the amount from the inventory location you are adjusting and adding it back to the main warehouse.
 - **Ending**: Verify or enter the ending inventory for permanent inventory locations and portable locations based on the information recorded on the Pre-Event Standsheet.
4. To add items to the list, click **Add Items**, select an **Item**, click **OK**, and then click **Add Item**.
5. To change the price of an item for the current event:
 - a. Select the item from the list, click **Change Price**, and then enter the **New Price**.
 - b. To change the price at all locations, select **All Stands**.
 - c. Click **OK**.
6. Click **Save**.

7. (Optional) Generate the Post-Event Standsheet. See [Printing Post-Event Standsheets](#) for instructions on generating the Post-Event Standsheets.

Entering Cash Deposits

You can perform this procedure at any time after event initialization. If you are performing this procedure placing money in the cash drawers, generate the Starting Bank Sign Out Report before proceeding. See [Generating the Starting Bank Sign Out Report](#) for instructions on generating this report.

1. Click **Cash Room**, and then click **Deposits Entry**.
2. Enter your **Teller No.**, and then enter or select the **Location ID**.
3. If you assign banks to each individual POS, enter the **POS No.**
4. Enter the appropriate **Pick-Up No.** according to the following pick-up number scheme, and then click **Save**:
 - Pick-up 0: Opening Banks
 - Pick-up 1: First cash deposit
 - Pick-up 2: Mid-game deposit. You can use another pick-up number for mid-day deposits.
 - Pick-up 3: Final deposit for small events with only one cash drop
 - Pick-up 4: Credit card deposit

Editing Cash Deposit Records

You can make changes to any deposit record, and the record remains current. SimVen creates an audit trail when a deposit transaction is changed. The audit trail shows the deposits that were edited and deleted along with the original deposit record.

1. Click **Cash Room**, and then click **Deposits Entry**.
2. Select the **Deposit ID**, select the **Location ID** and the **POS No.** (if any), and then enter the **Pick-Up No.** of the record you want to edit.

If the application finds a record with the same information, the deposit information appears on screen.
3. Change the deposit record, and then click **Save**.
4. To delete a deposit record, select the **Deposit ID**, and then click **Delete**.
5. (Optional) To view edited and deleted deposit records, generate the Deposits Audit Trail Report. See [Generating the Deposit Audit Trail Report](#) for instructions on generating the report.

Printing Post-Event Standsheets

The Post-Event Standsheets Report shows the inventory throughout an event. It also shows cash and non-cash deposits posted to the stand.

1. Click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **Post-Event Standsheets**.

2. Select the **Event**, select the location range, select the company range, select the **Output destination**, and then click **Print**.

To generate the report for a single location, select the same location ID for the **From** and **To** location fields. To generate the report for all locations and companies, leave the corresponding fields empty.

Printing Over/Short Reports

The Over/Short Report shows over and short information, cost of sales, and sales tax information for all locations.

1. Click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **Over/Short**.
2. Select a company range, and then enter or select the **Event**.
To generate the report for all companies, leave the company selection fields empty.
3. To calculate the spoilage, gratis, and the net adjustment based on the cost price as opposed to the sales price, select **Adjustments based on cost**.
4. Select the value to use to calculate the over and short figures, select the **Output destination**, and then click **Print**:
 - **Based on GOS**: Select this option to calculate over and short figures based on the number of goods that are out-of-stock.
 - **Based on POS**: Select this option to calculate the over and short figures based on the number POS sales.
5. Select the **Output destination**, and then click **Print**.

3

Warehouse Functions

This chapter covers the following warehouse functions:

- [Auto Restock Function](#)
- [Transfer Mode](#)
- [Purchase Orders](#)
- [Receiving Merchandise with a Purchase Order](#)
- [Receiving Merchandise without a Purchase Order](#)
- [Entering Period Inventory](#)
- [Printing the Inventory Variance Report](#)
- [Calculating the Inventory FIFO Cost](#)
- [Calculating the Inventory Average Cost](#)
- [Running the Inventory Average/FIFO Cost Valuation Report](#)
- [Restoring Previous Inventory Cost Valuation](#)

Auto Restock Function

The Automatic Restock function allows you to restock multiple inventory locations simultaneously based on the inventory item par levels configured for each location. This function restocks for the next event that will initialize. The inventory levels in the inventory locations that are restocked do not change until after event initialization. Inventory locations restock only in Advance Transfer mode.

The Automatic Restock function prints a Summary Pick Sheet and a copy of the Inventory Transmittal Slip for each location that is restocked.

- [Setting Up Auto Restock](#)
- [Canceling Automatic Restock](#)

Setting Up Auto Restock

1. Click **Warehouse**, click **Auto Restock**, and then click **Automatic Restock**.
2. Verify that the correct **Event ID**, **Event Name**, **Date**, and **Type_ID** appear on the Automatic Restock for Next Event Screen.

If the event information is incorrect, check the date on the computer and ensure that an event in the Event Calendar is configured for at least 24 hours after the date on the computer running the Auto Restock function. If such an event does not exist, contact Oracle Customer Support for further troubleshooting.

3. Select the type of locations and items you want to restock:
 - **All Stands:** Select this option to restock all inventory for all locations.

- **Select Stand:** Select this option to restock inventory for only selected locations.
 - **Permanent:** Select this option to restock locations with Tangent POS terminals.
 - **All Items:** Select this option to restock inventory for all items in a location.
 - **Chargeables only:** Select this option to restock the inventory of only chargeable items.
 - **Non-perishable only:** Select this option to restock the inventory of only non-perishable items.
4. To restock by location route, select **Restock By: Route?**, and then select the route ID as the **Code**.
 5. To restock based on the event type, select **Restock By: Event Type?**.
In SimVen you can set par levels for each revenue center or for each event type. If you select this option, during Auto Restock SimVen looks at the event type assigned to the event ID to retrieve the correct par levels.
 6. If you are restocking only selected locations, select **Starting at Location ID** and **Ending at Location ID**.
 7. Verify that **Yes** is selected for **Allow warehouse to go negative?**.
The perpetual inventory levels are accurate as long as the warehouse receives products through the system.
 8. Enter the **% Par** for each location you want restocked, and then click **Begin Process**.
The par percentage can range from 1 through 200. If you do not want to restock a location, leave the par percentage at zero percent.

Canceling Automatic Restock

If Auto Restock encounters an error, you can cancel the process. You must cancel Auto Restock before event initialization.

Event initialization places the restocked inventory into the inventory location. After event initialization, you must manually adjust the main warehouse and inventory location using [Period Inventory Entry](#).

1. Click **Warehouse**, click **Auto Restock**, and then click **Cancel Automatic Restock**.
2. Click **Click to Begin Cancellation Process**, and then click **Yes** when prompted for confirmation.

Transfer Mode

Transfer Mode determines when transferred items appear in the inventory location. Transfers done in Advance Transfer Mode appear in the inventory location after event initialization. Transfers done in Game Day Mode appear in the inventory location immediately. Event initialization changes the transfer mode from Advance (A) to Game Day (G) automatically.

- [Setting the Transfer Mode](#)

- [Transferring from Warehouse to Location](#)
- [Transferring from Location to Location](#)
- [Transferring One Item to Multiple Locations](#)
- [Determining Inventory Levels Using Inventory Locator](#)

Setting the Transfer Mode

You can change the transfer mode from Game Day to Advance.

1. Click **Warehouse**, click **Transfers**, and then click **Set Transfer Mode**.
2. Select **A - Advance Mode** as the **Current Transfer Mode**, and then click **Save**.

Transferring from Warehouse to Location

You can transfer products from the warehouse to remote inventory locations before and during an event. Leave the Transfer # field blank as SimVen automatically assigns a transfer ID.

1. Click **Warehouse**, click **Transfers**, and then click **Transfer From Warehouse to Location**.
2. If the Transfer Items From Warehouse To Location window contains information, click **Clear All**.
3. Select the **Reason** for the transfer, and if you want to transfer products from another warehouse other than the main warehouse, select the **Location ID** of the transferring warehouse.
4. Select the **Location ID** of the receiving location.
5. To see all items carried at the receiving location on the transfer list, click **Show All Items Carried**.
6. To individually add items carried at the receiving location to the transfer list:
 - a. Click **Add Items**, select an item, and then click **OK**.
 - b. Repeat Step 6-a until all the items you want to transfer appear on the list.
7. Enter the bulk quantity to transfer in the **Trf. Unit** column for the relevant items.

Look at the pieces per transfer unit or PPT value when determining the quantity to transfer. If you transfer a large quantity (more than 100,000 pieces), contact Oracle Customer Support.
8. To transfer part of a transfer unit, enter the partial quantity to transfer in the **Trf. Pieces** column for the relevant items.
9. Click **Complete** or click **Complete and Print** to print two copies of the Inventory Transmittal slip.

Transferring from Location to Location

You can transfer products from one inventory location to another during an event. The transfer can only occur in Game Day mode, and both locations must have the items that you want to transfer. Inventory levels change in real time.

Leave the Transfer # field blank as SimVen automatically assigns a transfer ID.

1. Click **Warehouse**, click **Transfers**, and then click **Transfer From Location**.
2. If the Transfer Items From Location To Location window contains information, click **Clear All**.
3. Select the **Reason** for the transfer, select the **Site ID** of the transferring location, select the **Site ID** of the receiving location, and then click the **Item #** header column.
The list only shows the items that are carried at the receiving location.
4. Enter the bulk quantity to transfer in the **Trf. Unit** column for the relevant items.
Look at the pieces per transfer unit or PPT value when determining the quantity to transfer. If you transfer a large quantity (more than 100,000 pieces), contact Oracle Customer Support.
5. To transfer part of a transfer unit, enter the partial quantity to transfer in the **Trf. Pieces** column for the relevant items.
6. To add items to the transfer list, click **Add Items**, select an item, and then click **OK**.
7. Click **Complete** or click **Complete and Print** to print two copies of the Inventory Transmittal slip.

Transferring One Item to Multiple Locations

You can transfer a single item to more than one inventory location. Leave the Transfer # field blank as SimVen automatically assigns a transfer ID.

1. Click **Warehouse**, click **Transfers**, and then click **Transfer One Item to Many Locations**.
2. If the Transfer One Item To Many Locations window contains information, click **Clear All**.
3. Select the **Reason** for the transfer, select the **Location ID** of the transferring warehouse, select the **SKU ID** (menu item number) of the item to transfer, and then press the **Tab** key.
4. Enter the **Bulk Qty.** or the **Pieces** to transfer for each inventory location, and then click **Complete**, or click **Complete and Print** to print two copies of the Inventory Transmittal slip for each location receiving the stock.

Look at the pieces per transfer unit or PPT value when determining the quantity to transfer. If you transfer a large quantity (more than 100,000 pieces), contact Oracle Customer Support.

Determining Inventory Levels Using Inventory Locator

You can locate inventory throughout the facility and view the current stock for a specific item.

1. Click **Warehouse**, click **Transfers**, and then click **Inventory Locator**.
2. Select the **Item #**.

Purchase Orders

A purchase order is a document given to vendors to acquire goods and services. It specifies the quantities, agreed prices, delivery date, and other details regarding the purchase.

This section describes how you can:

- [Creating Purchase Orders](#)
- [Canceling a Purchase Order](#)

Creating Purchase Orders

You can create purchase orders to receive products into the facility. You can only add items that are assigned to a vendor to the purchase order. Leave the P.O. Number field blank as SimVen automatically assigns a purchase order number.

1. Click **Warehouse**, click **Purchase Orders**, and then click **Purchase Orders**.
2. Enter or select the **Vendor ID**.
3. To see all items carried by the vendor on the purchase order, click **Show All Items Carried**.
4. To individually add items to the purchase order:
 - a. Click **Add Items to PO**, search for and select the items to order, and then click **OK**.
 - b. Repeat Step 4-a until the appropriate items appear on the list.
5. To assign items to the vendor:
 - a. Click **Add Item For Vendor**, and then click the **Add Items** button on the Vendor Merchandise List – Add/Edit dialog box.
 - b. Click the **Item #** column heading, select the item you want to assign to the vendor, and then click **OK**.
 - c. Repeat Steps 5-a and 5-b to assign multiple items to the vendor.
 - d. To delete an item from the vendor's list, select an item and then click **Delete Line Item**.
 - e. To close the dialog box and return to the Purchase Order screen, click **Close Panel**.
6. Enter the **Quality** to order for the relevant items on the purchase order, and if the price shown differs from the purchase price, update the **Price**.

Look at the pieces per transfer unit or PPT value when determining the quantity to transfer. If you transfer a large quantity (more than 100,000 pieces), contact Oracle Customer Support.
7. Click **Print Purchase Order**.

Canceling a Purchase Order

You can cancel purchase orders or the order balance when you do not receive the full amount of the purchase order.

1. Click **Warehouse**, click **Purchase Orders**, and then click **Purchase Orders**.
2. Enter or select the **P.O. Number**, and then click **Cancel Order/Balance**.

Receiving Merchandise with a Purchase Order

You can receive products into the main warehouse or other locations throughout the facility against any open purchase order.

1. Click **Warehouse**, click **Receiving**, and then click **Receive Merchandise**.
2. Enter or select the **P.O. Number**.
3. If products are delivered to a location other than the main warehouse, enter or select the receiving location as the **Deliver To** location, and then press the **Tab** key three times to populate the table with the purchase order items.
4. If you received all products and everything is in order, click **Receive ALL and Print**.
5. If you received all products, but there is a discrepancy in the quantity or the price, update the **Quantity** and the **Price** for the appropriate items, and then click **Receive ALL and Print**.
6. If you received a partial purchase order, enter the **Quantity** received, and then click **Save and Print Receipt**.

When you receive the remainder of the purchase order, you can return to Receive Merchandise From Purchase Order and update the information or cancel the order balance from the Purchase Order module. See [Canceling a Purchase Order](#) for instructions on canceling an order balance.

Receiving Merchandise without a Purchase Order

1. Click **Warehouse**, click **Receiving**, and then click **Receive Merchandise Without P.O.**.
2. (Optional) Enter a transfer ID in the **Transfer #** field.
3. Enter or select the **Vendor ID**, click **Add Items**, search for and select the items that were delivered, and then click **OK**.
4. If there is a discrepancy in the purchase price of an item, update the **Price**.
5. Enter the **Quantity** received, and then click **Complete and Print** to print a copy of the Merchandise Receipt or **Complete and Preview** to view the Merchandise Receipt.

Entering Period Inventory

Before entering the period inventory, print the Inventory Worksheet and take a manual count of the location you are going to adjust. See [Generating the Inventory Worksheet](#) for instructions on printing the Inventory Worksheet.

1. Click **Warehouse**, click **Period Inventory**, and then click **Period Inventory Entry**.
2. Click **Clear All**, click **Initialize Counts** to convert the current stock into pieces, and then enter or select the **Location ID** of the location you want to adjust.

3. If you only have a bulk quantity for an item, enter the **Bulk Qty**, and then enter 0 (zero) for the **Pieces** field.
4. If you have both a bulk quantity count and a piece count for an item, enter the **Bulk Qty**, and then enter the **Pieces** count.
5. Click **Save**.

Printing the Inventory Variance Report

The Inventory Variance Report shows discrepancies between the perpetual quantity and the actual quantity, as well as differences in the dollar value. Generate this report after entering month end numbers into Period Inventory Entry to see accurate variances.

1. Click **Warehouse**, click **Period Inventory**, and then click **Inventory Variance List**.
2. To generate the report for a specific location range, select the **From** and **To** locations.
Leaving the location selection fields empty generates the report for all locations.
3. To include items without a variance in the report, select **Include Zero Variance Items**.
4. To see the variance for all locations consolidated, select **Consolidated**.
5. Select the **Sort order**, select the **Output destination**, and then click **Print**.

Calculating the Inventory FIFO Cost

You can calculate the inventory based on the First In First Out (FIFO) valuation. This process looks at the current stock of each inventory item and then goes backward through the receiving records until it reaches the level of the current stock for each item. It then calculates the cost of the inventory based on a weighted-average cost of received merchandise.

Run this process only once. If you run the process twice, you cannot restore the original cost valuation.

1. Click **Warehouse**, click **Inventory Valuations**, and then click **Calculate Inventory FIFO Values**.
2. Select the locations to value the inventory, select the variables to include in the calculation from the following options, and then click **Start**.
 - **Tax On Goods Received**: Select this option to include item taxes.
 - **Freight Charged On Goods Received**: Select this option to include item freight charges.
3. After the process completes, run the Inventory Average/FIFO Cost Valuation Report for the **FIFO Value**, and then restore previous inventory cost valuations.

See [Running the Inventory Average/FIFO Cost Valuation Report](#) and [Restoring Previous Inventory Cost Valuation](#) for instructions on generating the Inventory Average/FIFO Cost Valuation Report and restoring previous cost valuations.

Calculating the Inventory Average Cost

You can calculate inventory based on the average cost of goods received. This process looks at all receiving records for each item and calculates the cost of the inventory based on an average cost of inventory since inception.

1. Click **Warehouse**, click **Inventory Valuations**, and then click **Calculate Inventory Average Costs**.
2. Select the variables you want to include in the calculation from the following options, and then click **Start**:
 - **Tax On Goods Received**: Select this option to include item taxes.
 - **Freight Charged On Goods Received**: Select this option to include item freight charges.
3. After the process completes, run the Inventory Average/FIFO Cost Valuation Report for the **Average Cost**, and then restore previous inventory cost valuations.
See [Running the Inventory Average/FIFO Cost Valuation Report](#) and [Restoring Previous Inventory Cost Valuation](#) for instructions on generating the Inventory Average/FIFO Cost Valuation Report and restoring previous cost valuations.

Running the Inventory Average/FIFO Cost Valuation Report

You can view the inventory cost based on the average cost of goods received or the FIFO value.

1. Click **Warehouse**, click **Inventory Valuations**, and then click **List Inventory Average/FIFO Values**.
2. Select the **Sort order**, select an item number range or an item description range, and then select the cost type to view:
 - **Average Cost**: Select this option to view the cost of inventory based on the average cost.
 - **FIFO Value**: Select this option to view the cost of inventory based on the FIFO value.
3. Select the **Item Status**, select the **Output destination**, and then click **Print**.

Restoring Previous Inventory Cost Valuation

You can restore the original inventory cost valuation.

1. Click **Warehouse**, click **Inventory Valuations**, and then click **Restore Last Inventory Average/FIFO Values**.
2. Click **Start**.

4

Reports

This chapter provides instructions for generating the following SimVen reports:

- [Setup Reports](#)
- [Warehouse Reports](#)
- [Pre-Event Reports](#)
- [Post-Event Reports](#)
- [Cash Room Reports](#)
- [Period Reports](#)
- [Inventory Snapshots](#)

Setup Reports

You can review your configurations in SimVen using the Setup Reports described in the following sections:

- [Generating the Family Group Master List](#)
- [Generating the Level Master List](#)
- [Generating the Chart of Accounts List](#)
- [Generating the Location Master List](#)
- [Generating the Company List](#)
- [Generating the Group Master List](#)
- [Generating the Vendor Master List](#)
- [Generating the Inventory Item Master List](#)
- [Generating the Recipe Report](#)
- [Generating the Recipe Ingredients Report](#)
- [Generating the Inventory Price History Report](#)

Generating the Family Group Master List

The Family Group Master List Report shows a master list of all the family groups. The report shows information on sales tax, product Group, print group, and general ledger account assignment.

1. Click **Setup**, click **Setup Reports**, and then click **Family Group List**.
2. Select the **Sort Order**, and then depending on the sort order, select the family group ID range or the family group name range.

To generate the report for all family groups, leave the family group selection fields empty.

3. Select the **Output destination**, and then click **Print**.

Generating the Level Master List

The Facility Level Master List Report shows a list of facility levels configured in SimVen, plus stand and POS information for both permanent and portable locations.

1. Click **Setup**, click **Setup Reports**, and then click **Level List**.
2. Select the **Sort Order**, and then depending on the sort order, select the level ID range or the level name range.
To generate the report for all levels, leave the level selection fields empty.
3. Select the **Output destination**, and then click **Print**.

Generating the Chart of Accounts List

The Chart of Accounts Report shows all general ledger accounts with their account number, account type, and balance.

1. Click **Setup**, click **Setup Reports**, and then click **Chart of Accounts List**.
2. Select the **Sort Order**, and then depending on the sort order, select the general ledger account number range or the general ledger account name range.
To generate the report for all general ledger accounts, leave the general ledger account selection fields empty.
3. Select the **Output destination**, and then click **Print**.

Generating the Location Master List

The Active Sites Report shows a master list of all inventory locations configured in SimVen.

1. Click **Setup**, click **Setup Reports**, and then click **Location Master List**.
2. Select the **Sort Order**, and then depending on the sort order, select the location ID range or the location name range.
To generate the report for all locations, leave the location selection fields empty.
3. Select the **Output destination**, and then click **Print**.

Generating the Company List

The Company Profile Centers Report shows a list of profit centers configured in SimVen with their company ID, name, merchant number, and primary warehouse code. The merchant number indicates the account to batch credit card revenue.

1. Click **Setup**, click **Setup Reports**, and then click **Company List**.
2. Select the **Sort Order**, and then depending on the sort order, select the company ID range or the company name range.
To generate the report for all companies, leave the company selection fields empty.
3. Select the **Output destination**, and then click **Print**.

Generating the Group Master List

The Group Master Listing Report shows a master list of all non-profit groups configured in SimVen with their contact information, commission structure, and last date worked.

1. Click **Setup**, click **Setup Reports**, and then click **Group List**.
2. Select the group ID range, select the **Output destination**, and then click **Print**.
To generate the report for all non-profit groups, leave the group ID selection fields empty.

Generating the Vendor Master List

The Supplier Master Listing Report shows a master list of all vendors set up in the database. The report shows contact information, as well as supplier name and address.

1. Click **Setup**, click **Setup Reports**, and then click **Vendor List**.
2. Select the **Sort Order**, and then depending on the sort order, select the vendor ID range or the vendor name range.
To generate the report for all vendors, leave the vendor selection fields empty.
3. To include only active vendors in the report, select **Only Active**.
4. Select the **Output destination**, and then click **Print**.

Generating the Inventory Item Master List

The Inventory Item Report shows a master listing of inventory items.

1. Access the report from either of the following navigation paths:
 - Click **Setup**, click **Setup Reports**, and then click **Inventory Items List**.
 - Click **Warehouse**, click **Warehouse Reports**, and then click **Inventory Items**.
2. Select the **Sort order**, and then depending on the sort order, select the item number range, item description name, or the family group range.
To generate the report for all inventory items, leave the item and family group selection fields empty.
3. Select one of the following item types, and then if you want the report to include items that have no current stock in the warehouse, select **Print Zero Stock**:
 - **All**: Select this option to generate the report for all items.
 - **Chargeable**: Select this option to generate the report for only chargeable items.
 - **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.
 - **Composite**: Select this option to generate the report for only recipe items.
4. Select the **Item Status**, select the **Output destination**, and then click **Print**.

Generating the Recipe Report

The Recipes Report shows detailed recipe information for each inventory item that has a recipe assigned.

1. Click **Setup**, click **Setup Reports**, and then click **Recipes**.
2. Select the item range, select the **Output destination**, and then click **Print**.

To generate the report for all items, leave the item selection fields empty.

Generating the Recipe Ingredients Report

The Recipe Ingredients Report lists each individual recipe ingredient and its corresponding inventory item.

1. Click **Setup**, click **Setup Reports**, and then click **Recipes Ingredients Report**.
2. Select the **Output destination**, and then click **Print**.

Generating the Inventory Price History Report

The Inventory Items Price History Report shows when the price was changed, the old price, the new price, the user that was logged in when the price was changed, where the item was sold, and whether the price is a general price or a special price.

1. Click **Setup**, click **Setup Reports**, and then click **Inventory Items Price History**.
2. Select the item range, select the **Output destination**, and then click **Print**.

To generate the report for all items, leave the item selection fields empty.

Warehouse Reports

You can review and track the inventory at all locations through Warehouse Reports. The four main categories of Warehouse Reports are:

- **Transfer Reports:** Use these reports to review inventory transfer details between warehouses and locations.
- **Purchasing Reports:** Use these reports to review inventory purchase details.
- **Receiving Reports:** Use these reports to review inventory receiving details.
- **Other Warehouse Reports:** Use these reports to review inventory details such as the current stock, sales margins, reorder quantities, and so on.

The Warehouse Reports are described in the following sections:

- [Generating the Transfer Register Report](#)
- [Generating the Transfers by Item by Date Report](#)
- [Generating the Transfers by Category Report](#)
- [Generating the Transfers by Location by Category Report](#)
- [Generating the Transfers by Item by Event Report](#)
- [Generating the Items Issued by Stand Report](#)

- Generating the Inventory Transmittal Slip
- Generating the Inter-Company Transfer Report
- Generating the Purchase Order Register Report
- Generating the Open Purchase Orders Report
- Generating the Purchase Summary Report
- Generating the Inventory Purchasing Parameters Report
- Generating the Suggested Reorder Report
- Generating the Sales by Vendor Report
- Generating the Purchase Order Orphaned Items Report
- Generating the Receipt Register Report
- Generating the Receiving Report by Receipt Number Report
- Generating the Goods Received Report
- Generating the Goods Received by Category Report
- Generating the Merchandise Summary by Product Category Report
- Generating the Inventory Worksheet (Period Inventory)
- Generating the All Sites Inventory Report
- Generating the Inventory by Category Report
- Generating the Inventory by Location Report
- Generating the Re-Order Report
- Generating the Restocking Report
- Generating the Item Supply Sources Report
- Generating the Items Sold by Vendor Report
- Generating the Margin by Item Report
- Generating the Theoretical Margin by Vendor Report
- Generating the Event Type Par Levels Report

Generating the Transfer Register Report

The Transfer Register Report enables you to view transmittal slips for the period that you define.

1. Click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Transfer Register**.
2. Use the **From** and **To** fields to select the transfer period, select the location range, select the **Output destination**, and then click **Print**.

To generate the report for all transfer dates and locations, leave the corresponding fields empty.

Generating the Transfers by Item by Date Report

The Transfer by Item by Date Report shows the items transferred to a specific location.

1. Click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Transfers By Item By Date**.
2. Select the **Sort order**, use the **From** and **To** fields to select the transfer period, select the company range, and then select the location range.

To generate the report for all transfer dates and locations, leave the corresponding fields empty.

3. Select the **Output destination**, and then click **Print**.

Generating the Transfers by Category Report

The Transfer by Category Report shows detailed transfer information for a specific location classified by the product category.

1. Click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Transfers By Category**.
2. Use the **From** and **To** fields to select the transfer period, select the **Location**, select the **Output destination**, and then click **Print**.

To generate the report for all transfers, leave the transfer date selection fields empty.

Generating the Transfers by Location by Category Report

The Transfers by Location by Category Report shows detailed transfer information for a specific period for each inventory location separately grouped by the product category.

1. Click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Transfers By Location By Category**.
2. Use the **From** and **To** fields to select the transfer period, and then select the location range.

To generate the report for all transfers and locations, leave the corresponding fields empty.

3. If you do not want the report to group transfer details by the location, select **Consolidated Locations**.
4. Select the **Output destination**, and then click **Print**.

Generating the Transfers by Item by Event Report

The Transfer by Item by Event Report shows detailed transfer information for an event for each inventory location grouped by the product category.

1. Click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Transfers By Item By Event**.

2. To see transfer details for each inventory item separately, select **Show Detailed Report**.
3. Select the **Event ID**, select the location range, and then select the item range.
To generate the report for all locations and items, leave the corresponding fields empty.
4. Select the **Output destination**, and then click **Print**.

Generating the Items Issued by Stand Report

The Items Issued by Stand Report shows the items issued to inventory locations with the corresponding cost and retail value for each item.

1. Click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Items Issues By Stand**.
2. Use the **From** and **To** fields to select the transfer period, select the location range, and then select the item range.
To generate the report for all transfers, locations, and items, leave the corresponding fields empty.
3. Select the **Output destination**, and then click **Print**.

Generating the Inventory Transmittal Slip

SimVen creates inventory transmittal slips when you auto restock for the next event, carry out transfers, and manually enter returns and restock counts in Stand Sheet Adjustments.

1. Click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Reprint Inventory Transmittal Slip**.
2. Select a transfer number range, select the **Output destination**, and then click **Print**.
To view all inventory transmittal slips, leave the transfer number selection fields empty.

Generating the Inter-Company Transfer Report

The Inter-Company Transfer Report shows transfers within an individual company, including transfer information for each inventory item on the transfer and general ledger sales account numbers for the company.

1. Click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Inter-Company Transfer Report**.
2. Select the **Sort order**, and then select one of the following report types:
 - **Show Detail**: Select this option to view all items transferred.
 - **Show Summary**: Select this option to view summary totals for each item.
3. Select the **Company**, select the general ledger account number range, and then use the **From** and **To** fields to select the transfer date period.
To generate the report for all companies, accounts, and transfers, leave corresponding fields empty.

4. Select the **Output destination**, and then click **Print**.

Generating the Purchase Order Register Report

The Purchase Order Register Report lists purchase orders created in SimVen. The report shows the purchase order status, amount, vendor ID, and vendor name.

1. Click **Warehouse**, click **Purchase Orders**, click **Purchasing Reports**, and then click **Purchase Order Register**.
2. Select the **Sort order**, and then if you only want to see purchase orders with an open balance in the report, select **Open POs Only**.
3. Select the vendor ID range, use the **From** and **To** fields to select the purchase order creation date range, select the **Output destination**, and then click **Print**.

To generate the report for all vendors and dates, leave the corresponding fields empty.

Generating the Open Purchase Orders Report

The Open Purchase Orders Variance Report shows purchase orders that have open balances. If there are open purchase order balances that you know the facility will never receive, you must cancel the order balance to remove them from the report. See [Canceling a Purchase Order](#) for instructions on canceling a purchase order balance.

1. Click **Warehouse**, click **Purchase Orders**, click **Purchasing Reports**, and then click **Open Purchase Orders**.
2. Select the **Sort order**, select the vendor ID range, and then use the **From** and **To** fields to select the purchase order creation date range.

To generate the report for all vendors and dates, leave the corresponding fields empty.

3. Select the **Output destination**, and then click **Print**.

Generating the Purchase Summary Report

The Purchasing Summary Report shows a summary of items purchased from a specific vendor or from all vendors. The report shows the quantity received, the current stock, and the quantity on order.

1. Click **Warehouse**, click **Purchase Orders**, click **Purchasing Reports**, and then click **Purchasing Summary Report**.
2. Select the **Vendor**, and then select the item range.

To generate the report for all vendors and inventory items, leave the corresponding fields empty.

3. Select one of the following item types, select the **Output destination**, and then click **Print**:
 - **All**: Select this option to generate the report for all items.
 - **Chargeable**: Select this option to generate the report for only chargeable items.
 - **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

Generating the Inventory Purchasing Parameters Report

The Inventory Purchasing Parameters Report shows information on how inventory items are purchased and from which vendor.

1. Click **Warehouse**, click **Purchase Orders**, click **Purchasing Reports**, and then click **Inventory Purchasing Parameters**.
2. Select the **Sort order**, select the item range, and then select the vendor **ID** (optional).

To generate the report for all items, leave the item selection fields empty.

3. Select one of the following item types, and then if you want the report to include items that have no current stock in the warehouse, select **Print Zero Stock**:
 - **All**: Select this option to generate the report for all items.
 - **Chargeable**: Select this option to generate the report for only chargeable items.
 - **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.
4. Select the **Item Status**, select the **Output destination**, and then click **Print**.

Generating the Suggested Reorder Report

The Suggested Reorder Report looks at the par level, current stock, and the on order quantity for each item and recommends the items to reorder.

1. Click **Warehouse**, click **Purchase Orders**, click **Purchasing Reports**, and then click **Suggested Reorder Report**.

2. Select the **Sort order**, select the item range, and then select the vendor **ID**.

To generate the report for all items and vendors, leave the corresponding fields empty.

3. Select one of the following item types, and if you want the report to include items that have no current stock in the warehouse, select **Print Zero Stock**:
 - **All**: Select this option to generate the report for all items.
 - **Chargeable**: Select this option to generate the report for only chargeable items.
 - **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.
4. Select the **Output destination**, and then click **Print**.

Generating the Sales by Vendor Report

The Vendor Sales Report shows detailed purchasing information for each vendor separately.

1. Click **Warehouse**, click **Purchase Orders**, click **Purchasing Reports**, and then click **Vendor Sales Report**.

2. Select the **Sort order**, use the **From** and **To** fields to select the purchase order creation date range, select the item range, and then select the vendor range.
To generate the report for all dates, items, and vendors, leave the corresponding fields empty.
3. Select one of the following item types, select the **Output destination**, and then click **Print**:
 - **All**: Select this option to generate the report for all items.
 - **Chargeable**: Select this option to generate the report for only chargeable items.
 - **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

Generating the Purchase Order Orphaned Items Report

The Purchase Order Orphaned Items Report shows items that appear on purchase orders, but are no longer available in SimVen. If items appear on this report, you must re-enter the items through Inventory Item Setup.

1. Click **Warehouse**, click **Purchase Orders**, click **Purchasing Reports**, and then click **Purchase Order Orphaned Items Report**.
2. Select the **Output destination**, and then click **Print**.

Generating the Receipt Register Report

The Receipt Register Report shows a list of merchandise receipts. You can use this report to cross-reference the receipt number with the purchase order number.

1. Click **Warehouse**, click **Receiving**, click **Receiving Reports**, and then click **Receipt Register**.
2. Use the **From** and **To** fields to select the receipt received date range, select the **Output destination**, and then click **Print**.

To generate the report for all receipts, leave the date received selection fields empty.

Generating the Receiving Report by Receipt Number Report

The Receiving Report shows detailed receiving information for each merchandise receipt entered into SimVen. The report lists each receipt separately.

1. Click **Warehouse**, click **Receiving**, click **Receiving Reports**, and then click **Receiving By Receipt Number**.
2. Use the **From** and **To** fields to select the receipt received date range, select the vendor range, select the **Output destination**, and then click **Print**.

To generate the report for all receipts and vendors, leave the corresponding fields empty.

Generating the Goods Received Report

The Goods Received Report shows the merchandise received classified by individual item along with the corresponding purchase order number and the receiving date.

1. Click **Warehouse**, click **Receiving**, click **Receiving Reports**, and then click **Goods Received**.
2. Select the **Sort order**, select the merchandise received date range using the **From** and **To** date editors, select the item range, and then select the vendor range.

To generate the report for all receipts, items, and vendors, leave the corresponding fields empty.
3. Select the **Output destination**, and then click **Print**.

Generating the Goods Received by Category Report

The Goods Received by Item Category Report shows the merchandise received for each product category separately.

1. Click **Warehouse**, click **Receiving**, click **Receiving Reports**, and then click **Goods Received By Category**.
2. Select the **Sort order**, use the **From** and **To** fields to select the merchandise received date range, select the item range, and then select the vendor range.

To generate the report for all receipts, items, and vendors, leave the received date, item, and vendor selection fields empty.
3. Select the company **ID**, and then select one of the following report views:
 - **Show detail**: Select this option to view the receipt for each individual item.
 - **Show summary**: Select this option to view a summary of the receipts classified by the product category.
4. Select the **Output destination**, and then click **Print**.

Generating the Merchandise Summary by Product Category Report

A Merchandise Summary by Category Report always prints after the Merchandise Receipt when receiving products into SimVem. Generate the Receipt Register Report or the Receiving Report to find the receipt number to reprint. See [Generating the Receipt Register Report](#) and [Generating the Receiving Report by Receipt Number Report](#) for instructions on generating these reports, respectively.

1. Click **Warehouse**, click **Receiving**, click **Receiving Reports**, and then click **Merchandise Summary By Product Category**.
2. Select the **Receipt No.**, select the **Output destination**, and then click **Print**.

Generating the Inventory Worksheet (Period Inventory)

You can use the Inventory Worksheet to record the physical count of the inventory at the end of the month.

1. Access the report from either of the following navigation paths:

- Click **Warehouse**, click **Warehouse Reports**, and then click **Inventory Worksheet**.
 - Click **Warehouse**, click **Period Inventory**, and then click **Inventory Worksheet**.
2. Select the **Sort order**, select the location range, and then select the product **Category**.
To generate the report for all locations, leave the location selection fields empty.
 3. To group items by storage area, select **Group by Storage Area**, and then select the **Storage Area**.
 4. To generate the report for only active locations, select **Show Active Stands Only**, and then select the **Output destination** and click **Print**.

Generating the All Sites Inventory Report

The All Sites Inventory Summary Report shows aggregate inventory levels for all items in the facility, and lists the current stock and the total value at cost.

1. Click **Warehouse**, click **Warehouse Reports**, and then click **All Sites Inventory Reports**.
2. Select the company range, select one of the following location types, and then select the location range:
 - **All Locations**: Select this option to generate the report for both warehouse and non-warehouse locations.
 - **Warehouses**: Select this option to generate the report for only warehouse locations.
 - **Non-Warehouses**: Select this option to generate the report for only non-warehouse locations.To generate the report for all companies and locations, leave the company and location selection fields empty.
3. Select one of the following item types, and then if you want the report to include items that have no current stock in the locations, select **Print Zero Stock**:
 - **All**: Select this option to view the inventory for all items.
 - **Chargeable**: Select this option to view the inventory for only chargeable items.
 - **Non-Chargeable**: Select this option to view the inventory for only non-chargeable items.
4. Select the report you want to generate, select the **Item Status**, and then select the item range:
 - **Item Summary**: Select this option to view a summary of items and total inventory for all locations.
 - **Item Detail**: Select this option to view the inventory of items at each location separately.
5. Select the **Output destination**, and then click **Print**.

Generating the Inventory by Category Report

The Family Group Inventory Report shows the current stock, the storage location, and the value of the items that belong to each family group separately.

1. Click **Warehouse**, click **Warehouse Reports**, and then click **Inventory By Category**.
2. Select the company range, select one of the following location types, and then select the location range:
 - **All Locations**: Select this option to generate the report for both warehouse and non-warehouse locations.
 - **Warehouses**: Select this option to generate the report for only warehouse locations.
 - **Non-Warehouses** Select this option to generate the report for only non-warehouse locations.

To generate the report for all companies and locations, leave the corresponding fields empty.

3. Select one of the following item types, and then if you want the report to include items that have no current stock in the locations, select **Print Zero Stock**:
 - **All**: Select this option to view the inventory for all items.
 - **Chargeable**: Select this option to view the inventory for only chargeable items.
 - **Non-Chargeable**: Select this option to view the inventory for only non-chargeable items.
4. Select the family group range, select the **Output destination**, and then click **Print**.

Generating the Inventory by Location Report

The Location Inventory Report shows inventory levels throughout the facility. The report shows the current stock in each location and advance transfers, if applicable.

1. Click **Warehouse**, click **Warehouse Reports**, and then click **Inventory By Location**.
2. Select the company range, select one of the following location types, and then select the location range:
 - **All Locations**: Select this option to generate the report for both warehouse and non-warehouse locations.
 - **Warehouses**: Select this option to generate the report for only warehouse locations.
 - **Non-Warehouses** Select this option to generate the report for only non-warehouse locations.

To generate the report for all companies and locations, leave the corresponding fields empty.

3. Select one of the following item types, and if you want the report to include items that have no current stock in the locations, select **Print Zero Stock**:
 - **All**: Select this option to view the inventory for all items.

- **Chargeable:** Select this option to view the inventory for only chargeable items.
 - **Non-Chargeable:** Select this option to view the inventory for only non-chargeable items.
4. Select the **Item Status**, select the **Output destination**, and then click **Print**.

Generating the Re-Order Report

You can use the Re-Order Report to record quantities on hand and the suggested re-order quantity.

1. Click **Warehouse**, click **Warehouse Reports**, and then click **Inventory Reorder Report**.
2. Select the location range, and then select one of the following item types:
 - **All:** Select this option to record the inventory for all items.
 - **Chargeable:** Select this option to record the inventory for only chargeable items.
 - **Non-Chargeable:** Select this option to record the inventory for only non-chargeable items.

To generate the report for all locations, leave the location selection fields empty.

3. Select the **Output destination**, and then click **Print**.

Generating the Restocking Report

The Restocking Report shows the current stock and the committed stock for each inventory location.

1. Click **Warehouse**, click **Warehouse Reports**, and then click **Restocking**.
2. Select the location range, select the **Output destination**, and then click **Print**.

To generate the report for all locations, leave the location ID selection fields empty.

Generating the Item Supply Sources Report

The Item Supply Sources Report shows the vendors that supply each item for all inventory locations.

1. Click **Warehouse**, click **Warehouse Reports**, and then click **Item Supply Sources**.
2. Select the item range, and then select one of the following item types:
 - **Chargeable:** Select this option to generate the report for only chargeable items.
 - **Non-Chargeable:** Select this option to generate the report for only non-chargeable items.
 - **All:** Select this option to generate the report for all items.
3. Select the **Output destination**, and then click **Print**.

Generating the Items Sold by Vendor Report

The Items Sold by Vendor Report shows the items purchased for a specific period from each vendor separately.

1. Click **Warehouse**, click **Warehouse Reports**, and then click **Items Sold By Vendor**.
2. Use the **From** and **To** fields to select the purchase order creation date range, and then select one of the following item types:
 - **All**: Select this option to generate the report for all items.
 - **Chargeable**: Select this option to generate the report for only chargeable items.
 - **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

To generate the report for all purchase orders, leave the purchase order date selection fields empty.

3. Select the vendor range, select the **Output destination**, and then click **Print**.
To generate the report for all vendors, leave the vendor selection fields empty.

Generating the Margin by Item Report

The Margin by Item Report shows the sales margin for each inventory item classified by the product category.

1. Click **Warehouse**, click **Warehouse Reports**, and then click **Margin By Item**.
2. Select the family group range, and then select one of the following item types:
 - **All**: Select this option to generate the report for all items.
 - **Chargeable**: Select this option to generate the report for only chargeable items.
 - **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

To generate the report for all family groups, leave the family group selection fields empty.

3. Select the **Output destination**, and then click **Print**.

Generating the Theoretical Margin by Vendor Report

The Theoretical Margin Report by Vendor shows the sales margin for each inventory item grouped by the vendor ID.

1. Click **Warehouse**, click **Warehouse Reports**, and then click **Theoretical Margin By Vendor**.
2. Select the vendor ID range, and then select the family group range.

To generate the report for all vendors and family groups, leave the corresponding fields empty.

3. Select one of the following item types:

- **All:** Select this option to generate the report for all items.
 - **Chargeable:** Select this option to generate the report for only chargeable items.
 - **Non-Chargeable:** Select this option to generate the report for only non-chargeable items.
4. Select the **Output destination**, and then click **Print**.

Generating the Event Type Par Levels Report

The Par Levels by Event Type Report shows the optimal inventory levels for each event type set up in the system.

1. Click **Warehouse**, click **Warehouse Reports**, and then click **Event Types Par Level Report**.
2. Select the event **Type**, select the **Location**, and then select the event **Day**.
To generate the report for all event types, locations, and event days, leave the Type, Location and Day fields empty.
3. Select the **Output destination**, and then click **Print**.

Pre-Event Reports

You can review and track the beginning inventory count as well as the behavior of the inventory during an event using the Pre-Event Reports described in the following sections:

- [Generating the Blind Standsheet](#)
- [Generating the Non-Chargeable Standsheet](#)
- [Generating the Event Calendar Report](#)
- [Generating the Group Assignment Sign In Sheet](#)

Generating the Blind Standsheet

You can use the Blind Standsheet to record the beginning inventory count, as well as the inventory activity throughout an event, such as spoilage, gratis, transfers, and ending inventory. This report is identical to the Pre-Event Standsheet, except it does not show the beginning inventory count.

1. Click **Pre-Event**, click **Pre-Event Reports**, and then click **Blind Standsheets**.
2. Select the event, and then select the appropriate options:
 - **Open Stands Only:** Select this option to ignore all stands that are closed.
 - **Display Short Description:** Select this option to include the short description of the items in the standshseet.
3. Select the location range, select the **Output destination**, and then click **Print**.
To generate the report for all locations, leave the location section fields empty.

Generating the Non-Chargeable Standsheet

You can use the Non-Chargeable Standsheet to record the beginning inventory count and the inventory activity of non-chargeable items throughout an event, such as spoilage, gratis, transfers, and ending inventory.

1. Click **Events**, click **Pre-Event**, click **Pre-Event Reports**, and then click **Non-Chargeable Standsheets**.
2. Select the event, and to include the inventory for only open stands in the report, select **Open Stands Only**.
3. Select the location range, select the **Output destination**, and then click **Print**.

To generate the report for all locations, leave the location section fields empty

Generating the Event Calendar Report

The Event Calendar Report shows all events that are set up in the Event Calendar for the period that you select.

1. Click **Pre-Event**, click **Pre-Event Reports**, and then click **Event Calendar**.
2. Select the **Sort order**, use **From** and **To** fields to select the event date range, and then select the **Weather**.

To generate the report for all events configured, leave the event date selection fields empty.

3. Select the **Output Destination**, and then click **Print**.

Generating the Group Assignment Sign In Sheet

The Group Assignment Sign In Sheet shows all non-profit group assignments. You can use this report to sign in groups when they arrive for work.

1. Click **Pre-Event**, click **Pre-Event Reports**, and then click **Group Assignment Sign In Sheet**.
2. Select the **Event**, select the **Output destination**, and then click **Print**.

Post-Event Reports

You can review inventory profitability, waste, demand, and so on, after an event through Post-Event Reports. The five main categories of Post-Event Reports are:

- **POS Reports:** Use these reports to review sales relative to POS key punches.
- **Family Group Reports:** Use these reports to review product category sales.
- **Stand/Location Reports:** Use these reports to review sales by location or stand.
- **Contract Reports:** Use these reports to review sales by contract.
- **Other Post-Event Reports:** Use these reports to review sales, spoilage, gratis, and commission details.

The Post-Event Reports are described in the following sections:

- [Generating the Credits by Item Report](#)

- Generating the Credits by Location Reports
- Generating the Combined Locations Goods Out of Stock Report
- Generating the Group Commissions Report
- Generating the Food Group Commissions Report
- Generating the Sales to Goods Out of Stock Report
- Generating the POS Interval Report
- Generating the POS Sales to Goods Out of Stock Report
- Generating the Family Group Sales and Per Cap Report
- Generating the Category Sales by Location Report
- Generating the Category Sales by Facility Level Report
- Generating the Category Gross Profit Report
- Generating the All Locations Post-Event Standsheet
- Generating the Location/Category Sales Summary Report
- Generating the Location/Category Costs Summary Report
- Generating the Location/Gross Profit Report
- Generating the Item Total Units and Net Per Cap by Event (Period Menu Mix)
- Generating Units Sold by Category Reports (Period Menu Mix)
- Generating the Combined Locations GOS by Contract Report
- Generating the Combined Locations GOS by Contract Report
- Generating the Combined Locations GOS by Contract Period Report
- Generating the Family Group Sales and Per Cap by Contract Report
- Generating the Family Group Sales and Per Cap by Contract Period Report
- Generating the Category Sales by Location by Contract Report
- Generating the Location/Category Costs Summary by Contract Report
- Generating the Location Category Sales Summary by Contract Report
- Generating the Location/Gross Profit by Contract Report
- Generating the POS Sales to GOS by Contract by Date Report
- Generating the Over/Short by Contract Report
- Generating the Over/Short by Contract Period Report
- Generating the Pre-Event Standsheet by Contract
- Generating the Post-Event Standsheet by Contract

Generating the Credits by Item Report

The Credits by Item Report shows inventory sales, spoilage, and gratis figures for all locations based on the company range and the date range that you select. It also shows spoilage, gratis, and total credits as a percentage of the sales.

1. Click **Post-Event**, click **Post-Event Reports**, and then click **Credits By Item**.

2. Select the **Event**, and then select one of the following item types:
 - **All**: Select this option to generate the report for all items.
 - **Chargeable**: Select this option to generate the report for only chargeable items.
 - **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.
3. Select the company range, and then select the location range.
To generate the report for all companies and locations, leave the corresponding fields empty.
4. Select the **Output destination**, and then click **Print**.

Generating the Credits by Location Reports

This procedure generates two reports, the All Locations Item Summary Report and the Credits by Location Report. Both reports show the inventory sales, spoilage, and gratis figures for all locations based on the company range and the date range that you select. The All Locations Item Summary Report shows the combined information for all locations, while the Credits by Location Report shows the information for each location separately.

1. Click **Post-Event**, click **Post-Event Reports**, and then click **Credits By Location Report**.
2. Select the **Event**, and then select one of the following item types:
 - **All**: Select this option to generate the report for all items.
 - **Chargeable**: Select this option to generate the report for only chargeable items.
 - **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.
3. Select the company range, and then select the location range.
To generate the report for all companies and locations, leave the corresponding fields empty.
4. Select the **Output destination**, and then click **Print**.

Generating the Combined Locations Goods Out of Stock Report

The Combined Locations Goods Out of Stock Report shows inventory sales, spoilage, and gratis figures for all locations based on the company range and the event that you select. The report also shows the costs associated with the aforementioned factors.

1. Click **Post-Event**, click **Post-Event Reports**, and then click **Combined Goods Out Of Stock**.
2. Select the **Event**, and then select one of the following item types:
 - **Chargeable & Composite**: Select this option to generate the report for only chargeable items, including recipe items.
 - **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

- **All:** Select this option to generate the report for all items.
3. Select the company range, select the **Output destination**, and then click **Print**.
To generate the report for all companies, leave the company selection fields empty.

Generating the Group Commissions Report

The Group Commissions Report shows commissions earned by groups that are paid a standard commission on all products. The commission is calculated using the following formula: $((GOS / (1 + Sales Tax)) \times Comm. Rate) - (Shortage + Tolerance)$.

1. Click **Post-Event**, click **Post-Event Reports**, and then click **Group Standard Rate Commissions**.
2. Select the **Event**, select the **Output destination**, and then click **Print**.

Generating the Food Group Commissions Report

The commission is calculated using the following formula: $((GOS / (1 + Sales Tax)) \times Comm. Rate) - (Shortage + Tolerance)$.

1. Click **Post-Event**, click **Post-Event Reports**, and then click **Food Group Rate Schedule Commissions**.
2. Select the **Event**, select the food group range, select the **Output destination**, and then click **Print**.

To generate the report for all groups, leave the group selection fields empty.

Generating the Sales to Goods Out of Stock Report

The Post-Event Sales to Goods Out of Stock Report shows inventory sales relative to POS key punches for the event that you select and the revenue for each line item.

1. Click **Post-Event**, click **Post-Event Reports**, and then click **Sales To Goods Out Of Stock**.
2. Select the company range, select the **Event**, and then select the location range.
To generate the report for all companies and locations, leave the corresponding fields empty.
3. Select the **Output destination**, and then click **Print**.

Generating the POS Interval Report

The POS Interval Report shows the current sales of all concession stands for the intervals that you define.

1. Click **Post-Event**, click **Post-Event Reports**, click **POS Reports**, and then click **POS Interval Report**.
2. Select the **Event**, and then enter the **End Time** for as many intervals as needed.
The start time is determined by the event start time in Event Maintenance. For each end time, enter **A** to denote a.m. or **P** to denote p.m. in the last column.
3. If you are generating the report for the final sales, select **Final POS Sales**.

4. Select the **Output destination**, and then click **Print**.

Generating the POS Sales to Goods Out of Stock Report

The POS Sales to Goods Out of Stock Report shows the POS sales relative to the actual inventory sales.

1. Click **Post-Event**, click **Post-Event Reports**, click **POS Reports**, and then click **POS Sales to Goods Out of Stock**.
2. Enter or select the **Event**, (optional) select a location range, select the **Output destination**, and then click **Print**.

To generate the report for a single location, select the same location ID for the **From** and **To** location fields. To generate the report for all locations, leave the location fields blank.

Generating the Family Group Sales and Per Cap Report

The Family Group Sales and Per Cap Report shows inventory sales grouped by family group for the company range and the event that you select. It also shows the accumulated sales tax and per cap figures.

1. Click **Post-Event**, click **Post-Event Reports**, click **Family Group Reports**, and then click **Category Sales and Per Cap**.
2. Select the company range, select the **Event**, and then if you want to distribute a portion of the over/short figure to each family group, select **Prorate Overshort**.
To generate the report for all companies, leave the company selection fields empty.
3. Enter the number of attendees in the **Attendance** field, and then select the **Weather** (optional).
4. Select the **Output destination**, and then click **Print**.

Generating the Category Sales by Location Report

The Category Sales by Location Report shows product category sales information grouped by the location. It lists detailed information for each inventory item.

1. Click **Post-Event**, click **Post-Event Reports**, click **Family Group Reports**, and then click **Category Sales By Location**.
2. Select the **Location**, select the **Category**, select the company range, and then select the **Event**.
To generate the report for all companies, leave the company selection fields empty.
3. Select the **Output destination**, and then click **Print**.

Generating the Category Sales by Facility Level Report

The Category Sales by Facility Level Report shows family group sales information for the facility level that you select. It shows information for each inventory item.

1. Click **Post-Event**, click **Post-Event Reports**, click **Family Group Reports**, and then click **Category Sales By Facility Level**.
2. To generate the report for a single event, select **Event**, and then select the **Event**.
3. To generate the report for multiple events:
 - a. Select **Date Range**, and then use the **From** and **To** fields to select the date range.
 - b. Select the **Display** type, and then select **Separate by Event** to see the information for each event separately.
4. Select the company range, select the facility levels, and then select one or more family groups.
To generate the report for all companies, leave the company selection fields empty.
5. Select the **Sort order**, select the **Output destination**, and then click **Print**.

Generating the Category Gross Profit Report

The Gross Profit Report shows revenue information for each product category separately. Each inventory item is listed as a separate line item.

1. Click **Post-Event**, click **Post-Event Reports**, click **Family Group Reports**, and then click **Category Gross Profit Report**.
2. Select the **Event**, select the **Output destination**, and then click **Print**.

Generating the All Locations Post-Event Standsheet

The All Locations Post-Event Standsheet Report shows the game day account of inventory logistics that occurred during an event for all locations. The report also shows the combined totals of money posted to stands in Cash Deposits Entry.

1. Click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **All Locations Post-Event Stand Sheet**.
2. Select the **Event**, select the **Output destination**, and then click **Print**.

Generating the Location/Category Sales Summary Report

The Location/Category Sales Summary Report shows the sales and the sales tax liability for all item categories and locations.

1. Click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **Location/Category Sales Summary**.
2. Select the company range, select the **Event**, select the **Output destination**, and then click **Print**.

To generate the report for all companies, leave the company selection fields empty.

Generating the Location/Category Costs Summary Report

The Location/Category Cost Summary Report shows the cost of the sales and the sales tax liability for all item categories and locations.

1. Click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **Location/Category Costs Summary**.
2. Select the company range, select the **Event**, select the **Output destination**, and then click **Print**.

To generate the report for all companies, leave the company selection fields empty.

Generating the Location/Gross Profit Report

The Location/Gross Profit Report shows revenue information for each inventory location. The report also shows detailed revenue information by inventory item.

1. Click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **Location/Gross Profit Report**.
2. Select the company range, select the **Event**, and then select the stand range.
To generate the report for all companies and stands, leave the corresponding fields empty.
3. Select the **Output destination**, and then click **Print**.

Generating the Item Total Units and Net Per Cap by Event (Period Menu Mix)

This procedure generates two reports, the Item Total Units and Net Per Cap Report and the Stand Units as % of Total Units Report. The Item Total Units and Net Per Cap Report shows the total units sold and the net per cap for each item. The Stand Units as % of Total Units Report shows the units sold for each item separated by the inventory location. It also shows the percentage of units sold relative to the total number of units sold for each item.

1. Click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **Stand units as % Total units By Event/Item**.
2. Select the **Event**, select the **Output destination**, and then click **Print**.

Generating Units Sold by Category Reports (Period Menu Mix)

This procedure generates two reports, the Category Total Units and Net Per Cap Report and the Stand Units as % of Total Units by Category Report. The Category Total Units and Net Per Cap Report shows the total units sold and the net per cap for each product category. The Stand Units as % of Total Units by Category Report shows the units sold for each product category separated by the inventory location. It also shows the percentage of units sold relative to the total number of units sold for each category.

1. Click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **Stand units as % Total units By Event/Category**.
2. Select the **Event**, select the **Output destination**, and then click **Print**.

Generating the Combined Locations GOS by Contract Report

The Combined Locations Out of Stock by Contract Report shows inventory sales, spoilage, and gratis figures for the company range that you select grouped by contract.

1. Click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Combined Locations Out Of Stock By Contract**.
2. Select the **Event**, and then select the company range.
To generate the report for all companies, leave the company selection fields empty.
3. Select one of the following item types, and then select the contract range.
 - **Chargeable & Composite**: Select this option to generate the report for only chargeable items, including recipe items.
 - **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.
 - **All**: Select this option to generate the report for all items.
4. Select the **Output destination**, and then click **Print**.

Generating the Combined Locations GOS by Contract Report

The Combined Locations Out of Stock by Contract Report shows inventory sales, spoilage, and gratis figures for the company range that you select grouped by contract.

1. Click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Combined Locations Out Of Stock By Contract**.
2. Select the **Event**, and then select the company range.
To generate the report for all companies, leave the company selection fields empty.
3. Select one of the following item types, and then select the contract range.
 - **Chargeable & Composite**: Select this option to generate the report for only chargeable items, including recipe items.
 - **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.
 - **All**: Select this option to generate the report for all items.
4. Select the **Output destination**, and then click **Print**.

Generating the Combined Locations GOS by Contract Period Report

This Combined Locations Out of Stock by Contract Report shows inventory sales, spoilage, and gratis figures for the period that you select grouped by contract.

1. Click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Combined Locations Out Of Stock By Contract For Period**.
2. Use the **From** and **To** fields to select the event date range, select the contract range, and then select one of the following item types:

- **Chargeable & Composite:** Select this option to generate the report for only chargeable items, including recipe items.
 - **Non-Chargeable:** Select this option to generate the report for only non-chargeable items.
 - **All:** Select this option to generate the report for all items.
3. Select the **Output destination**, and then click **Print**.

Generating the Family Group Sales and Per Cap by Contract Report

This Family Group Sales and Per Cap Report shows inventory sales by product category for the event that you select. It is subcategorized by contract and lists sales tax and per cap figures.

1. Click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Category Sales And Per Cap By Contract**.
2. Select the company range, select the **Event**, and then if you want to distribute a portion of the over/short figure to each product category, select **Prorate Overshort**.

To generate the report for all companies, leave the company selection fields empty.

3. Select the contract range, enter the number of attendees in the **Attendance** field, and then select the **Weather** (optional).
4. Select the **Output destination**, and then click **Print**.

Generating the Family Group Sales and Per Cap by Contract Period Report

This Family Group Sales and Per Cap by Contract Report shows inventory sales by product category for the period that you select. It is subcategorized by contract and lists sales tax and per cap figures.

1. Click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Category Sales And Per Cap By Contract for Period**.
2. Select the company range, select the contract range, and then select the event date range using the **From** and **To** date editors.

To generate the report all companies, leave the company selection fields empty.

3. Select the **Output destination**, and then click **Print**.

Generating the Category Sales by Location by Contract Report

This Category Sales by Location Report shows product category sales information for the location that you select. It also shows detailed sales information for each inventory item.

1. Click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Category Contract Sales by Location**.
2. Select the **Location**, select the **Category**, and then select the **Event**.

3. Select the company range, select the contract range, select the **Output destination**, and then click **Print**.

Generating the Location/Category Costs Summary by Contract Report

This Location/Category Costs Summary Report shows the cost of sales associated with each product category, the total cost of sales, and sales tax. It is subcategorized by contract.

1. Click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Location Category Cost Summary By Contract**.
2. Select the company range, select the **Event**, and then select the contract range.
To generate the report for all companies, leave the company selection fields empty.
3. Select the **Output destination**, and then click **Print**.

Generating the Location Category Sales Summary by Contract Report

This Location/Category Sales Summary Report shows the sales and the sales tax liability for all item categories and locations. It is subcategorized by contract.

1. Click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Location Category Sales Summary By Contract**.
2. Select the company range, select the **Event**, and then select the contract range.
To generate the report for all companies, leave the company selection fields empty.
3. Select the **Output destination**, and then click **Print**.

Generating the Location/Gross Profit by Contract Report

This Location/Gross Profit Report shows revenue information for each inventory location. This report also shows detailed revenue information for each inventory item and is subcategorized by contract.

1. Click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Location Gross Profit By Contract**.
2. Select the **Sort Order**, select the company range, select the **Event**, and then select the stand range.
To generate the report for all companies and stands, leave corresponding fields empty.
3. Select the contract range, select the **Output destination**, and then click **Print**.

Generating the POS Sales to GOS by Contract by Date Report

This POS Sales to Goods Out of Stock Report shows inventory sales relative to POS key punches grouped by contract. It also shows the revenue for each inventory item.

1. Click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **POS Contract Sales for Goods Out Of Stock By Date**.

2. Use the **From** and **To** fields to select the date range, select the contract range, and then select the location range.
3. Select the **Output destination**, and then click **Print**.

Generating the Over/Short by Contract Report

This Over/Short Report shows over/short information for all locations grouped by contract. It also shows the cost of sales and sales tax information for each location.

1. Click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Over/Short By Contract**.
2. Select the company range, select the **Event**, and then select the contract range.
To generate the report for all companies, leave the company selection field empty.
3. Select the **Output destination**, and then click **Print**.

Generating the Over/Short by Contract Period Report

The Over/Short Period Report shows aggregated over/short information for each location based on the company range and date range that you select grouped by contract.

1. Click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Over/Short Period By Contract**.
2. Select the company range, select the **Event Date Range**, and then select the contract range.
To generate the report for all companies and dates, leave corresponding fields empty.
3. Select the **Output destination**, and then click **Print**.

Generating the Pre-Event Standsheet by Contract

This Pre-Event Standsheet shows all inventory items that are set up in inventory locations prior to event initialization grouped by contract. You can use this report to record the inventory behavior throughout an event, such as inventory spoilage, gratis, and transfer information.

1. Click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Pre-Event Stand Sheet by Contract**.
2. Select the **Event ID**, and then select the appropriate options:
 - **Open Stands Only**: Select this option to ignore all stands that are closed.
 - **Display Short Description**: Select this option to include the short description of the items in the standsheet.
3. Select the location range, select the contract range, select the **Output destination**, and then click **Print**.
To generate the report for all locations, leave the location selection fields empty.

Generating the Post-Event Standsheet by Contract

This Post-Event Standsheet shows the game day account of inventory logistics that occurred during an event. The report also shows the combined totals of money posted to stands in Cash Deposits Entry and is subcategorized by contract.

1. Click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Post-Event Stand Sheet By Contract**.
2. Select the event, and then select the appropriate options:
 - **Open Stands Only**: Select this option to ignore all stands that are closed.
 - **Display Short Description**: Select this option to include the short description of the items in the standsheet.
3. Select the company range, select the location range, and then select the contract range.

To generate the report for all companies and locations, leave corresponding fields empty.
4. Select the **Output destination**, and then click **Print**.

Cash Room Reports

You can review cash and other tender deposit entry information for events, locations, and tellers using the Cash Room Reports described in the following sections:

- [Generating the Cash Deposits Register Report](#)
- [Generating the Cash Deposit Register by Teller Report](#)
- [Generating the Cash Deposit Summary and Cash Room Inventory Reports](#)
- [Generating the Cash Deposits by Location/Pick Up Report](#)
- [Generating the Cash Deposits by Teller/Location/Pickup Report](#)
- [Generating the Cash Deposits Summary by Pick Up Number Report](#)
- [Generating the Cash Deposits Summary by Teller/Pick Up Number Report](#)
- [Generating the Cash Room Summary Inventory Report](#)
- [Generating the Cash Detail Inventory by Location Report](#)
- [Generating the Teller Deposits by Event Reports](#)
- [Generating the Starting Bank Sign Out Report](#)
- [Generating the Deposit Audit Trail Report](#)

Generating the Cash Deposits Register Report

The Cash Deposits Register Report shows all cash deposit entries for the date range that you select.

1. Click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Deposit Register**.

2. Use the **From** and **To** fields to select the date range, select the company range, select the **Output destination**, and then click **Print**.

The date is the date of entry, not the event date.

To generate the report for all companies and dates, leave the corresponding fields empty.

Generating the Cash Deposit Register by Teller Report

This Cash Deposits Register Report shows all cash deposit entries for the dates that you select subcategorized by teller number.

1. Click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Deposits Register By Teller**.
2. Use the **From** and **To** fields to select the date range, select the teller ID range, select the **Output destination**, and then click **Print**.

The date is the date of entry, not the date of the event.

To generate the report for all dates and tellers, leave the corresponding fields empty.

Generating the Cash Deposit Summary and Cash Room Inventory Reports

This procedure describes how to generate two reports, the Cash Deposits Summary Report and the Cash Room Inventory Report.

The Cash Deposits Summary Report shows a summary of deposits grouped by pick up number and location. The report includes ATM and VIP deposits in the credit card totals. The Cash Room Inventory Report shows cash and other forms of tenders entered in Cash Room Deposits Entry View subcategorized by location. This report also shows cash deposits broken down by denomination.

1. Click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Deposits Summary**.
2. Select the **Sort order**, select the event, select the company range, and then select the location range.

To generate the report for all companies and locations, leave the corresponding fields empty.
3. Select one of the following reports to generate, and then if you want the report to show only the totals, select **Totals Only**:
 - **Summary Report**: Select this option to generate the Cash Deposits Summary Report.
 - **Inventory Report**: Select this option to generate the Cash Room Inventory Report
4. Select the **Output destination**, and then click **Print**.

Generating the Cash Deposits by Location/Pick Up Report

The Cash Deposits by Location/Pick Up Report shows a summary of deposits grouped by location ID and pick up number. The report includes ATM and VIP deposits in the credit card totals.

1. Click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Deposits By Location/Pick Up**.
2. Select the **Event ID**, select the **Output destination**, and then click **Print**.

Generating the Cash Deposits by Teller/Location/Pickup Report

This Cash Deposits by Location/Pickup Report shows the summary of deposits for an event grouped by teller number and pickup number. The report includes ATM and VIP deposits in the credit card totals.

1. Click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Deposits By Teller/Location/Pick Up**.
2. Select the **Event**, select the teller range, select the **Output destination**, and then click **Print**.

To generate the report for all tellers, leave the teller selection fields empty.

Generating the Cash Deposits Summary by Pick Up Number Report

The Cash Deposits Summary by Pick Up No. Report shows the summary of deposits for an event grouped by pick up number. The report includes ATM and VIP deposits in the credit card totals.

1. Click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Deposits Summary Report By Pickup #**.
2. Select the **Event ID**, select the **Output destination**, and then click **Print**.

Generating the Cash Deposits Summary by Teller/Pick Up Number Report

This Cash Deposits Summary by Pickup No. Report shows the summary of deposits for an event grouped by teller number and pick up number. The report includes ATM and VIP deposits in the credit card totals.

1. Click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Deposits Summary Report By Teller/Pickup #**.
2. Select the **Event**, select the teller range, select the **Output destination**, and then click **Print**.

To generate the report for all tellers, leave the teller selection fields empty.

Generating the Cash Room Summary Inventory Report

The Cash Room Summary Inventory Report shows cash and other forms of tenders entered in Cash Room Deposits Entry View grouped by teller number. The report shows cash broken down by denomination.

1. Click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Room Summary Inventory**.
2. Select the **Event**, select the **Teller**, select the **Output destination**, and then click **Print**.

To generate the report for all tellers, leave the Teller field empty.

Generating the Cash Detail Inventory by Location Report

The Cash Room Detail Inventory Report shows cash and other forms of tenders entered in Cash Room Deposits Entry View grouped by teller number and broken down by location. The report also shows cash deposits broken down by denomination.

1. Click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Detail Inventory By Location**.
2. Select the **Event ID**, select the **Output destination**, and then click **Print**.

Generating the Teller Deposits by Event Reports

This procedure describes how to generate two reports: the Teller Deposits Report and the Cash Room Inventory Report.

The Teller Deposits Report shows deposits grouped by teller number and lists each deposit as a separate line item. The Cash Room Inventory Report shows cash and other forms of tenders entered in Cash Room Deposits Entry View grouped by teller number. This report also shows cash deposits broken down by denomination.

1. Click **Cash Room**, click **Cash Deposits Report**, and then click **Teller Deposits By Event**.
2. Select the **Event**, and then select the teller range.
To generate the report for all tellers, leave teller selection fields empty.
3. Select one of the following reports to generate, select the **Output destination**, and then click **Print**:
 - **Teller Deposits**: Select this option to generate the Teller Deposits Report.
 - **Inventory Reports**: Select this option to generate the Cash Room Inventory Report.

Generating the Starting Bank Sign Out Report

The Starting Bank Sign Out Report shows the starting bank sign out for each inventory location and lists the banks by stand. The report only shows information for opening banks.

1. Click **Cash Room**, click **Cash Deposits Report**, and then click **Starting Bank Sign Out**.

2. Select the **Event**, select the **Output destination**, and then click **Print**.

Generating the Deposit Audit Trail Report

You can make changes to any deposit record. The Cash Room Audit Current Records Audit Trail shows all edited and deleted deposit records. The report shows the original deposit first, and then lists the modified deposits.

1. Click **Cash Room**, click **Cash Deposits Report**, and then click **Deposits Audit Trail Report**.
2. Select the **Sort order**, and then if you want the report to show only deleted deposit records, select **Deleted Rec Only**.
3. Select the company range, select the **Event ID**, select the location range, select the teller range, and then select the POS number range.

To generate the report for all companies, locations, tellers, or POS workstations, leave the corresponding fields empty.
4. Select the **Output destination**, and then click **Print**.

Period Reports

You can review inventory sales, waste, costs, and so on for a specific date range using the Period Reports described in the following reports:

- [Generating the Category Sales and Per Cap Period Report](#)
- [Generating the Group Period Statements](#)
- [Generating the Food Group Period Statements](#)
- [Generating the Period Over/Short Report](#)
- [Generating the Goods Out of Stock Summary by Period](#)
- [Generating the Combined Locations GOS by Event Type Report](#)
- [Generating the POS Sales to Goods Out of Stock by Date Report](#)
- [Generating the Combined Location Goods Out of Stock Report](#)
- [Generating the Location Sales Summary Period Report](#)
- [Generating the Location Costs Summary Period Report](#)
- [Generating the All Locations Standsheet by Date](#)
- [Generating the Location Gross Profit Period Report](#)
- [Generating Units Sold by Period Reports \(Period Menu Mix\)](#)
- [Generating Units Sold by Category Period Reports \(Period Menu Mix\)](#)

Generating the Category Sales and Per Cap Period Report

This Family Group Sales and Per Cap Report shows inventory sales by product category for the period that you select. The report also shows the accumulated sales tax and per cap figures.

1. Click **Period Reports**, and then click **Category Sales And Per Cap**.

2. Select the company range, select the event date range, select the **Output destination**, and then click **Print**.

To generate the report for all companies and dates, leave the corresponding fields empty.

Generating the Group Period Statements

The Group Period Statements Report shows commissions earned by groups. The commission is based on the commission structure set up in the Group File. The report lists all events that fall within the period that you select.

1. Click **Period Reports**, and then click **Group Standard Rate Period Statements**.
2. Select the event date range, select the group range, select the **Output destination**, and then click **Print**.

To generate period statements for all groups, leave the group selection fields empty.

Generating the Food Group Period Statements

The Group Period Statements for Food Groups Report shows commissions earned by groups for all events that fall within the period that you select. The commission is based on the commission structure set up in the Food Group Commission Schedule.

1. Click **Period Reports**, and then click **Food Group Rate Schedule Period Statements**.
2. Select the event date range, select the food group range, select the **Output destination**, and then click **Print**.

To generate period statements for all event dates and groups, leave the corresponding fields empty.

Generating the Period Over/Short Report

This Over/Short Report shows an aggregate over/short figure for each location for the period that you select.

1. Click **Period Reports**, and then click **Over/Short**.
2. Select the **Sort Order**, select the company range, select the date range, and then select the value to use to calculate over/short figures:
 - **Based on GOS:** Select this option to calculate the over/short figures based on the number of goods that are out of stock.
 - **Based on POS:** Select this option to calculate the over/short figures based on the number of POS sales.
3. Select one of the following report types to generate, select the **Output destination**, and then click **Print**:
 - **Show Detail:** Select this option to see over/short figures for each event separately.
 - **Show Summary:** Select this option to see a summary of over/short figures for all events.

Generating the Goods Out of Stock Summary by Period

The Goods Out of Stock Summary Report shows inventory sales, spoilage, and gratis figures for all locations based on the company range and period that you select. The report also shows the costs associated with the factors listed above.

1. Click **Period Reports**, and then click **Goods Out Of Stock Summary By Period**.
2. Select the company range, select the event date range, select the **Output destination**, and then click **Print**.

To generate the report for all companies and event dates, leave the corresponding fields empty.

Generating the Combined Locations GOS by Event Type Report

The Combined Locations Goods Out of Stock (GOS) by Event Report shows inventory sales, spoilage, and gratis figures for all locations based on the period and event type that you select. The report also shows the costs associated with the aforementioned factors.

1. Click **Period Reports**, and then click **Combined Location Goods Out Of Stock By Event Type**.
2. Select the event date range, select the event **Type**, and then select one of the following item types:
 - **Chargeable**: Select this option to generate the report for only chargeable items.
 - **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.
 - **All**: Select this option to generate the report for all items.
3. Select the **Output destination**, and then click **Print**.

Generating the POS Sales to Goods Out of Stock by Date Report

This POS Sales to Goods Out of Stock Report shows the revenue for each inventory item relative to POS key punches for the period that you select.

1. Click **Period Reports**, click **POS Reports**, and then click **POS Sales To Goods Out Of Stock By Date**.
2. Select the date range, select the location range, select the **Output destination**, and then click **Print**.

To generate the report for all dates and locations, leave the corresponding fields empty.

Generating the Combined Location Goods Out of Stock Report

This Combined Locations to Goods Out of Stock Report shows inventory sales, spoilage, and gratis figures for all locations based on the period that you select. The report also shows the costs associated with the aforementioned factors.

1. Click **Period Reports**, click **Stand/Location Reports**, and then click **Combined Locations Goods Out Of Stock**.
2. Select the event date range, select the location range, and then select one of the following item types:
 - **All**: Select this option to generate the report for all items.
 - **Chargeable**: Select this option to generate the report for only chargeable items.
 - **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.
 - **Composite**: Select this option to generate the report for only recipe items.
3. Select the **Output destination**, and then click **Print**.

Generating the Location Sales Summary Period Report

The Location Sales Summary Report shows the sales summary for each item category and the total sales for all inventory locations.

1. Click **Period Reports**, click **Stand/Location Reports**, and then click **Locations Sales Summary Period Report**.
2. Select the company range, select the date range, select the **Output destination**, and then click **Print**.

To generate the report for all companies and dates, leave the corresponding fields empty.

Generating the Location Costs Summary Period Report

The Location Costs Summary Report shows the cost of sales associated with each item category and the total cost of sales for all inventory locations.

1. Click **Period Reports**, click **Stand/Location Reports**, and then click **Locations Costs Summary Period Report**.
2. Select the company range, select the date range, select the **Output destination**, and then click **Print**.

To generate the report for all companies and dates, leave the corresponding fields empty.

Generating the All Locations Standsheet by Date

The All Locations Post-Event Standsheet Report shows post-event standsheet information for all locations combined for the period that you select.

1. Click **Period Reports**, click **Stand/Location Reports**, and then click **All Locations Stand Sheet By Date**.
2. Use the **From** and **To** fields to select the date range, select the **Output destination**, and then click **Print**.

To see post-event standsheet information for all dates, leave the date range empty.

Generating the Location Gross Profit Period Report

This Location/Gross Profit Period Report shows revenue information for each inventory location based on the company range and period that you select. The report also shows detailed revenue information for each inventory item.

1. Click **Period Reports**, click **Stand/Location Reports**, and then click **Location/Stand Gross Profit Period Report**.
2. Select the **Sort Order**, select the company range, select the date range, and then select the stand range.

To generate the report for all companies and stands, leave the corresponding fields empty.

3. Select the **Output destination**, and then click **Print**.

Generating Units Sold by Period Reports (Period Menu Mix)

This procedure generates two reports, the Stand Units as % of Total Units Report and the Item Totals Units and Net Per Cap Report. The Stand Units as % of Total Units Report shows units sold for each item separated by inventory location for the period that you select. This report also shows the percentage of units sold relative to the total number of units sold for each inventory item. The Item Totals Units and Net Per Cap Report shows the combined total of units sold and the net per cap for each inventory item for the period that you select.

1. Click **Period Reports**, click **Stand/Location Reports**, and then click **Stand Units as % Total Units By Date/Time**.
2. Use the **From** and **To** fields to select the event date range, select the **Output destination**, and then click **Print**.

To generate the reports for a single day, select the same date in the **From** and **To** fields.

Generating Units Sold by Category Period Reports (Period Menu Mix)

This procedure generates two reports: the Stand Units as % of Total by Category Report and the Category Total Units And Net Per Cap Report. The Stand Units as % of Total by Category Report shows units sold for each product category for the period that you select separated by the inventory location. This report also shows the percentage of units sold relative to the total number of units sold for each category. The Category Total Units And Net Per Cap Report shows the combined total of units sold and the net per cap for each product category for the period that you select.

1. Click **Period Reports**, click **Stand/Location Reports**, and then click **Stand Units as % Total Units By Date/Category**.
2. Use the **From** and **To** fields to select the event date range, select the **Output destination**, and then click **Print**.

To generate the reports for a single day, select the same date in the **From** and **To** fields.

Inventory Snapshots

You can create snapshots of the inventory and generate reports to view:

- The stock on hand for menu items in a location
- Menu item usage for different locations and inventory periods
- The inventory variance

This enables you to:

- Cater for any upcoming event without having to stop all activities and count the inventory
- Compare the inventory variances of different snapshots and determine operational inefficiencies, potential theft, and mismanagement
- Reference historical period reports

The Inventory Snapshots are described in the following sections:

- [Enabling Auto Inventory Snapshot](#)
- [Creating an Inventory Snapshot](#)
- [Editing an Existing Snapshot](#)
- [Generating the Inventory Snapshot Audit Viewer](#)
- [Generating the Inventory Usage Detail Report](#)

Enabling Auto Inventory Snapshot

You can configure SimVen to automatically create snapshots of the inventory at regular intervals.

1. Click **Security/Utilities**, and then click **Sysfile Maintenance**.
2. On the **Actions** tab, select **Enable Auto Snapshot**, and then enter the snapshot interval in days and hours.
3. Click **Save**.

Creating an Inventory Snapshot

1. Click **Warehouse**, click **Period Inventory**, and then click **Inventory Snapshot Screen**.
2. Select **CREATE New Snapshot**, enter the **Snapshot Name**, and then use the following filters to streamline the inventory locations listed in the table:
 - **Active Only**: Select this option to create the snapshot for only active locations.
 - **All**: Select this option to create the snapshot for both active and inactive locations.
 - **Warehouse Only**: Select this option to create the snapshot for only warehouse locations.
 - **All**: Select this option to create the snapshot for warehouse and non-warehouse locations.

3. Select the stands for which you want to create the snapshot from the table.
To create the snapshot for all stands, select **Select All Stands**.
4. Click **Create Snapshot**.
5. To view the snapshot in edit mode, click **Yes** when prompted.
6. To print the snapshot, click **Print Snapshot**.

Editing an Existing Snapshot

1. Click **Warehouse**, click **Period Inventory**, and then click **Inventory Snapshot Screen**.
2. Select **EDIT Existing Snapshot**, and then select the **Snapshot ID**.
3. To change the snapshot name, enter the new name in the **Snapshot Name** field, and then click **Save Changes**.
4. To modify the count of items in an inventory location, select a stand, and then click **View Items**.
5. To print the modified snapshot, click **Print Snapshot**.

Generating the Inventory Snapshot Audit Viewer

The Snapshot Audit Viewer shows details of all activities that occurred in SimVen.

1. Click **Warehouse**, click **Period Inventory**, and then click **Inventory Snapshot Audit Viewer**.
2. To view only information related to snapshot features, select **Constraint results to ID (or type) = SNAPSHOT**.

Generating the Inventory Usage Detail Report

The Inventory Usage Detail Report shows the usage of each inventory item and the inventory variance based on the snapshots that you select.

1. Click **Warehouse**, click **Period Inventory**, and then click **Inventory Usage Detail Report**.
2. Use the **From** and **To** fields to select a snapshot range.
3. To exclude items with zero variance from the report, select **Exclude items with Zero Variance**.
4. Select the inventory locations for which you want to generate the report:
 - a. To generate the report for all locations, select **All Locations**.
 - b. To generate the report for a selected few locations, select **Selected Locations**, and then select the locations to include in the report.
 - c. To generate the report for only warehouse locations, select **Warehouse Only**, and then select the warehouses to include in the report.
5. Select the family groups to include in the report:
 - a. To generate the report for all family groups, select **All Family Groups**.
 - b. To generate the report for a selected few family groups, select **Selected Family Groups**, and then select the family groups to include in the report.

6. Select the **Output destination**, and then click **Print**.

5

Data Purging

This chapter describes how to purge legacy data from SimVen using the SimVen Purge Utility. This utility allows you to delete Event-related data, PO-related data, and Receiving-related data.

- [Purging SimVen Data](#)

Purging SimVen Data

1. Browse to and open the [Drive Letter]:\SimVen\SimVen\Conc\Programs folder.
2. Double-click **TanPurgeEvent.exe**, and then log on to the utility using your SimVen administrator credentials.
3. To delete only event data, select **Event ID (Events related)**, select one or more event IDs, and then click **Purge**.
4. To delete event, PO, and receiving data:
 - a. Select **Date Range (Events, PO, Recv.)**, and then select a date range using the **To** and **From** date editors.
 - b. Select the information you want to delete, and then click **Purge**:
 - **Delete Event related data**: Select this option to purge event data.
 - **Delete PO related data**: Select this option to purge purchase order data.
 - **Delete Receiving related data**: Select this option to purge receiving related data.

6

Simphony FE POS Configurations

This chapter describes how to set up Oracle Hospitality Simphony First Edition (FE) for performing standsheet operations through the POS client.

- [Adding a SimVen Interface](#)
- [Assigning the SimVen Interface to Revenue Centers](#)
- [Configuring Workstation Buttons in Simphony First Edition for Standsheet Operations](#)

Adding a SimVen Interface

1. Access the Interfaces module:
 - If you are using Simphony First Edition, from the EMC select the Enterprise, and then click **Interfaces**.
 - If you are using Simphony, from the EMC select the Enterprise, click **Setup**, and then click **Interfaces**.
2. Insert a new interface named `SimVen`, and then double-click the record to open it.
3. On the **General** tab, enter `SimVen` for the **Communication Type**, select **0 - PMS/SIM** as the **Interface Type**, and then select **1 - TCP** as the **Communication Type**.
4. On the **Options** tab, enter the **TCP Host Name** and **Port Number** of the server where the TangeWinService is running, and then select the following options:
 - **3 - Allow Inquiry without Sign-In**
 - **4 - Use 5 Digits for Number of Guests**
 - **5 - On = Use 9 digits for Terminal IDs; Off = Use 2 digits for Terminal IDs**
5. On the **Properties** tab, select the properties that use the SimVen interface.
6. On the **Service Host** tab, select the **Service Host** from which TCP communications to the TangeWinService.
7. Click **Save**.

Assigning the SimVen Interface to Revenue Centers

After adding a SimVen interface, you must assign the interface to each revenue center that uses the SimVen application.

1. Access the RVC Parameters module:
 - If you are using Simphony First Edition, select the revenue center, and then click **RVC Parameters**.
 - If you are using Simphony, select the revenue center, click **Setup**, and then click **RVC Parameters**.

2. On the **Interfaces** tab, select the SimVen interface that you created, and then click **Save**.
3. Repeat Steps 1 and 2 for each revenue center that uses SimVen.

Configuring Workstation Buttons in Symphony First Edition for Standsheet Operations

1. Select the revenue center, and then click **Touchscreen Design**.
2. Double-click the transaction page where you want to add the touchscreen buttons.
3. Insert a button, and then on the **Key** tab, select **11 – Function** as the **Key Type**.
4. Click the right arrow adjacent to the **Key Number** field, and then in the top left pane, select **SIM**.
5. In the right pane, select **SIM [interface number] - SimVen– Inquire 1**.
For example, SIM 1 - SimVen - Inquire 1.
6. Enter `Create Standsheet` for the **Legend**, and then click **Save**.
7. Repeat Steps 3 and 4.
8. In the right pane, select **SIM [interface number] - SimVen– Inquire 2**.
9. Enter `Edit Standsheet` for the **Legend**, and then click **Save**.

7

Simphony POS Configurations

This chapter describes how to set up Oracle Hospitality Simphony for performing standsheet operations through the POS client.

- [Adding a SimVen Interface](#)
- [Assigning the SimVen Interface to Revenue Centers](#)
- [Enabling the SimVen Extension Application in Simphony](#)
- [Configuring Workstation Buttons in Simphony for Standsheet Operations](#)
- [Adding Translations for SimVen Operations in Simphony](#)

Adding a SimVen Interface

1. Access the Interfaces module:
 - If you are using Simphony First Edition, from the EMC select the Enterprise, and then click **Interfaces**.
 - If you are using Simphony, from the EMC select the Enterprise, click **Setup**, and then click **Interfaces**.
2. Insert a new interface named `SimVen`, and then double-click the record to open it.
3. On the **General** tab, enter `SimVen` for the **Communication Type**, select **0 - PMS/SIM** as the **Interface Type**, and then select **1 - TCP** as the **Communication Type**.
4. On the **Options** tab, enter the **TCP Host Name** and **Port Number** of the server where the TangeWinService is running, and then select the following options:
 - **3 - Allow Inquiry without Sign-In**
 - **4 - Use 5 Digits for Number of Guests**
 - **5 - On = Use 9 digits for Terminal IDs; Off = Use 2 digits for Terminal IDs**
5. On the **Properties** tab, select the properties that use the SimVen interface.
6. On the **Service Host** tab, select the **Service Host** from which TCP communications to the TangeWinService.
7. Click **Save**.

Assigning the SimVen Interface to Revenue Centers

After adding a SimVen interface, you must assign the interface to each revenue center that uses the SimVen application.

1. Access the RVC Parameters module:
 - If you are using Simphony First Edition, select the revenue center, and then click **RVC Parameters**.

- If you are using Symphony, select the revenue center, click **Setup**, and then click **RVC Parameters**.
2. On the **Interfaces** tab, select the SimVen interface that you created, and then click **Save**.
 3. Repeat Steps 1 and 2 for each revenue center that uses SimVen.

Enabling the SimVen Extension Application in Symphony

Symphony automatically deploys the SimVen System Interface Module (SIM) script when installing or upgrading to Symphony version 2.9 or later.

1. Select the Enterprise, property, revenue center, or zone, click **Setup**, and then click **Extension Application**.
2. In the **Options** column, click the ellipsis (...) symbol adjacent to the SimVen interface record, and then deselect **1 - Disable Application**.
3. In the **Interface** column, click the ellipsis (...) symbol adjacent to the SimVen record, select SimVen from the list of interfaces, and then click **OK**.
4. Click **Save**.

Configuring Workstation Buttons in Symphony for Standsheet Operations

1. Select the Enterprise, property, revenue center, or zone, click **Configuration**, and then click **Page Design**.
2. Double-click the transaction page where you want to add the touchscreen buttons.
3. Insert a button, on the **General** tab, select **Function** as the **Type**, and then click the right arrow directly beneath the **Type** drop-down list.
4. Select **Extensibility** from the Type pane, select **SIM Inquire** from the Results pane, and then click **OK**.
5. Repeat Steps 3 and 4 to add three more buttons.
6. To configure a button to create a standsheet, in the **Argument** field, enter `SimVen:1`, and then enter `Create Standsheet` for the **Legend**.
7. To configure a button to open and edit a standsheet from another revenue center, in the **Argument** field, enter `SimVen:2`, and then enter `Open Standsheet` for the **Legend**.
8. To configure a button to edit a standsheet, in the **Argument** field, enter `SimVen:3`, and then enter `Edit Standsheet` for the **Legend**.
9. To configure a button to print a standsheet, in the **Argument** field, enter `SimVen:4`, and then enter `Print Standsheet` for the **Legend**.
10. To configure a button to view the current event ID, in the **Argument** field, enter `SimVen:5`, and then enter `Standsheet info` for the **Legend**.
11. Click **Save**.
12. Perform a database update on the workstations and restart the workstations. You must restart the service host specified on the **Service Host** tab in the Interfaces module.

Adding Translations for SimVen Operations in Symphony

This feature is only available in Symphony version 3.0 and later. Before performing this procedure, set up languages in the EMC. The *Oracle Hospitality Symphony Configuration Guide* contains more information about setting languages.

You can translate the dialog boxes and messages that appear when editing standsheets from the POS client by adding the translations as an extension application.

1. Select the Enterprise, property, revenue center, or zone, click **Setup** and **Extension Application**.
2. Double-click the SimVen extension application record to open it, and then click **Insert Application Content**.
3. In the **Zoneable Key** field, enter `SimVenText_`, followed by the **Text File Name** with the translation defined in the Languages module for the relevant language.
For example, if the Text File Name is DE, the Zoneable Key is `SimVenText_DE`.
4. Enter a **Description** and click **OK**.
5. Rename the text file with the translation to match the exact name as the Zoneable Key (for example, `SimVenText_DE`), and then place it in the `[Drive Letter]: \MICROS\Symphony2\Tools\Dbupgrade\SimVen\Text` folder.
6. On the **Designer** tab, select **23 - Text** for the **Content Type**, click **Import from a file**, and then browse and select the text file from the location in Step 5.
7. Click **Save**.

8

POS Client Operations

This chapter provides instructions for performing the following standsheet-related functions through the POS client:

- [Creating a Standsheet](#)
- [Editing a Standsheet](#)
- [Editing a Standsheet from another Revenue Center](#)
- [Committing the Standsheet](#)
- [Printing the Standsheet](#)
- [Viewing the Current Event ID](#)

Creating a Standsheet

1. Press the **Create Standsheet** function key, and then enter the **Start Count**, **Returns** count, **Spoil** count, **Gratis** count, and the **End Count** for each menu item.

You can use the arrows on the right to move through the menu items on the standsheet.

Simphony allows you to enter up to four decimal places.

2. Press **Save**.
3. To print the standsheet, press **Yes** when prompted.
4. To commit the standsheet, press **Yes** when prompted.

Editing a Standsheet

Press the **Edit Standsheet** function key, make the changes, and then press **Save**.

Editing a Standsheet from another Revenue Center

You can access the standsheet of any revenue center to which you are assigned while signed into another revenue center at the workstation.

1. Press the **Open Standsheet** function key, enter the revenue center ID of the standsheet you want to open, and then press **OK**.
2. Make the changes to the standsheet, and then press **Save**.

Committing the Standsheet

1. Press the **Create Standsheet** function key.
2. To print the standsheet, press **Yes** when prompted.

3. Press **Yes** when prompted to commit the standsheet.

Printing the Standsheet

To print the standsheet that you most recently created, press the **Print Standsheet** function key.

Viewing the Current Event ID

To view the current event ID, press the **Standsheet Info** function key.