Oracle® MICROS Inventory Management

User Guide

Release 9.1

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Oracle MICROS Inventory Management User Guide, Release 9.1

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Contents

24 Master Data

Preface

This document describes how to use Oracle MICROS Inventory Management features and functionality.

Audience

This document is intended for all users of the Inventory Management application.

Customer Support

To contact Oracle Customer Support, access the Support Portal at the following URL:https://iccp.custhelp.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
- Screenshots of each step you take

Documentation

Oracle MICROS product documentation is available on the Oracle Help Center at https://docs.oracle.com/en/industries/food-beverage/

Revision History

Date	Description of Change
June 2018	Initial publication.
July 2018	Document structure updates.
June 2019	• Updated Event Menu Planning • Updated Vendors • Updated Assigning a POS System
October 2019	Updated Assigning a POS System
November 2019	• Added Menu Level from a POS System • Updated Scheduler Jobs
July 2020	Updated Scheduler Jobs

Date	Description of Change
August 2020	• Updated Purchase User/Role Rights • Updated Configuring Delivery Settings for a Vendor • Added Cost Centers and Locations instructions and examples
October 2020	Updated Preparation and Thaw Pull
May 2021	• Added B2B Overview • Added Add Rating to a Reason Code • Added Configuring B2B Item Catalog for a Vendor • Added Configure FTP Settings • Updated Accepting Price Variances • Updated Configuring Delivery Settings for a Vendor • Updated Configuring B2B Settings for a Vendor • Updated Linking Vendor Purchase Items (VPIs) • Updated Viewing B2B Orders • Updated Scheduler Jobs • Updated Vendors • Added multiple time zone information to Configuring B2B Settings for a Vendor section
July 2021	Updated Configuring B2B Settings for a Vendor
September 2021	• Added Configure Global Costing Method • Added Costing Methods • Added Weighed Stock Depletion
October 2021	Added Sync Menu Items from Reporting and Analytics Release 20.1
December 2021	Updated Scheduler Jobs
January 2022	• Updated Scheduler Jobs • Updated Creating a New Cost Center • Updated Creating a New Item • Updated Yield Management • Added Navigating the Vendor Purchase Catalog • Added B2B Excel Solutions
October 2022	• Updated Creating an Item Group • Updated Modifying an Order Calculation
December 2022	• Updated Configuring Order Settings for a Vendor
July 2023	• Updated Major Group Codes, Sub Group Codes, and Item Group Codes
November 2023	• Updated Creating a New Item • Updated Modifying and Assigning Rights to a User
October 2024	• Added Configure Export Inventory Totals Day Limit • Added Enable Export Inventory Options

1 Introduction to Inventory Management

Oracle MICROS Inventory Management is a web-based inventory management solution that provides purchasing, receiving, and stock management functionality, along with full recipe and product costing capabilities. Because the database is hosted centrally, there is no software installation required at the location level. All software updates are automatic, allowing you to benefit immediately from any newly added features or reports.

This chapter describes some of the basics for understanding and using the Inventory Management user interface. These concepts are the building blocks for many of the Inventory Management modules you and your organization use to simplify your inventory needs.

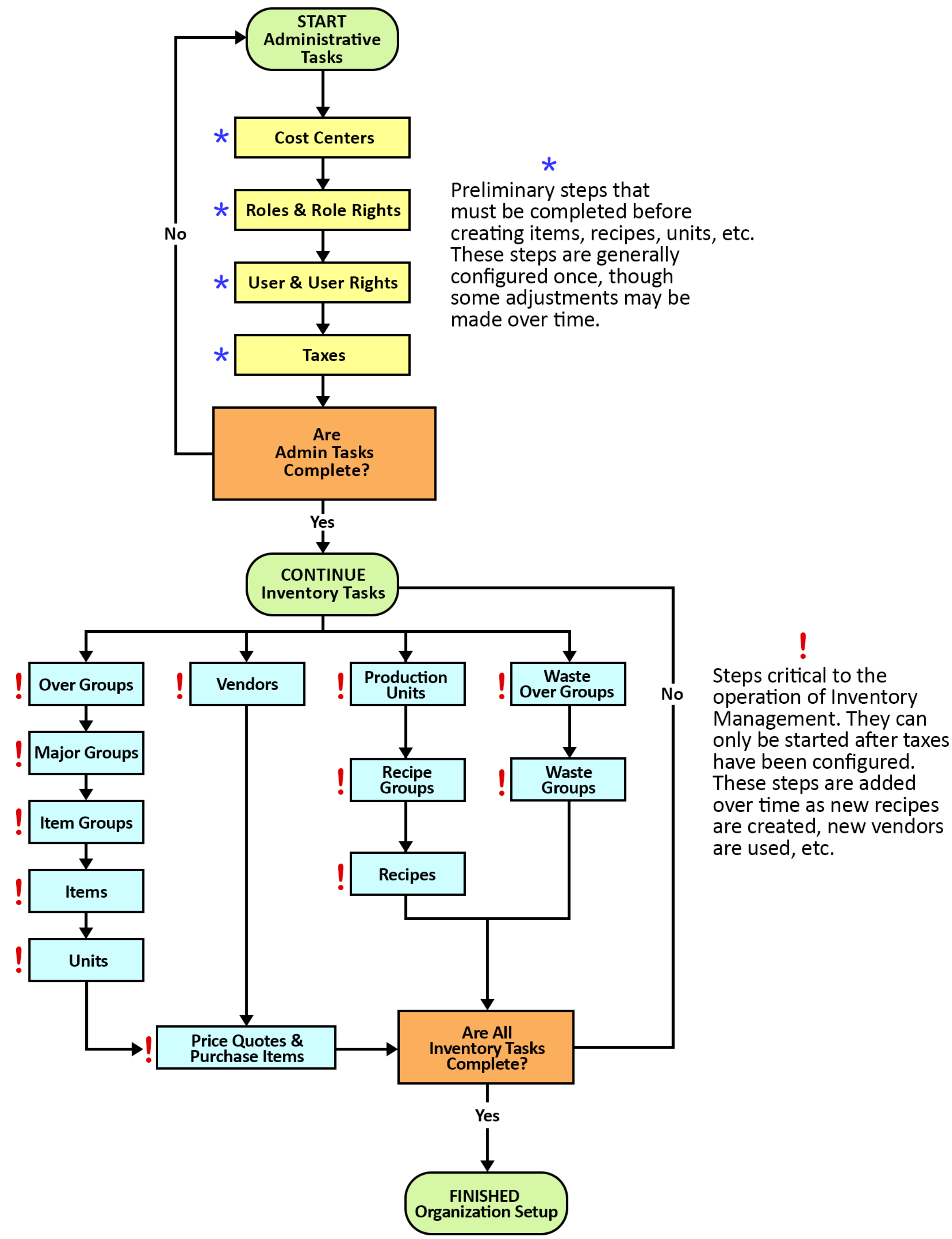
Suggested Setup

Setting up a new organization requires careful consideration and attention to detail. There are required configurations and optional configurations. Implementing the required steps enables an organization to use the application in its most basic form. Inclusion of the optional configurations enables a fuller Inventory Management experience.

Required Configuration

The following flow chart shows the typical and suggested order for setting up an organization for basic use:

Figure 1-1 Required Configuration Flow Chart



Optional Configuration

There is no set order for implementing optional tasks. The only restriction is that you set them up after the organization is completely configured. Optional configuration includes, but is not limited to:

- Menu Item Linking: Although this is optional, you cannot track depletions without configuring this feature.
- Order Cycles
- Lists
- Visibility Criteria
- Categories

Common Tasks and Operations

As you work with Inventory Management, you learn how to complete the following tasks/ operations:

Table 1-1 Standard Tasks and Operations

Task/Operation	Description
Saving	Retains the information until it is used again. If you are creating a record or updating a record, use **Save** or **Suspend**. To save information under a different name, use **Save As...** on the toolbar at the top of the page. You can save similar information as a list and used again like a template from which to create new Orders/Requests/Transfers, etc. These Lists can be added to or subtracted from. A pre-saved List provides a more convenient starting point by pre-populating new Items with common Items. Once you have created a new document and added the Items you would like to appear in the List, you can save the Items as a List. To save as a List:
Adding Items	You can add items to documents throughout many pages. Although the items vary depending on the document, the concept is the same.
Booking	Submits and finalizes your order, request, transfer, etc.
Printing and previewing	Both functions open a PDF document of the current information in you browser, and then you can use the PDF Print button to print. Not all pages allow printing.
Deleting items and documents	Removes items that you no longer need from a record or documents (for example, purchase orders or receipts). For example, if a vendor was out of an item that was on the purchase order, you would remove it from the receipt so that it does not get received into the inventory.
Selecting and deselecting all check boxes	You can select or deselect all check boxes on a page by clicking the check in the blue header ☑ that appears above lists with selectable items. **Note**: Selecting/deselecting check boxes using this method affects lists that span multiple pages.

Symbols Used in Inventory Management

The following table describes symbols shown in the application:

Table 1-2 Symbols in Inventory Management

Symbol	Description
Magnifying glass 	The magnifying glass primarily appears in the Master Data pages. The magnifying glass is a means of searching in the current result set. It searches data that is already populated. After narrowing down your searches, you have an idea of what you are looking for. By entering the name or partial name of the record in the Name field and clicking the magnifying glass, you are taken to the first possible result that matches the entered search criteria.
Exclamation mark 	Throughout the application, an exclamation mark might appear in some of your item lists within pages. This means something has happened to your item. When you place your mouse over the exclamation mark, reasons for showing the symbol appears.
Alert symbol 	Whenever an alert symbol is shown, it means that there is something that needs your attention within that page.

2
Ordering

The ordering process enables you to spend minimal time creating an order. You can create:

- Order lists for common or regularly ordered items.
- Order records with different vendors, with each order for a single vendor.

Inventory Management provides the following three different methods of ordering:

- Manual
- Automatic based on par levels
- Automatic based on usage

When the order is final, in addition to placing the order by phone or fax, you can send it electronically using email or through a B2B Interface with the vendor.

You can create new orders by:

- Master Order List
- Order Cycle
- Order List
- Vendor
- Suggested Order by Vendor
- Blank Order

Creating an Order by Order Cycle

1. Click **Ordering**, click **Ordering**, and then click **Order Cycle**.
2. Click the appropriate **Vendor** name.

   Orders that you place on the current date are shown in red.
3. In the Item Group pane, select item groups, and then click **Assign**.

   To select more than one item group, press and hold CTRL while selecting.
4. To assign all the item groups, click **Assign All**.
5. Once you finish assigning item groups, click **Create**.
6. Enter the order quantity for each item in the **Qty** column.
7. To add more items to the order, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
8. To view the order total, click **Calculate**.
9. To save the order for later use, click **Save** or **Suspend**.
10. To finalize the order, click **Book**, and then click **Book** in the Book Order(s) dialog box.

Creating an Order by Order List

Oracle MICROS recommends creating orders from lists as it is a big time saver. You can create suggested orders only by a list or a vendor.

1. Click **Ordering**, click **Ordering**, and then click **Order List**.
2. Select an existing order list, enter the **Cost Center**, and then select the **Delivery Date**.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. Click **Create**, and then modify the order quantity for each item in the list.
5. To add items to the order, click **Add Items(s)**, search for and select the items you want to add, and then click **OK**.
6. To assign different delivery dates for different vendors in the order:
   a. Select the items for which you want to assign different delivery dates, and then click **Set Dates**.
   b. Select the **Delivery Date**, and then click **OK**.

      You can only assign the current business date or any date in the future as the delivery date.
7. To change the order quantity based on percentages of the actual usage:
   a. Click **+/- Order Quantity**, enter the percentage you want to increase or decrease, and then select one of the following options:
      - **Apply to all items**: Select this option to apply the change to all items in the order.
      - **Apply only on selected items**: Select this option to apply the change only to the selected item.
      - **Apply only on suggested qty**: Select this option to apply the change to only items that have a suggested quantity.
   b. Click **Increase** or **Decrease**, and then click **OK**.
8. To view the order total, click **Calculate**.
9. To save the order for later use, click **Save** or **Suspend**.
10. To finalize the order, click **Book**, and then click **Book** in the Book Order(s) dialog box.

Creating an Order by Vendor

1. Click **Ordering**, click **Ordering**, and then click **Vendor**.
2. Enter the **Cost Center**, select the **Vendor**, and then select the **Delivery Date**.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. In the Item Group pane, select item groups, and then click **Assign**.

   To select more than one item group, press and hold CTRL while selecting.
5. To assign all the item groups, click **Assign All**.
6. Once you finish assigning item groups, click **Create**.
7. Enter the order quantity for each item in the **Qty** column.
8. To add more items to the order, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.

Oracle MICROS recommends adding by item group whenever possible as it enables you to add multiple items at a time, rather than only one item at a time.

9. To view the order total, click **Calculate**.
10. To save the order for later use, click **Save** or **Suspend**.
11. To finalize the order, click **Book**, and then click **Book** in the Book Order(s) dialog box.

Creating an Order Using Suggested Order Quantity

1. Click **Ordering**, click **Ordering**, and then click **Suggested Order by Vendor**.
2. Enter the **Cost Center**, enter the **Vendor** name, and then select one or more delivery dates.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. In the Item Group pane, select item groups, and then click **Assign**.

   To select more than one item group, press and hold CTRL while selecting.
5. To assign all the item groups, click **Assign All**.
6. Once you finish assigning item groups, click **Create**.
7. To add more items to the order, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.

   Oracle MICROS recommends adding by item group whenever possible as it enables you to add multiple items at a time, rather than only one item at a time.
8. To change the suggested order quantity based on percentages of the actual usage:
   a. Click **- Order Quantity**, enter the percentage you want to increase or decrease, and then select one of the following options:
      - **Apply to all Items**: Select this option to apply the change to all items in the order.
      - **Apply on selected items only**: Select this option to apply the change only to the selected items.
      - **Apply only on suggested qty**: Select this option to apply the change to only items that have a suggested quantity.

   b. Click **Increase** or **Decrease**, and then click **OK**.
9. To view the order total, click **Calculate**.
10. To save the order for later use, click **Save** or **Suspend**.
11. To finalize the order, click **Book**, and then click **Book** in the Book Order(s) dialog box.

Creating a Blank Order

1. Click **Ordering**, click **Ordering**, and then click **Blank Order**.
2. Enter the **Cost Center**, and then select the **Delivery Date**.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. Click **Create**.
5. On the Purchase Orders page, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.

Oracle MICROS recommends adding by item group whenever possible as it enables you to add multiple items at a time, rather than only one item at a time.

6. Enter the order quantity for each item in the **Qty** column.
7. To assign different delivery dates for different vendors in the order:
    a. Select the items for which you want to assign different delivery dates, and then click **Set Dates**.
    b. Select the **Delivery Date**, and then click **OK**.

        You can only assign the current business date or any date in the future as the delivery date.
8. To view the order total, click **Calculate**.
9. To save the order for later use, click **Save** or **Suspend**.
10. To finalize the order, click **Book**, and then click **Book** in the Book Order(s) dialog box.

Resetting the Order Quantity

If you have entered any quantities incorrectly and would like to start over, you can reset the item quantities using this feature. If you created an order using Suggested Ordering, this resets the quantities to the original system calculated levels. To reset item quantities:

On the Purchase Orders page, click **Reset QTY**, and then click **OK**.

Viewing Orders

You can view all purchase orders in any of these statuses:

- Suspended Orders: Orders pending booking.
- Open Purchase Orders: Orders submitted to the vendor.
- Pending Orders: Orders not yet sent to the vendor using a B2B interface. They are closed purchase orders, so you cannot edit them.
- Booked Orders: Orders that you have finalized.

The steps for viewing suspended orders, pending orders, and booked orders are the same. Depending on the order type you select (suspended, pending, or booked) you get different results. The steps for viewing an open purchase order vary slightly.

Viewing Suspended, Pending, or Booked Orders

1. Click **Ordering**, click **Ordering**, and then click **Suspended Orders**, **Pending Orders**, or **Booked Orders**.
2. Click the purchase order **Document** number of the order you want to view.

    For pending orders and booked orders, a PDF opens so that you can print it out. For saved orders, the Purchase Order page appears where you can modify, save, or book the order.

Viewing Open Purchase Orders

1. Click **Ordering**, click **Ordering**, and then click **Open Purchase Orders**.

2. Use the filters to specify the Open Purchase Orders you want to view, and then click **Refresh**.

3 Receiving

Product receiving and delivery approval are handled very efficiently within Inventory Management. The system recalls the purchase order (PO) created during the ordering process, allowing item by item verification. Depending on various security and vendor option settings, you can make modifications to reflect changes to quantities received and currently invoiced prices. Information from this process updates stock on hand reporting in real time.

If you choose not to use the Inventory Management Ordering module for acquisition of goods, the receiving process can also function just as effectively. Rather than having a pre-established order to confirm, you would follow the same process of creating a list of items, and establishing quantities and prices for the delivery being received.

Oracle MICROS recommends creating receipts from purchase orders whenever possible. If a site is not using Ordering, then create a receipt by list. Receiving lists are similar to Order lists, except Order lists can contain more than one vendor. However, you can only receive from one vendor at a time.

Creating a Receipt Using an Existing Purchase Order

1. Click **Ordering**, click **Receiving**, and then click **Purchase Order**.
2. Select the relevant purchase order, select the **Delivery Date**, and then enter the **Receipt** number.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. Click **Create**, and then modify the receipt as required.
5. To add items to the receipt, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
6. To add open orders to the receipt:
   a. Click **Open Orders**, search for and select the appropriate orders, and then click **Add Order(s)**.
   b. To view the items in an order and add specific ones, click the **Document** name, select the appropriate items, and then click **Add Item(s)**.
   c. Once you finish adding orders and items from orders, click **Return to Receipt**.
7. To add deposits to the receipt:
   a. Click **Deposits**, select the **Cost Center**, and then select the appropriate items.
   b. Enter the quantity delivered or returned, and then click **OK**.
8. If necessary, change the cost center of items.
9. To save the receipt for later use, click **Save** or **Suspend**.
10. To finalize the receipt, click **Book**:
    a. If you do not want to close the purchase order, deselect **Close Purchase Order**.
    b. Click **OK**.

Creating a Receipt Using an Existing List

1. Click **Ordering**, click **Receiving**, and then click **List**.
2. In the Document column, select the name of the relevant list, enter the **Cost Center**, and then enter the **Receipt** number.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. Click **Create**, and then modify the receipt as required.
5. To add more items to the receipt, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
6. To add open orders to the receipt:
   a. Click **Open Orders**, search for and select the appropriate orders, and then click **Add Order(s)**.
   b. To view the items in an order and add specific ones, click the **Document** name, select the appropriate items, and then click **Add Item(s)**.
   c. Once you finish adding orders and items from orders, click **Return to Receipt**.
7. To add deposits to the receipt:
   a. Click **Deposits**, select the **Cost Center**, and then select the appropriate items.
   b. Enter the quantity delivered or returned, and then click **OK**.
8. If necessary, change the cost center of items.
9. To save the receipt for later use, click **Save** or **Suspend**.
10. To finalize the receipt, click **Book**:
    a. If you do not want to close the purchase order, deselect **Close Purchase Order**.
    b. Click **OK**.

Creating a Receipt from a Vendor

1. Click **Ordering**, click **Receiving**, and then click **Vendor**.
2. Enter the **Vendor** name, enter the **Receipt** number, and then select the **Delivery Date**.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. In the Item Group pane, select an item group, and then click **Assign**.

   To select more than one item group, press and hold CTRL while selecting.
5. To assign all the item groups, click **Assign All**.
6. Once complete, click **Create**, and then enter quantities for the relevant items.
7. To add more items to the receipt, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
8. To add open orders to the receipt:
   a. Click **Open Orders**, search for and select the appropriate orders, and then click **Add Order(s)**.
   b. To view the items in an order and add specific ones, click the **Document** name, select the appropriate items, and then click **Add Item(s)**.

   c. Once you finish adding orders and items from orders, click **Return to Receipt**.
9. To add deposits to the receipt:
   a. Click **Deposits**, select the **Cost Center**, and then select the appropriate items.
   b. Enter the quantity delivered or returned, and then click **OK**.
10. If necessary, change the cost center of items.
11. To save the receipt for later use, click **Save** or **Suspend**.
12. To finalize the receipt, click **Book**:
   a. If you do not want to close the purchase order, deselect **Close Purchase Order**.
   b. Click **OK**.

Creating a Blank Receipt

1. Click **Ordering**, click **Receiving**, and then click **Blank Receipt**.
2. Enter the **Vendor** name, enter the **Receipt** number, and then select the **Delivery Date**.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. Click **Create**.
5. To add open orders to the receipt:
   a. Click **Open Orders**, search for and select the appropriate orders, and then click **Add Order(s)**.
   b. To view the items in an order and add specific ones, click the **Document** name, select the appropriate items, and then click **Add Item(s)**.
   c. Once you finish adding orders and items from orders, click **Return to Receipt**.
6. To add items to the receipt, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
7. To add deposits to the receipt:
   a. Click **Deposits**, select the **Cost Center**, and then select the appropriate items.
   b. Enter the quantity delivered or returned, and then click **OK**
8. If necessary, change the cost center of items.
9. To save the receipt for later use, click **Save** or **Suspend**.
10. To finalize the receipt, click **Book**:
   a. If you do not want to close the purchase order, deselect **Close Purchase Order**.
   b. Click **OK**.

Returning Items to a Vendor

There are occasions when you would want an entire shipment sent back to the vendor. In such situations, you can add entire receipts to a return to vendor. This decreases the time it takes to create a return note for a large shipment because you can add all the items that were in the shipment to the note at once, as opposed to entering them manually.

1. Click **Receiving**, and then click **Return to Vendor**.
2. Select the **Vendor**, and then enter the **Receipt**.

3. (Optional) Enter any pertinent information in the **Reference** field.
4. Click **Create**.
5. To add items to the receipt, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
6. To add an entire receipt:
    a. Click **Add Receipt**, and then select the receipts you want to return.
    b. Click **Add Receipt** to save and continue.
    c. To view the items on a receipt and add specific ones, click the **Document** name, select the appropriate items, and then click **Add Item(s)**.
    d. Once you finish adding receipts and items from receipts, click **Return to Return to Vendor**.
7. To save the receipt for later use, click **Save** or **Suspend**.
8. To finalize the receipt, click **Book**:
    a. If you do not want to close the purchase order, deselect **Close Purchase Order**.
    b. Click **OK**.

Adding an Open Order to a Receipt

1. On the Receiving detail page, click **Open Orders**.
2. Search for and select the appropriate orders, and then click **Add Order(s)**.
3. To view the items on an order and add specific ones, click the **Document** name, select the appropriate items, and then click **Add Item(s)**.
4. Once you finish adding orders and items from orders, click **Return to Receipt**.

Changing Cost Centers for Items on a Receipt

You can assign a new cost center to all items or to selected items on a receipt. Do not perform this task unless the cost center has an assigned purchase manager. Sites that do not use central purchasing do not use this option because items can be received into the wrong location.

To change cost centers for one or more items on the receipt:

1. To change the cost center for selected items, on the Receiving detail page, select the appropriate items.
2. Click **Change Cost Center**.
3. Delete the cost center you want to change, and then place the cursor in the **Cost Center** field and press Enter.
4. Select the new cost center, and then click **OK**.
5. To change the cost center for all items on the receipt, select **All Items**.
6. Click **OK**.

Viewing Suspended, Booked, Invoiced, or Cancelled Receipts

1. Click **Ordering**, click **Receiving**, and then click **Suspended Receipts**, **Booked Receipts**, **Invoiced Receipts**, or **Cancelled Receipts**, depending on the note type you want to view.
2. Click the appropriate **Document** name, and then modify the note as required.
3. To save the receipt for later use, click **Save** or **Suspend**.
4. To finalize the receipt, click **Book**.
   a. To book the receipt as an invoice, on the Book Receipt dialog box, select **Book Receipt as Invoice**.
   b. Click **OK**.

Substituting Items on a Suspended Receipt

There are times when the vendor does not deliver exactly what you ordered. For situations such as these, using the substitutions feature enables you to accurately account for your inventory. You can substitute one brand for another or one case pack for another. To substitute items, create a Vendor Purchase Item (VPI). If you have no vendor purchase items, the substitution page opens without any possible substitution options.

To substitute an item:

1. Click **Ordering**, click **Receiving**, and then click **Suspended Receipts**.
2. Click the **Document** number of the receipts that contains the items you want to substitute, and then click the item name that you want to substitute.
3. In the Substitutions dialog box, select the item to replace the original item, and then click **OK**.

Add Rating to a Reason Code

1. Click **Ordering**, click **Receiving**, click **Suspended Receipts**, and then click **Add Rating**.
2. Select a **Reason Code**.
3. Determine which items the rating applies to:
   - **Apply to all Items**: Select to apply this code to all items on the receipt.
   - **Apply only on selected Items**: Select to apply the reason code to specified items on the receipt.
4. Optionally, enter additional information about the price or quantity discrepancy.
5. Click **OK**.

Close Purchase Order

When a delivery is made, you might not receive some items that you had ordered. When items are delivered, they are removed from the purchase order. Items that have yet to come in or are not coming in at all remain on the receipt and the purchase order, unless the purchase order is closed. If you receive the purchase order again, you only receive the items that were not previously included, not the entire contents of the order.

When a purchase order is closed, it is permanently closed. Do not close the purchase order if you are receiving a partial order and need to receive the rest of the order at a later date. Oracle MICROS recommends leaving the purchase order open if your site ties each purchase order to the receipt. Missing or partially delivered products appear on a separate receipt or invoice.

4 Invoicing

Invoicing enables you to compare receipts with the invoice. You can add multiple receipts to an individual invoice and save approvals to an export file to feed to an accounts payable (AP) system. Locations receiving by invoice can combine this process with the Receiving process. If your receipt acts as your invoice (receive as invoice), then it is not necessary to use the Invoicing module.

Use receipt by invoice as much as possible because it does not require balancing multiple receipts to equal an invoice total. This might not be possible with all vendors. Consult your vendor about different options (COD is considered receive as invoice).

Creating an Invoice by Receipt

You can add multiple receipts from a single vendor to the same invoice. However, an invoice cannot contain receipts for more than one vendor.

1. Click **Ordering**, click **Invoicing**, and then click **Receipt**.
2. Use the filters to find the receipts you want to invoice, and then select the appropriate documents.
3. Enter the **Invoice No.**, select the **Invoice Date**, and then click **Create**.
4. To save the invoice for later use, click **Save** or **Suspend**.
5. To finalize the invoice, click **Approve**, and then click **OK**.

Creating a Blank Invoice

1. Click **Ordering**, click **Invoicing**, and then click **Blank Invoice**.
2. Enter the **Vendor** name, enter the **Invoice No.**, select the **Invoice Date**, and then click **Create**.
3. Click **Add Receipt**, select the appropriate receipts, and then click **OK**.
4. To save the invoice for later use, click **Save** or **Suspend**.
5. To finalize the invoice, click **Approve**, and then click **OK**.

Viewing an Invoice

Viewing an invoice, regardless of type, is relatively the same. The selection you make determines the outcome of your search.

1. Click **Ordering**, click **Invoicing**, and then click **Suspended Invoices**, **Approved Invoices**, or **Invoices sent to A/P**.
2. Click the appropriate **Invoice No.** to drill down into the document, and then modify the invoice as required.

Sending an Approved Invoice to Accounts Payable (AP)

When an approved invoice is sent to AP, it is added to the system export file. You can no longer edit the invoice.

1. Click **Ordering**, click **Invoicing**, and then click **Approved Invoices**.
2. Click the **Doc. No** of the document you want to send to AP, and then click **Send to A/P**.

5

B2B Solutions

If you are using a vendor for B2B Solutions, this page is where the item catalog, invoices, and order cycles coming from that vendor are uploaded.

B2B Overview

The following sections include steps for setting up the B2B Solutions module.

For additional reference information on using the B2B interface, see *Oracle MICROS Inventory Management B2B User Guide*.

Set Up Vendors

Before using the B2B Solutions module, you must configure vendors. See Vendors for more details.

Granting User and Role Rights for B2B Solutions

There are several user/role rights that control access to B2B transaction screens and features. See B2B Solutions User/Role Rights for more details.

Set up the Vendor Cost Center Profile to identify B2B transactions properly. The vendor will define a unique customer number to each cost center. See Master Data User/Role Rights and Vendor Cost Center Profile for more details.

You must have access to the Scheduler system to automate certain jobs, including the transfer of B2B files. It transfers order files to the vendor FTP and receives order acknowledgements, item catalogs, and invoices. See System User/Role Rights for more details.

Scheduling B2B Jobs

See Scheduler Jobs for details on B2B-related jobs including:

- B2B Auto Linking
- B2B Import Invoices/Credit Notes
- B2B Import Item Catalogs
- B2B Import Order Acknowledgements
- B2B Import Order Cycles
- B2B Send Purchase Orders
- B2B Send Purchase Order Status Report
- External Logistics Export
- External Logistics Import

See Creating a New Job for instructions on how configure these B2B job.

Ordering and Order Acknowledgement

If using Order Acknowledgements, it is recommended that you use the Central Ordering module in conjunction with it. Central Ordering summarizes the order transmission process and sends orders at a defined time to let a purchase manager see an overview of the status. The ordering process remains the same for users. When the order is placed, they system generates a file for each order and transfers the file to the vendor's FTP server. To enable Central Ordering, select the **Purchase Manager for prepared Orders** user/role right. See Purchase User/Role Rights for more details.

Accept Price Variances

See Accepting Price Variances for more details.

Link the Vendor Purchase Items

See Linking Vendor Purchase Items (VPIs) or navigate to **Master Data**, click **Vendor Purchase Catalog**, click **Link** next to the vendor purchase item.

Receiving

After the document is processed in the B2B Solutions module, it is transferred to the Receiving module. If **Book Receipt Immediately** is enabled then the receipt is processed immediately, if it is not enabled then the receipt must be booked manually in the **Suspended Receipts** area. See Configuring B2B Settings for a Vendor for more details.

View Discrepancies

- A vendor rating can be configured so that you can track any variances in price and quantity between the order and receipt. See Configuring Delivery Settings for a Vendor for more details.

  You may need to add a reason code depending on the vendor configuration. See Reason Codes for more details. You can then add the rating option to that reason code, see Add Rating to a Reason Code for more details.

  To view the vendor rating details, navigate to **Ordering**, click **Receipts**, click **Suspended Receipts**, and then click **Vendor Rating**. You can then email this information to the vendor or print. This view is also visible when you book the receipt.
- You can view additional order details by navigating to **Ordering**, click **Receipts**, click **Suspended Receipts**, and then click **B2B Discrepancy**. You can select **Note to Vendor** to add information for the vendor. You can then email this information to the vendor or print.
- Another way to identify price or quantity variances between receipts and orders is to view in the Suspended Receipts module. To activate this option, navigate to **Maintenance**, click **Configuration**, click **WEBCLIENT**, click **RCV_SHOWSTATUS**, and then set the parameter to `T`. This creates two additional columns in the Suspended Receipts module:
  - The **S** column indicates quantity variances including:
    - **OD**: overdelivered.
    - **UD**: underdelivered.
  - The **P** column indicates price variances including:
    - **OP**: overpriced.
    - **UP**: underpriced.

Loading Item Catalogs, Order Cycles, and Invoices to a Vendor

1. Click **Ordering**, and then click **B2B Solution**.
2. To load an item catalog, in the Item Catalog column, click **LOAD** adjacent to the appropriate vendor name, and then click **OK**.
3. To load an invoice, in the Invoice column, click **LOAD** adjacent to the appropriate vendor name, and then click **OK**.
4. To load order cycles, in the Order Cycles column, click **LOAD** adjacent to the appropriate vendor name, and then click **OK**.

Linking Vendor Purchase Items (VPIs)

You must link items from the vendor to purchase items already in the system. Inventory Management can automatically link items from a vendor catalog to VPIs where matching vendor numbers are identified. You can also choose to manually link items to VPIs. Items already linked can be linked to other VPIs.

1. Click **Ordering**, and then click **B2B Solutions**.
2. In the Unlinked Items column, click the link adjacent to the appropriate vendor name.

   After a vendor item catalog is uploaded into the system, the B2B Overview page shows the number of unlinked items in the Unlinked Items column.
3. In the Actions column, click **Link** adjacent to the item you want to link to purchase items.

   If the vendor purchase item is not yet linked to any item, you can either click **Create Item** to create a new stock item and link to this record or **Create VPI** to create a record in the Vendor Purchase Catalog and link to this record.
4. To manually link the item:
   a. Select **Show All VPIs**, and then search for and select the appropriate VPI.
   b. Click **Link**.
   c. If you want to remove an existing link, click **Unlink**.
5. To automatically link the item, click **Auto Link Items** from the top menu bar, and then click **OK** to confirm.

   You can also link by navigating to **Master Data**, clicking **Vendor Purchase Catalog**, and then clicking **Link** next to vendor item.

Unlinking Vendor Purchase Items

1. Click **Ordering**, and then click **B2B Solutions**.
2. In the Unlinked Items column, click the link adjacent to the appropriate vendor name.
3. Select **Linked Items** in the Show filter, and then click **Refresh**.
4. In the **Action** column, click **Linked** adjacent to the item you want to unlink.
5. Select the item you want to unlink from the VPI, and then click **Unlink**.

Accepting Price Variances

If the price varies between the vendor's item catalog and the vendor purchase item within the system, you can choose to use your prices for the invoices or the prices provided by the vendor. If you are using the prices provided by the vendor, you need to accept the vendor's prices.

1. Click **Ordering**, and then click **B2B Solutions**.
2. In the Price Variances column, click the link adjacent to the appropriate vendor.
3. Select the items whose price variances you want to accept, and then click **Accept Price(s)**.

> **Note:**
>
> You can complete the process manually if the Scheduler job is not configured for this or if you want to complete before the job runs. Click **LOAD** to create an internal job for either catalogs, invoices, or order cycles. The **Price Variances** column shows records that must be addressed if the price in the transmitted document that does not match the recorded price. The **Unlinked Items** column shows records that must be linked to Vendor Purchase Items. The **Invoices** column shows documents that can't be booked due to unlinked items or price variances, which will be noted as **Invoice(s) in Buffer**, which you can click and then click **Process** to import the document.

6

Vendor Purchase Catalog

The Vendor Purchase Catalog is where items, units, and vendor purchase items are assigned to vendors.

You can view purchase catalog information in this module. If you do not see this information, then click **Refresh**.

Navigating the Vendor Purchase Catalog

Navigation details within the Vendor Purchase Catalog are described below. There are several filter options listed along with the details you can find in the overview grid which lists the vendor purchase items.

To view filter options, navigate to the Vendor Purchase Catalog, and then click **Filter selected. To change click here**. Filter options include:

- **Use Effectivity Filter**
  - **Effective**: filter for vendor purchase items currently in use.
  - **Not effective**: filter for vendor purchase items not in use.
  - **No effective date**: filter for vendor purchase items without defined effective dates.
  - **Effective from-to**: filter for vendor purchase items within a defined range of effective dates.
- Type
  - **Corporate**: displays vendor purchase items for all stores.
  - **Local**: displays vendor purchase items for the stores within your cost center filter.
- Show
  - **Show VPI Only**: only vendor purchase items are displayed in the result set.
  - **Show Inventory Item**: displays the inventory item associated with the vendor purchase item. This option is only available if **Show VPI Only** is selected.
  - **Show Inactive Purchase Item**: displays vendor purchase items that are no longer active.
- Column Selection: select the column headings that are visible in the Catalog Overview and Detail pages.

The overview grid column headings can be added or removed from view based on your preferences. Overview grid includes:

- **Vendor**: displays the vendor name.
- **Item No.**: displays the item number.
- **Item**: displays the item name.
- **Inventory Item**: the inventory item associated with the vendor purchase item.
- **Audit Trail**: if enabled, shows any changes to the item and when they occurred.

- **Action**: there are three options:
  - **New**: create a new vendor purchase item.
  - **Link**: create a link between an item in a B2B catalog and the vendor purchase item.
  - **Linked**: displays the linked vendor purchase items and the B2B catalog item.
- (optional) **Vendor Item No.**: displays the vendor item number (if available).
- **Unit**: displays the base unit for the item.
- (optional) **Weight**: displays item weight.
- (optional) **Default**: defines the default vendor purchase item from your default vendor for the item.
- (optional) **Price**: displays the vendor purchase item price.
- (optional) **Price/BU**: displays the price of the item in its base unit.
- (optional) **2nd Price**: displays the price that is activated once the **Valid until** date is reached. For example, if the price of strawberries decreases from $8 to $5 in June, then you can set the **Valid from** field to June 1, set the **Valid until** date to July 1, and set the **2nd Price** to $5.
- (optional) **Valid from**: displays the start date that the **2nd Price** is valid.
- (optional) **Valid until**: displays the end date that the **2nd Price** is valid.
- (optional) **Discount %**: displays the discount percent during an effectivity range.
- (optional) **Effective**: displays whether or not the vendor/item is effective.
- (optional) **Effective from**: displays the effectivity start date. Must be after today’s date.
- (optional) **Effective until**: displays the effectivity end date.
- (optional) **Receiving Cutoff in Days**: displays the number of days the item may be received past its effective date. Must be a number between `0` and `365`.
- (optional) **Fixed Order Qty**: defines the number of items that must be ordered at a time.
- **Barcode**: displays the item barcode, if applicable.
- **Producer**: producer of the item.
- **Country of Origin**: displays the country that the item is from.
- (optional) **Split Pack**: displays whether the item can be ordered as a split pack from a B2B vendor, for example half a case instead of a whole case.

From the Vendor Purchase Catalog module, you can select vendor purchase items and make several different updates with the options below:

- **Set Effectivity**: determine the length of time the vendor purchase item is effective. See Setting an Effectivity Range for a Vendor for more details.
- **Price Behavior**: change price to dynamic price, fixed proposal price, or fixed price. See Creating a New Item for more details.
- **Lists**: add vendor purchase items to an existing order list. See List Management for more details.
- **Manage Barcode**: enter a barcode for the selected vendor purchase item, which then appears in the **Barcode** column.
- **Generate Barcode**: creates an internal barcode for the vendor purchase item.

- **Change Unit**: update the vendor purchase item's unit, but the price is not updated automatically, you must update that separately.
- **Receiving in ...**: update the receiving unit. For example, a draft beer may be priced per liter, but it is received in a 50 liter keg.
- **Delete**: delete a vendor purchase item. Before deletion, the system checks to see if it is included in any purchase orders.

Creating a New Vendor Purchase Item

1. Click **Master Data**, and then click **Vendor Purchase Catalog**.
2. Use the filters and find the appropriate item, and then in the Action column adjacent to the item, click **New**.
3. On the New Vendor Purchase Catalog Entry page, click **New**, and then enter the **Purchase Item Name** (if not already entered).
4. (Optional) Enter the **Producer**, **Country of Origin**, and the **Producer Art. No**.
5. Click **OK**, select the purchase item to link a vendor to from the **Purchase Item** list, and then enter the **Vendor**, **Unit**, **Price**, and the **Vendor Item No.** (optional).
6. To create another VPI, click **Next**.
7. Once complete, click **Finish**.

Editing a Vendor Purchase Item Name

1. Click **Master Data**, and then click **Vendor Purchase Catalog**.
2. Use the filters to find the item you want to modify, and then click the purchase item name.
3. In the Edit Purchase Item dialog box, edit the name in the **Purchase Item** field, and then click **OK**.

Setting an Effectivity Range for a Vendor

1. Click **Master Data**, and then click **Vendor Purchase Catalog**.
2. Select the appropriate vendor, select an item, and then click **Set Effectivity**.
3. In the Add Effective Range dialog box, select **Effective**, and then select the **Time Period**.
4. If you selected **User Defined** as the **Time Period**, select the **From** and **To** effectivity dates.
5. Click **OK**.

Adding a VPI to a list or Updating an Existing VPI Already within a List

1. Click **Master Data**, and then click **Vendor Purchase Catalog**.
2. Select the appropriate Vendor, click **Refresh**, select an item, and then click **Lists...**.
3. In the Apply to Lists dialog box, select the list you want to associate with the item, and then click **OK**.

B2B Excel Solutions

First, confirm that **B2B Excel Solutions** is enabled. See B2B Solutions User/Role Rights for more details.

1. Navigate to **Master Data**, click **Vendor Purchase Catalog**, and then click **B2B Excel Solution**.
2. In the **Vendor** field, enter the name of the vendor that includes the items you want to export and then click **Refresh** to view the items.
3. Click **Export to Excel**.
4. Save the file to your hard drive to modify it.

> **Note:**
>
> Do not add items to this file. The only columns you can edit are **Price new**, **Discount new**, **Valid From**, and **Valid Until**.

5. Make your edits and then save the file.
6. Within the B2B Excel Solutions module, select **Import from Excel**, browse for the excel file, and then click **Upload**.
7. If any errors occurred, a PDF appears with these details.
8. If you made any price updates to the Excel spreadsheet, then you must accept these changes in the Vendor Purchase Catalog. Links to these price changes are shown in the B2B Excel Solutions module next to the Vendor field.

Accepted changes are logged in the Vendor Purchase Item Audit Trail if this feature is enabled.

7

Copy and Compare VPI(s)

Use this page to complete the following tasks:

Comparing Vendor Purchase Items from Two Different Vendors

1. Click **Master Data**, and then lick **Copy/Compare VPI(s)**.
2. Select the first **Vendor**, and then select the **2nd Vendor**.
3. (Optional) Select the **Item Group**, **Item**, or both to streamline the information you want to compare.
4. Click **Refresh**.

Copying VPIs from one Vendor to Another

To copy an inventory item's unit and vendor purchase item from one vendor to another:

1. Click **Master Data**, and then click **Copy/Compare VPI(s)**.
2. Select the vendor you want to copy from as the **Vendor**, and then select the vendor you want to copy to as the **2nd Vendor**.
3. (Optional) Select the **Item Group**, **Item**, or both to streamline the items you want to copy.
4. Click **Refresh**.
5. Select the items you want to copy, and then click **Copy**.
6. In the Copy VPI(s) from Vendor to Vendor dialog box, select the attributes that you want to copy, and then click **OK**.

8 Issue Requests

Issue Requests work hand in hand with the Transfers module. The idea of an Issue Requests is that one store can request products from another store and have an accurate record of the transaction.

The following is an example of how the Issue Requests and Transfers modules work together when both cost centers have system administrator level user rights.

Store A requests product from store B using Inventory Management:

1. Once store A clicks Book in the Issue Requests module, store A can view the request as Not Booked | Requested in the Issue Requests module. When store B wants to view the status of the transfer, store B opens the Transfer module and sets the filters to show Not Booked | Requested. That is the status of the order from store B's point of view.
2. Store B goes into the transfer request from store A and books it. At this point in store B, it appears in the Transfers module as Not Booked | Delivered, and in store A it shows in the Issue Requests module as Not Booked | Delivered.
3. Store A then has to go into Issue Requests and open the delivered request and accept or decline the transfer. Once they accept it, it goes to Issue Requests Booked in store A and to Transfers Booked for store B. This is when stock depletion takes place in the system. If store A declined the transfer, it appears in the Not Booked | Declined under Issue Requests for store A and under Transfers for Store B.

In the scenario above, Step 1 can be skipped if store A elects to contact store B in an alternate manner, such as calling them on the telephone. In the event of that, store B would create a Transfer.

For Step 3, depending on the user rights, the option to accept or decline might not be available. In this case, once the issue request is booked in Transfers, the status changes to Booked if a user is unable to decline a transfer. If the transfer cannot be declined, accepting the transfer is automatic.

Issue Requests and Transfer Process

The Issue Requests and Transfer process is a very cyclical one. In the situation where an issue request is made, the process flow is as follows:

1. A request is made by a cost center in need.
2. The request is received by the potential transferring cost center.
3. The transferring cost center reviews the items requested and can do one of four things:
   - Approve the requested items
   - Modify the totals requested
   - Zero out all the totals
   - Delete the transfer
4. The transferring cost center books the request.
5. The requesting cost center receives the booked transfer.

6. The requesting cost center either approves the transfer (modifications and all) or declines the transfer.

User rights determine if a store can accept or decline the request or transfer. In such case, the request or transfer is automatic. Only after the requesting store accepts the transfer does the system modify any stock on hand totals. If the requesting store declines the transfer, stock on hand totals do not change.

Creating Issue Requests

You can create Issue Requests in two ways:

- Issue Requests: This enables you to specify which location sends the merchandise or what store the goods are being issued and to add any items necessary.
- Issue Requests from List: This option enables you to create Issue Requests for destination locations based on existing lists.

Requesting Inventory from Another Cost Center

1. Click **Store**, click **Issue Requests**, and then click **Issue Requests**.
2. If you are using Cost Center Areas, enter the **To Cost Center**.

   You must define the To Cost Center first so that the system filters the cost centers that are able to transfer to them in the Request From field.
3. Enter the **Request From Cost Center**, and then select the **Date**.
4. (Optional) Enter any pertinent information in the **Reference** field.
5. Click **Create**.
6. To add items to the request, click **Add Items(s)**, search for and select the items you want to add, and then click **OK**.
7. If necessary, add recipes to the request.
8. To save the request for later use, click **Save** or **Suspend**.
9. To sent the request to the transferring location, click **Book**, and then click **OK**.

Requesting Inventory from Another Cost Center Using an Existing Issue Request

When using an Issue Request From List that has suggested quantities enabled, a second delivery date is assigned. This behavior is similar to ordering by suggested quantities.

1. Click **Store**, click **Issue Requests**, and then click **Issue Request from List**.
2. Click an existing list from the Document column, modify the **Request From Cost Center**, select the **To Cost Center**, and then modify the **Date**.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. Click **Create**.
5. To add items to the request, click **Add Items(s)**, search for and select the items you want to add, and then click **OK**.
6. If necessary, add recipes to the request.

7. To save the request for later use, click **Save** or **Suspend**.
8. To send the request to the transferring location, click **Book**, and then click **OK**.

Adding Recipes to an Issue Request

You can also add recipes to an Issue Request if you want to request a recipe as a whole of ingredients. This helps track the costs of Issue Requests per portion of a recipe cost basis.

1. On the Issue Requests detail page, click **Add Recipe**.
2. In the Add Recipe dialog box, enter the name of the recipe to request in the **Recipe** field, or place the cursor in the **Recipe** field, press Enter, and then select the recipe to add from the list of all available recipes in the system.
3. Enter the quantity of portions of the recipe you want in the **Qty** field, and then enter any information you want to include with this recipe in the Issue Request in the **Info** field.

   Quantity, in this case, is by portion. For example, if the recipe is for a cup of soup and a bowl of soup equals two cups of soup, and you are requesting a bowl of soup, you would request two portions of the recipe.
4. If you want the recipe rounded to its nearest base unit measurement when delivered, select **Round to Units**.
5. Click **OK**.
6. To add another recipe, repeat Steps 2 through 5.

Viewing Issued Requests

There are two types of Issue Requests:

- Suspended
- Requested

The steps required to view Issue Requests are the same regardless of what type of Issue Request is selected. To view an Issue Request:

1. Click **Store**, click **Issue Requests**, and then click **Suspended** or **Requested**.
2. Click the appropriate **Document** name.

   Use the filters if no records are available.

Accept or Decline an Issue Request

If a location submits an Issue Request from your store, then you are the transferring store. It is your decision as to whether or not you would like to provide the goods or product requested of you. Based on how the destination store is configured, it can accept or decline an Issue Request. The user who booked the Issue Request cannot be the user to accept or decline the Issue Request.

1. Click **Store**, click **Issue Requests**, and then click **Delivered**.
2. Click the **Document** name of the appropriate Issue Request, and then click **Accept** or **Decline**.

9 Transfers

Inventory Management provides an automated method for transferring product from one location to another. Checks and balances have been built in preventing fraud from either the transferring or the receiving location.

Depending on the security settings, a manager has the ability to view stock on hand of various nearby locations, which saves numerous calls to stores while looking for a product to hold them over until an upcoming delivery. It also gives regional and corporate management the ability to view product across all locations. With this tool, you can move overstock products from location to location. Moving overstock product prevents valuable cash from being tied up in inventory and at the same time ensures fresh products in each location.

The Transfers module is only available if you are not using the Transfers To/From module. If you are using the Transfers module, you also use the Requisitions module.

Transfer Requisition Process

Requisitions and Transfers work in conjunction with each other. The process would flow somewhat like:

1. A transfer is created by a cost center
2. The receiving store reviews the suggested transfer through the Requisition page and can do one of two things:
   - Accept the transfer
   - Decline the transfer

By accepting the transfer, the requesting store is essentially giving the transfer store permission to deliver the items. If the requesting store declines the transfer, no items are delivered from the transfer store.

User rights determine if a store can accept or decline the request or transfer. In such case, the request or transfer is automatic. Only after the requesting store accepts the transfer does the system modify any stock on hand totals. If the requesting store declines the transfer, stock on hand totals do not change.

Accepting or Declining a Transfer Request

If a location requests a transfer from your store, you are the transferring store. It is your decision as to whether or not you would like to provide the goods or products requested of you. Based on how the destination store is configured, it can accept or decline a transfer. The user who booked the transfer cannot be the user who accepts or declines the transfer.

1. Click **Transfers**, and then click **Delivered**.
2. Click the **Document** name of the appropriate transfer request, and then click **Accept** or **Decline**.

Transferring Inventory to Another Cost Center

1. Click **Store**, click **Transfers**, and then click **Transfer To**.
2. Enter the receiving location in the **To Cost Center** field, and then select the **Date**.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. Click **Create**.
5. On the Transfer To detail page, add items and recipes as required.

   Adding Recipes to a Transfer provides more information on adding recipes to a transfer document.
6. To save the document for later use, click **Save** or **Suspend**.
7. To send the document to the location, click **Book**, and then click **OK**.

Transferring Inventory to Another Cost Center Using a List

1. Click **Store**, click **Transfers**, and then click **Transfer to using List**.
2. Use the filters to narrow your search, click an existing list from the Document column, modify the **From Cost Center**, select the **To Cost Center**, and then modify the **Date**.
3. (Optional) Enter any pertinent information in the **Reference**.
4. On the Transfer To detail page, modify or add items and recipes as required.

   Adding Recipes to a Transfer provides more information on adding recipes to a transfer document.
5. To save the document for later use, click **Save** or **Suspend**.
6. To send the document to the location, click **Book**, and then click **OK**.

Adding Recipes to Transfers

You can add recipes to the transfer to transfer a recipe as a whole of ingredients. This helps track the costs of transfers per portion of a recipe cost basis.

1. On the Transfers detail page, click **Add Recipe**.
2. In the Add Recipe dialog box, enter the name of the recipe you want add to transfer in the **Recipe** field or place the cursor in the **Recipe** field, press Enter, and then select the recipe to transfer from the list of all available recipes in the system.
3. Enter the quantity of portions of the recipe you want to transfer in the **Qty** field, and then enter any information you want to include with this recipe in the transfer document in the **Info** field.

   Quantity, in this case, is by portion. For example, if the recipe is for a cup of soup and a bowl of soup equals two cups of soup, and you are transferring a bowl of soup, you would transfer two portions of the recipe.
4. If you want the recipe rounded to its nearest base unit measurement when being delivered, select **Round to Units**.
5. Click **OK**.
6. To add another recipe, repeat Steps 2 through 5.

Viewing Transfers

There are five different statuses a transfer document can have:

- Suspended
- Requested
- Delivered
- Declined
- Booked

The steps required to view transfers are the same regardless of the transfer type that is selected.

To view a transfer:

1. Click **Store**, click **Transfers**, and then click **Suspended**, **Requested**, **Delivered**, **Declined**, or **Booked**.
2. Click the **Document** name of the transfer request.

   Use filters if no records are available.

10
Transfer To/From

This module is only available if the Transfers To/From web user right is set. Issue Requests and Transfers provide more information if the user right is not configured for your organization.

You can set up transfers to and from specified cost centers within the organization. The general idea is that location A creates a Transfer To to send goods to location B, whereas location B creates a Transfer From to receive goods from location A. In previous versions of Inventory Management, this task was broken into two separate modules. Regardless of how your organization is configured, the concepts are the same.

Depending on whether you are location A or location B determines your perspective toward this module. If you are the requesting location, you request a Transfer From another location. If you are the supplying location, you provide a Transfer To the location.

The Transfers To/From overview page is the first page you see after accessing the module. From this page, you can:

- Determine how items are transferred
- View any suspended, requested, delivered, declined, and booked transfers currently in the system

Creating Transfers

You can create transfers in two ways:

- Transfer From/To: This enables you to create transfers for source and destination locations and add any necessary items.
- Transfer From/To using List: This enables you to create transfers for source and destination stores based on existing transfer lists.

Requesting Inventory from Another Cost Center

1. Click **Store**, click **Transfers**, and then click **Transfer From**.

   Transfer From denotes the source store, that is the store from which the product is coming from.
2. If you are using Cost Center Areas, enter the **To Cost Center**.

   You must define the To Cost Center first so that the system filters the cost centers that are able to transfer to them in the Request From Cost Center field.
3. Enter the **Request From Cost Center**, and then select the **Date**.
4. (Optional) Enter any pertinent information in the **Reference** field.
5. Click **Create**.
6. To add items to the request, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
7. If necessary, add recipes to the request.

8. To save the request for later use, click **Save** or **Suspend**.
9. To sent the request to the transferring location, click **Book**, and then click **OK**.

Transferring Inventory to Another Cost Center

The Transfer To page allows you to specify inventory transfer recipients.

1. Click **Store**, click **Transfers**, and then click **Transfer To**.
2. Enter the **To Cost Center**, and then select the **Date**.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. Click **Create**.
5. To add items to the transfer, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
6. If necessary, add recipes to the transfer.
7. To save the document for later use, click **Save** or **Suspend**.
8. To sent the document to the location, click **Book**, and then click **OK**.

Requesting Inventory from Another Cost Center Using an Existing List

The Transfer From Using List module is where you can create a transfer request from a cost center using a previously created Transfer From list or an already existing list of products.

1. Click **Store**, click **Transfers**, and then click **Transfer From using List**.
2. Select an existing list, modify the **Request From Cost Center**, and then modify the **Date**.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. Click **Create**, and then modify the quantity required from each item on the list.
5. To add more items to the request, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
6. If necessary, add recipes to the request.
7. To save the request for later use, click **Save** or **Suspend**.
8. To send the request to the location, click **Book**, and then click **OK**.

Transferring Inventory to Another Cost Center Using an Existing List

1. Click **Store**, click **Transfers**, and then click **Transfer to using List**.
2. Use the filters to narrow your search, click an existing list from the Document column, modify the **From Cost Center**, modify the **To Cost Center**, and then modify the **Date**.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. Click **Create**, and then modify transfer quantity for each item on the list.
5. To add more items to the transfer, click **Add Item(s)**, search for and select the item you want to add, and then click **OK**.

6. If necessary, add recipes to the transfer.
7. To save the document for later use, click **Save** or **Suspend**.
8. To send the document to the location, click **Book**, and then click **OK**.

11 Inventory Management

Oracle MICROS Inventory Management Cloud Service is an enterprise cloud solution that helps food and beverage operators optimize stock and simplify workflow management to maintain cost-effective inventory levels. It provides access to real-time enterprise data and cost controls to streamline processes and increase profits. Combined with Oracle MICROS Reporting and Analytics Advanced Cloud Service, this inventory management solution provides operational features and functionality that capture all influences on cost so that you can measure and analyze profitability across the menu.

Creating an Inventory by Count Cycle

1. Click **Store**, click **Inventory**, and then click **Count Cycle**.
2. Enter the **Cost Center**, select the **Count Cycle**, select the **Inventory Date**, and then select the appropriate **Unit Collection Method**.

   You can only create an inventory by count cycle for days that are valid within the cycle. For example, you can create an end of month inventory for 8/31 but not 8/30.
3. Click **Create Inventory**.
4. On the Inventory detail page, click **Item Group** to go to the Item Groups detail page or click **Storage Location** to go to the Storage Location detail page.
5. To add items to the inventory:
   a. Click **Add Item(s)/Unit(s)**, and then place the cursor in the **Item** field and press Enter.
   b. Select the items you want to add, and then click **OK**.
   c. To add additional units, place the cursor in the **Additional Unit** field, press Enter, select the additional units, and then click **OK**.
   d. If you are using Advanced Storage Locations, select the appropriate **Storage Location**.
   e. Click **OK** to complete the entry for the item, and then click **Cancel** to exit the Add Item(s)/Unit(s) dialog box
   f. Click **Refresh Count** to show the items you added on the Inventory Count detail page.
6. To add recipes to the inventory:
   a. Click **Add Recipe(s)**, and then place the cursor in the **Recipe** field and press Enter.
   b. Select the recipe you want to add, enter the quantity in the **QTY** field, and then click **OK**.
   c. Click **Cancel** to exit the Add Recipes dialog box, and the click **Refresh Count** to show the ingredients of the recipes you added in the Inventory Count detail page.
7. To enter the count for the items, click the name of the appropriate **Item Group** or **Storage Location**, enter the quantity amount in the **Count Qty** column, and then click **Save**.

Creating an Inventory Count by List

1. Click **Store**, click **Inventory**, and then click **List**.
2. Click the appropriate **Inventory** list, enter the **Cost Center**, modify the **Date**, select the **Inventory Time**, and then click **Create**.

   All items in the selected list are included in the inventory count.
3. On the Inventory detail page, click an inventory to show the items within it.
4. (Optional) Modify and add new items to the list as required.
5. When you have finished making modifications, click **Create Inventory**.

Creating a Blank Inventory Count

1. Click **Store**, click **Inventory**, and then click **Blank Inventory**.
2. Select the **Cost Center**, select the **Inventory Date**, and then select the **Inventory Time**.
3. Select the **Item Groups** you want to assign to the inventory count, and then click **Assign**.

   To select multiple item groups, press and hold CTRL while selecting the item groups.
4. (Optional) To edit items in the inventory while creating the new inventory count. Editing Items While Creating a New Blank Inventory Count provides more information.
5. Click **Create**.
6. On the Inventory detail page, click **Item Group** to go to the Item Groups detail page or click **Storage Location** to go to the Storage Location detail page.
7. To add items to the inventory:
   a. Click **Add Item(s)/Unit(s)**, and then place the cursor in the **Item** field and press Enter.
   b. Select the items you want to add, and then click **OK**.
   c. To add additional units, place the cursor in the **Additional Unit** field, press Enter, select the additional units, and then click **OK**.
   d. If you are using Advanced Storage Locations, select the appropriate **Storage Location**.
   e. Click **OK** to complete the entry for the item, and then click **Cancel** to exit the Add Item(s)/Unit(s) dialog box
   f. Click **Refresh Count** to show the items you added on the Inventory Count detail page.
8. To add recipes to the inventory:
   a. Click **Add Recipe(s)**, and then place the cursor in the **Recipe** field and press Enter.
   b. Select the recipe you want to add, enter the quantity in the **QTY** field, and then click **OK**.
   c. Click **Cancel** to exit the Add Recipes dialog box, and the click **Refresh Count** to show the ingredients of the recipes you added in the Inventory Count detail page.
9. To enter the count for the items, click the name of the appropriate **Item Group** or **Storage Location**, enter the quantity amount in the **Count Qty** column, and then click **Save**.

Editing Items While Creating a New Blank Inventory Count

There are times when you want to create an inventory count without including all of the items in a particular item group. When you create an inventory count and specify an item group, every item in that item group is assigned to the count if you do not edit it first. Although you can go back later and edit, Inventory Management provides the ability to edit the count while creating it. For example, you want to count all of your turkey poultry products, but not your chicken poultry products.

1. On the Create Blank Inventory page, assign one or more **Item Groups** to the inventory count, and then click **Edit Count**.
2. To remove items from the count, select the items you want to remove, click **Delete Item(s)**, and then click **OK** to confirm.
3. To add items to the count, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
4. Once you complete modifying the count, click **Create Count**.
5. To save the inventory count as a list to use for future counts, click **Save As List**.

Viewing Inventory

There are three different classifications of inventory counts:

- Suspended
- Booked
- Cancelled

The steps required to view these inventory counts are similar, regardless of the count type you select. Your selection determines what type of count you view.

1. Click **Store**, click **Inventory**, and then click **Suspended**, **Booked**, or **Cancelled**.
2. Click the appropriate **Document** name from the available selections within the count type.

Grouping and Sorting Inventories

You can group items in the count by item group or storage location and sort items by item name, item number, or POS number (for use with Storage Locations). When using advanced storage locations, you have the ability to sort by two additional criteria used when organizing your inventory: bin and sort.

1. On the Inventory Summary page, click **Grouping and Sorting**, and then select the appropriate grouping and sorting settings.
2. If you are viewing the inventory by storage locations, set **Grouped by** to **None**, and then select **POS Number (Storage Location)** and **Item Name** as the **Sorted by** criteria.
3. Click **OK**.

Freezing and Unfreezing the Count

Managers can freeze an inventory count to preserve its status and quantities entered, which allows verification before it is booked.

1. Click **Store**, click **Inventory**, and then click **Suspended**.
2. Click the appropriate **Inventory** name to open it, click **Freeze Count**, and then click **OK** to confirm.
3. Once the necessary parties review the count, click **Unfreeze Count** to either make changes or prepare for booking.

Booking an Inventory

You can book inventory counts from two locations: the Suspended Inventory detail page and the Inventory Summary page.

1. Click **Store**, click **Inventory**, and then click **Suspended**.
2. To book the count from the Suspended Inventory detail page, select the appropriate count, and then click **Book Count**.
3. To book the count from the Inventory Summary page, click the appropriate count to open it, and then click **Book Count**.

Unbooking an Inventory Count

You can unbook the most recently booked inventory count. To unbook a count:

1. Click **Store**, click **Inventory**, and then click **Booked**.
2. Select the appropriate inventory count, click **Unbook Count**, and then click **OK** to confirm.

Canceling a Count

You must first cancel the count before creating a new count that contains any of the items included in the current count.

1. On the Inventory Overview page, select the appropriate count, and then click **Cancel Inventory**.
2. Enter the reason you want to cancel the selected count, and then click **OK**.
3. To view canceled counts, select the **Cancelled** menu option on the Inventory Overview page.

Generating the Inventory Variance Report

The Inventory Daily Variance Report provides the ability to do spot checks on items by allowing you to view inventory variances throughout the day, as opposed to only at the end of day. It also shows the user responsible for booking the inventory count, for accountability purposes.

1. Click **Store**, click **Inventory**, and then click **Inventory Daily Variance**.
2. Enter the **Cost Center**, and then select the **Inventory Date**.
3. (Optional) Further refine your search by selecting an **Item Group** or an **Item**.
4. Click **Refresh**.

12 Manage Store

If you have administrative privileges in Inventory Management, you can access the Manage Store module under the Store main menu option. Tasks include all tasks in Stock on Hand (SOH) and Stock Take List operations.

Changing the Units of Measure for an Item

You can use the Manage Store module to change the units of measure for any of the items in your inventory. You can add or remove units of measure from the available units used for counts.

1. Click **Store**, and then click **Manage Store**.
2. Search for and select the item you want to change, and then click **Manage Units**.
3. To remove units of measure from an item, in the Included pane, select the units you want to remove, and then click the button with the two right arrows to add them to the Excluded list.
4. To add units of measure to an item, in the Excluded pane, select the units you want to include, and then click the button with the two left arrows to add to add them to the Included list.
5. Once you complete unit management for inventory counts, click **OK**.

Adding and Removing Item Units from the Included and Excluded Units Lists

1. Click **Store**, and then click **Manage Store**.
2. Search for and select the item you want to change, and then click **Manage Units**.
3. To add a unit to the Included or Excluded unit list:
   a. Click the **Add** button beneath the Included pane or the Excluded pane.
   b. Place the cursor in the **Unit** field, and then press Enter to show the available units.
   c. Select the unit you want to add to the list, and then click **OK**.
4. To remove units from the Included or Excluded unit list, select the units you want to remove from the Included or Excluded pane, and then click **Delete**.
5. After you finish adding and removing units, click **OK** to close the Manage Units dialog box.

Setting a Unit as the Default Store Unit

Using the Manage Store module, you can change the default store unit for selected items. Oracle MICROS recommends setting up each item with a store unit if no global store unit is assigned at the item group level. All reports and modules use base units when a store unit is not available.

1. Click **Store**, and then click **Manage Store**.
2. Search for and select the item, and then click **Manage Units**.
3. In the Included pane, select the unit you want to make the default unit for the item, click **Store Unit**, and then click **OK** to confirm.

   The default unit shows in green font.
4. Click **OK** to close the Manage Unit dialog box, and then click **Refresh** to show the default unit changed for the selected item on the Manage Store Overview page.

Configuring Item Prices

The changes made here appear when ordering and receiving the item. At this point, all prices are shown in base unit. Therefore, if the base unit is each, and the price is $1.00, and the item is received in case 24 each and the case price increases to $24.48, the base unit price would then need to be set to $1.02. This section requires some calculation on your part to come up with the base unit price when case prices change for an item.

This affects the price or value of inventory. Do not make changes unless fixed or standard costing is used for the inventory.

1. Click **Store**, and then click **Manage Store**.
2. Search for and select the appropriate item, and then click **Set Item Price**.
3. Enter the **New Price**, and then click **Save**.

Managing Storage Locations

Storage locations are a means of organizing your inventory on the actual shelves in the various storage areas of your cost centers. By organizing your inventory, you can quickly take stock of your inventory to determine what needs to be ordered, without having to search your entire storage area for an item. This helps in reducing loss because items are not placed in random, unorganized places where they can be overlooked and over-ordered. Using carefully named locations and determining where exactly on the shelves items are stored is a key element in keeping good inventory.

There are two different types of storage locations in Inventory Management:

- Standard storage: Has nine storage locations and you can place items in any or all of the locations.
- Advanced storage: Has unlimited storage locations and is more precise in the placement of the items on the shelves in the cost center.

For most organizations, standard storage locations are sufficient. For commissaries, warehouses, or other large cost centers that have multiple revenue centers, advanced storage locations is advisable.

Standard Storage Locations

Standard storage locations provide most organizations with more than enough room for their entire inventory. Standard storage locations allow up to nine areas to define all cost center inventory. You can place items in any or all of those locations, and edit the storage locations as necessary. Common storage locations include:

- Walk-In Cooler (WIC)
- Walk-In Freezer (WIF)

- Cooks Line (CL)
- Dry Storage (DS)
- Liquor Storage (LS)
- Bar (BAR)

Standard storage locations are much easier to set up and maintain. If your site has nine or less storage locations, Oracle MICROS recommends using standard storage locations.

Sorting Items in Standard Storage Locations

Not only can you place items in a particular storage location, but you can also sort the items in those locations.

For example, in a dry storage area, you can have one shelf completely designated as the pasta shelf. On this shelf is spaghetti, elbow macaroni, fettuccine, and penne noodles. On the next shelf below the pasta is the bread shelf. On the bread shelf, you store pumpernickel, rye, white, wheat, sourdough, and Kaiser rolls. You want to ensure that all of the pastas stay on the pasta shelf and all of the breads stay on the bread shelf. You assign the pasta shelf with the number of 1 and the bread shelf with a number of 2.

Table 12-1 Example of Items Sorted in a Standard Storage Location

Shelf Number	Dry Storage	
Shelf 1	• Spaghetti • Elbow macaroni	• Penne noodles • Fettuccine
Shelf 2	• Pumpernickel • Rye • White	• Wheat • Sourdough • Kaiser rolls

You can assign numbers and categorize the items together. When the inventory count sheet is printed, these items are all together and bundled by their identifying numbers.

You must enter a number in the storage location field to mark it as the location for the item. If you choose not to use identifying numbers, your items list alphabetically. It is completely up to the organization and cost center's discretion as to whether or not to group items by a number.

Advanced Storage Locations

Advanced Storage Locations are ideal for warehouses, commissaries, food courts, and other organizations that have multiple revenue centers or perhaps just a very large inventory that needs to be kept organized in a very clear and accurate manner. Advanced Storage Locations provide an organization with the ability to create an unlimited amount of storage locations and each item can exist in up to nine locations at one time. Furthermore, you can assign each item a bin and sort number that helps employees locate the item within the storage location.

Functionally, Advanced Storage Locations act similarly to standard storage locations.

Sorting Items in Advanced Storage Locations

The sort and bin concepts are similar to sorting in standard storage locations. It determines where in the location the items are stored and their location on the shelf. For example, you want to sort the vodkas and rums. You decide vodkas are in one column (or sort) and the rums are in another column (or sort), and that all liquors are organized by top shelf, premium, and flavored liquors. You then assign numbers to items based on their placement in the sort and bin.

Table 12-2 Example of Liquors Sorted in an Advanced Storage Location

Bin Number	Vodka (Sort 1)	Rum (Sort 1)
Bin 1	Top shelf: • Melaneer • Winlandia • Grey Fowl	Top shelf: • Flora de White • Zacardo 7609 • St. Tobias Sweet Rum
Bin 2	Premium: • Absolv • Kettle Two • Snirlov	Premium: • Captain Scurvy's Spicy • Zacardo • St. Tobias Dark Day
Bin 3	Flavored: • Absolv Mint • Snirlof Lemon Spin • Zhirinofsky Raspberry	Flavored: • Captain Scurvy's Carrot Whey • Zacardo L (Lime) • Luzan Pineapple Rum

In the above example, Grey Fowl is identified by sort 1 bin 1. Captain Scurvy's Spicy rum is sort 2 bin 2. Snirlov Lemon Spin is sort 1 bin 3. Now, when doing inventory, employees know exactly where to go and where to look to find the items.

These numbers categorize the items together. When the inventory count sheet is printed out, all of the vodkas print together in alphabetical order. All of the rums print next and also in alphabetical order.

Use of these numbers to organize your items is completely optional. If you choose not to use identifying numbers, your items appear alphabetically. The organization and cost center decide to group items by numbers or not.

Assigning Standard Storage Locations to Items

1. Click **Store**, and then click **Manage Store**.
2. Click **Stock Take Lists**, and then use the filters to find the appropriate item group.,
3. For each item in the group, enter the shelf number where the item is kept in the corresponding storage locations, and then click **Save**.

   For example, if bread is kept in the Dry Storage (DS) location on shelf number 2, enter 2 in the DS column corresponding to the item bread.

Editing Standard Storage Locations

1. Click **Store**, and then click **Manage Store**.
2. Click **Stock Take Lists**, and then click **Edit Storage Locations**.
3. If the modification affects the entire organization, select **Global Name**.
4. If the modification affects only a specific cost center, select **Selected Cost Center**, and then select the appropriate cost center.
5. Change the existing storage location names and their corresponding shortcuts (abbreviations), and then click **Save**.

Changing Standard Storage Locations to Advanced Storage Locations

Once you convert storage locations, you cannot revert the change.

1. Click **Store**, and then click **Manage Store**.
2. Click **Stock Take Lists**, select the appropriate **Cost Center**, click **Convert**, and then click **OK** to confirm.

Assigning Advanced Storage Locations to Items

1. Click **Store**, and then click **Manage Store**.
2. Click **Storage Locations**, and then use the filters to find the items you want to assign.
3. In the appropriate Slot [number] column, click the **Storage Location** field adjacent to the item, and then select the storage location.

   Leave room between slot numbers. If you use every number (1 through 10) and then you get a new item in slot 3, you have to change all of the numbers 2 and up. Instead, Oracle recommends creating slot numbers with spaces; for example, 10, 20, 30, 40, and so on. Then, when you need to add a new item, it can be designated slot 15 or slot 22.
4. Enter the **Sort** number for the item, and then enter the **Bin** number for the item.
5. To assign the item to another storage location, repeat Steps 3 through 4.
6. Click **Save**.

Editing Advanced Storage Locations

1. Click **Store**, and then click **Manage Store**.
2. Click **Stock Take Lists**, and then click **Edit Storage Locations**.
3. To add a new storage location, click **Add**, enter the **Name** of the new storage location, and then click **OK**.
4. To change the name of an existing storage location, select the storage location you want to edit, click **Edit**, enter the new storage **Name**, and then click **OK**.
5. To delete a storage location, select the storage location you want to delete, click **Delete**, and then click **OK** to confirm.

13

Stock on Hand

Stock on Hand provides you access to current stock on hand levels. Filtering tools allow you to view items below ideal par levels, items classified as expense, inactive items, and negative balance items (due to recipe errors or missing receipts).

Oracle MICROS recommends setting up and creating store units for all items. If there is no store unit for an item, it appears in its base unit in stock on hand. Creating store units reduces calculation errors.

Stock on Hand shows the following information in columns:

Table 13-1 Stock on Hand Information

Column Name	Description
Item No.	This column shows the item number.
Item	This column shows the item name.
Unit	This column shows the unit of measure for the item, base or store.
SOH	This column shows the current stock on hand for the item.
Price	This column shows the purchase price of a single item.
Total	This column shows the total purchase price for all items in the row.
Min	This column shows the minimum level of the item before reorder. This is only used with PAR Suggested Order Calculations.
PAR Level	This column shows the minimum quantity of an item stocked, which will be automatically reordered, should the level fall below a preset level.
Max	This column shows the maximum quantity set for the item.

Viewing the Current Stock on Hand

1. Click **Store**, and then click **Stock on Hand**.
2. Use the filters to refine your search, and then click **Refresh**.

14
Waste

Wondering why actual usage does not match theoretical usage? Waste is a major contributing factor for these variances. Inventory Management provides the functionality to record waste products as they are discovered. You can create individual waste groups to meet your tracking needs (for example, breakage, spoilage, expiration date). Not only does this help identify problems with products, it can also help identify inefficient crew shifts.

Determine how your organization tracks and calculates waste on a company-wide basis: shift, daily, weekly, and so on. Inform your employees so that they can keep accurate track of their waste. This way everyone knows what type of waste is outstanding. Remember, waste does not deplete from the inventory until it is booked.

You can create a waste document from a list or you can create a blank waste document.

Creating a Waste Document by List

1. Click **Store**, click **Waste**, and then click **List**.
2. Select the appropriate **Document**, enter any pertinent information in the **Reference** field, and then click **Create**.
3. Modify the wasted quantity of the items on the list.
4. To add items to the waste document:
    a. Click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
    b. Close the Add Item(s) dialog box, and then enter the quantity wasted in the **Qty** column.
5. To add recipes to the waste document:
    a. Click **Add Recipe(s)**, and then place the cursor in the **Recipe** field and press Enter.
    b. Select the recipe you want to add, enter the wasted quantity in the **Qty** field, and then click **OK**.
6. To save the list for later use, click **Save** or **Suspend**.
7. To book the waste document, click **Book**, and then click **OK** to confirm.

Creating a Blank Waste Document

1. Click **Store**, click **Waste**, and then click **Blank Waste**.
2. Select the **Waste Group**, enter any pertinent information in the **Reference** field, and then click **Create**.
3. To add items to the waste document:
    a. Click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
    b. Close the Add Item(s) dialog box, and then enter the quantity used in the **Qty** column.
4. To add recipes to the waste document:
    a. Click **Add Recipe**, and then place the cursor in the **Recipe** field and press Enter.

   b. Select the recipe you want to add, enter the used quantity in the **Qty** field, and then click **OK**.
5. To save the waste document for later use, click **Save** or **Suspend**.
6. To book the waste document, click **Book**, and then click **OK** to confirm.

Viewing Waste Documents

There are two types of waste:

- Suspended
- Booked

The steps required to view waste documents are the same, regardless of what type of waste is selected. To view Waste:

1. Click **Store**, click **Waste**, and then click **Suspended Waste** or **Booked Waste**.
2. Click the appropriate **Document** name to open it.

   If you opened a booked waste document, you can only print the document.

15

Recipes

You can use Inventory Management to calculate product cost and cooking instructions for each recipe from a central location. Inventory Management provides centralized recipe management. This guarantees that all of your locations have the most recent cooking instructions and specifications. When a new product is launched, you can have the specs sent to each restaurant simultaneously, as well as make updates instantly. As soon as a change is made to an existing recipe or a new recipe is created, it is available in all of your locations. No more emergency faxes or emails, no more last minute conference calls; the recipes are available to the entire organization the minute you click save. You can also include up to three photos to detail what the menu items looks like.

Creating a Recipe

1. Click **Production**, and then click **Recipes**.
2. Click **Create Recipe**, enter the **Recipe Name**, and then click **OK**.

   The ability to create a recipe is based on user rights. If you do not have the rights to create a recipe, the system grays out the Create Recipes button.
3. On the Ingredients tab, enter the **Recipe Group**, enter the **Major Group**, and then click **Save** to activate the buttons at the bottom of the page.
4. Scroll down to the end of the page, and then click **New Ingredient**.
5. Select the **Ingredient Type**, and then depending on your selection, enter the following details:
   - **Item Group**: Enter the item group for the ingredient.
   - **Categories**: Enter the category type for the ingredient.
   - **Recipe Group**: Enter the recipe group for the ingredient.
   - **Item**: Enter the item name.
   - **Recipe**: Enter the recipe name.
   - **Expense**: Enter the expense name.
   - **Ingredient Information**: Enter information about the ingredient.
   - **POT QTY**: Enter the potential quantity used for the ingredient in this recipe.
   - **Stand. Portion**: Specify the standard portion of the ingredient.
   - **Weight**: Select the weight of the ingredient's standard portion.
   - **COS**: Displays the recipe's Cost of Sales.
   - **Volume**: Select the volume of the ingredient's standard portion.
   - **Text**: Enter descriptive text.
   - **Loss/2nd Loss**: Enter the loss/2nd loss value as a percentage.
   - **Excl. Depl.**: Exclude an ingredient from stock depletion.
   - **Valid from**: Enter the start date for the ingredient's validity.

- **Valid Until**: Enter the end date for the ingredient's validity.
- **Preparation Type**: Specify the preparation type. Preparation types describe how ingredients are prepared for use (chopped, minced, steamed, peeled, etc.) in recipes.
- **ACT QTY**: Enter the quantity after calculating the loss and second loss.
- **Note**: Enter any relevant notes.

6. Click **Add**.
7. Repeat Steps 5 through 6 until you add all the recipe ingredients, and then click **Close**.
8. To apply a visibility criteria, click **Visibility**, assign the **Visibility Category** and the **Cost Centers** for which the new recipe exists, and then click **Save**.

   Visibility criteria only applies to those using the feature.
9. (Optional) Select other options as-needed:
   - **Corporate Recipe**: Select this option to designate the recipe as a Corporate Recipe. Only users with Manage Corporate Recipe rights can edit Corporate Recipes. All other users can click **Save As..** to save the recipe for local modification.
   - **Inactive Recipe**: Select this option to set the recipe status to Inactive. Inactive recipes are hidden from standard inventory management operations.
   - **Use for Weighed Menu Item**: Select this option to flag the item as a menu item sold by weight, such as lobster. See Weighed Stock Depletion for more information
10. (Optional) On the Ingredients tab, enter the following details:
    - **Recipe Yields**: Enter the amount that the recipe yields and the type (for example, each, portion, pound, and so on).
    - **Portion Size**: Enter the portion size.

      Plan portion sizes carefully. Recipes are added to other recipes by portion and easy math is always a good idea. For example, a batch of soup equals 360 ounces, a cup of soup equals 6 ounces, and a bowl of soup equals 10 ounces. Measure portions in ounces so portions are easy to use in any of the recipes. It would be poor planning to make a portion size in pints as pints cannot be easily broken into a 6 ounce soup cup or a 10 ounce soup bowl.
    - **S. Price**: Enter the sales price of one portion.
    - **Production Loss**: Enter the percentage of loss that is generated through the creation of this recipe.
    - **COS%**: Enter the Cost of Sales.
    - **CM**: Enter the Contribution Margin.
    - **CM%**: Enter the Contribution Margin percentage.
    - **MU%**: Enter the Markup percentage.
11. To configure the recipe as a production item:
    a. Click the **Prod. Item** button adjacent to the **Production Item** field, and then select the **Item Type**
    b. To create a new production item, select **New**, and then enter the **Item Group**.
    c. To link to an existing production item, select **Existing**, and then enter the name of the existing item.
    d. Click **Create/Link (PA) Item**.
12. (Optional) Click the **Details** tab, and then enter the following:

- **Name in Menu**: Enter the name of the item in the menu. For example, you have a menu item called a Monster Burger, but in the kitchen it shows 2X 1/4lb patty hamburger.
- **Product Specification**: Enter any product specifications.
- **Serving Instructions**: Enter any instructions on how to serve, garnish, or deliver this recipe to the customer (for example, include steak knife).

13. To add an image of the recipe, on the Details tab, click **Set**, select the appropriate image name from the list, and then click **OK**.

    The image can include preparation pictures, plating examples, and so on.
14. (Optional) Click the **Production** tab, and then enter the following details:
    - **Preparation Area**: Enter the location where in the restaurant the recipe is prepared.
    - **Expires In**: Enter how many days in advance the recipe can be made and used. For example, you determine cheesecake has a shelf life of three to seven days. If the cheesecake is made on March 1, you throw it away by March 7.
    - **Use in Inventory Counts**: Select this option if you want the system to count the recipe as an item in inventory counts. Recipes counted as items must be pulled into an inventory count or list, allowing it to be added to a storage location.
    - **Production Instruction**: Enter any instructions on creating this recipe from a production point of view.
    - **Info**: Enter any additional details regarding the recipe in this field.
    - **To Read**: Select this option to allow anyone who has access to this module to view anything you entered in the info field. Not setting this option enables only the author to view the information.
15. (Optional) Click the **Categories** tab, and then enter the following:
    - **Categories Option**: Click Category Type entries to assign them to the recipe.
16. To specify the nutrient calculation method for the recipe,
    a. Click the **Nutrients** tab, and then select the appropriate method:
       - **Calculated Nutrients**: Select this option to use nutrient information from each ingredient as set in the Master Data module.
       - **Manually Assigned Nutrients**: Select this option to enter nutrient information yourself.

    b. If you selected **Manually Assigned Nutrients** as the **Nutrient Calculation Method**, enter the nutrient amount in the recipe for each nutrient group.

    c. Click the **Nutrient Status** drop-down, and then select an option:
       - **Unapproved**: Sets the nutrient status to Unapproved.
       - **For Authorization**: Sets the nutrient status to For Authorization.
17. Click **Save**.

Weighed Stock Depletion

Reporting and Analytics sends weighed menu item sales information to Inventory Management for proper inventory depletion from the sale of weighed menu items on the POS. To use this feature, navigate to **Maintenance**, click **Settings**, click **Recipes**, and then select **Enable Weighed Menu Items**.

Make sure that you select **Use for Weighed Menu Item** within the recipe detail screen. This ensures that weight information is considered during sales depletion. The POS sends sales information by weight for all applicable Items to the Reporting and Analytics portal. Weighed menu item information will then be transferred to Inventory Management. See Creating a Recipe for more information.

The portion size of the recipe is factored in when converting weight. For example, if a salad recipe has a portion size of 10oz and 4oz of it is purchased at the POS, then .40 will be depleted from the recipe portion size.

Editing Ingredients in a Recipe

1. Click **Production**, and then click **Recipes**.
2. Click **Refresh** to populate the page with previously created recipes.
3. Click the appropriate **Recipe Name**, select the ingredient you want to modify, and then click **Edit Ingredients**.
4. In the Edit Ingredient dialog box, make the necessary modifications, and then click **OK**.
5. To move to the next ingredient, use the up and down arrows on the top left corner of the dialog box.
6. Once you complete editing the ingredients, close the dialog box, and then click **Save**.

Scaling a Recipe

1. Click **Production**, and then click **Recipes**.
2. Use the filters to narrow your search, click the **Recipe Name** to open it, and then click **Scale Recipe**.
3. In the Scale Recipes dialog box, enter the **New Number of Portions**, select one of the following scaling methods, and then click **OK**.
   - **QTY of Ingredients**: Select this option to increase or decrease the recipe size. This is useful for items that are usually made individually, but can also be made in bulk. For example, you have a regular menu that has a baked ziti entree, but also has a catering menu that can provide the same baked ziti in a larger quantity.
   - **Only Number of Portions**: Select Only Number of Portions for Items that are embedded in other Recipes. For example, mashed potatoes and gravy is a possible side dish for 5 different meat and potatoes entrees. The mashed potatoes and gravy are made in bulk, but are served in portions as ordered. Therefore, only a portion of the whole is provided for each.
   - **Only Portion Size**: Select Only Portion Size if you wish to increase the size of your portions but do not want to increase the quantity of your Ingredients. For example, you have a banana cream pie that, when sliced, creates 8 servings. You want to increase the size of your slices and slice the pie into 6 slices. Therefore, you would enter 6 in the New Number Portion field and the 1 pie would yield 6 servings.

Printing a Recipe

There are many printing options available for recipes, as every organization has different needs for their cooks.

1. Click **Production**, and then click **Recipes**.

2. Use the filters to narrow your search, click the **Recipe Name** to open it, and then click the **Print** icon.

   A PDF of the recipe opens in a new browser window.

3. Click **Print** on the new browser window, enter the **Cost Center**, select the report you want to print from the **List of Reports** drop-down list, and then click **OK**.

   The report you chose opens in a new browser window.

4. Click the **File** tab on the browser window that shows the report, and then select **Print**.

Deleting Recipe Ingredients

1. Click **Production**, and then click **Recipes**.
2. Use the filters to narrow your search, and then click the **Recipe Name** to open it.
3. Select the ingredients you want to delete, click **Delete Ingredient**, and then **OK** to confirm.

16 Search/Replace Recipe Ingredients

Both large and small organizations can have many recipes. For larger organizations, the recipes could potentially number in the hundreds. So what happens when one of the more commonly used ingredients is being replaced or discontinued? You could go recipe by recipe, swapping the old ingredient and replacing it with the new. However, this is time consuming when the amount of recipes that contain this ingredient could number in the hundreds. Instead, system administrators can use the Search/Replace Recipe Ingredients page to search all of the recipes of an organization and isolate a specific ingredient.

Replacing a Recipe Ingredient

1. Click **Production**, and then click **Search/Replace Recipe Ingredients**.
2. Enter the **Item** or place the cursor on the **Item** field and press Enter to view a list of available items, and then click **Refresh**.
3. Select the check box for the recipes you want to modify, and then click **Replace Item**.
4. In the Replace Items in Selected Recipes dialog box, enter the new **Item** or the new **Recipe** that replaces the ingredient.
5. Determine how the quantity changes, and then click **OK**.
   - **Multiply by Factor**: If you select this option, enter the amount by which the system multiplies the replaced ingredient in the recipes.
   - **New POT Qty**: If you select this option, enter the new quantity of the replaced ingredient the system adds to the recipes.
   - **Stand. Portion**: Select the new portion size.
   - **Change Loss**: If the Ingredient has loss associated with it, define the percentages in this section. You can assign two losses to an ingredient. (Functionality of these losses is the same as items in Master Data.)
6. To view your new recipes, enter the name of the new item in the **Item** field, and then click **Refresh**.

17

Production

Production is where you can take batch recipes and turn them into production items. For example, a sandwich shop sells every sandwich with a 2 ounce side of freshly made potato salad. If the shop sells 25 sandwiches a day, it does not make every 2 ounce cup of potato salad fresh each time. Instead, the shop makes 50 ounces of potato salad and turns it into a production item. This means that with every sandwich made, they include 2 ounces of potato salad in the overall recipe. Creating production items also enables you to inventory the product as one item, as opposed to mathematically factoring how much of each ingredient is included in the amount of potato salad at inventory time.

Once you book a production, you cannot unbook it. The stock on hand changes from the ingredients to the production item immediately after you book the production.

Creating a Production by List

1. Click **Production**, click **Production**, and then click **List**.
2. Select the appropriate production list, enter the **Name** for the new production list, click **Create**, and then modify the list as required.
3. To add items to the list, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
4. To remove items from the list, select the items you want to remove, click **Delete Item(s)**, and then click **OK** to confirm.
5. To save the production list for laster use, click **Save** or **Suspend**.
6. To finalize the production list, click **Book**, and then click **OK** to confirm.

Creating a Blank Production

1. Click **Production**, click **Production**, and then click **Blank Production**.
2. Enter the **Cost Center**, and then select the **Date**. The **Name** for the production list populates automatically.

   Make sure the production date is in the past or present; otherwise, you cannot book the production.
3. Click **Create**.
4. To add items to the document, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
5. To remove items from the document, select the items you want to remove, click **Delete Item(s)**, and then click **OK** to confirm.
6. To save the production list as a list, click **Save as List**, enter the **List Name**, and then click **OK** to confirm.
7. To save the production list for later use, click **Save** or **Suspend**.
8. To finalize the production list, click **Book**, and then click **OK** to confirm.

Viewing Productions

There are two statuses that a production document can have:

- Saved
- Booked

The steps required to view production documents are the same regardless of the production type that you select.

1. Click **Production**, click **Production**, and then click **Suspended Production** or **Booked Production**.
2. Click the **Name** of the appropriate production document to open it.

   You can only modify suspended productions, and not booked productions.

18 Forecast Out of Stock

The Forecast Out of Stock module predicts when inventory items run out based on the Calculation Method configured for an item or item group and the past sales of those items. The module forecasts item usage for the current business date and the next 13 days. If an item is out of stock, the count of that item shows as zero while those below zero are highlighted in red. To predict future inventory usage, a Calculate Average Usage job must be created in the Scheduler.

Viewing Stock Forecasts

To view stock forecasts:

1. Click **Production**, and then click **Forecast Out of Stock**.
2. Select a **Cost Center**. (Optional) Select an **Item Group** and an **Item**.
3. Select a Forecast type: **Out-of-Stock** or **Less than Minimum**.
4. Specify the **Delivery Date**, and then click **Refresh**.

19

Preparation and Thaw Pull

Preparation and Thaw Pull is a page that is for viewing purposes only. However, you can find an abundance of information here with regard to planning, for example, how much produce must you pull from the freezer or refrigerator and prepare to create as little waste as possible. Preparation and Thaw Pull helps forecast how much of something you need to pull or prep, based on the previous eight weeks of sales.

In order to use this page:

- Classify items as either a prep item or a thaw item from the Production tab in the Items page.
- Activate sales depletions
- In **Master Data**, click **Items**, click **Production**, and then in the **Production Type** field select **Thaw Item**.
- In **Master Data**, click **Items**, click **Edit Item**, and then set **Preparation** to **Loss**.
- The item must be a production article (PA).
- The item must be in the DAILYTOTALS table for the current business date.

Preparation and Thaw Pull shows the following information in columns:

Table 19-1 Preparation and Thaw Pull Information

Column Name	Description
Item	This column shows the item name.
Thaw Time	This column shows the length of time it takes for the item to thaw for use.
Shelf Life	This column shows the length of time the item stays fresh or is usable.
Perish On	This column shows the day the item is no longer usable and needs to be classified as waste.
Unit	This column shows the unit of the item.
SOH Begin	This column shows the stock on hand before production.
Produced	This column shows how much of the item was produced.
Average Usage	This column shows the average usage of the item over averaged sales.
Prep. Min.	This column shows the minimum item amount the site prepares for average sales.
Prep. Max	This column shows the maximum item amount the site prepares to cover the estimates based on average sales.

Viewing Prep and Thaw Pull Statistics

1. Click **Production**, and then click **Preparation Thaw Pull**.
2. Enter the **Cost Center**, and then select the **Type**.
3. (Optional) Enter the **Item Group**.
4. Select the **Display** unit, and then click **Refresh.**

20 Yield Management

Yield Management gives you the ability to break one item into multiple parts, and assign those multiple parts accordingly, as either waste or product. For example, an establishment receives lettuce in 1 pound heads and shreds it in house. The 1 pound head of lettuce has 12 ounces of usable lettuce and a 4 ounces stem. The 12 ounces of usable lettuce is shredded and the 4 ounces of stem is assigned as waste. Therefore, that 1 pound head of lettuce yielded two separate parts: shredded and waste.

To use this feature, you must first enable it from the cost center, see Creating a New Cost Center for details. Then, define the main item used for the automatic yield by selecting **Use as Base Item in Automatic Yield** for the item. See Creating a New Item for more details. You can then follow the instructions in this chapter to create a yield from a list or you can create a blank yield.

Creating a Yield by List

1. Click **Production**, click **Yield Management**, and then click **List**.
2. Use the filters to find a list, select the appropriate yield document, enter the **Cost Center**, and then modify the **Yield Name** and **Date** (optional).
3. Click **Create**, and then modify the yield as required.
4. To add items to the yield, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
5. To remove items from the yield, select the items you want to remove, click **Delete Item(s)**, and then click **OK** to confirm.
6. To save the yield for laster use, click **Save** or **Suspend**.
7. To finalize the yield, click **Book**, and then click **OK** to confirm.

Creating a Blank Yield

1. Click **Production**, click **Yield Management**, and then click **Blank Yield**.
2. Enter the **Cost Center**, enter the **Item**, enter the **Waste Group**, and then select the **Date**.
3. (Optional) Modify the **Yield Name**, and then enter any pertinent information in the **Reference** field.
4. Click **Create**, and then enter the amount of the item being processed in the yield in the **Quantity** field.
5. To add items to the yield, click **Add Item(s)**, search for and select the items you want to add, and then click **OK**.
6. To remove items from the yield, select the items you want to remove, click **Delete Item(s)**, and then click **OK** to confirm.
7. To save the yield for laster use, click **Save** or **Suspend**.
8. To finalize the yield, click **Book**, and then click **OK** to confirm.

Viewing Yields

1. Click **Production**, click **Yield Management**, and then click **Suspended Yield** or **Booked Yield**.
2. Click the **Yield Name** of the appropriate document to open it.

21

Event Menu Planning

Event Menu Planning enables you to:

- Plan future menus for your cost centers.
- Measure the planned, expected, and actual profitability of a menu.
- Print recipe report to determine the inventory items your cost center orders.

Before creating an Event Menu Plan, create menu groups. See Menu Groups for instructions.

The following table describes the symbols and styles used in the Event Menu Planning page:

Table 21-1 Event Menu Planning Symbols and Styles

Symbols and Styles	Connotation
	The menu item is not linked to a recipe or an inventory item. No sales price, revenue, margin, and COS value are populated. That is, the values are shown as 0.00. Once the menu item is linked to a recipe or inventory item in Menu Item Linking, all values in Event Menu Planning update accordingly.
The menu item number (PLU) is red.	The menu item is inactive.

Event Menu Item Classifications

In Event Menu Planning, menu items are rated based on their popularity and contribution within each course.

The popularity of a menu item is calculated using the formula:

```
Demand = Number of items sold of a particular menu item / Total number
of menu items sold.
```

If a menu item's sales percentage is greater than the average sales percentage for the entire menu, it receives a rating of `H` to indicate it has a higher sales percentage than the demand mix. If a menu item's sales percentage is lower than the average sales percentage for the entire menu, it receives a rating of **L**.

The contribution of a menu item is calculated using the formula:

```
Contribution Margin = Menu price - Food cost
```

If a menu item's contribution is greater than the average contribution of the entire menu, it receives a rating of `H` to indicate that it has an above average contribution margin. If a 24 menu item's contribution is lower than the average contribution of the entire menu, it receives a rating of `L`.

According to this rating, the items are classified into four types and are styled as follows:

Table 21-2 Event Menu Item Classifications

Menu Item Rating	Description	Color Code
HH	The item is both profitable and popular.	Green
HL	The item is high in popularity but low in profit.	Blue
LH	The item is low in popularity but high in profit.	Orange
LL	The item is both low in popularity and profit.	Red

Configuring the Event Menu Plan Overview and Details Pages

1. Click **Maintenance**, click **Settings**, and then click the **Event Menu Plan** tab.
2. Configure the following settings:
   - **Result Set Quantity**: Enter the number of Event Menu Plan Overview records to show, up to a maximum of 9,999.
   - **Sorting**: Select how to sort menu items on the Event Menu Plan page.
     – **Product Name**: Sorts the menu items by product name.
     – **Menu Item Number**: Sorts the menu items by their number.
     – **Position**: Sorts the menu items by their Point-of-Sale (POS) position.
3. Click **Save**.

Enabling Event Menu Planning for a User

1. Click **Maintenance**, and then click **User Management**.
2. Select the appropriate user from the list, and then click **Manage User Rights**.
3. In Module Group, click **Production**, and then under Event Menu Planning, select **Event Menu Planning**, **Save Event Menu Plan** , and **Add/Delete Items to an Event Menu Plan Document**.
4. Click **Save**.

Enabling Menu Planning by List

1. Click **Maintenance**, and then click **User Management**.
2. Click **Refresh** to display all users, or search for a user by **Login Name**.
3. Select the appropriate user from the list, and then click **Manage User Rights**.
4. In Module Group, click **System**, and then under List Management in System/Function, select **Event Menu Plan Lists**.
5. Click **Save**.

Creating an Event Menu Plan

1. Click **Production**, click **Event Menu Plan**, and then click **Blank Event Menu Plan**.
2. Select a **Cost Center**, select a **Menu Group**, and then enter the **Name** for the menu plan.
3. In the **From** date editor, select the date the menu plan becomes active, and then in the **To** date editor, select the date the menu plan becomes inactive.
4. Click **Create**.
5. Click **Add Menu Item(s)**, select a **Menu Group**, use the other filters to streamline your search, and then click **Refresh**. Menu items listed here are synced from Reporting and Analytics.
6. Select the menu items to add to the menu plan, and then click **OK**.
7. Click **Load Sales** to import sales for the inserted menu items, and then click **Yes** to confirm.
8. To add planned quantities for menu items in the Event Menu Plan, for each item, enter the quantity in the **QTY** column of the respective item, and then click **Calculate** to calculate the data.
9. Click **Save** or **Suspend**.
10. To save the menu for future use as a template or list, click **Save as List**.

Creating an Event Menu Plan from an Existing List

1. Click **Production**, click **Event Menu Plan**, select a **Cost Center**, and then click **List**.
2. Click **Refresh** to populate the page, and then select an existing menu plan from the list.
3. Modify the event menu name, cost center, and menu active duration, and then click **Create**.

Changing the Menu Level of Items in an Event Menu Plan

1. Click **Production**, click **Event Menu Plan**, and then click **Suspended**.
2. Click the appropriate **Document**, select the menu items to modify, and then click **Change Menu Level**.
3. Select a new menu level from the list, and then click **OK**.
4. Click **Save** or **Suspend**.

Deleting Menu Items from an Event Menu Plan

1. Click **Production**, click **Event Menu Plan**, and then click **Suspended**.
2. Click the appropriate **Document**, select the menu items to delete, and then click **Delete Menu Item(s)**.
3. Click **Save** or **Suspend**.

Viewing and Modifying Saved Event Menu Plans

1. Click **Production**, click **Event Menu Plan**, and then click **Suspended**.
2. Click the **Document** to modify, make the necessary changes, and then click **Save** or **Suspend**.

Printing Recipes for Linked Recipes and Items in an Event Menu

This feature enables you to print a list of all items included in the selected recipes. This can be used as a general list of ingredients needed for an event.

1. Click **Production**, click **Event Menu Plan**, click **Suspended**, and then use the filters to find an event menu plan.
2. Click the appropriate **Document** to open it, click **Print Recipe(s)**, select a template using **Select Report**, and then click **OK**.

22

Menu Item Linking

It is through linking menu items that Inventory Management accurately depletes the stock on hand of inventory items. You can link one menu item to multiple inventory items or recipes. That is, if your organization has a recipe that is sold multiple ways, you can link the menu item to up to 10 menu levels of that recipe.

For example, a restaurant sells French fries in two different sizes: small and large. The restaurant has created a recipe for French fries, but the recipe is only applicable for a small size. A large fries is equal to two small fries. By linking the recipes and knowing the ratio, Inventory Management determines that when a large fries is sold, two portions of the small fries recipe must be depleted in order to account for the sale.

Inventory Management can also deplete items and recipes based on the order type information sent from the Point-of-Sale (POS) client. This is suitable for organizations that implement different product preparation that is dependent on the order type. For example, a coffee shop that sells coffee to go in a paper cup and coffee in-house in a porcelain mug. The recipe for the coffee to go would include a paper cup and lid, but the coffee in-house would not.

How your recipes and menu levels are set up determine how you link your recipes.

Sync Menu Items from Reporting and Analytics Release 20.1

If you add menu items in Reporting and Analytics release 20.1 and higher, then you can configure synchronization of these menu items to Inventory Management.

1. Click **Maintenance**, click **Booking Sales**, and then click **Devices**.
2. Click **Initiate Menu Item Synchronization**.

Menu item sync runs in the background via the Automation Service, which is where you can check the results of this job.

Menu Item Linking With Negative Quantities

Instead of creating separate recipes for items with and without condiments, menu item linking enables you to use the same recipe created for adding the condiment, but with a negative quantity. For example, imagine you have a menu item for cheeseburger that is linked to the cheeseburger recipe. The cheeseburger recipe contains:

- 1 ea. patty
- 1 ea. bun
- 1 ea. slice cheese
- 1 oz. ketchup
- 1 oz. mustard
- 1 oz. onions

A server rings in 1 Cheeseburger NO Ketchup. Since the recipe for cheeseburger depletes 1 oz. of ketchup, you need to add it back so that ketchup is not depleted. Therefore, you would link the No Ketchup modifier to the ketchup 1 oz. recipe with a negative 1 quantity.

Linking a Menu Item to Other Menu Items

1. Click **Maintenance**, and then click **Menu Item Linking**.
2. Use the filters to narrow your search, and then click the **Menu Item Name** of the item you want to link.
3. If the menu item is the same for all menu levels, select **Always use Menu Level 1**.
4. If menu item differs for each menu level, select **Use individual linking for each Menu Level**, and then select one or more menu levels.
5. Scroll down to the bottom of the page and click **Link Item** or place the cursor in the **Item** field, and then press Enter.
6. Select the item to which you want to link the menu item, and then click **OK**.
7. (Optional) Modify the item quantity in the **Qty** field.
8. Scroll down to the bottom of the page and click **Link to all Cost Centers**, deselect the cost center where you do not want the menu item to be linked, and then click **OK**.
9. Click **OK**.

Linking a Menu Item to Recipes

1. Click **Maintenance**, and then click **Menu Item Linking**.
2. Use the filters to narrow your search, and then click the **Menu Item Name** of the item you want to link.
3. If the recipe is the same for all menu levels, select **Always use Menu Level 1**.
4. If the recipe differs for each menu level, select **Use individual linking for each Menu Level**, and then select the menu levels.
5. Scroll down to the bottom of the page and click **Link Recipe** or place the cursor in the **Recipe** field, and then press Enter.
6. Select the recipe to which you want to link the menu item, and then click **OK**.
7. Modify the recipe quantity in the **Qty** field.

   For example, imagine you are linking a french fry recipe to menu levels 1, 2, and 3, where 1 is a small size, 2 is a medium size, and 3 is a large size. A small is one portion of the recipe, a medium is 1 1/2 portions, and a large is 2 portions. Therefore, you would enter 1.5 in the quantity field for menu level 2, and 2 in the quantity field for level 3.
8. Scroll down to the bottom of the page and click **Link to all Cost Centers**, deselect the cost centers where you do not want the menu item to be linked, and then click **OK**.
9. Click **OK**.

Linking a Menu Item by Order Type

1. Click **Maintenance**, and then click **Menu Item Linking**.
2. Use the filters to narrow your search, and then click the **Menu Item Name** of the item you want to link.

3. Click the button in the OT column adjacent to the menu item name, and then select one or more order types.

   You can link the menu item to up to eight different order types.
4. Click **Link Recipe** or **Link Item**, select the recipe or menu item to which you want to link the menu item, and then click **OK**.
5. Scroll down to the bottom of the page and click **Link to all Cost Centers**, deselect the cost centers where you do not want the menu item to be linked, and then click **OK**.
6. Click **OK** to close the Edit Linking dialog box.

Unlinking Menu Items

1. Click **Maintenance**, and then click **Menu Item Linking**.
2. Use the filters to narrow your search, and then click the **Menu Item Name** of the item you want to unlink.
3. To unlink all items and recipes, click **Unlink All**, and then click **OK** to confirm.
4. To unlink specific items and recipes, select the items or recipes you want to unlink, and then click **Unlink**.

23

Booking Sales

The Booking Sales page enables you to access and view menu items that were not booked in sales. You can use this page to:

- Monitor the items and inventory coming in to the location or locations
- Assign the appropriate POS system for your organization

There are four errors that can occur which result in unbooked sales:

Table 23-1 Causes for Unbooked Sales

Error Code	Error	Description
2	Menu item not found	This error occurs when Reporting and Analytics Advanced has not synced master data for the menu item yet. After end of day runs and information is sent from Reporting and Analytics Advanced to Inventory Management, you can manually book the sales. If the sales remain in the buffer into the following day, contact Oracle MICROS Support to have the issue resolved.
6	Sales location not found	This error occurs if sales are sent to a revenue center that is not linked to a cost center. Before these sales can be booked, the revenue center must be linked to a cost center in the Devices page. Contact Oracle MICROS Support for assistance with this step before moving on to book the sales.
8	Menu item inactive	Menu Items that are deactivated in menu item linking, but incur sales are stored in the unbooked sales buffer. You must activate these items in order to book their sales. Once activated, the sales book automatically.
15	Menu item not assigned to item or recipe	Menu items that are not linked to an item or a recipe remain in Unbooked Sales until they are linked. Once linked, you can book the sales.

Assigning a POS System

1. Click **Maintenance**, click **Booking Sales**, and then click **POS System**.
2. Select the appropriate **POS System**, and then click **Save**.

> **Note:**
>
> Only Oracle maintains the assignment of POS systems.

Menu Levels from a POS System

Menu items are posted from Simphony, or another POS system, to Reporting and Analytics, and then posted to Inventory Management via the web service. Each POS system handles menu level mapping to Inventory Management differently. Inventory Management supports up to 10 menu levels. The tables below explain this mapping from each POS system option to Inventory Management.

Each POS system option is represented by a numeric value in the configuration parameter PRODUKT.MENULEVELSALES.

Standard and 3700

There is a maximum of 10 menu levels. If a menu level from the POS source is greater than 10, a warning message appears in the log file. An example message reads: **WARNING: Invalid price level (“17”), skipping row**.

PRODUKT.MENULEVELSALES	Source Menu Level	Mapped in Inventory Management
0 for Standard and 1 for 3700	ML = 1	ML = 1
	ML = 2	ML = 2
	ML = 3	ML = 3
	ML = 4	ML = 4
	ML = 5	ML = 5
	ML = 6	ML = 6
	ML = 7	ML = 7
	ML = 8	ML = 8
	ML = 9	ML = 9
	ML = 10	ML = 10

8700/9700 Definition Levels

The menu levels from the POS source are sorted sequentially from menu level one to menu level eight in Inventory Management. Only menu levels up to eight will be used in Inventory Management. A maximum of 64 menu levels from the POS source can be managed. If a menu level from the POS source is greater than 64, a warning message appears in the log file. An example message reads: **WARNING: Invalid price level (“65”), skipping row**.

PRODUKT.MENULEVELSALES	Source Menu Level	Mapped in Inventory Management

Case “2”:
rest = InputValue % 8;
if (rest = = 0)
rest = 8;
break;
	ML = 1, 9, 17, 25, 33, 41, 49, 57	ML = 1

	ML = 2, 10, 18, 26, 34, 42, 50, 58	ML = 2
	ML = 3, 11, 19, 27, 35, 43, 51, 59	ML = 3
	ML = 4, 12, 20, 28, 36, 44, 52, 60	ML = 4
	ML = 5, 13, 21, 29, 37, 45, 53, 61	ML = 5
	ML = 6, 14, 22, 30, 38, 46, 54, 62	ML = 6
	ML = 7, 15, 23, 31, 39, 47, 55, 63	ML = 7
	ML = 8, 16, 24, 32, 40, 48, 56, 64	ML = 8

8700/9700 Menu Levels

The menu levels from the POS source are listed sequentially in groups of eight. Only menu levels up to eight will be used in Inventory Management. A maximum of 64 menu levels from the POS source can be managed. If a menu level from the POS source is greater than 64, a warning message appears in the log file. An example message reads: **WARNING: Invalid price level ("65"), skipping row**.

PRODUKT.MENULEVELSALES	Source Menu Level	Mapped in Inventory Management
case "3":	ML = 1, 2, 3, 4, 5, 6, 7, 8	ML = 1
rest = InputValue / 8;	ML = 9, 10, 11, 12, 13, 14, 15, 16	ML = 2
if (InputValue > rest * 8)	ML = 17, 18, 19, 20, 21, 22, 23, 24	ML = 3
rest ++;	ML = 25, 26, 27, 28, 29, 30, 31, 32	ML = 4
break;	ML = 33, 34, 35, 36, 37, 38, 39, 40	ML = 5
	ML = 41, 42, 43, 44, 45, 46, 47, 48	ML = 6
	ML = 49, 50, 51, 52, 53, 54, 55, 56	ML = 7
	ML = 57, 58, 59, 60, 61, 62, 63, 64	ML = 8

e7

The menu levels from the POS source are listed sequentially in groups of four. Only menu levels up to five will be used in Inventory Management. There is no limit to the menu levels used in the POS source system.

PRODUKT.MENULEVELSALES	Source Menu Level	Mapped in Inventory Management
case "4": rest = InputValue / 4;	ML = 1, 2, 3, 4, 21, 22, 23, 24, 41, 42, 43, 44, 61, 62, 63, 64	ML = 1
if (InputValue > rest * 4) rest ++;	ML = 5, 6, 7, 8, 25, 26, 27, 28, 45, 46, 47, 48	ML = 2
rest = rest % 5; if (rest == 0)	ML = 9, 10, 11, 12, 29, 30, 31, 32, 49, 50, 51, 52	ML = 3
rest = 5; break;	ML = 13, 14, 15, 16, 33, 34, 35, 36, 53, 54, 55, 56	ML = 4
	ML = 17, 18, 19, 20, 37, 38, 39, 40, 57, 58, 59, 60	ML = 5

Viewing Devices

The term device is defined as a revenue center that books sales. You must manually link a device to a cost center to enable accurate menu items, sales, and stock depletion information. Cost centers can be linked to either one device, such as a single bar within an airport, or linked to multiple revenue centers such as a restaurant with multiple revenue centers.

The devices listed are typically configured by Oracle and synced from Reporting and Analytics. In most cases, devices reflect an organization's POS system. Any incorrect changes made here can harm the system. Do not make adjustments to other fields besides linking devices to a cost center.

To view devices, click **Maintenance**, **Booking Sales**, and then click **Devices**.

Customers with e7 POS must have revenue centers manually created in Reporting and Analytics so they can be synced to Inventory Management.

Booking the Sales of Menu Items Not Found

1. Click **Maintenance**, click **Booking Sales**, and then click **Unbooked Sales**.
2. Click the Error Text **Menu Item Not Found**, select the sales you wan to book, click **Book Sales**, and then click **OK** to confirm.

Booking the Sales of Locations Not Found

Perform these steps only after assigning revenue centers to cost centers. Contact Oracle MICROS Support for assistance with this step before moving on to book the sales.

1. Click **Maintenance**, click **Booking Sales**, and then click **Unbooked Sales**.
2. Click the Error Text **Sales Location not found**, select the sales you want to book, click **Book Sales**, and then click **OK** to confirm.

Booking the Sales of Inactive Menu Items

1. Click **Maintenance**, click **Booking Sales**, and then click **Unbooked Sales**.
2. Click the Error Text **Menu Item is Inactive**, select the menu items you want to activate, and then click **Activate**.

Booking the Sales of Menu Items Not Linked to Items or Recipes

1. Click **Maintenance**, click **Booking Sales**, click **Unbooked Sales**, and then use the filters to find the menu item you want to book.
2. Click the Error Text **Menu Item not assigned to Item or Recipe**, and then click the **Menu Item Name** of the item you want to link.
3. To link the menu item to an item, follow the instructions in Linking a Menu Item to Other Menu Items from Step 3 onwards.
4. To link the menu item to a recipe, follow the instructions in Linking a Menu Item to Recipes from Step 3 onwards.

Booking Unbooked POS Waste Checks

1. Click **Maintenance**, click **Booking Sales**, and then click **Unbooked POS Waste Checks**.
2. Click the Error Text of an unbooked record, select the waste checks you cant to book, click **Book Waste**, and then click **OK** to confirm.

Viewing Cost Centers With Missing Sales

1. Click **Maintenance**, click **Booking Sales**, and then click **Missing Sales**.
2. Click the record you want to view.

   A window opens showing the cost centers that are missing sales.

Viewing Booked Sales and Unbooking Booked Sales

Booked Sales shows all cost centers that posted sales from Reporting and Analytics Advanced for a particular date. From this page you can also unbook booked sales.

When unbooking sales, make sure that recipes have not been adjusted between the date of the sales to be unbooked and the current date. This causes a discrepancy in inventory depletion.

1. Click **Maintenance**, click **Booking Sales**, and then click **Booked Sales**.
2. Select the record you want to unbook, click **Unbook Sales**, and then click **OK** to confirm.
3. Return to the Booking Sales Overview page, and then click **Unbooked Sales**.
4. Locate and select the sales that you unbooked in Step 2, and then click **Book Sales**.

   This resets the sales to zero for that day.

24
Master Data

Master Data is where you set up all information regarding vendors, cost centers, waste, items, and so on. Master Data setup enable the modules to share essential information with other areas of Inventory Management.

Audit Trail

An Audit Trail button appears in many of the modules within Master Data. Audit trails provide organizations with additional integrity checks for sensitive modules. This feature tracks all the changes that are made in Master Data, including the date, version number, reason, and user. When you click the Audit Trail button, a window opens that shows the history of the item, vendor, and so on, in chronological order. Each change that is listed has a time stamp link. When you click the link, a snapshot of the change appears in a new window, providing a comparison of what is different between the old and the new version.

To enable the audit trail, click **Maintenance**, click **Settings**, click the **General** tab, and then select **Enable Audit Trail**.

Setting Up Over Groups, Major Groups, Item Groups, Items, and Vendors

The initial setup for over groups, major groups, item groups, items, and vendors is easier if carried out through the spreadsheet. Oracle MICROS provides the organization with a Microsoft Excel spreadsheet to complete. After you return the spreadsheet, Oracle MICROS imports it through the Import Master Data page.

However, if the spreadsheet method is used, all over groups, major groups, item groups, items and vendors must be entered using that method, it is an all or nothing procedure.

The topics in this section describe how to configure over groups, major groups, item groups, items, and vendors through the system, without using the spreadsheet method.

Creating an Over Group

1. Click **Master Data**, and then click **Over Groups**.
2. Click **New**, enter the **Over Group** name, select the appropriate **Over Group Type**, and then click **Save**.

   Once an over group is saved, you cannot change its type. The type designates all major groups, item groups, and items that belong to the over group. Although you cannot change the type, you can delete and re-add an over group as long as it does not have any major groups assigned.

Deleting an Over Group

You can only delete over groups that do not have any child records (major groups). To delete an over group that has major groups, first delete or deactivate the major groups that are assigned to it. Even when it is possible to delete an over group, you are never truly deleting it. Rather, you are setting its status to inactive.

To deactivate an over group that has no child records:

1. Click **Master Data**, and then click **Over Group**.
2. Click the **Over Group** you want to deactivate to open it, and then click **Delete**.
3. Click **OK** to confirm.

Creating a Major Group

1. Click **Master Data**, and then click **Major Groups**.
2. Click **New**, enter the **Major Group** name, and then select the **Type**.

   Once a major group is saved, you cannot change its type. The type designates all item groups and items that belong to the major group. Although you cannot change the type, you can delete and re-add the major group as long as it does not have any item groups assigned.
3. Select the **Sales Tax**, and then enter the **Over Group** or place the cursor in the **Over Group** field and press Enter to select the over group from a list.

   Over group assignment is based on the major group type selected.

   The sales tax rate defined here is used in recipes that belong to this major group. This enables a more detailed cost calculation, including net and gross sales price.
4. (Optional) Enter the **Rev. Account** (revenue account) or the **Cons Account** (consumption account), and then select the expenses category under **Expenses belong to**.
5. Click **Save**.

Modifying a Major Group

1. Click **Master Data**, and then click **Major Groups**.
2. Click **Refresh** to populate the page, and then click the **Major Group** you want to modify.
3. Make the necessary changes, and then click **Save**.

Deleting a Major Group

You can only delete major groups that do not have any child records (item groups) assigned. To delete a major group that has item groups, first delete or deactivate the item groups that are assigned to it. Even when it is possible to delete a major group, you are never truly deleting it. Rather, you are setting its status to inactive. Only after a major group is deactivated can you deactivate its over group (its parent).

To deactivate a major group that has no child records:

1. Click **Master Data**, and then click **Major Groups**.
2. Click **Refresh** to populate the page, and then click the **Major Group** you want to deactivate.
3. Click **Delete**, and then click **OK** to confirm.

Creating an Item Group

1. Click **Master Data**, and then click **Item Groups**.
2. Click **New**, and then enter the **Item Group** name.
3. On the **Edit Item Group** tab, configure the following details:
   - **Type**: Select the item group type as either Cost of Sales (COS) Item or Expense. Once the item group is saved, you cannot change its type.
   - **Major Group**: Enter the major group for this item group.
   - **Item Group is not used for Transfer**: Select this option if all items in this item group are unavailable for transfers or requests.
   - (Optional) **Requirement Group 1**: Enter the first requirement group the item group fits into.
   - (Optional) **Requirement Group 2**: Enter the second requirement group the item group fits into.
   - (Optional) **Item Header Number**: Enter an Item Header Number up to 4 digits long.
   - (Optional) **Exclude from Inventory Management Reports**: Select this option to exclude the item group from all Inventory Management Reports in Reporting and Analytics Advanced.
   - (Optional) **No Inventory Variances (‘Act is Theo’)**: Select this option if you do not want any variances to register for this item group. This option actualizes theoretical values in inventory counts so the actual value and theoretical value match in the inventory counts.
   - (Optional) **Purchase Tax**: Select any taxes associated with buying a product.
4. (Optional) Click the **Order QTY: Calculation** tab, and then configure the following details:
   - **Rounding**: This determines the rounding of the item in an order. For example, if the order calls for 8.76 pounds of potatoes and potatoes are only available in 5-pound bags, then based on the selection, the system rounds the order up, down, or to the nearest value. In this case, if Round Up is selected, the system places the Order for two 5 pounds bags of potatoes.
   - **Manual**: Select this option to calculate orders based on the manual entry of quantities in ordering.
   - **Average Usage**: Select this option to calculate orders based on suggested forecast values.
   - **Net Sales**: Select this option to calculate the quantity based on the forecasted sales information transferred from Reporting and Analytics Advanced and a factor required to generate $1000 revenue.
   - **PAR**: Select this option to calculate orders based on PAR levels that are set in Manage Store.
   - **PAR + Net Sales**: Select this option to calculate orders using PAR and Net Sale methods.
   - **Safety Factor**: Enter the percentage to order over the amount calculated. Entering a percentage ensures that enough product (5% extra) is ordered in addition to the standing order to prevent shortages.

- **Subtract SOH**: Select this option to subtract the existing stock-on-hand from the order amount. This ensures the existing stock is not taken into consideration at the time of order.

5. Click **Save**.

Modifying an Item Group

1. Click **Master Data**, and then click **Item Groups**.
2. Click **Refresh** to populate the page, and then click the **Item Group** you want to modify.
3. Make the necessary changes, and then click **Save**.

Deleting an Item Group

You can only delete item groups that do not have any child records (items) assigned. Even when it is possible to delete an item group, you are never truly deleting it. Rather, you are setting its status to inactive. Only after an item group is deactivated can you deactivate its major group (its parent).

To deactivate an item group that has no child records:

1. Click **Master Data**, and then click **Item Groups**.
2. Click **Refresh** to populate the page, and then click the **Item Group** you want to deactivate.
3. Click **Delete**, and then click **OK** to confirm.

Major Group Codes, Sub Group Codes, and Item Group Codes

Major Group Codes, Sub Group Codes, and Item Group Codes are features that support the India-Goods and Services Tax (GST) requirements.

For detailed information about setting up India-Goods and Services Tax (GST) features in Simphony Inventory, refer to **India GST Configuration Guides for Food and Beverage (Document 8912)** . To view the document, log in to the Support Portal and then click this link to Document 8912.

Creating a New Item

1. Click **Master Data**, and then click **Items**.
2. Click **New**, and then enter the **Item** name.
3. On the Edit Item tab, enter information in the following fields:
   - **Type**: Select the item type as either COS Item or Expense. The type designates the item group for which you can assign this item. Once the item is saved, you cannot change its type. However, you can delete and re-add the item as long as it has not been designated as a child record elsewhere.
   - (Optional) **Item No.**: Enter the internal item number. This number is not used as an external number on, for example, order forms. If you have item numbers specific to certain vendors, you can enter them in the Vendor Purchase Catalog.
   - **Item Group**: Select the appropriate item groups based on item type selection.
   - **Base Unit**: Enter the base unit for the items. Once the item is saved, you cannot change its base unit. This unit serves is the base of any unit used for this item in

orders, transfers, inventory counts, and recipes. If you assign an incorrect base unit, delete and re-add the item with the correct base unit.

- (Optional) **Purchase Tax**: Select the tax for the item when purchased.
- (Optional) **Use only on stock**: Select this option to prevent a vendor purchase item from being created with the same item name.
- **Store Unit**: Enter the main unit used by the store for inventory counts and reporting.
- (Optional) **Ignore Item in Inventory**: Select this option to prevent the item from appearing in any inventory count (for example, Period Close Count: the item is not shown, but it is booked with the closing method), even if the item is assigned.
- (Optional) **Exclude from Critical Counts**: Select this option to prevent the item from being included in critical counts.
- (Optional) **Count as Recipe**: If this option is enabled, the item is also a recipe that is being counted as an item.
- (Optional) **Shipment Item**: Select this option to account for the item in shipment adjustments.
- (Optional) **Cost Item**: Select this option if the item incurs a split of the costs when an adjustment, such as shipping costs, is included in an invoice.
- (Optional) **Use as Base Item in Automatic Yield**: Select this option to use the item as a base item for automatic yield containers. A new automatic yield list type is added to List Management. See Yield Management for more details.
- (Optional) **Deposit Item**: Select this option if the item is a deposit item.
- **Price Behavior**: Select the price behavior:
  - **Dynamic Price**: Select this option if users can change the item price at anytime based on the user rights.
  - **Fixed Proposal Price**: Select this option if users can only change the price in Receiving, not in Ordering based on the user rights.
  - **Fixed Price**: Select this option if the price cannot be changed anywhere.
- (Optional) **Last Purchase Price**: Enter the most recent item purchase price.
- (Optional) **Sales Price**: Enter the sales price the cost center uses for transfers.
- (Optional) **Weight Factor**: Based on the base unit, enter how much the product weighs.
- (Optional) **Item Code**: Enter the item code. This is similar to an item number. It is used to link the item to bar codes.
- (Optional) **Use Volume**: Enter the item volume. This field is important for businesses with limited storage space.
- (Optional) **Gain/Loss**: If the item has a gain or loss percentage associated with it, select the appropriate option and enter the percentage.
- **No Inventory Variances (Theo is ACT)**: Select this option if you do not want any variances to register for this item. This option actualizes theoreticals in inventory counts. This feature is for items that have variances and never produce depletions (for example, Ketchup packets, since there is no control over how many ketchup packets one customer takes).

4. (Optional) Click the **Item Description** tab, and then enter item information.
5. (Optional) To add a picture of the item, on the **Item Description** tab, click **Set**, select the appropriate image from the list, and then click **OK**.

Uploading Recipe Images provides more information on uploading images to the system.

6. (Optional) Click the **Production** tab, select the **Production Type**, and then enter the **Thaw Time**, **Lead Days**, **Short Name**, and **Barcode** for the item.
7. If the item is subject to Hazardous Analysis and Critical Control Point (HACCP) standards, click the **HACCP** tab, and then select **HACCP Required**.

   Note that this option works in conjunction with the HACCP settings configured in the Cost Centers module. Take heed in enabling options only as necessary.
8. (Optional) To override the Order Qty Calculation settings configured for the item group, click the **Order Qty Calculation** tab, and then select the appropriate options.
9. (Optional) To assign categories to the item, click the **Categories** tab, and then select the appropriate categories.
10. (Optional) To define nutrients for the item:
    a. Click the **Nutrients** tab, and then select the appropriate **Nutrient Calculation Method**:
       - **None**: When an item is created, this is the default method assigned.
       - **Nutrient Catalog**: Select this option to link the item to an item from an imported nutrient catalog.
       - **Manual**: Select this option to enter nutrition information.
       - **Nonconsumable**: Select this option for non-food and non-drink items, that is, cleaning supplies, paper goods, and so on.

    b. If you selected **Manual** for the **Nutrient Calculation Method**, enter the nutrient amount in the item for each nutrient group.
11. (Optional) To receive a warning when there is a large deviation between what was ordered and what was delivered, click the **Other Settings** tab, and then enter information in the fields.
12. Click **Save**.

Modifying an Item

1. Click **Master Data**, and then click **Items**.
2. Use the filters to streamline your search, and then click the **Item** you want to modify.
3. Make the necessary changes, and then click **Save**.

Adjusting the Visibility of an Item

You can determine which cost centers can view which items. This is especially useful for organizations that have regional menu items or organizations that have different types of cost centers. In cases like these, an administrator can adjust and modify the visibility characteristics to ensure that the proper users are receiving the correct information.

1. Click **Master Data**, and then click **Items**.
2. Use the filters to streamline you search, and then click the **Item** you want to assign visibility.
3. Click **Visibility**, and then in the **Cost Center Source** pane, select the cost centers for which you want the item to be visible.
4. Click **Assign**, select **Use Visibility Criteria** to implement the changes, and then click **Save**.

Assigning a Standard Price to Multiple Items

Organizations using standard prices in their cost centers, which is configured in the Cost Centers and Locations module, can assign standard prices to several items at a time. Additionally, you can also assign different prices to different cost centers. This is helpful in the event that an organization has cost centers that use different currencies, which would result in very different standard prices.

1. Click **Master Data**, and then click **Items**.
2. Click **Standard Price**, and then on the Standard Price by Cost Center page, select the **Cost Center**.
3. (Optional) Select an **Item Group** or an **Item**.
4. Enter the **Next Standard Price** for the item, and then enter the **Valid From** date (if necessary).
5. Repeat Step 4 for all necessary item.
6. Once complete, click **Save** to remain on the Standard Price page by Cost Center or click **Suspend** to save the information and return to the Items Overview page.

Copying Standard Item Prices from One Cost Center to Another

1. Click **Master Data**, and then click **Items**.
2. Click **Standard Price**, and then click **Synchronize**.
3. Select the **Source Cost Center** from which you want to copy the standard prices, and then select one or more **Target Stores**.
4. Select the **Item Group** or the **Item** from which you want to copy the standard prices, and then specify the action the system takes if a standard price already exists in the target cost centers:
   - **Replace Standard Price**: Select this option to overwrite the existing standard price with the one being copied.
   - **Do Not Copy Standard Price**: Select this option to retains the existing standard price in the target cost centers.
5. Click **Copy Standard Price**.

Deleting an Item

You cannot delete items contained in any recipes or are assigned to a vendor purchase item.

1. Click **Master Data**, and then click **Items**.
2. Use the filters to streamline your search, and then click the **Item** you want to delete.
3. Click **Delete**, and then click **OK** to confirm.

Creating a Unit

1. Click **Master Data**, and then click **Units**.
2. Click **New**, and then enter the **Unit** name.

Name units as generically as possible so that you can use them for multiple items. For example, 12oz Beer Bottle is too specific. 12oz Bottle is specific, but it could be 12oz bottle of anything. 5lb cheddar wheel is too specific, 5lb cheese wheel or 5lb wheel, or simply 5lb is more versatile. The more generic the name, the more its possible uses and the less item units you create to compensate for all units.

3. Enter the name of the order unit in the **Order Name** field, and then enter the amount and the unit for this unit's sub-unit in the **Consist of** and **Units** fields respectively.

   An item's base unit must coincide with the unit's own base unit. For example, if an item is purchased in a 0.35l bottle using the unit Bottle 0.35, the item's base unit must be pint.

   Standard base units, such as each, pint, pound, and portion, are already in the system when it is installed. Generally, items fall into three categories: those that are sold whole (bagel), solids that are sold in fractions (1 lb. of ground beef turned into 4 - 4 ounce hamburger patties), and liquids that are broken into pints (quart of milk turned into glasses to be served). Once a base unit is assigned, it cannot be changed.

4. (Optional) To use this units in inventory counts, select **Use Unit in Stock Taking**.
5. (Optional) description **Use for Recipe Yield**.
6. (Optional) description **GN Container**.
7. (Optional) Select the appropriate **Purchase Tax**, and then enter any pertinent information regarding the unit in the **Information** field.
8. Click **Save**.

   The **QTY/BU** and **Base Unit** fields auto-populate when you save the unit.

Modifying a Unit

1. Click **Master Data**, and then click **Units**.
2. Click **Refresh** to populate the page, and then click the **Unit** you want to modify.
3. Make the necessary changes, and then click **Save**.

Production Units

Production units are the units that are assigned to recipe ingredients to provide a more manageable way to read the recipe. They are the sizes that people are most familiar with. For example, measurements like cup, teaspoon, and ounces are all considered production units.

Creating a New Production Unit

1. Click **Master Data**, and then click **Production Units**.
2. Click **New**, enter the **Production Unit** name, enter the **Base Unit** for the production unit, and then enter the amount of production units required to fulfill the base unit measurement in the **Factor** field.

   When creating a production unit, keep in mind that all measurements are relative. Factor multiplied by production unit always equals the base unit. For example, if you were creating a production unit for a fluid ounce, the base unit would be a pint and the factor would be 16, since 16 ounces are in one pint.

3. (Optional) Enter the maximum number of decimal places to use when the production unit measurement is rounded in the **Border** field.
4. Click **Save**.

Modifying a Production Unit

1. Click **Master Data**, and then click **Production Units**.
2. Click **Refresh** to populate the page, click the **Production Unit** to modify, and then make the necessary changes.
3. Click **Save**.

Master Data Translation

Master Data Translation is where you translate items, units, and so on, for users that use a different default language. This is useful for organizations that have locations in multiple countries with different languages.

Translating Master Data Items

1. Click **Master Data**, and then click **Master Data Translation**.
2. Select the translation language for the items from the **Language** drop-down list, use the filters to narrow the search for the items, and then click **Refresh**.
3. In the Translated All Items column, enter the translation for the corresponding items, and then click **Save**.

Recipe Groups

Recipe groups are used to categorize recipes. You can create recipe groups that best suit the needs of your organization. Typical recipe groups include, but are not limited to, appetizers, salads, sandwiches, entrees, steamed items, seafood, and so on. You can organize recipes based on other criteria, such as breakfast, lunch, and dinner. These recipe groups can vary, depending on what type of establishment is using them. For example, a coffee bar can have recipe groups such as espresso drinks and baked goods; whereas a bar might have recipe groups called vodka drinks, rum drinks, gin drinks, and so on.

Therefore, when creating recipe groups, make sure to take the restaurant's overall theme and items served into account.

Creating a Recipe Group

1. Click **Master Data**, and then click **Recipe Groups**.
2. Click **New**, and then enter the **Recipe Group** name.
3. (Optional) Enter the **Group Number**, and then enter the **Group Name**.
4. Click **Save**.

Modifying a Recipe Group

1. Click **Master Data**, and then click **Recipe Groups**.
2. Click **Refresh** to populate the page, click the **Recipe Group** to modify, and then make the necessary changes.
3. Click **Save**.

Preparation Types

Preparation Types describe how ingredients are prepared for use in recipes. For example, chopped, minced, steamed, peeled, and so on. Defining Preparation types adds consistency to your organization through the ability to add specificity to each recipe. Once you create preparation types, you can assign them to ingredients in the Recipes page, which ensures all cost centers have the same instructions for preparing food.

Creating a Preparation Type

1. Click **Master Data**, and then click **Preparation Types**.
2. Click **New**, enter the **Preparation Type**, enter the **Preparation No** (if necessary), and then click **Save**.

Modifying a Preparation Type

1. Click **Master Data**, and then click **Preparation Types**.
2. Click the **Preparation Type** you want to modify, make the necessary changes, and then click **Save**.

Waste Over Groups

Waste over groups are a means of organizing information in more detail for reporting purposes. All waste groups must belong to a waste over group.

Creating a Waste Over Group

Oracle MICROS recommends creating only one waste over group. This over group does not appear in any reports.

1. Click **Master Data**, and then click **Waste Over Groups**.
2. Click **New**, enter the **Waste Over Group** name, and then click **Save**.

Modifying a Waste Over Group

1. Click **Master Data**, and then click **Waste Over Groups**.
2. Click **Refresh** to populate the page, click the **Waste Over Group** to modify, and then make the necessary changes.
3. Click **Save**.

Waste Groups

Creating a Waste Group

If you intend to report off of waste, Oracle MICROS recommends creating waste groups by reason. For example, reasons could include the following categories: broken, spoiled, incorrectly ordered, overcooked, and so on.

1. Click **Master Data**, and then click **Waste Groups**.
2. Click **New**, enter the **Waste Group** name, enter the **Waste Over Group**, and then select the appropriate waste group (that is, items, recipes, or both).

   When the waste group is used for items, you cannot add recipes to the waste document. Similarity, when the waste group is used for recipes, you cannot add items to the waste document.
3. (Optional) Enter the **Key** and **Account** for the GL or A/P, and then enter the **Tax Account** for A/P exports.
4. Click **Save**.

Modifying a Waste Group

1. Click **Master Data**, and then click **Waste Groups**.
2. Click the **Waste Group** to modify, make the necessary changes, and then click **Save**.

Nutrient Groups

Nutrient Groups are a way to categorize nutrients for better clarity when reading data. Examples of nutrients groups are energy, fat, and minerals. Nutrients must be assigned to a nutrient group; therefore, you must configure at least one nutrient group.

Creating a New Nutrient Group

1. Click **Master Data**, and then click **Nutrient Groups**.
2. Click **New**, enter the **Nutrient Group** name (for example, `Energy`), and then enter the **Short Name** that serves as the abbreviated display name in other modules.
3. (Optional) **Active**: Select this option to set the nutrient group to a status of active.
4. Click **Save**.

Modifying an Existing Nutrient Group

1. Click **Master Data**, and then click **Nutrient Groups**.
2. Click **Refresh** to populate the page, click the **Nutrient** to modify, and then make the necessary changes.
3. Click **Save**.

Reason Codes

Reason Codes are used to categorize usage and items purchased from vendors, which are assigned vendor ratings.

Creating a New Reason Code

1. Click **Master Data**, and then click **Reason Codes**.
2. Click **New**, enter the **Reason Code** name, and then select the appropriate reason code **Category**.

3. (Optional) Enter a custom **Code** for the reason code, and then enter any additional category details in the **Reference** field.
4. Click **Save**.

Add Rating to a Reason Code

1. Click **Ordering**, click **Receiving**, click **Suspended Receipts**, and then click **Add Rating**.
2. Select a **Reason Code**.
3. Determine which items the rating applies to:
   - **Apply to all Items**: Select to apply this code to all items on the receipt.
   - **Apply only on selected Items**: Select to apply the reason code to specified items on the receipt.
4. Optionally, enter additional information about the price or quantity discrepancy.
5. Click **OK**.

Modifying an Existing Reason Code

1. Click **Master Data**, and then click **Reason Codes**.
2. Click **Refresh** to populate the page, click the **Reason Code** to modify, and then make the necessary changes.
3. Click **Save**.

Categories

Using categories throughout Inventory Management provides an additional method of grouping and searching for data.

Creating a New Category

1. Click **Master Data**, and then click **Categories**.
2. Click **New**, enter the **Category** name, and then select the appropriate **Category Type**.
3. (Optional) Select one or more of the following option:
   - **Use for Recipes**: Select this option to use the category in Recipes.
   - **Use for Vendors**: Select this option to use the category in Vendors.
   - **Use for Item**: Select this option to use the category in Items.
4. (Optional) Enter any additional details in the **Reference** field.
5. Click **Save**.

Modifying an Existing Category

1. Click **Master Data**, and then click **Categories**.
2. Click **Refresh** to populate the page, and then click the **Category** to modify.

3. Make the necessary changes, and then click **Save**.

Vendors

In Vendors, you have the ability to create new vendors, edit existing vendors, group vendors together categorically, assign taxes, specify currency, and many more functions. The B2B interface is configured by each individual vendor.

To view the Vendors module, you must have the user right. See Master Data User/Role Rights for more details.

To view vendors, navigate to Inventory Management, click **Master Data**, and then click **Vendors**. Search for the vendor and then select it to edit the B2B configuration settings.

When creating a new vendor or updating an existing one, you can edit information in some tabs while other tabs are preconfigured and should not be edited without first contacting Oracle Support. The tabs include:

- **Edit Vendor**: define taxes, currency and address information for the vendor.
- **Order Settings**: define how the order is sent to the vendor.
- **Delivery Settings**: define how vendor receipts should be handled.
- **B2B General**: the main area to enter general B2B vendor information. See Configuring B2B Settings for a Vendor for more details.
- **B2B Item Catalog**: This is used to import items and prices from the vendor and link those with vendor purchase items in Inventory Management. For additional support configuring these fields, contact Oracle Support.
- **B2B Ordering**: enter parameters that define how the purchase order file will be sent to the vendor.
- **B2B Receipt**: enter B2B settings for receipts sent by the vendor.
- **B2B Acknowledgements**: define the SFTP parameters and file parameters to automatically process order acknowledgements.
- **B2B Order Cycles**: enter B2B settings to import order cycles from the vendor.
- **External Logistics**: Oracle configures these fields. If changes are needed, contact Oracle Support.

Creating a Vendor

When creating a vendor with more than one distribution center, create a different vendor for each distribution center. This is for B2B purposes, as each distribution center normally has their own order guide.

1. Click **Master Data**, and then click **Vendors**.
2. Click **New**, and then enter the **Vendor** name.
3. On the Edit Vendor tab, enter the **Taxes**, enter the **Vendor Group**, and then enter the **Currency** that the vendor uses.
4. (Optional) Enter additional information about the vendor, such as who the sales representative is or what the phone numbers are.
5. Click **Save**.

Configuring Order Settings for a Vendor

1. Click **Master Data**, and then click **Vendors**.
2. Click the **Vendor** to update, click the **Order Settings** tab, and enter the following information:
   - **Placing Order Method**: Select the method for placing orders. When creating a vendor for the first time, leave the Place Order Method as printout.
   - **Purchase/Receive all Items**: Select to enable all Items to be purchased and received by the vendor, regardless of an existing vendor purchase item. The user right **Purchase/Receive All Items** must also be enabled for this option to work.
   - **Master Order List only**: Select to enforce placing orders for the vendor using a Master Order List only.
   - **E-Mail Type**: Select the format for your emails.
   - **Custom Template**: If the organization uses a custom order template that has been uploaded to the application by Oracle, the file name appears here.
   - **Custom Template, No Price**: If the organization uses a custom order template that has been uploaded to the application by Oracle, the file name appears here.
   - **Custom E-Mail content text**: Select to enable custom emails for orders.
     a. You must also select **E-Mail** in the **Placing orders method** field and select **PDF** in the **E-Mail type** field.
     b. Create your custom email content by wrapping each desired parameter with the @ sign. For example:

        Dear @contactname@,

        Please find your attached order @ponr@ for delivery on @ddd@ @dmm@ @dyyyy@.

        Our receiving clerk will meet you in the storage room at @ccname@.

        Best regards,

        Example Hotel
     c. The email example above appears as:

        Dear Mr. Smith,

        Please find your attached order XXXXXX–XXXXX for delivery on 01.12.2022.

        Our receiving clerk will meet you in the storage room at Restaurant 1.

        Best regards,

        Example Hotel
     d. Available parameters are listed in the following table.

Paremeter	Description
ccname	Cost center name
contactname	Contact name on vendor side
custno	Customer number
ddd	Two-digit delivery date day part

Paremeter	Description
dmm	Two-digit delivery date month part
dyy	Two-digit delivery date year part
dyyyy	Four-digit delivery date year part
odd	Two-digit order date day part
omm	Two-digit order date month part
oyy	Two-digit order date year part
oyyyy	Four-digit order date year part
ponr	Purchase order name
useremail	User email address
userfax	User fax number
username	User long name
userphone	User phone number
vendor	Vendor name

- **Enable Minimum Qty/Value/Weight on Order**: Select to enable minimum order requirements for specific items or the entire order.
  - **Enable Minimum Total Qty on Order**: Select for vendors with an item quantity minimum and enter the amount in the form of a whole number.
  - **Enable Minimum Quantity per Item on Order**: Select when an item has a minimum quantity that must be ordered. This is defined in the Vendor Purchase Catalog.
  - **Enable Minimum Total Value on Order**: Select for vendors with an order value minimum and enter the amount with up to one decimal place.
  - **Enable Minimum Total Weight on Order**: Select for vendors with an order weight minimum and enter the weight with up to one decimal place.
- **Allow Minimum Qty/Value/Weight on Order Override**: Select to allow privileged users the ability to book an order that does not meet minimum requirements.

3. Click **Save**.

Configuring Delivery Settings for a Vendor

1. Click **Master Data**, and then click **Vendors**.
2. Click the **Vendor** to update, click the **Delivery Settings** tab, and enter the following information:
   - **Use Vendor Rating**: Select to enable Vendor Rating.
   - **E-Mail**: Enter the email address of the vendor.
   - **Line Item**: Select the appropriate setting for your organization. This is used for receiving QTY and price variances between Ordering and Receiving.
     - **Enable Receipt Deviation Check**: Select to compare figures from the order with matching details in the receipt.
     - **Optional**: Select to allow users to enter a reason code for differences in price or quantity, if needed. See Reason Codes for more details and set the reason code category to **Purchase**.

  - **On Modified Position**: Requires users to select a reason for all items where the quantity or price in the receipt differ from the order.
  - **Mandatory**: Requires users to enter information for everything received from this vendor. The receipt cannot be booked until all mandatory information is completed. Vendors requiring detailed quality control may want to select this option.
- **Summary by Document**: Select to enable these options:
  - **Optional**: Select to give users the option to enter a rating.
  - **Mandatory**: Select to requires users to enter a rating. Vendors requiring detailed quality control may want to select this option.
- **Do not send to A/P**: Select to enable External Invoice Processing and External Delivery Note Processing via the POS Web Service. Further processing must be performed by a local partner.
- **Receipt as Invoice**: Select to have your receipt function as your invoice, if you receive by invoice rather than by a packing slip.
- **Self Billing Invoice**: Not used by Inventory Management.
- **Set new Price Quotes to inactive on receiving**: Select to use a price quote only once and then retire it.
- **External Invoice Processing**: Select to enable external invoice processing.
- **External Delivery Note Processing**: Select to enable external delivery note processing.

> **Note:**
>
> - For compatibility with Turkish fiscal laws and partner applications, you must configure vendors in Inventory Management to use **External Invoice Processing** and **External Delivery Note Processing**. External Invoice Processing and External Delivery Note Processing is performed via the POS Web Service. Further processing must be performed by a local partner.
> - When the **Receipt as Invoice** option is set, there is no need to activate the user/role right **Save Receipt as Invoice** in the **Purchase/Receiving** category.
> - The **Receipt as Invoice** option is ignored when invoices are processed externally.

3. Click **Save**.

Configuring B2B Settings for a Vendor

Leave B2B settings blank until you determine which B2B Interface you need. Oracle performs the initial configuration in these fields.

1. Click **Master Data**, and then click **Vendors**.
2. Click the **Vendor** to update, click the **B2B General** tab, and then complete the following fields:
   - **Vendor ID**: Enter the vendor ID provided by the vendor.
   - (Optional) **Location Number**: Enter the location number provided by the vendor.

- (Optional) **Vendor GLN**: Enter the Vendor Global Location Number (GLN) provided by the vendor.
- **Buyer GLN**: Enter the Buyer GLN. This is user defined, unless controlled by jurisdiction.
- (Optional) **Send Notifications to Cost Center E-Mail Address**: Select to send an email to the cost center instead of the originator of the document. Used for orders only.

3. From the **B2B Ordering** tab, complete the following fields if using order cycles to export purchase orders to the vendor:
   - **File Path**: Enter the file path for processing local orders (obtained from Oracle consulting).
   - **File Mask**: Enter a file mask, for example `@LFNR@_@oyyyy@_@dyyyy@-@dmm@-@ddd@_@####@.txt`. See the table below for keyword options.
   - (Optional) **Custom E-mail subject**: Enter a customized email subject line, for example `@supplier@_@ponr@_@kdnr@_@oyyyy@_@omm@_@odd`. See the table below for keyword options.
   - **Purchase Order Export Template**: Enter the name of the template that will be used, for example `order.edi.template`.
   - (Optional) **Custom E-mail Notification Subject**: Enter a customized email subject line, for example `@supplier@_@ponr@_@kdnr@_@oyyyy@_@omm@_@odd`. See the table below for keyword options.

Keyword	Definition	Available for File Mask field	Available for Custom E-mail subject field	Available for Custom E-mail Notification subject field
buyergln	Buyer GLN.	Yes		
ccextname	Cost center external name.	Yes		
ccname	Cost center name.		Yes	Yes
ccno	Cost center number (from Cost Centers).	Yes		
contactname	Vendor sales representative.		Yes	Yes
custno	Customer number (from Customer Number).	Yes		
ddd	Delivery date (2 digits).	Yes	Yes	Yes
dmm	Delivery month (2 digits).	Yes	Yes	Yes
dy	Last digit of delivery year.	Yes	Yes	Yes
dyy	Last 2 digits of delivery year.	Yes	Yes	Yes
dyyyy	Delivery year (4 digits).	Yes	Yes	Yes

Keyword	Definition	Available for File Mask field	Available for Custom E-mail subject field	Available for Custom E-mail Notification subject field
eu_idnr	Vendor tax number.	Yes		
gln	Vendor GLN.	Yes		
kdnr	Customer number.		Yes	Yes
lfnr	Vendor ID from B2B General tab.	Yes		
locno	Location number (from Customer Number).	Yes		
odd	Order date (2 digits).	Yes	Yes	Yes
ohh	Order hour (24 hour format).		Yes	Yes
omi	Order minute.		Yes	Yes
omm	Order month (2 digits).	Yes	Yes	Yes
oss	Order second.		Yes	Yes
oy	Last digit of the order year.	Yes	Yes	Yes
oyy	Last 2 digits of the order year.	Yes	Yes	Yes
oyyyy	Order year (4 digits).	Yes	Yes	Yes
poid	Internal order ID.	Yes		
ponr	Order name.	Yes	Yes	Yes
supplier	Vendor name.		Yes	Yes
useremail	User's email address.		Yes	Yes
username	User's full name.		Yes	Yes
userphone	User's phone number.		Yes	Yes

- (Optional) **Custom B2B Positions Sort Order**: Enter a sequence of numbers to customize how the order is sorted. The sorting order options include:
  - 1: vendor name.
  - 2: purchase order name.
  - 3: customer number.
  - 4: position number.
  - 5: vendor item number.
  - 6: delivery date.
  - 7: cost center number.

  - 8: item name.
  - 9: unit name.
  - For example, `167489` sorts by vendor name, purchase order name, cost center number, position number, item name, unit name.
- (Optional) **Send Time**: Select the time when the order will be processed.
- (Optional) **Ordering Cutoff Time**: Select the latest time that orders can be created or booked during the day.
  - If multiple time zones are in use, then navigate to **Maintenance**, click **Configuration**, click **WEBCLIENT**, and then select **POCUTOFFTIMEZONE**.
- (Optional) **Send purchase order status report**: Select the time that the order status report is sent.
- **Use B2B order**: Select to allow the vendor to use B2B Ordering methods and to handle item catalog processing.
  - If SFTP data is entered, then the file is uploaded by the automation job and behaves as if **Use B2B Orders** is turned on. To resolve this, clear the SFTP definition if it is not used.
- (Optional) **Use Order Cycles**: Select to enforce the vendor to adhere to established order cycles.
- (Optional) **Send Order when defined in order Cycles**: Select to send the order only between ((Expected Delivery Date) - (Lead Days)). Only active if **Use Scheduler** is activated.
- **Force B2B Qty**: This field is not in use anymore.
- (Optional) **Use prepared Purchase Orders**: Select to have the system prepare orders for sending. They will be transmitted as soon as either the Scheduler (if selected for this vendor) is started or the order is sent manually via the module **Central Ordering**. This option is mandatory if **Use Scheduler** is selected and activated in that case by default.
- (Optional) **Send one file per day**: Select to send only one order to the vendor once a day. Not recommended for use with multiple cost centers, each placing a separate order with the same vendor.
- (Optional) **Order processing via B2B only**: Select to enforce users to order only vendor purchase items (VPIs) that are linked to the Vendor B2B Catalog and order processing can only be done through B2B.
- (Optional) **Use Scheduler**: When the scheduler job **B2B Send Purchase Orders** is enabled, Inventory Management will search for and submit orders via scheduler automatically.
- (Optional) **Only one Order per day/Order Cycle**: Select to merge multiple orders per day for the same vendor into one order.
- **Purchase Orders FTP**: Enter the FTP settings fields. See Configure FTP Settings for more information.

4. From the **B2B Receipts** tab, complete the following fields to import receipts and invoices from the vendor:
   - **File Path**: Enter the file path for processing orders (provided by Oracle consulting).
   - **File Mask**: Enter the vendor’s file mask.

- **Receipt Import Template**: Enter the name of the template, for example `invoice.edi.template`.
- (Optional) **Process Invoices via Scheduler**: Select to have the document processed by the scheduler after activating the job **B2B Import Invoices/Credit Notes**.
- (Optional) **On file processing** options:
  - **Book Receipt immediately**: Select to book a receipt immediately, if deselected then the receipt is saved as a suspended document and must be booked manually in the **Suspended Receipts** area.
  - **Close Order automatically**: Available if the first option is selected. Select to close the order automatically, if deselected then the order for the receipt document will remain open if not all positions are delivered completely.
  - **Make Invoice after booking Receipt**: Available if the first option is selected. Select to have the receipt booked as an invoice document automatically.
- (Optional) **Send Internal Notification To**: Select users who should receive a notification email after processing.
- (Optional) **Catch Weight Factor**: Enter the factor used for weight base unit conversion.
  - Example: A customer is based in the US (imperial units) and a vendor is based in Canada (metric units). An item is received with a quantity of 2 lbs. and the system multiplies that quantity by the **Catch Weight Factor** defined for the vendor, for example 16. The base unit is taken from the system configuration, so the quantity is adjusted to 32. You can also use the option **Receive in Base Unit** to display the unit OZ in the Receiving module.
- (Optional) **Vendor E-Mail Notification Address**: Enter the vendor's email address for notification after processing.
- **Use B2B Receiving**: Select to use B2B receiving for the vendor.
- (Optional) **B2B Receipt is Invoice**: Select to make the B2B receipt act as an invoice.
- (Optional) **Use Price Quotes in B2B Receipt**: Select to use the price quotes in **Vendor Purchase Items** as opposed to the price quotes sent back from the vendor.
- (Optional) **Weight item info from Catalog**: Select to have the system check item catalog if delivered items are defined as **Weight Items** (Receiving in base unit).
- (Optional) **No manual created Receipts**: Select to prevent manual receipt creation, and only allow B2B receipts.
- (Optional) **Use VAT from B2B Receipt**: Select to have the VAT definition read from the B2B receipt, ignoring definitions set in item group/item.
- **Receipt/Invoice/Credit Notes FTP**: Enter the FTP settings fields. See Configure FTP Settings for more information.

5. From the **B2B Acknowledgements** tab, define order, item catalog, and receipt acknowledgement message options:
   - **Order Acknowledgement**: Notification that the vendor received the placed purchase order, but not formal confirmation. It is created by the vendor and retrieved from their FTP server.
     - **File Path**: Enter the file path for processing acknowledgement files (provided by Oracle consulting).
     - **File Mask**: Enter the vendor’s file mask.

    - **Order Acknowledgement Import Template**: Enter the name of the template, for example `order.ackno.edi.template`.
    - (Optional) **Process Order Acknowledgement via Scheduler**: Select to have the document processed by the scheduler after activating the **B2B Import Order Acknowledgements** job.
    - **Order Acknowledgement FTP**: Enter the FTP settings fields. See Configure FTP Settings for more information.
  - **Item Catalog Acknowledgement**: Notification that the B2B item catalog was received and imported from the vendor.
    - **File Path**: Enter the file path for processing acknowledgement files (provided by Oracle consulting).
    - **File Mask**: Enter the vendor's file mask.
    - **Acknowledgement Template**: Enter the name of the template, for example `cat.ackno.edi.template`.
    - (Optional) **Process Acknowledgement upon Successful Catalog Import**: Select to have the document created and transmitted after import of the B2B Item catalog using the scheduler job **B2B Import Item Catalogs**.
    - **Item Catalog Acknowledgement FTP Settings**: Enter the FTP settings fields. See Configure FTP Settings for more information.
  - **Receipt Acknowledgement**: Notification that the B2B receipt was received and imported from the vendor.
    - **File Path**: Enter the file path for processing acknowledgement files (provided by Oracle consulting).
    - **File Mask**: Enter the vendor's file mask.
    - **Acknowledgement Template**: Enter the name of the template, for example `invoice.ackno.edi.template`.
    - (Optional) **Process Acknowledgement upon Successful Receipt Import**: Select to have the document created and transmitted after import of the B2B Receipt using the scheduler job **B2B Import Invoices/Credit Notes**.
    - **Receipt Acknowledgement FTP Settings**: Enter the FTP settings fields. See Configure FTP Settings for more information.

6. To automatically process order cycles, which are used to define the order and delivery days for the vendor, click the **B2B Order Cycles** tab and then complete the following fields:
   - **File Path**: Enter the file path for processing order cycles (provided by Oracle consulting).
   - **File Mask**: Enter the vendor's file mask.
   - **Order Cycle Import Template**: Enter the name of the template, for example `ordercycle.edi.template`.
   - (Optional) **Process Order Cycles via Scheduler**: Select to have the document processed by the scheduler after activating the job **B2B Import Order Cycles**.
   - (Optional) **Send Internal Notification To**: Select users who should receive a notification email after processing.
   - (Optional) **Vendor E-Mail Notification Address**: Enter the vendor's email address for notification after processing.

- **Order Cycles FTP**: Enter the FTP settings fields. See Configure FTP Settings for more information.

7. Optionally, the **External Logistics** tab can be used to configure document transfer between Inventory Management and a separate system. The process exports documents from Inventory Management to the external system, and then imports back to Inventory Management for final booking. Treat the other system as the vendor in this case. Contact Oracle Support if you need help configuring the settings or complete the following fields:
   - **Import File Path**: Enter the file path for processing order cycles (provided by Oracle consulting).
   - **Export File Path**: Enter the file path for processing order cycles (provided by Oracle consulting).
   - **Import File Mask**: Enter the import file mask (provided by vendor).
   - **Export File Mask**: Enter the export file mask (provided by vendor).
   - **Transfer from (Export) Template**: Enter the name of the template, for example `ExternalLogistics.export.flat.template`.
   - **Transfer to (Import) Template**: Enter the name of the template, for example `ExternalLogistics.import.flat.template`.
   - **Enable External Logistics**: Select to activate external logistics.
   - (Optional) **Process External Logistics via Scheduler**: Select to have the document processed by the scheduler after activation the **External Logistics Export** and **External Logistics Import** jobs.
   - (Optional) **Send Internal Notification To**: Select users who should receive a notification email after processing.
   - **External Logistics FTP Import**: Enter the FTP settings fields. See Configure FTP Settings for more information.
   - **External Logistics FTP Export**: Enter the FTP settings fields. See Configure FTP Settings for more information.
8. Click **Save**.

Configuring B2B Item Catalog for a Vendor

1. Click **Master Data** and then click **Vendors**.
2. Click the **Vendor** to update, click the **B2B Item Catalog**, and then enter the following information:
   - **File Path**: Enter the file path for processing local orders (provided by Oracle consulting).
   - **File Mask**: Enter the vendor’s file mask.
   - **Item Catalog import template**: Enter the name of the template you are using, for example `cat.edi.template`.
   - (Optional) **Process Order Guides (Article Catalog) via Scheduler**: Select to check for and import item catalogs from the vendor, as scheduled.
   - (Optional) **On Automation File Processing - Compare/Update Prices**: Select to automatically update vendor purchase item prices.

- (Optional) **Send Internal Notification To**: Select users who should receive a notification email after processing.
- (Optional) **Vendor E-Mail Notification Address**: Enter the vendor's email address for notification after processing.
- (Optional) **Consider inactive Vendor Items**: Select to process vendor purchase items which are marked as inactive in Inventory Management.

3. Click **Item Catalog FTP** and then enter the FTP settings fields. See Configure FTP Settings for more information.

Configure FTP Settings

- **Server**: Enter the FTP address of the vendor's server used for communication.
- **Port**: Enter the port that will be used.
- (Optional) **Add Text**: Enter the definition of text string to be appended to the file after processing.

  Select one of the **as** options:

  – **Filename Prefix**: Select to add the text string in front of the file name, for example `{add text}filename.txt`.

  – **Filename Suffix**: Select to add the text string at the end of the file name, for example `filename{add text}.txt`.

  – **Extension Prefix**: Select to add the text string in front of the file extension, for example `filename.{add text}txt`.

  – **Extension Suffix**: Select to add the text string at the end of the file extension, for example `filename.txt{add text}`.
- **User Name**: Enter the user account name to access the vendor's FTP server.
- **Password**: Enter the password for the user account on the vendor's FTP server.
- **Operation**: Select the action to be taken for the file(s) to be processed.

  – **Copy**

  : Select to have the file(s) copied from the vendor's FTP server to the local processing location. The original file will remain on the server. If selected, it is strongly recommended to use the **Add Text** option to avoid duplicate document processing.

  – **Move**: Select to have the file(s) moved from the vendor's FTP server to the local processing location.
- **Security**: Select the security settings to access the vendor's FTP server.

  – **None**

  : Not recommended.

  – **Implicit SSL**: Default.

  – **Explicit SSL**

  – **Secure FTP**
- **Upload Method**: Select the upload method.

  - **Default**: Default option, uploads file with extension .tmp, rename on FTP to have original filename and extension after successful upload.
  - **Straight**: Select to upload file like any other normal FTP client.
- **Transfer Type**: Select the transfer type.
  - **Binary**: Default, file is sent without any modifications.
  - **ASCII**: transforms the file to be readable as a text file base on the FTP client and server.
  - **EDCDIC**: transforms the file to be readable as a text file base on the FTP client and server.
- **Remote Path**: Enter the remote path on the vendor's FTP server for files to process. This path may differ depending on the B2B transaction type in use.

Vendor Groups

Vendor Groups help categorize vendors for easier sorting and reporting functionality. The use of vendor groups is optional, but it is useful for large organizations with many vendors to maintain.

Creating a New Vendor Group

1. Click **Master Data**, and then click **Vendor Groups**.
2. Click **New**, and then enter the **Vendor Group** name.
3. (Optional) Enter the following information:
   - **Phone**: Enter the vendor group's phone number.
   - **2nd Phone or Fax Number**: Enter an additional phone number for the vendor group.
   - **E-Mail**: Enter the vendor group's email address.
   - **Vendor Group Account**: Enter the vendor group's account number.
   - **Address**: Enter the vendor group's address.
   - **ZIP Code**: Enter the vendor group's ZIP code.
   - **Reference**: Enter any pertinent information regarding the vendor group.
4. Click **Save**.

Modifying a Vendor Group

1. Click **Master Data**, and then click **Vendor Groups**.
2. Click the **Vendor Group** to modify, make the necessary changes, and then click **Save**,

Cost Centers

Creating a New Cost Center

1. Click **Master Data**, and then click **Cost Centers**.
2. Click **New**, and then on the Edit Cost Center tab, enter information in the following fields:

- **Cost Center**: Enter the cost center name.
- **Number**: Enter a number by which to identify the cost center.
- **Account (Cost Center)**: Applies to GL and A/P accounts. Enter the cost center's account number that is in the Accounts Payable System.
- **Assigned To**: Enter the parent level of the current cost center (location).
- **Default Main Store**: Enter the default store from which the cost center can receive goods.
- **Taxes**: Displays the taxes for the cost center. This field is automatically populated and is based on the location specified in the **Assign To** field.
- **Closed at**: Displays the date of the last full inventory count + Close Cost Center/store on Stock take actions. You must perform both an inventory count and a Close Cost Center/store on Stock take for this field to update.
- **Close Cost Center/Store on Stock Take**: Select this option to prevent users from editing or booking new documents in the closed period.
- **Exclude from Central Purchasing**: Select this option to exclude the cost center or store from using central purchasing.
- **Using Transit**: Select this option if the receiving store has to accept or decline booked transfers.
- **Warehouse**: Select this option if the cost center or store is a warehouse. If selected, the location will appear as cost center option within the External Logistics page.
- **Advanced Storage Locations**: Select this option to allow Advanced Storage Locations to be used by this cost center.
- **Enable Production on Transfer**: Select this option to allow production and transfer in a single step. When a production item is transferred, the system requests for the number of items to be produced for this transfer and increases the stock on hand accordingly.
- **Allow to use Production Module**: If the option **Enable Production on Transfer** is enabled, the cost center can no longer be selected in the Production module. Select this option to make the cost center to become available in the Production module again.
- **Use Sales Price for Transfer**: Select this option for the cost center to use the sales price entered in the Items module instead of the calculated cost price.

  No VAT: Select this option to specify that there is no value added tax. **VAT included in COS**: Select this option to include the value added tax in the cost of sales .
- **Automatic Yield**: Select this option to activate the automatic yield process. The scheduler job ensures that items defined as automatic yield are divided into the ingredients defined in the yield container. See Yield Management for more details.
- **Type**: Specify the cost center type (cost center or store). **Cost Center** is selected by default.
- **Additional Fields**: Displays country-specific fields. Some installations of Inventory Management do not include any additional fields.
- **Period Control**: Defines the time the inventory runs for the cost center or store. If, for example, Month is selected, you cannot post transactions of the current month to the previous month. That is, you post all transactions at the end of the month. Only users with access right **Booking in last Period Allowed** can book in previous periods. This function is only active if **Close Cost Center/Store on Stock Take** is deselected.

    - **None**: The store is not closed until an inventory is performed.
    - **Year**: Only posts until December 31 are allowed.
    - **Half Year**: Only posts until June 31 and December 31 are allowed.
    - **Quarter**: Only posts in the current quarter are allowed.
    - **Month**: Only posts in the current month are allowed.
    - **Week**: The start of the week is defined by the system. After the weekend, only posts in the current week are allowed.

3. Click the **Address/ Account** tab, and then enter the address and back office code details for the cost center.
4. Click the **Inventory Settings** tab, and then select the inventory standards for the cost center to use:
    - **Layout of Inventory Count Sheet**: Select whether the cost center follows the global settings for the organization or uses a different count sheet layout.
    - **Units Collection Method for Inventories**: Select what units the cost center would like to use during counts, if any.
    - **Closing Method**: Select the default inventory closing method for the cost center. You can change this setting an inventory is being created, if necessary.
    - **Allow Count on Multiple Hand Helds**: Select whether the cost center follows the global settings for the organization or handles multiple counts differently.
        - **Overwrite Counted Qty**: Overwrites previously uploaded count values with the latest values.
        - **Update Counted Qty**: Consolidates all count values that have been uploaded.
5. Click **Save**.

Modifying a Cost Center

1. Click **Master Data**, and then click **Cost Centers**.
2. Click the **Cost Center** to modify, make the necessary changes, and then click **Save**.

Adjusting the Visibility of a Cost Center

You can assign visibility criteria assignment groups to cost centers. Doing so expedites the use of visibility criteria in other Inventory Management modules. For example, if you create an inventory list but you only want cost centers that are quick service restaurants (QSR) located in the West to be able to access it, you can assign those assignment groups to the list. All cost centers that belong to the QSR and West assignment groups can use the inventory list.

1. Click **Master Data**, and then click **Cost Centers**.
2. Click **Refresh** to populate the page, and then click the **Cost Center** for which you want to assign visibility criteria.
3. Click **Visibility**, and then modify the assignment in Visibilities Category 1 and Visibilities Category 2 as necessary.
4. Click **Save**.

Clients

The Clients page is helpful when exporting information from Inventory Management for use with the Back of House Interface. This page enables you to group cost centers together for easier organization when preparing accounting reports.

Creating a Client

1. Click **Master Data**, and then click **Clients**.
2. Click **New**, enter the **Client** name, and then on the Edit Client tab, enter a **Number** to associate with the client.
3. Click **Save**.

Modifying a Client

1. Click **Master Data**, and then click **Clients**.
2. Click **Refresh** to populate the page, click the **Client** to modify, and then make the necessary changes.
3. Click **Save**.

Assigning a Client to a Cost Center

When clients are assigned to cost centers, information that is exported from Inventory Management is organized by client type. For organizations with franchises, this supports easier reporting of locations that share accounting systems.

1. Click **Master Data**, and then click **Cost Centers**.
2. Click **Refresh** to populate the page, and then click the **Cost Center** to which you want to assign a client.
3. Click the **Address/Account** tab, select the **Client**, and then click **Save**.

   The Client Number field populates based on your selection.

Taxes

The Taxes page enables organizations to create as many tax rates as necessary for their goods. In most cases, beer and wine have a different tax rate than food, so you need more than one tax rate to assign in Item Groups and Items.

Creating a New Tax

1. Click **Master Data**, and then click **Taxes**.
2. Click **New**, enter the **Tax** name, and then enter the **Purchase Tax** and **Sales Tax** rates.

   Purchase Tax and Sales Tax can be zeroes, but they must have some numeric value.
3. (Optional) On the **Account/Keys** tab, enter any required tax code keys.
4. Click **Save**.

Modifying a Tax

1. Click **Master Data**, and then click **Taxes**.
2. Click **Refresh** to populate the page, click the tax to modify, and then make the necessary changes.
3. Click **Save**.

Adjustment Types

Adjustment Types provide a way to apply discounts and shipment costs to all items on a receipt.

Creating a New Adjustment Type

1. Click **Master Data**, and then click **Adjustment Types**.
2. Click **New**, enter the **Adjustment Type** name, and then select the **Type** of adjustment.
    - **Apply to Discount**: Apply to the sum of discount 1 and then added to the total.
    - **Apply to Net**: Apply to the sum of (net + discount 1) maybe discount 2 / ICMS.
    - **Apply to VAT**: Apply to the sum of the VAT.
    - **Apply to Gross**: Applied to the sum of Gross.
    - **Shipment Spread**: % spread based on value.
    - **Shipment Not Spread**: One sum, influence to total, but not item cost.
    - **Shipment Equal**: Total shipment value will be applied to all records.
    - **Shipment Spread (to Marked Items Only)**: % spread based on value (to marked items).
    - **Shipment Spread (to Exclusive Items Only)**: % spread based on value (to exclusive items only).

    The Account field is purely for use in Inventory Management exports into accounting systems.
3. If required, select the **Mandatory** option to make the adjustment mandatory. Shipment types disable the Mandatory option.
4. Specify the **Default Percentage** for the adjustment, and then enter any required **Information**.
5. If the adjustment type is for a specific vendor, select **Shipment Vendor**, and then select a **Vendor**.
6. (Optional) Click the **Assignment** tab, and then assign the adjustment to an item (**Assign to Item**) or a vendor (**Assign to Vendor**).
7. Click **Save**.

Modifying an Adjustment Type

1. Click **Master Data**, and then click **Adjustment Types**.

2. Click **Refresh** to populate the page, click the **Adjustment Type** to modify, and then make the necessary changes.
3. Click **Save**.

Fiscal Fields

Fiscal Fields is used to fulfill tax requirements in Latin America.

Foreign Currency

Foreign currencies are used when you are receiving goods from a vendor that uses a different currency than your organization. You can sync foreign currencies from Reporting and Analytics or configure them on this page.

Once foreign currencies are configured, link them to the vendors that use them.

Creating a New Foreign Currency

1. Click **Master Data**, and then click **Foreign Currencies**.
2. Click **New**, enter the **Foreign Currency** name, enter the **Symbol** for the currency, and then enter the **Exchange Rate**.
3. Click **Save**.

Modifying a Foreign Currency

1. Click **Master Data**, and then click **Foreign Currencies**.
2. Click **Refresh** to populate the page, click the **Foreign Currency** to modify, and then make the necessary changes.

   If you change the exchange rate, the information does not backdate to adjust previous data.
3. Click **Save**.

Linking a Foreign Currency to a Vendor

1. Click **Master Data**, and then click **Vendors**.
2. Click **Refresh** to populate the page, and then click the **Vendor** to whom you want to link the foreign currency.
3. On the Edit Vendor tab, enter the foreign currency in the **Currency** field, and then click **Save**.

Visibility Criteria

Visibility Criteria determines which cost centers have access to which items and information, and which cost centers can physically view those items. Recipes, items, and lists are all subject to Visibility Criteria. Visibility Criteria can be categorized into district and concept.

Separating by districts gives cost centers the ability to provide items of regional cuisine. For example, a restaurant chain whose primary menu item is pizza determines customers in Hawaii enjoy pineapple on their pizza. The organization sets the Visibility Criteria to enable

Hawaiian cost centers to select and view the pineapple menu item. The organization can set the Visibility Criteria to hide the pineapple menu item from other cost centers.

An organization can also separate by concept. For example, a very large organization owns a seafood restaurant, an Italian restaurant, and a BBQ restaurant. The restaurant owner can set the Visibility Criteria to limit seafood menu items to the seafood restaurant, Italian menu items to the Italian restaurant, and menu items such as ribs and pulled pork to the BBQ restaurant.

Creating a New Visibility Criteria

1. Click **Master Data**, and then click **Visibility Criteria**.
2. Click **New**, enter the **Visibility Criteria** name, and then select the **Visibility Category**.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. Click **Save**.

Modifying a Visibility Criteria

1. Click **Master Data**, and then click **Visibility Criteria**.
2. Click **Refresh** to populate the page, click the **Visibility Criteria** to modify, and then make the necessary changes.
3. Click **Save**.

Account Classes

Account Classes enables you to organize item groups together in preparation for a Back Office export. For example, an organization has an item group called Beef with three different account numbers, one for each separate concept within the organization. Account Classes provide a more efficient way of organizing and exporting data from the Back Office Interface.

Creating a New Account Class

1. Click **Master Data**, and then click **Account Classes**.
2. Click **New**, enter the **Account Class** name, and then enter account numbers for the item groups in as many accounting departments as necessary.

   The four accounting department are Inventory, Expense, COS, and Accruals.
3. Click **Save**.

Modifying an Account Class

1. Click **Master Data**, and then click **Account Classes**.
2. Click **Refresh** to populate the page, click the **Account Class** to modify, and them make the necessary changes.
3. Click **Save**.

Assigning an Account Class to a Cost Center

When account classes are assigned to cost centers, item group information are organized in accordance to the account numbers defined within the class. For organizations with franchises, this supports easier reporting of locations that share accounting systems.

1. Click **Master Data**, and then click **Cost Centers**.
2. Click **Refresh** to populate the page, and then click the **Cost Center** to which you want to assign an account class.
3. Click the **Address/Account** tab, select the **Account Class**, and then click **Save**.

Menu Groups

Menu Groups are essentially courses in a menu (for example, starters, main course, dessert, and so on.). You can define up to 20 courses per menu group.

Enabling Menu Groups for a User

1. Click **Maintenance**, and then click **User Management**.
2. Select the appropriate user from the list, and then click **Manage User Rights**.
3. In Module Group, click **Master Data**, and then under Menu Groups in Master Data/ Function, select **Menu Groups** and **Save Menu Groups**.
4. Click **Save**.

Creating a Menu Group

1. Click **Master Data**, and then click **Menu Groups**.
2. Click **New**, enter the **Menu Group** name (for example, `Anniversary Party`) and a **Menu Group No** (optional), and then enter the menu groups (for example, `starter`, `main course`) in the Menu Group fields 1 through 20.
3. Click **Save**.

Additive Groups

Additive Groups provide categorization of additives and allergens for simplified data display and manipulation. Inventory Management includes the following three group types:

- Allergens: Contains the 14 most common allergen types.
- Additives Global: Contains generic definitions. Examples: Contains Caffeine, contains Sweetener, contains Taurine.
- All other group types: Contains common additives, sorted in logical groups. Example: The Propellant additive group contains Argon, Helium, Nitrogen, Nitrous oxides, and Oxygen.

The Additive Groups page lets you:

- View all additive groups
- Create new additive groups
- Rename additive groups

- Delete additive groups
- Export additive groups as a Microsoft Excel file

Creating an Additive or Allergen Group

1. Click **Master Data**, click **Additive Groups**, and then click **New**.
2. Enter the **Additive Group** name and **Group Code**, and then click **Save**.
3. (Optional) Select the **Inactive Additive Group** check box to disable the additive group. Inactive additive groups are hidden from standard Inventory Management operations.

Deleting an Additive or Allergen Group

1. Click **Master Data**, and then click **Additive Groups**.
2. Click the additive you want to delete, and then click **Delete**.

Additive Management

Additive Management lets you to create and manage individual additives and allergens and associate them with Additive Groups and Items.

Creating an Additive or Allergen

1. Click **Master Data**, click **Additive Management**, and then click **New**.
2. Enter an **Additive Name** and **Short Name**, and then place the cursor in the Group field and press **Enter** to view all available additive and allergen groups.
3. Select an additive or allergen group from the list, and then click **OK**.
4. Click **Save**.
5. (Optional) Click **Assign Additive to Items** to associate the additive with one or more Items.
6. Click **Sort by Item Group** to filter the display of items, and then select one or more items from the Source list.
7. Click **Add** to add the selected item(s) to the Assigned column, and then click **Save** to save the assignment and remain on the page, or click **Save and Back** to save the assignment and return to the list of additives.

Assigning an Additive or Allergen to Items

1. Click **Master Data**, click **Additive Management**, and then select an additive or allergen from the list.
2. Click **Assign Additive to Items** to associate the additive with one or more Items.
3. Click **Sort by Item Group** to filter the display of items, and then select one or more items from the Source list.
4. Click **Add** to add the selected item(s) to the Assigned column, and then click **Save** to save the assignment and remain on the page, or click **Save and Back** to save the assignment and return to the list of additives.

Copy Additive or Allergen Assignments from an Existing Item

The Additives tab on the Item Detail page enables you to assign additives to an item by copying additives from an existing item.

1. Click **Master Data**, click **Items**, and then locate and select an additive.
2. Click the **Additives** tab, and then click **Copy Additive Assignments from Existing Item**.
3. (Optional) In the Copy Additive Assignments dialog box, click **Item Group**, select an item group from the list, and then click **OK**.
4. In the Copy Additive Assignments dialog box, enter the item name in the **Item** field, select the item from the list, and then click **OK**.

Deleting an Additive or Allergen

1. Click **Master Data**, click **Additive Management**.
2. Click the additive or allergen you want to delete, and then click **Delete**.

25

Maintenance

The Maintenance page allows you to organize and maintain the Inventory Management application. Your user rights determine the maintenance operations you can access.

List Management

In List Management, you can create new lists and manage existing lists. You can create lists in other pages, but only in List Management can you create a list without creating an order, transfer, or other record.

You can create eight different types of lists in List Management:

- Order (availability in Ordering enables for availability in Receiving, as long as there is only one vendor being used)
- Transfer
- Inventory
- Waste
- Yield
- Production
- Master order list
- Automatic yield

Oracle MICROS recommends doing everything list related (create, delete, rename, edit, and so on) in List Management. Making changes to a list on other pages creates duplicates.

For example, you open the existing Meat Order List on the Ordering page and add a new item to this list. When saving, you enter a new name for the list because lists cannot share the same name. So you enter Meat Order List 2. Now there is the original Meat Order List and the new Meat Order List 2, both having identical items; however, Meat Order List 2 has one extra Item. Also, there is a suspended order with all of the items from list 2. Forgetting to delete the suspended order causes an outstanding order. If you had added the item to the list through List Management, you could have updated the current list without having to create a whole new list.

Creating a Order List

1. Click **Maintenance**, and then click **List Management**.
2. Click **Create List**, enter the **List Name**, select **Order/Receipt**, and then click **OK**.
3. Enter the **Cost Center**.
4. (Optional) Enter any pertinent information in the **Reference** field.
5. Click **OK**.
6. On the Ordering - List Management page, add items to the list, and then click **Save**.

Creating a Requisition/Transfer List

1. Click **Maintenance**, and then click **List Management**.
2. Click **Create List**, enter the **List Name**, select **Requisition/Transfer**, and then click **OK**.
3. Enter the **Cost Center**, and then enter the **Request From** cost center.
4. (Optional) Enter any pertinent information in the **Reference** field.
5. Click **OK**.
6. On the Issue Request page, add items to the list, and then click **Save**.

Creating an Inventory List

1. Click **Maintenance**, and then click **List Management**.
2. Click **Create List**, enter the **List Name**, select **Inventory**, and then click **OK**.
3. Enter the **Cost Center**, and then click **OK**.
4. On the Inventory – List Management page, add item groups and items to the list, and then click **Save**.

Creating a Waste List

1. Click **Maintenance**, and then click **List Management**.
2. Click **Create List**, enter the **List Name**, select **Waste**, and then click **OK**.
3. Enter the **Cost Center**, and then enter the **Waste Group**.
4. (Optional) Enter any pertinent information in the **Reference** field.
5. Click **OK**.
6. On the Waste – List Management page, add items to the list, and then click **Save**.

Creating a Yield List

1. Click **Maintenance**, and then click **List Management**.
2. Click **Create List**, enter the **List Name**, select **Yield**, and then click **OK**.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. Click **OK**.
5. On the Yield – List Management page, add items to the list, and then click **Save**.

Creating an Automatic Yield List

1. Click **Maintenance**, and then click **List Management**.
2. Click **Create List**, enter the **List Name**, select **Automatic Yield**, and then click **OK**.
3. (Optional) Enter any pertinent information in the **Reference** field.
4. Click **OK**.
5. On the Automatic Yield – List Management page, add items to the list, and then click **Save**.

Creating a Production List

1. Click **Maintenance**, and then click **List Management**.
2. Click **Create List**, enter the **List Name**, select **Production**, and then click **OK**.
3. Enter the **Cost Center**, and then click **OK**.
4. On the Production – List Management page, add items to the list, and then click **Save**.

Creating an Event Menu Plan List

1. Click **Maintenance**, and then click **List Management**.
2. Click **Create List**, enter the **List Name**, select the **Event Menu Plan** List Type , and then click **OK**.
3. Enter the **Cost Center**, and then enter the **Menu Group**.
4. (Optional) Enter any pertinent information in the **Reference** field.
5. Click **OK**.
6. On the Event Menu Planning - List Management page, add menu items to the list.
7. To make the list available for all users, select **Corporate List**.
8. To lock the list, select **Locked List**.
9. Click **Save**.

Creating a Master Order List

1. Click **Maintenance**, and then click **List Management**.
2. Click **Create List**, enter the **List Name**, select **Master Order List**, and then click **OK**.
3. Enter the **Cost Center**, and the enter the **Vendor**.
4. (Optional) Enter any pertinent information in the **Reference** field.
5. Click **OK**.
6. On the Master Order – List Management page, add items to the list, and then click **Save**.

Opening and Modifying a List

1. Click **Maintenance**, and then click **List Management**.
2. Use the filters to streamline your search, and then click **Refresh**.

   You must select at least one List Type. The more list types you select, the more results you get.
3. Click the list to modify, make the necessary changes, and then click **Save**.

Deleting an List

1. Click **Maintenance**, and then click **List Management**.
2. Use the filters to streamline your search, and then click **Refresh**.

You must select at least one List Type. The more list types you select, the more results you get.

3. Click the list to delete, and then click **Delete List**.

Scheduler

The Scheduler page enables Oracle MICROS to deploy and execute the appropriate jobs for organizations. Typically, users do not need access to this area. If a user attempts to perform any function under this option, they get an error message.

Scheduler Jobs

The following table describes the scheduler jobs available for selection.

Jobs recommended for most customers include:

- Refresh Daily Totals
- Remove Unused Items from Store
- Update Last Purchase Price
- Cleanup Service Job Queue
- Export Inventory Definitions
- Export Inventory Totals
- Export Menu Item Costs

Table 25-1 Scheduler Jobs

Job	Description	Execution Rule
Auto Document Purge	Purges historical information in Ordering, Receiving, Inventory, Waste, Invoicing, Yield, Production, and Transfers.	
Automatic Yield	Converts a booked transfer to the individual inventory yield items in the automatic yield list. Each item's SOH increases while the automatic yield list inventory item's SOH decreases to 0. For example, a large piece of beef can be converted to individual items such as chuck, brisket, and ribs. See Yield Management for more details.	
B2B Auto Linking	Links purchase items from item catalog to vendor purchase items (VPI) where matching vendor item numbers are identified using the Scheduler.	

Table 25-1 (Cont.) Scheduler Jobs

Job	Description	Execution Rule
B2B Import Invoices/Credit Notes	Imports invoices/credit notes if **Process Invoices via Scheduler** is enabled. The Scheduler is used for B2B Receiving. Recommended to execute **Periodically, every day**.	
B2B Import Item Catalogs	Imports item catalog for vendors using the Scheduler if the option **Process Order Guides (Article Catalog) via Scheduler** is enabled. Recommended to execute **Periodically, every week**.	
B2B Import Order Acknowledgements	Imports ordering acknowledgements if vendor has **Use Scheduler** and **Process Order Acknowledgement via Scheduler** enabled. Recommended to execute **Periodically, every 15–30 minutes**.	
B2B Import Order Cycles	Imports order cycles if the Scheduler is used for B2B Order Cycles import.	
B2B Send Purchase Orders	Sends purchase orders to vendor if **Use Scheduler** is enabled for the vendor. Recommended to execute **Periodically, every 15–30 minutes**. Required for Mobile Solution Order Processing.	
B2B Send Purchase Orders Status Report	Sends the Purchase Orders Status Report to the configured user if **Use Scheduler** is enabled for the vendor. Only useful with central ordering with one order per vendor and day.	
BO Legacy Export	Exports closed and booked invoices to the Back Office system. For use with Legacy Back Office Export modules only. Use after updating from an older version with thick-client to run Back Office exports.	
Book All Sales From Buffer	Books all sales including those remaining in sales buffer.	Run once a day, up to every hour to get remaining data booked.

Table 25-1 (Cont.) Scheduler Jobs

Job	Description	Execution Rule
Book Invoices to B/O	Books closed invoices to the Closed Financial Period module.	
Book Sales	Books the current sales.	Run every 15 minutes to get near-real-time revenue data.
Calculate Average Usage	Calculates the average usage. This job must run daily if using Suggested Ordering.	Run once a day. Shorter intervals are not allowed.
CISBOX Invoice Import	Imports invoice headers if the vendor is using CISBOX. Complete this job before creating Suggested Orders.	
Cleanup Service Job Queue	Purges job execution status information older than 7 days from the service job queue.	Run once a week.
Export GL Inventories	Processes inventory General Ledger (GL) data in selected range. This job does not relate to Legacy Back Office or the Closed Financial Period module.	Run once a month after closing inventories
Export GL Transfers	Process all transfer GL data in selected range. This job does not relate to Legacy Back Office or the Closed Financial Period module.	Run once a month.
Export Inventory Definitions	Exports inventory definitions to Reporting and Analytics Advanced.	Run daily, depending on the frequency of inventories.
Export Inventory Totals	Exports inventory totals to Reporting and Analytics.	Run daily, depending on the frequency of inventories.
Export Menu Item Costs	Exports menu item cost to Reporting and Analytics.	Run at least once a day to show accurate figures.
External Logistics Export	Summoned by the Transfer function in the External Logistics module. Exports external logistics transfer to the SFTP for retrieval by the external logistics vendor.	
External Logistics Import	Summoned by the Import function in the External Logistics module. Imports transfers processed by the external logistics vendor, setting Status of transfer to delivered.	

Table 25-1 (Cont.) Scheduler Jobs

Job	Description	Execution Rule
Fiscal Export - Poland	Schedules selected fiscal exports to predefined locations (only visible when parameter **WEBCLIENT->FISCALEXPORT** is activated). To access this, click **Maintenance**, click **Configuration**, click **WEBCLIENT**, and then click **FISCALEXPORT**. To activate this export, click **Maintenance**, click **Configuration**, and then click **WEBCLIENT**. Set **FISCALEXPORT** to **T**.	
Fiscal Export - Portugal	Schedules Financial Year Export – Inventory.	
Legacy BO: Accruals	Exports all booked receipts to the Back Office System (Legacy Back Office only). Use after updating from an older version with thick-client to run Back Office exports.	Run once a month for closing a period.
Legacy BO: Consumption of Inventory	Exports all consumption to the Back Office System (Legacy Back Office only). Use after updating from an older version with thick-client to run Back Office exports.	Run once a month for closing a period.
Legacy BO: Stock Exports	Exports all closing stock to the Back Office System (Legacy Back Office only). Use after updating from an older version with thick-client to run Back Office exports.	Run once a month for closing a period.
Legacy BO: Transfers	Exports all booked transfers to the Back Office System (Legacy Back Office only). Use after updating from an older version with thick-client to run Back Office exports.	Run daily.
Legacy BO: Usages	Exports all booked usage to the Back Office System (Legacy Back Office only). Use after updating from an older version with thick-client to run Back Office exports.	Run daily.
Menu Item Auto Link	Copies menu item linking from the primary cost center to sub cost centers; overwrites all links to sub.	

Table 25-1 (Cont.) Scheduler Jobs

Job	Description	Execution Rule
Process Count Cycles	Creates inventories based on the configured count cycles.	Run once a month or before each inventory.
Process Individual Count Cycles	Applies action (create, freeze, book) to the count cycle specified in the job. Freeze and Book apply only to counts created by the Scheduler from that count cycle.	Run once a month or before each inventory.
Recalculate Recipes	Recalculates recipes to reflect ingredient changes because of validity dates.	Run on demand unless there are many changes that require a daily run.
Refresh Daily Totals	Recalculates all transactions to update the DAILYTOTALS table, which captures the item, cost center, and date data for reporting purposes. To update the **LAGER** table with this data, click **Maintenance**, click **Configuration**, click **NAMES**, and then set **SysDailyRecalcUpdLager** to **T**.	Run daily.
Remove Unused Items from Store	Deletes items from the manage store with stock on hand of 0 for number of days specified in the job.	Run at the same frequency as **Days_without_Transactions**.
Send Report	Sends the Import/Export Status Report email to the configured user. Chose to receive emails for **All entries** or **Errors and Warnings only**. The date range can be defined between several days or have no limit. Logfiles and/or Payloads can be attached.	Run after running the imports and/or exports.
Transfer on Sales	Creates transfers if an alternate depletion cost center is used. Use to track depletion of ingredients from cost centers that are assigned to the revenue center.	Run daily.
Update Last Purchase Price	Updates active vendor purchase item prices to the last purchase price of the store item. If the last purchase price for the item is set manually (by clicking **Masterdata** and then **Items**) rather than by booking a receipt, then this job will update the master data field accordingly.	Run daily.

Table 25-1 (Cont.) Scheduler Jobs

Job	Description	Execution Rule
Update Recipe Explosion	Recalculates recipes to reflect the changes made to sub recipes included as ingredients. Same as **Recalculate Recipes**	

Creating a New Job

1. Click **Maintenance**, click **Scheduler**, and then click **Create Job**.
2. Select the **Job Type**, and then click **OK**.

   Refer to Scheduler Jobs for a list of all available jobs.
3. Select the **Start Date** for the job, and then select the one of the following **Execution Rules**:
   - **Run Once**: Select this option to run the job one time at the indicated date and time.
   - **Periodically, every**: Select this option to run the job on a regular basis. In the adjacent fields, indicate how often the job runs. Choose a time frame from minutes, hours and days.
4. To send an email notification when the job runs, select **Send E-mail notification**, and then select the appropriate options:
   - **Only if Job Fails**: Select this option to send an email only if the job fails.
   - **Job Owner** : Select this option to sent the email to only the user who created the job.
   - **Owner's Role**: Select this option to send an email to all users belonging to the same role as the job owner.
   - **Owner's Cost Center**: Select this option to send an email to all users belonging to the same cost center as the job owner.
5. If you are configuring an Auto Document Purge job, for each document type, enter the number of days that elapse before purging.

   The minimum value is 30 days, except for Suspended Inventory, which is 60 days. The maximum value is 999 days. The system purges only the documents that have the number of days specified when the job runs. Purging is based on the document date, not the date when the document was created.
6. Click **Save**.

Viewing Executed Jobs

The Scheduler Job Logs page enables you to view what jobs were successfully completed and what jobs failed.

1. Click **Maintenance**, click **Scheduler**, and then click **Job Logs**.
2. Click **Refresh** to populate the page.

Reporting and Analytics Interface

The Reporting and Analytics interface is where you can manually sync information from Inventory Management to the Reporting and Analytics reporting application. You can sync menu item costs, inventory totals, and menu definitions. This page is available for support reasons only. Daily exports must be scheduled using the Scheduler.

Do not use this page if exports have already been carried out for the previous date. It is not possible to send totals for the current day. If you try to send current day info or a day that has already been exported, you get an error. This module is primarily for Oracle MICROS in the event that scheduled exports do not run.

Syncing Information to Reporting and Analytics

> **Note:**
>
> Oracle MICROS recommends strong caution before making any modifications on this page. Contact your Account Manager or Oracle Customer Support before modifying any of the configurations on this page.

1. Click **Maintenance**, and then click **Reporting and Analytics**.
2. Select the following information, and then click **Synchronize**:
   - **Export Type**: Select the export type. The available options include inventory totals, menu item cost, and inventory definition.
   - **Location**: Select the location to which the export applies.
   - **Export Date**: Select the date for which the export runs.
   - **Log Detail**: Select what detail the logs contain.

Recalling a Service Log

1. Click **Maintenance**, and then click **Reporting and Analytics**.
2. Click **Service Log**, select the **Location**, **Export Type**, and the **Export Date**, and then click **Get Service Log**.

Financial Calendar and Periods

Use the Financial Calendar and Periods module to create and manage calendars and periods for the Count Cycles and Close Financial Periods (CFP) modules. Financial periods are defined as:

- Weekly
- Monthly
- Daily
- Yearly
- Free Definitions

Existing calendars can be maintained and edited in this module.

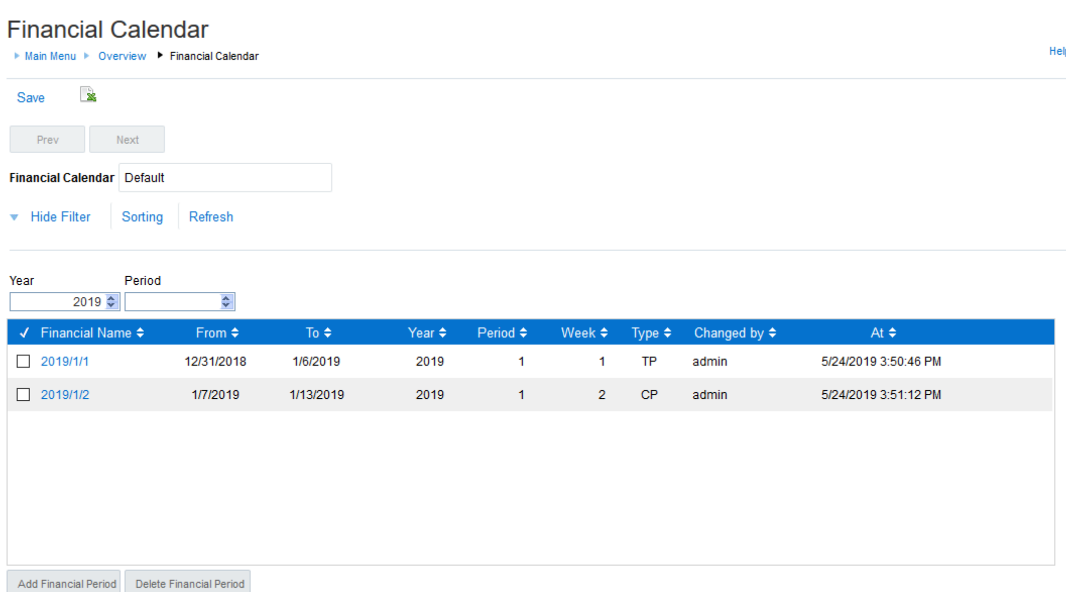
Providing Access to the Module

These rights must be granted before a user can access, create, or edit financial calendars and financial periods.

1. Click **Maintenance** and then click **User Management**.
2. Select the user, open the details and click **Manage User Rights**.
3. Click **System**.
4. Select the following user rights:
   - **Financial Calendar and Periods**: allows users to view this module.
   - **Save Financial Calendar and Periods**: allows users to create or modify financial periods.

Creating and Editing Periods

1. Click **Maintenance** and then click **Financial Calendar and Periods**.
2. Click **Refresh** to populate the list of calendars. The **Default** calendar will automatically appear unless you change the name.
3. Click the **Default** calendar. You will see a screen with the financial calendar details.



The Financial Calendar screen includes the following features:

- To save the current view, click **Save**.
- To export the data from the grid to Microsoft Excel, click the Microsoft Excel icon  .
- To view other calendars, click **Prev** or **Next**.
- To remove the **Year** and **Period** filters above the grid, click **Hide Filter**.

- To sort the content in the grid, click **Sorting** .

4. To add a financial period, click **Add Financial Period** and complete the following fields:
   - **Financial Calendar**: automatically named `Default` but can be renamed.
   - **Year**: enter the year for the period.
   - **Period**: enter a period number.
   - **Week**: enter a week number.
   - **Financial Period**: automatically generated, but can be edited if necessary.
   - **Date From**: select start date of the period from the calendar.
   - **Date To**: select the end date of the period from the calendar.
   - **Period Type**: select one of these options:
     – **Trading Period**: the default option for calendars imported from Reporting and Analytics.
     – **Closing Period** : select this option when using **Inventory Exports** in the **Close Financial Periods** module.

   a. Click **OK** to save.
   b. Click **Save** on the Financial Calendar screen.
5. To edit an existing calendar, select the calender in the **Financial Name** column.
   a. Update the information and click **OK**.
   b. Click **Save** on the Financial Calendar screen.

Delete Financial Periods

1. Click **Maintenance** and then click **Financial Calendar and Periods**.
2. Click **Refresh** to populate the list of calendars.
3. Click the calendar with the financial period you want to delete.
4. Select the check box for the financial period you want to delete and then click **Delete Financial Period**.

Master Cost Centers

You can use the Menu Item Auto Link page to set a master cost center and assign seven cost centers to it. By creating a master and assigning sub cost centers, you make linking menu items to inventory items or recipes more efficient as you can copy menu item linking performed on the master cost center to its sub cost centers by creating a Scheduler job. This eliminates the need to individually link menu items to similar cost centers.

Setting a Master Cost Center

1. Click **Maintenance**, click **Menu Item Auto Link**, and then click **Create Master Cost Center**.

2. Select the **Cost Center** to use as the master store, and then click **Save**.

Assigning Cost Centers to a Master Cost Center

1. Click **Maintenance**, click **Menu Item Auto Link**, and then click **Assign Cost Center**.
2. Select the master cost center, select a cost center to assign from the Source list, and then click **Add**.
3. Repeat Step 2 until you have all the cost centers you wanted to assign to the master store in the Assigned list.
4. Click **Save**.

Copying Menu Item Links from a Master Cost Center to Assigned Cost Centers

1. Click **Maintenance**, click **Scheduler**, and then click **Create Job**.
2. Select **Menu Item AutoLink** as the **Job Type**, and then click **OK**.
3. Select the **Start Date** and **Start Time** to run the job.
4. To run the job only once at the selected date and time, select **Run Once**.
5. To run on a regular basis, select **Periodically, every**, and then enter the frequency to run the job.
6. (Optional) Select **Send E-Mail Notifications** to receive an email when the job runs. Select **Only if Job Fails** to receive an email only if the job fails.
7. Click **Save**.

Deleting a Master Cost Center

1. Click **Maintenance**, click **Menu Item Auto Link**, and then click **Master Cost Center**.
2. Select the master cost center to delete, and then click **Delete**.

Settings

The Settings page allows a system administrator to determine how an organization operates and indicates the overall look and feel of Inventory Management.

Settings

The following table describes the fields and options on the General tab of the Settings page.

Table 25-2 General Settings

Setting	Description
Show login information	Select this option to show login information at the top of the screen on the home page.
Allow password change	Select this option to enable users to change their password. Do not enable this feature because passwords are synced from Reporting and Analytics.

Table 25-2 (Cont.) General Settings

Setting	Description
Use Suggested Qty (Master Switch)	Select this option to enable the use of Suggested Quantity Ordering (PAR or Forecasted).
Use Visibility Criteria	Select this option to enable the use of visibility criteria.
Disable Cost Center Number in Search	Select this option to enable searching cost center names only with autocomplete enabled.
Enable Task Manager	Select this option to enable the Task Manager. When enabled, pending transactions appear in the Task Menu.
Enable Sales Depletion by Order Type	Select this option to enable sales depletion by recipe assignment per order type and price level.
Mobile Solutions - Use Qty Field for Calculation	Select this option to allow calculations inside the QTY field in Inventory Management using the + and -.
Start of Calendar Week	Select a day as the start of the calendar week.
Printout Type	Select the printout type: PDF or HTML. PDF is recommended.
HTML Printout Rendering	When HTML is selected as the printout type, this option allows you to specify the print appearance as multiple pages or single page.
"Select/Deselect all" selection type	There are two modes: • Windows Mode: Enables user to select the "V" and select all of the options. • Toggle Mode: Enables users to select the "V" and deselect the selected and select the unselected.
Consider Transfer on Sales from	If you enable transfer on sales with an existing Inventory Management installation, specify a start date for the transfers. For example, if you select June 10, 2014 as the start date, the transfer on sales function will process all data from June 10, 2014 to present.
Number of Rows before Page Navigation	Suggested quantity is 100. More than 1000 records can cause the application to run slowly.
Enable Audit Trail	Select this option to enable the user to view change history for certain modules.
Calculate Average Usage for All Items	Select this option to enable the Scheduler jobs to calculate the average usage for all items. If turned off, the average usage is only calculated for items and item groups that are configured to use suggested ordering by net sales or average usage.
No Negative Stock	Select this option to disable the use of negative stock quantities. When enabled, you can also select **No Negative Ingredients** to disable the use of negative ingredient quantities.
Autocomplete	Select this option to turn on auto-complete text search capabilities.

Table 25-2 (Cont.) General Settings

Setting	Description
Default Item Price Behavior	Select the default setting for Item price behavior (used for vendor purchase items): • Dynamic Price : Users can change the price at anytime (based on user rights). • Fixed Proposal Price : Users can change the price can only in Receiving, not in Ordering (based on user rights). • Fixed Price : Users cannot change the price anywhere.
Localization	If Russian localization is required, select **Russian Requirements** to enable legal information to be printed on reports.
Enable ENVD (master switch)	This option is used for Russian localization only.
Default Language	Select the default language the organization uses when adding users directly through Inventory Management (not recommended).
Item Code	Controls the Item Code field behavior. • **Free Definition** : The Item Code field is optional. Users can enter codes without restriction. • **Managed, Optional** : The Item Code field is optional. Entered codes must adhere to a predetermined format. • **Managed, Mandatory** : The Item Code field is mandatory. Entered codes must adhere to a predetermined format.
Close Financial Period per	Select this option to enable **Close Financial Period per** processing by **Client** or **Location**. When enabled, this mode enables access to the Interface Definitions capability on the Maintenance page.
Use Legacy Back Office Interface	Select this option to enable Legacy Back Office Export functionality. Selecting this option disables the **Close Financial Period per** feature.

Order Settings

The following table describes the fields and options on the Order tab of the Settings page.

Table 25-3 Order Settings

Setting	Description
Hide Filters on module start	Select this option to prevent the system from showing the available filters when the Ordering page is first opened.
Use Line Item Delivery Date	Select whether or not users can assign specific delivery dates for different items.
Create one Order per Delivery Date	Select this option to create a separate purchase order for each delivery date.

Table 25-3 (Cont.) Order Settings

Setting	Description
Booking Preview	Select this option to automatically show a PDF version of the order. If more than one order is placed, the lowest order number appears.
Consider Max Qty	Select the option to prevent the system from placing the order, if the quantity of an item being ordered is more than the maximum quantity.
Use Fixed Order Qty	Select this option to enable the system to use the fixed order quantity entered for vendor purchase items.
Show Unit and Vendor Item Number in Search	Select this option to show the unit and vendor item number when searching for items.
Display Weight column in Ordering	Select this options to show the weight of items on an order.
Do Not Display VPI's past Effective Date	Select this option to cause any VPI past its effectivity to be left off the purchase order.
Autogenerate Purchase Order Number	Select this option to create a purchase order number automatically.
Show Cost Center Name in Overview	Select this option to display the cost center name in the order overview.
Enable Master Order List	Select this option to enable the Master Order List feature.
Include Master Order List No. on Order	Select this option to include the order list number on the order printout.
Enable Multiple Cost Center Purchase Order	Select this option to allow purchase orders to support multiple cost centers on a single order. When an order is booked with more than one cost center defined, a separate order is created for each cost center. You cannot use this feature with order lists.
Enable Minimum Qty/Value/Weight on Order	Select this option to allow users to specify a minimum quantity, value, or weight per order per vendor requirements.
Allow Split Pack Ordering	Select this option to allow users to flag items that can be ordered as a split pack from a B2B vendor, that is, a half case instead of a whole case.
Send E-Mail Notification	Select the appropriate option in accordance with what types of notifications your organization wants to receive when ordering using B2B.
Sorting	Select how the system sorts order details.
Show Item Number	Select which referencing number to use: • None • Item Number • Vendor Item Number • Item Number/Vendor Item Number
Result Set Quantity	Enter the number of records to show, up to a maximum of 9,999.

Table 25-3 (Cont.) Order Settings

Setting	Description
Result Set Quantity Open Purchase Orders	Enter the number of Open Purchase Orders to show, up to a maximum of 9,999.
Enable Plausibility Check on Order	Select this option to enable plausibility checks on orders. Orders that do not pass the plausibility check generate a warning. • Based on Qty's: Perform plausibility check based on quantities. • Based on Stock on Hand: Perform plausibility check based on the stock on hand.
Show Contract Column in Vendor Purchase Catalog	Select this option to display the contract column in the Vendor Purchase Catalog. • Add Item(s): Show only Contract Items by Default: Select this option to show only contract items by default in Ordering.

Receipt Settings

The following table describes the fields and options on the Receipts tab of the Settings page.

Table 25-4 Receipt Settings

Setting	Description
Hide Filters on module start	Select this option to prevent the system from showing available filters when first opening the page.
Tax Rate Components	Select this option to automatically activate the Show VAT/Gross and Show VAT Value fields.
Show VAT/Gross	Select this option show VAT/gross taxes in receipts.
Show VAT Value	Select this option to show the VAT value in receipts.
Mandatory Invoice Total	Select this option to enforce users to enter an invoice total when creating a receipt as an invoice. If you select **Editable Invoice Total**, users that have the appropriate user rights can edit the invoice total in the receipt detail.
Allow Change Cost Center	Select this option to enable users to change the cost center on the receipt.
Return to Create New Page	Select this option to return users to the Create New page after closing a document in Receiving.
Show Discrepancies	Select this option to show any discrepancies between the purchase order and the receipt. Select whether to include or exclude discounts.
Booking Preview	Select this option to automatically create a PDF document.

Table 25-4 (Cont.) Receipt Settings

Setting	Description
Enable HACCP	Select this option to enable HACCP fields and requirements.
Autogenerate Receipt Number	Select this option to create a receipt number automatically.
Autogenerate Receipt Number in Return to Vendor	Select this option to automatically create a receipt number for a Return to Vendor.
Show Unit and Vendor Item Number in Search	Select this option to show the unit and vendor item number when searching for items.
Preserve Sort Method of Order in Receipt by Purchase Order	Select this option to use the sort method defined in the Purchase Order.
Cannot Save Receipt with No Detail	Select this option to disable the ability to save receipts without details.
Cannot Book Receipt with Multiple Cost Centers	Select this option to disable the ability to book receipts with multiple cost centers.
Display PO No. in Booked Receipts	Select this option to show the purchase order number in booked receipts.
Show Report Selection for Printing	Select this option to display a list of report types available for printing when booking an order.
Sorting	Select the receipt detail sort order.
Result Set Quantity	Enter the number of receipt records to show, up to a maximum of 9,999
Default Time Filter (Receipt from Purchase Order)	Specify the default settings for the Time Period filter when creating a receipt by purchase order.

Invoice Settings

The following table describes the fields and options on the Invoice tab of the Settings page.

Table 25-5 Invoice Settings

Setting	Description
Automatic Rounding of Invoice	Select this option to round fractional invoice totals.
Return to Create New Page	Select this option to return users to the initial invoice creation page after suspending, deleting, or approving an invoice.
Force Invoice Value	Select this option to enforce users to enter an invoice value for an invoice document.
Maximum Deviation %	Enter the maximum allowed percentage deviation between the invoice and the entered invoice value.

Table 25-5 (Cont.) Invoice Settings

Setting	Description
Maximum Deviation	Enter the maximum allowed value deviation between the invoice and the entered invoice value. This value overrides the percentage deviation, that is, if the percentage deviation is in the allowed range but the value deviation is too high, the system does not allow the invoice to be approved.
Result Set Quantity	Enter the number of records to show, up to a maximum of 9,999.

Transfer Settings

The following table describes the fields and options on the Transfer tab of the Settings page.

Table 25-6 Transfer Settings

Settings	Description
Hide Filters on module start	Select this option to prevent the system from showing available filters when first opening the page.
Print Tax Summary on Transfer	Select this option to have tax summary information printed on the transfer.
Show Item Number in Search	Select this option to show the item number in a search.
Consider Transfer from in Forecast OOS	Select this option to include the requested and delivered quantities in the Forecast Out of Stock page.
Sorting	Select the order in which the system sorts transfer details and the source of requested documents.
Result Set Quantity	Enter the number of transfer records to show, up to a maximum of 9,999.
Show Report Selection for Printing	Select this option to display a list of report types available for printing when booking a transfer.

Waste Settings

The following table describes the fields and options on the Waste tab of the Settings page.

Table 25-7 Waste Settings

Setting	Description
Hide Filters on module start	Select this option to prevent the system from showing the available filters when first opening the page.
Consider Depletion Rules for POS Waste	Select this option to allow the POS Waste Check depletion to use Depletion Cost Centers.

Table 25-7 (Cont.) Waste Settings

Setting	Description
Show Item Number in Search	Select this option to show the item number in a search.
Sorting	Select the order in which the system sorts waste documents.
POS Waste Check Waste Group	Select the Waste Group to which the system applies POS waste checks.
Result Set Quantity	Enter the number of Waste records to show, up to a maximum of 9,999.

Yield Settings

The following table describes the fields and options on the Yield tab of the Settings page.

Table 25-8 Yield Settings

Setting	Description
Result Set Quantity	Enter the number of yield records to show, up to a maximum of 9,999.

Inventory Settings

The following table describes the fields and options on the Inventory tab of the Settings page.

Table 25-9 Inventory Settings

Setting	Description
Use Horizontal Count Sheet	Select this option to view count sheets in a horizontal format as opposed to a vertical format. Vertical is the default. If this is option enabled, only 4 units appear in the count. If more than 4 units are set in Manage Store, only the first 4 appear. There is no longer a preview count option. Preview count adds 3 columns to the report, and in a horizontal layout, there is no room.
No Page breaks on Storage Location Change	Select this option to eliminate page breaks between storage locations on printouts.
Support Storage Locations in Mobile Inventory	Select this option to allow Mobile Solutions users to access the Storage Locations capability.
Support Enhanced Count Type	Select this option to enable enhanced counts in Count Cycles. Enhanced counts are used with midday counts/spot checks and update the stock on hand of the counted inventory items when the count is booked.
Schedule Templates via myinventory Automation Service	Select this option to add a new Scheduler job (process individual count cycles) that provides more flexibility in handling count cycles.

Table 25-9 (Cont.) Inventory Settings

Setting	Description
Show Suspended Inventories in Task Menu	Select this option to display suspended inventories in the Task Menu.
Do not Populate Date in Inventory Counts by Default	Select this option to make the inventory Date field mandatory and leave it unpopulated for users to select. Users cannot create an inventory count until a date is selected.
Book Act is Theo Variance to Waste	If **No Inventory Variance (ACT is Theo)** is used for items and item groups, select this option to book the variance between the two for the selected Waste Group.
Qty of Critical Count Items	Enter the amount of items to be included in critical counts (critical count items are those with the highest variance between actual and theoretical quantity in the last period close count).
Result Set Quantity	Enter the maximum number of records to show. Inventory Management can display a maximum of 9999 records.
Inventory Unlock Offset	Inventory Management places a lock on data when processing certain inventory count functions to prevent multiple users from performing identical operations. Inventory Unlock Offset allows you to control how and when unlocking occurs. • No number: Leave this field blank to enable automatic inventory unlock. • 0: Automatic inventory unlock disabled. • 30-1440: Enter the number of minutes to wait before unlocking inventory. The allowable range is 30-1440 minutes.
Transaction Activity for Count Cycle Settings	Select which transaction activity to consider when creating a count cycle inventory with **Only Items with Activity in Specified Time Period** enabled.
Grouped by	Select how to group items in Inventory Counts.
Sorted by	Select how items sort in Inventory Counts.
Allow Count on Multiple Hand Helds	Select this option to allow a single inventory count to be assigned to more than one handheld: • Overwrite Count Qty: Overwrites previously uploaded count values with the latest values. • Update Counted Qty: Consolidate all count values that have been uploaded.
Start Count Cycle Multithreading with ("enter number") Cost Centers to process	Specify when multi-threaded cost center processing should begin. For example, if you enter 8 as the number of cost centers to process, the first 7 cost centers process using a single thread, while the 8th is multi-threaded.

Table 25-9 (Cont.) Inventory Settings

Setting	Description
Enable Plausibility Check on Inventory	Select this option to enable plausibility checks on inventory. • Deviation by Value: Enter the numeric value for the allowed deviation. • Deviation by Qty%: Enter the percentage for the allowed deviation.

Production Settings

The following table describes the fields and options on the Production tab of the Settings page.

Table 25-10

Setting	Description
Sorting	Select how the system sorts items in Production.
Result Set Quantity	Enter the number of records to show, up to a maximum of 9,999.
Transfer on Sales Past Days	Number of days in the past to check for transfers to be generated.

Event Menu Plan Settings

The following table describes the fields and options on the Event Menu Plan tab of the Settings page.

Table 25-11 Event Menu Plan Settings

Setting	Description
Sorting	Select how the system sorts items in the Event Menu Plan.
Result Set Quantity	Enter the number of records to show in the Event Menu Plan, up to a maximum of 9,999.

Item Settings

The following table describes the fields and options on the Item tab of the Settings page.

Table 25-12 Item Settings

Setting	Description
Default Weight Factor for EACH Items	Displays the default weight factor for each base unit.
Default Weight Factor for Volume Items	Displays the default weight factor for volume items.

Vendor Settings

The Vendor Settings tab allows you to define the vendor account format. When defining the vendor account format:

- The number of indicators must equal the number of characters in the vendor account
- You can define a maximum of 64 characters

Click **Maintenance**, and then click **Settings**.Click the **Vendor** tab, enter the format in the **Vendor Account** field, and then click **Save**.
For example,

- Vendor account format NNNNNNNNNNNN suggests a 12 digit vendor account number, such as 123456789123.
- Vendor account format NNNNNNAAAAAA suggests a 12 digit vendor account number where the first 6 characters are digits and the last 6 are characters. For example, 123456ABCDFG

Recipe Settings

The following table describes the fields and options on the Recipe tab of the Settings page.

Table 25-13 Recipe Settings

Setting	Description
Show Item and Recipe number	Select this option to show the item number and recipe number in the Recipes page.
Default Yield Unit	Select this option to specify the default yield unit. To view a list of units, click the field label or place the cursor in the field, and then press **Enter**.
Enable Weighed Recipes	Select this option to allow users to configure recipes to deplete by weight.
Use Validity Dates	Select this option to allow users to assign validity dates to recipe ingredients.

Uploading Recipe Images

Inventory Management supports JPEG files that are less than 200 KB. You can upload 10 images at a time.

1. Click **Maintenance**, and then click **Settings**.
2. Click the **Image** tab, click **Browse**, and then navigate to and select the image to upload from your local drive.
3. Click **Upload**.

VPI Settings

The following table describes the fields and options on the VPI tab of the Settings page.

Table 25-14 VPI Settings

Setting	Description
Show Cutoff Details	Enables visibility of Ordering Cutoff Time in Vendor Purchase Catalog.

Language Settings

The following table describes the fields and options on the Language tab of the Settings page.

Table 25-15 Language Settings

Setting	Description
Upload and/or import translation file	• **External**: Upload and import translation file from local PC. • **System Import**: Import translation file published with application.
Language	Select a language.
File	Click **Browse** and locate the required translation file.
Encoding	Select the required character encoding. Select **Change current user language after import** to change user language to the imported language.

Configuring the Price Format

You can determine in what format prices appear in the system.

1. Click **Maintenance**, and then click **Settings**.
2. Click the **Price Format** tab, enter the number of decimal places to allocate for purchases, totals, and sales, and then click **Save**.

Configure Export Inventory Totals Day Limit

If you do not see the fields below, see Enable Export Inventory Options for more details.

1. Click **Maintenance** and then click **Settings**.
2. Click **Support**.
3. In the **Maximum Number of Days for Daily Totals Export** field, enter the number of days. The default value is 60 days.
4. In the **Maximum Number of Days for Menu Item Cost Export** field, enter the number of days. The default value is 40 days.
5. In the **Result Set Quantity in View Jobs / Logs** field, enter the quantity.
6. Click **Save**.

Changing the Base Unit Names

You can determine the name of the base unit that appears throughout the application. Only the base unit name changes, not the base unit configuration.

1. Click **Maintenance**, and then click **Settings**.
2. Click the **Base Unit** tab, enter the name to show in the system in the **New Name** column and the **Order Name** column (optional), and then click **Save**.

Enabling Nutrient Status Visibility in Items and Recipes Pages

1. Click **Maintenance**, and then click **Settings**.
2. Click the **Nutrients** tab, select **Enable Nutrient Status**, and then click **Save**.

Adding a Nutrient

1. Click **Maintenance**, and then click **Settings**.
2. Click the **Nutrients** tab, and then click **New Nutrient**.

   The Nutrients tab maintains the nutrients that the organization wants to show in an item's nutrient information.
3. In the Add Nutrient Display dialog box, enter the following information, and then click **Add**:
   - **Catalog Field**: Enter or select the nutrient.
   - **Nutrient Group**: Enter or select the nutrient group.
   - **Nutrient**: Enter the name to use to identify the nutrient throughout the system. This field supports up to 25 characters.
   - **Abbreviation**: Enter the alternate name to use for the nutrient in areas where display space is a limited. This fields supports up to 8 characters.
   - The **Unit** and **Accuracy** fields are auto-populated based on your selections.
4. Click **Save**.

Editing a Nutrient

1. Click **Maintenance**, and then click **Settings**.
2. Click the **Nutrients** tab, and then select the nutrient to modify.
3. Click **Edit Nutrient**, make the necessary changes, and then click **Save**.

Deleting Nutrients

1. Click **Maintenance**, and then click **Settings**.
2. Click the **Nutrients** tab, select the nutrients to delete, and then click **Delete Nutrient**.

Uploading the Organization Logo

You can upload your organization's logo to further personalize Inventory Management. The supported image formats are: JPEG, GIF, and PNG. The logo must not exceed 200 KB.

1. Click **Maintenance**, and then click **Settings**.
2. Click the **Logo** tab, click **Browse**, and then select a logo from your local drive.
3. Click **Upload**.

Configuration

The Configuration page enables Oracle MICROS to adjust the internal settings of the Inventory Management application. Under typical circumstances, you do not have to access this area. Do not configure settings on this page.

Enable Export Inventory Options

1. Click **Maintenance** and then click **Configuration**.
2. Click **WebClient**.
3. Make your selections:
    - **UPDATEHISTCOSTDAYS** - Enables the **Maximum Number of Days for Menu Item Cost Export** option. The default value is 40.
    - **UPDATEHISTTOTALDAYS** - Enables the **Maximum Number of Days for Daily Totals Export** option. The default value is 60.
4. Click **Save**.

Import Master Data

The Import Master Data page is used by Oracle MICROS to import an organization's data into the system, which saves a significant amount of time for users. Oracle MICROS provides the organization with a Microsoft Excel spreadsheet to complete. After you return the spreadsheet, Oracle MICROS imports the data.

Nutrient Catalog

You can import two types of nutrient catalogs into Inventory Management:

- Standard Catalog: A nutrient catalog created by an agency, such as the U.S. Department of Agriculture (USDA).
- Custom Catalog : A nutrient catalog created externally, for example, by an organization that contracted a third party to document the nutritional information for their menu offering.

For detailed information about the nutrient catalog import API, refer to **Oracle MICROS Inventory Management Nutrient Catalog Import (Doc ID DOC9084)**. Log in to the Support Portal and then click the link to Document 9084.

Nutrient Catalog Licensing

Standard Catalogs offered by Oracle require you to obtain a license from the official distributor to use the information. The License Confirmation prompt is used to inform you of those nutrients. The prompt appears when you attempt to import or use the licensed nutrients in an item or recipe, and shows until you confirm that a license has been obtained.

Importing a Standard Catalog

1. Click **Maintenance**, and then click **Nutrient Catalog**.
2. Select a **Standard Catalog**, and then click **Import Catalog**.
3. If you or your organization has obtained the license to use the catalog:
    a. Select the first check box and click **OK**.
    b. Once the import is complete, click **OK** when prompted.
4. If you or your organization does not have the license to use the catalog, select the second check box, and then click **Cancel**.

Importing a Custom Catalog

1. Click **Maintenance**, and then click **Nutrient Catalog**.
2. Select **Custom Catalog**, click **Browse**, and then navigate to and select the catalog from your local drive.
3. Click **Open** , and then click **Import Catalog**.
4. Once the import is complete, click **OK** when prompted.

Updating a Standard Nutrient Catalog

1. Click **Maintenance**, and then click **Nutrient Catalog**.
2. Select the updated catalog from the **Standard Catalog** drop-down list, and then click **Update Catalog**.

Deleting a Nutrient Catalog

1. Click **Maintenance**, and the click **Nutrient Catalog**.
2. Select the catalog to delete, and then click **Delete Catalog**.

Vendor Cost Center Profile

The Vendor Cost Center Profile helps cost centers and vendors communicate accurately. You can assign cost centers a specific number or identifying characteristics so that when an order goes to the vendor, the vendor does not confuse them with a different cost center and inadvertently send them the wrong products.

For example, many organizations set up cost centers by city, which increases the likelihood of duplicate city names. Applying identifying numbers can decrease confusion and increase accuracy.

Creating Customer Numbers for Cost Centers

1. Click **Maintenance**, and then click **Vendor Cost Center Profile**.
2. Enter a **Vendor** name, and then click **Refresh**.

    A list of all cost centers assigned to the selected vendor appears.
3. Enter a **Customer Number** for each cost center listed, and then click **Save**.

Vendor - Cost Center

Vendor - Cost Center is where you can assign vendor visibility to cost centers. For large organizations with many vendors, this provides a way to minimize the amount of data cost centers are able to access.

Assigning a Vendor to a Cost Center

1. Click **Maintenance**, and then click **Vendor Cost Center**.
2. Click **Add**, enter the **Vendor**, enter the **Cost Center**, and then click **Add**.

Document Numbers

Document Numbers is where you can determine how document numbers appear and are constructed. Every document has a format. For example, inventory counts are represented by `INV@yy@mm@-@###2`, which means inventory counts look similar to `INV0709-0039`. INV precedes the number, followed by a two-digit representation of year, followed by a two-digit representation of month, and ends with a four-digit value that increments by 1 with each new count. Purchase orders are shown with the format `B@yyyy@mm@- @####2`, which means B precedes the number, followed by a four-digit representation of year, followed by a two-digit representation of month, finished with a four-digit value that increments by 1 with each new purchase order.

Modifying Existing Document Numbers

1. Click **Maintenance**, and then click **Document Numbers**.
2. Click **Refresh** to view all existing document numbers.
3. Modify the value in the Format column adjacent to the relevant document name using the following guidelines:
   - Strings: Use alphabetic characters before or between separators (for example, `.DEL`, `@VK@`)
   - Separator: The at sign (@) is used as a separator.
   - Date: `y` is the year, `m` is the month, and `d` is the date. For example, `yy, yyy, mm, dd`
   - The number sign (#): Represents number of digits. For example, ### represents 3 digits.
   - ..###1: Consecutive numbering.
   - ..###2: The number starts at 1 every year.
   - ..###3: The number starts at 1 every month.
   - ..###5: The number starts at 1 every day.
4. (Optional) Update the module's **Next Number**.

   Make sure you do not use the same number twice.
5. Click **Save**.

Order Cycles

Order Cycles let you specify when to place an order and when your order is to be received. For example, you can order produce every Monday afternoon and it is delivered every Wednesday morning, and order beer and wine on Wednesdays and have it delivered on Fridays.

If a vendor is set up to use order cycles, you must add cycles for every cost center assigned to that vendor. Oracle MICROS recommends not using order cycles if the vendor is prone to changing the schedule frequently. It is easier to enter dates manually than it is to change dates in Order Cycles for multiple stores. Also, if stores typically place orders over a period of a few days (for example, Monday through Wednesday) and have all deliveries on a day later that week (for example, Friday), order cycles are not recommended because orders cannot be booked outside of the schedule.

Creating a New Order Cycle

Oracle MICROS recommends not creating order cycles for longer than a few months at a time or over holidays. In situations such as these, you modify the order cycle to accommodate scheduling conflicts.

1. Click **Maintenance**, and then click **Order Cycles**.
2. Click **Create Order Cycle**, select a **Vendor**, and then select the **Cost Center** to assign order cycles.

   To show a list of available vendors or cost centers, place the cursor in the corresponding field and press the Enter key.
3. Enter the following information, and then click **OK**:
   - **Purchase Date**: Select the day the actual purchase is submitted to the vendor. If the purchase date runs for multiple weeks or months, select the day of the week the goods are purchased.
   - **Lead Days**: Enter the days between the order and the delivery.
   - **Delivery Date**: Select the date the goods are delivered to the cost center. If the delivery date runs for multiple weeks or months, select the day of the week the goods are delivered.
   - **Valid until**: Select how long the order cycle continues. For example, you can set up the order cycle to recur for months or until the end of the year.
   - (Optional) **Reference**: Enter any additional information in this field.

Modifying an Order Cycle

1. Click **Maintenance**, and then click **Order Cycles**.
2. Select the **Vendor**, and then click **Refresh**.

   To show a list of available vendors, place the cursor in the **Vendor** field and press Enter.
3. Click the **Cost Center** for which to modify the order cycle, make the necessary changes, and then click **OK**.

Using the Order Cycle XLS Template

Inventory Management includes a downloadable Microsoft Excel template for entering order cycle data. Completed templates can be uploaded to Inventory Management for processing.

1. Click **Maintenance**, click **Order Cycles**, and then click **Download XLS Template**.
2. Complete the template by entering values in the following columns:
   a. **Customer Number**: The customer number of the cost center. If you have not assigned customer numbers to cost centers, you can do so via the Vendor Cost Center Profile page.
   b. **Start Date/End Date**: The date range for order cycle validity.
   c. **Mo/Mo LD - Sun/Sun LD**: The day of the week and the number of lead days for the order to arrive. Example: To place an order on Tuesday for delivery on Friday (three lead days), enter **1** in the **Tue** column, and then enter **3** in the **Tue LD** column.
3. Save the file in comma delimited format (.csv).
4. Click **Master Data**, click **Vendors**, and then locate and select a vendor.
5. Click **B2B Order Cycles**, and then complete the following:
   a. **File Path**: The directory where the order cycle .csv file is stored. Example: C:\cs345\oc\
   b. **File Mask**: The filename of the order cycle .csv file. Example: summer_orders.csv.
   c. **Order Cycle Import Template**: For English, enter **ordercycle.myinv.en-us.excel.template**. For German, enter **ordercycle.myinv.de-de.excel.template**.
   d. **Send Internal Notification To**: Users who will receive notifications about order cycle activity.
   e. **Vendor E-Mail Notification Address**: The email address for vendor notifications.
   f. **Order Cycles FTP**: FTP settings for the order cycle.
   g. **Process Order Cycles via Scheduler**: Select to enable Scheduler-based order cycle processing.
6. Click **Save**.

Count Cycles

Count Cycles is where you specify when and how often the system takes inventory counts. These can vary depending on the organization and location. Every organization has some sort of cycle of inventorying their goods, be it when they are received, at the end of the night, every Thursday, and so on. As a best practice, configure the count cycle to avoid issues between locations.

Creating a New Count Cycle

1. Click **Maintenance**, and then click **Count Cycles**.
2. Click **Create Count Cycle**, enter a **Count Cycle** name, enter any pertinent information in the **Reference** field, and then click **Save** or **Suspend**.

Adding a Template to a Count Cycle

By adding a template to a count cycle, you are creating a template to govern its behavior.

1. Click **Maintenance**, and then click **Count Cycles**.
2. Click **Refresh** to view existing Count Cycles, click a **Count Cycle**, and then click **Add Template**.
3. Enter the following information, and then click **Save** or **Suspend**:
   - **Count Cycle Template** : Enter a name for the Count Cycle Template
   - **Inventory Type** : Select the appropriate count type:
     - **Spot Check**: Select this option if items are usually counted mid-day with a minimal amount of items.
     - **Partial Count** : Select this option if items are counted weekly (for example, bread on Tuesday, meat on Friday, and so on).
       * **Critical Count**: Select this option to count only items that had large variances during the last inventory count.
       * **Qty of Critical Count Items**: Enter how many items are included in a critical count.
       * **Only Items with Activity in Specified Time Period**: Select this option to count only item that had transaction activity within a specified time period.
       * **Time Period**: Select **User Defined**, **Current Month**, or **Last Month** transaction activity.
       * **Within Days**: If you select **User Defined** as the **Time Period**, enter the amount of days of transaction activity for items to include in the count.
       * **Full Inventory**: Select this option to include every item in the location in the count. Booking a full count closes the financial period and prevents documents from being booked on dates prior to the inventory count.
   - **Inventory At**: Select when to commence the count.
   - **Daily/Weekly**: Select the days of the week you want the inventory count cycles to occur.
   - **End of Month** : Enable this option if you would like the Inventory Count Cycle to occur at the end of the month
   - **Financial Period**: Select this option to perform the inventory count with respect to your financial period, and then select the financial period from the drop-down list.
   - **Closing Method**: Select how to handle items left blank:
     - **Set not counted to 0**: Select this option to assume the item was meant to be left blank and return the item's SOH to zero.
     - **Set not counted to Theo SOH**: Select this option to assume the blank item is a mistake and retain the current SOH of the item.
   - **Scheduler Options**: To perform any of the three actions listed and incorporate an offset of days (that is, days where the count is created, frozen, and booked), enter the numbers next to the actions.
   - **Open Inventory Handling** : Select how to handle existing inventory counts:

  - **Set to status Not Counted**: Select this option to consider the existing counts as not counted.
  - **Book Inventory**: Select this option to book the existing count.
  - **Do not create new Inventory**: Select this option for the system to delete the existing count before the new count is created.
- **Priority** : Enter a priority for the count cycle. If two count cycles are valid for the same day (for example, daily count falls at the end of the month), the count cycle with the highest priority is used.
- **Partial Count/Spot Check Filter** : Select filters for the count cycle template.
  - **Only Expense Items**: Select this option to include only items in the Expense category.
  - **Only COS Items**: Select this option to include only items in the COS category.
  - **Without inactive Items**: Select this option to not include any inactive items.
  - **Without Items with SOH = 0** : Select this option to not include any items with no SOH.

Assign a Cost Center/Stores to the Count Cycle

1. Click **Maintenance**, and then click **Count Cycles**.
2. Click the **Count Cycle** to assign the cost center, and then click **Assign Cost Centers to Count Cycle**.
3. From the Source pane, select a cost center to assign to the count cycle, and then click **Add**.
4. To assign another cost center, repeat Step 3.
5. Click **Save** or **Save and Back**.

Adding Inventory Items to a Count Cycle

You can add inventory items to a count cycle template in three ways: by list, by item group, and by item.

1. Click **Maintenance**, and then click **Count Cycles**.
2. Click **Refresh** to view existing count cycles, click a **Count Cycle**, and then click **Assign Inventory Items** in the Assign Items column adjacent to the relevant count cycle template.
3. To add a list, from the **Lists** tab, select the lists to add, and then click **Assign**.
4. To add an item group, from the **Item Groups** tab, select the item groups to add, and then click **Assign**.
5. To add individual items:
   a. From the **Items** tab, click **Add Item(s)**.
   b. In the Add Item dialog box, use the filters to streamline your search, select the items to add, and then click **OK**.
   c. Repeat Step 5-b to add more items, and then once complete, click **Close** to exit the dialog box.
6. Click **Save** or **Save and Back**.

Deleting a Count Cycle Template

1. Click **Maintenance**, and then click **Count Cycles**.
2. Click **Refresh** to view all count cycles.
3. Click the **Count Cycle** that has the templates to delete, select the count cycle templates to delete, and then click **Delete**.

Deleting a Count Cycle

1. Click **Maintenance**, and then click **Count Cycles**.
2. Click **Refresh** to view all count cycles.
3. Click the **Count Cycle** to delete, click **Delete Count Cycle**, and then click **OK** to confirm.

Modify an Existing Count Cycle

1. Click **Maintenance**, and then click **Count Cycles**.
2. Click **Refresh** to view all existing count cycles.
3. Click a **Count Cycle** to modify, make the necessary changes, and then click **Save** or **Suspend**.

Central Ordering

Central Ordering shows all B2B Orders and their progress. This enables you to view:

- Which stores have placed orders
- Which vendors have received the orders

You must have the appropriate privileges enabled to access this page.

Viewing B2B Orders

1. Click **Maintenance**, and then click **Central Ordering**.
2. To filter orders by delivery date, select the **Order Date**, and then click **Refresh**.
3. To filter orders by vendor, enter or select the **Vendor**, and then click **Refresh**.

   Definitions of the order **Status** include:

   - **To be sent**: the order was placed in Inventory Management, but not yet transferred to the vendor's FTP server.
   - **Sent**: the order was transferred to the vendor's FTP server.
   - **To be acknowledged**: the order was transferred to the vendor's FTP server, but no acknowledgement yet.
   - **Acknowledged**: the vendor received the order and acknowledgement sent.
   - **Received**: the receipt/invoice was received in Inventory Management.

Order Calculation

Order Calculation is where you determine how you want to order specific goods. Order calculation is extremely important, in that ordering too much of the wrong thing can result in loss of product, whereas ordering too little of another can result in loss of sales. Order Calculation is sometimes referred to as Order Quantity Calculations.

Order calculation is set up for item groups, but you can override the settings for items within a group that do not fit the norm for that group through the Items page.

Modifying an Order Calculation

1. Click **Maintenance**, click **Order Calculation**, and then click **Refresh** to view all existing item groups.
2. Click an **Item Group** from the list, make the necessary changes, and then click **OK**.
   - **Quantity Method**: Select the quantity method. If a site is set to use Suggested Ordering and you want the items to show suggested quantities in Ordering, set the items in the item group to either Average Usage, Net Sales, or PAR here or by specific item. Therefore, if the majority of the items in the group are suggested, then mark them as so and override the item level for those few that are not suggested.
     - **Manual**: Select this option to calculate orders based on the manual entry of quantities in ordering.
     - **Average Usage**: Select this option to calculate orders based on suggested forecast values. Warehouse locations are included in this order calculation.
     - **Net Sales**: Select this option to calculate the quantity based on the forecasted sales information transferred from Reporting and Analytics Advanced and a factor required to generate $1000 revenue. Warehouse locations are not included in this order calculation.
     - **PAR**: Select this option to calculate orders based on PAR levels that are set in Manage Store.
     - **PAR + Net Sales**: Select this option to calculate orders using PAR and Net Sale methods.
   - **Build to Days**: Not used by Inventory Management.
   - **Safety Factor**: This is the "cushion" of the product. This helps to ensure enough products ares purchased or ordered.
   - **Subtract SOH**: Select this option to subtract the SOH from the total before the order quantity is calculated.
   - **Add lead days usage**: Not used by Inventory Management.
   - **Rounding**: In most cases, you select this option. For example, you cannot order 2.34 cases of an item. You could round down and order 2 cases, round up and order 3 cases, or round to nearest and order 2 cases.

Order Calculation Lookup

Order Calculation Lookup enables you to view estimated order calculation based on previous sales history averages for a specific item.

Average totals are calculated by pulling eight week averages and then removing the highest and lowest weeks for all customers. On the Order Calculation Lookup page:

- Values in black denote averages with both the highest and lowest week totals included in the average calculated totals
- Values in red denote averages with highest and lowest week totals dropped off from the average calculated totals

The Calculated Waste section at the bottom of the page shows the forecasted estimated usage for the next two weeks in the cost center. If Forecasting is used by the organization and Order Calculation by Net Sales is configured, this section includes data based on sales. If not, the system calculates estimated usage based on the previous eight week's usage.

Looking Up the Calculated Order

1. Click **Maintenance**, and then click **Order Calculation Lookup**.
2. Enter the **Cost Center**, enter the **Item**, and then click **Refresh**.

   To show a list of all available cost centers or items, place the cursor in the corresponding field and press Enter.

Cost Centers and Locations

The Cost Centers and Locations page is where you create new cost centers and link them to locations.

Locations are defined in Reporting and Analytics, and collect sales data in the Data Warehouse.

Revenue centers are defined in Reporting and Analytics. A revenue center differentiates streams of revenue within one location such as dine-in or takeout.

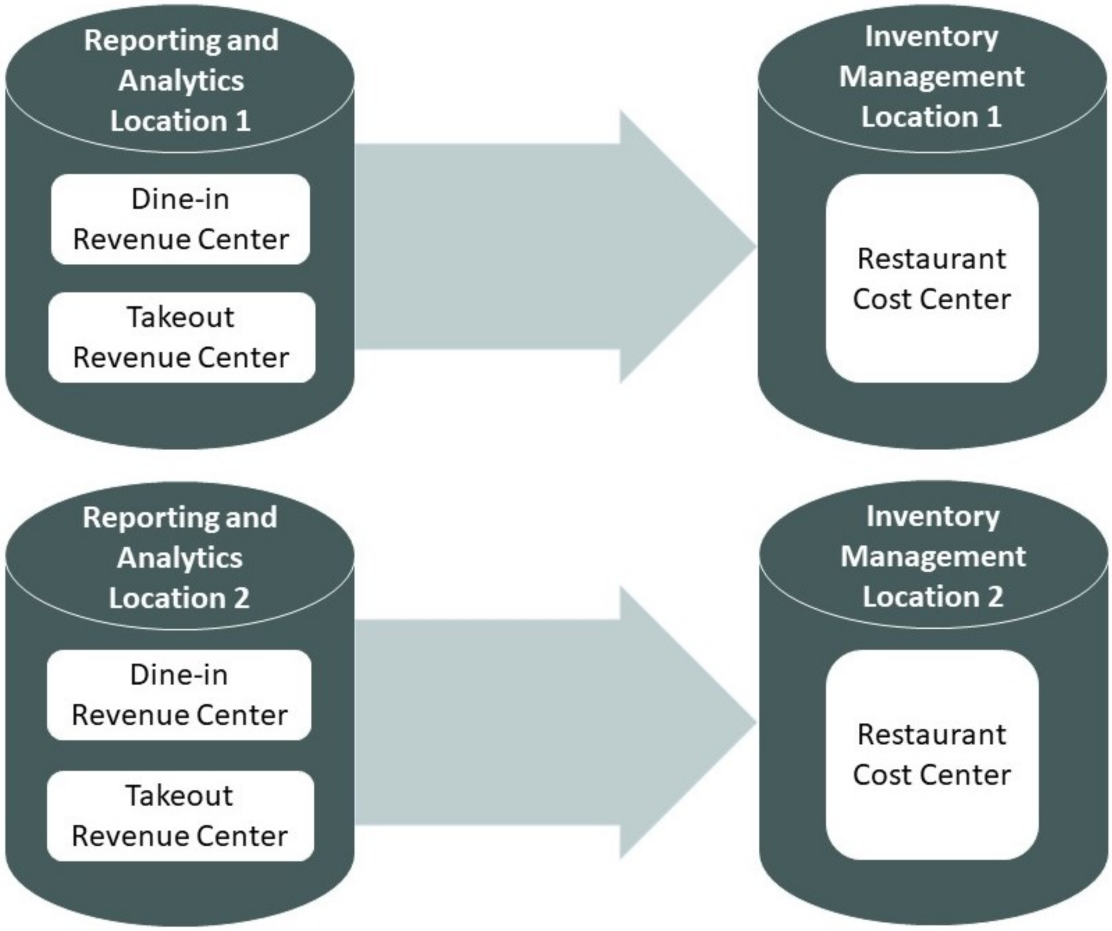
Cost centers are defined in Inventory Management. They are the stock holding store where transactions are booked, such as Receiving, Transfer, Waste, or Sales Depletion.

To use the Cost Centers and Locations feature, locations and revenue centers must be created in Reporting and Analytics and then synchronized to Inventory Management.

- Synchronization creates locations in Inventory Management.
- These root organization levels are represented as statistical cost centers in Inventory Management.
- Revenue centers from Reporting and Analytics are represented as devices in Inventory Management.

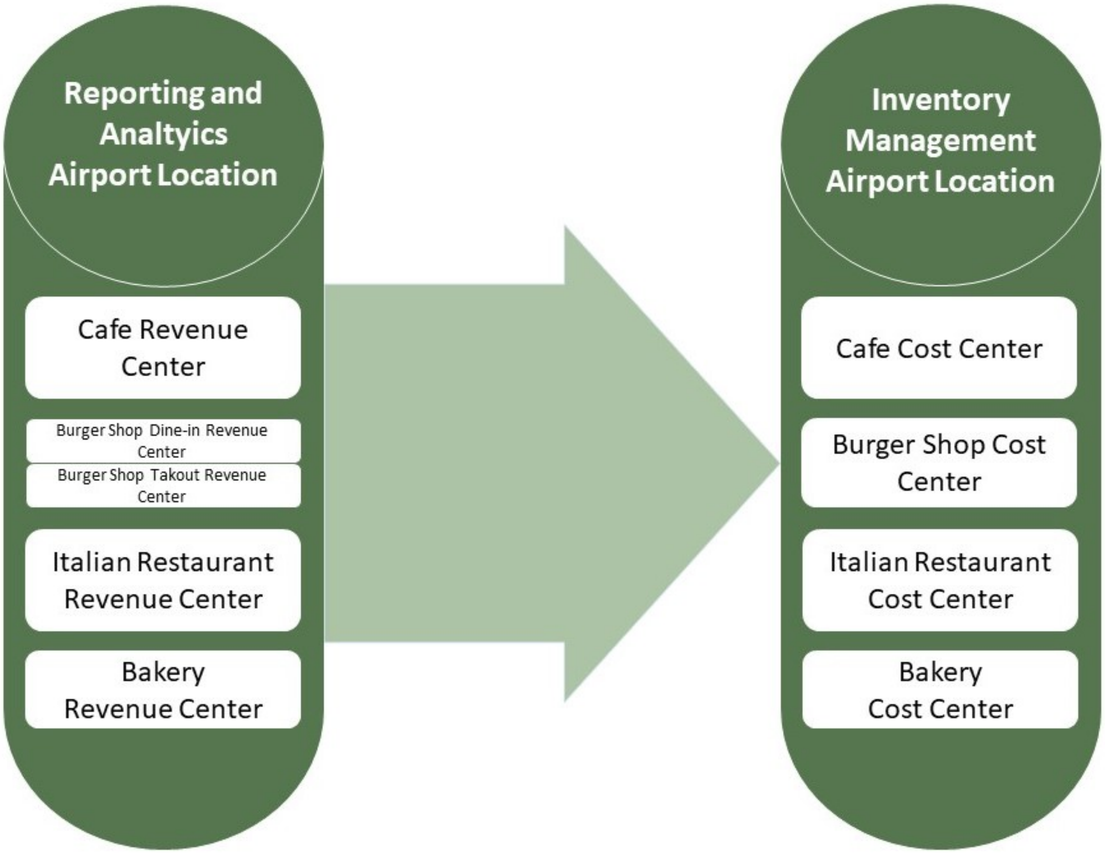
Example 1

This example shows a fast food restaurant configured in Reporting and Analytics with two locations with two revenue centers in each location, one for dine-in and another for takeout. The equivalent Inventory Management locations have only one cost center associated with the revenue centers since the goods are sold from the same kitchen storage area.



Example 2

This example shows an airport that is configured in Reporting and Analytics as a single location with each restaurant type represented as a revenue center. The equivalent Inventory Management locations have cost centers associated with one or more revenue centers. The Burger Shop has two revenue centers, but they are associated with one cost center since the goods are sold from the same kitchen storage area.



Creating a Cost Center

1. Navigate to **Maintenance**, click **Cost Centers and Locations**, and then click **Create a Cost Center**.
2. Enter the **Cost Center** name. Use a meaningful name that easily identifies the cost center.
3. Select the **Location** where this cost center should be assigned to.
4. Enter a **Cost Center ID**, which is a unique alpha numeric value.
5. Select the **Costing Method** for that cost center. Options include:
    - **Global**: applies the organizational **Global Costing Method** field.
    - **Last Price**: all values in that store will be calculated with the last price. For example, a customer makes a first purchase of item X with a value of 1 in your store. Then a second purchase of item X with a value of 2 in your store. The last price of item X is 2, so the Total Store Value will be 4.
    - **Rolling Average Price**: all values in the store will be calculated with the average price model. For example, a customer makes a first purchase of item X with a value of 1 in your store. Then a second purchase of item X with a value of 2 in your store. The average price per item will be 1.5, taking the total transaction value of 3 and dividing it by both purchases.
    - **Standard Price**: all values in that store will be calculated based on the manually-entered standard price.

> **Note:**
>
> Once set and transactions are booked, the costing method should not be changed, as it could result in unexplainable item cost prices.

6. Click **Save**.

Link a Cost Center to a Revenue Center

1. Navigate to **Maintenance**, click **Booking Sales**, and then click **Devices**.
2. Select from the grid the revenue center that needs to be linked to the new cost center.
3. Do not change the **Device Name** and **Number** fields.
4. Select the new cost center.
5. Do not change the **Cluster** field.
6. In the **POS Interface** field, select the only one available.
7. Select **Exclude from Sales Depletion** if this cost center should not have sales depletion.

Location Level Configuration

1. Navigate to **Maintenance**, click **Cost Centers and Locations**, and then select a location.
2. Do not change the **Name** field, name edits must to be done in Reporting and Analytics**.**
3. Do not change the **Organization** field, structure edits must to be done in Reporting and Analytics.
4. Select the **Tax Schema** for that location.
5. Select a **Localization** option, which determines special functions and reports that are available to locations and cost centers.
6. Assign a **Client** if Close Financial Periods is used in Back Office Exports, this is applied to all cost centers assigned to the location.
7. Select **Reporting and Analytics IFC active** if Cost of Sales and Transactional Data should be interfaced with Reporting and Analytics.
8. To add a cost center to a location, enter the cost center name in the **Cost Center** field, enter the **Unique Number**, and then click **Save**.

Costing Methods

The costing method is typically configured for the entire organization, however it can be adjusted by cost center. Costing method options include:

- Last Price

- Average Price
- Standard Price

Each costing method is defined below along with transaction examples. Adjustments and recipe cost calculation are also defined below.

Last Price

The entire stock of an item on hand is evaluated based on the last purchase price of that item in that cost center. Any transaction into the cost center influences the item cost in the cost center value (see transactions 1, 2, 3, 4, and 6 in the example).

All internal transactions out of this cost center (for example transfers or waste) use the last price at the time of transaction booking (see transaction 5 in the example).

Average Price

Average price is the most commonly used costing method. The unit cost (item price in the cost center) is recalculated with every single transaction to be the average of each item and their price over the length of time this cost method has been in place.

Transactions reducing the stock on hand (for example transfer out, usages, or sales) use the current average price of the item at the time the transaction is booked.

Note:

- If an item is returned to the vendor, then there is a recalculation, as it may use a manually entered price and not the average price.
- Incoming transactions (for example transfer in, purchase, or yield) cause a recalculation of the current average price.

Example for Last Price and Average Price

The following table lists transactions and how last price or average price affect the item cost in cost center and the total cost. You can compare the differences in these costing methods by comparing the calculations in the last four columns.

Transaction No.	Item Name	Date	Cost Center	Transaction	Item Price (Transaction)	Quantity	Transaction Total	Stock on Hand Before Transaction	Stock on Hand After Transaction	Item Cost in Cost Center (Last Price)	Item Cost in Cost Center (Average Price)	Total Cost (Last Price)	Total Cost (Average Price)
1	Lemonade	8/1/21	Bar	Purchase	$1.00	5	$5.00	0	5	$1.00	$1.00	$5.00	$5.00
2	Lemonade	8/1/21	Restaurant	Purchase	$1.50	5	$7.50	0	5	$1.50	$1.50	$7.50	$7.50
3	Lemonade	8/2/21	Bar	Purchase	$1.25	5	$6.25	5	10	$1.25	$1.25	$12.50	$11.25

Transaction No.	Item Name	Date	Cost Center	Transaction	Item Price (Transaction)	Quantity	Transaction Total	Stock on Hand Before Transaction	Stock on Hand After Transaction	Item Cost in Cost Center (Last Price)	Item Cost in Cost Center (Average Price)	Total Cost (Last Price)	Total Cost (Average Price)
4	Lemonade	8/2/21	Restaurant	Purchase	$1.00	5	$5.00	5	10	$1.00	$1.25	$10.00	$12.50
5	Lemonade	8/3/21	Bar	Transfer out	$1.25	1	$1.25	10	9	$1.25	$1.25	$11.25	$11.25
6	Lemonade	8/3/21	Restaurant	Transfer in	$2.00	1	$2.00	10	11	$2.00	$1.32	$22.00	$14.50

Standard Price

Standard price is used to evaluate some or all items using one predefined price and is not based on calculated prices.

Purchases use the vendor prices as usual, but all internal transactions from a cost center using standard price use the defined standard price per item.

Transaction No.	Item Name	Date	Cost Center	Standard Price	Transaction	Item Price (Transaction)	Quantity	Transaction Total	Stock on Hand Before Transaction	Stock on Hand After Transaction	Item Cost in Cost Center	Total Cost
1	Lemonade	8/1/21	Bar (standard price)	$5.00	Purchase	$1.00	5	$5.00	0	5	$5.00	$25.00
2	Lemonade	8/1/21	Restaurant (average price)	Undefined	Purchase	$1.50	5	$7.50	0	5	$1.50	$7.50
3	Lemonade	8/2/21	Bar (standard price)	$5.00	Purchase	$1.25	5	$6.25	5	10	$5.00	$50.00
4	Lemonade	8/2/21	Restaurant (average price)	Undefined	Purchase	$1.00	5	$5.00	5	10	$1.25	$12.50

Transaction No.	Item Name	Date	Cost Center	Standard Price	Transaction	Item Price (Transaction)	Quantity	Transaction Total	Stock on Hand Before Transaction	Stock on Hand After Transaction	Item Cost in Cost Center	Total Cost
5	Lemonade	8/3/21	Bar (standard price)	$5.00	Transfer out	$5.00	1	$5.00	10	9	$5.00	$45.00
6	Lemonade	8/3/21	Restaurant (average price)	Undefined	Transfer in	$2.00	1	$2.00	10	11	$1.32	$14.50

Example for Standard Price

The main warehouse of a restaurant group purchases french fries for $10.00 and then transfers them for $12.00 to the individual restaurants. That way the operational costs of the warehouse are covered.

Standard price is used when:

- Purchases into the warehouse are done using the normal vendor purchase prices.
- The warehouse is configured to use the standard price costing method.
- The restaurants are configured to use last price or average price.

Purchases from any source other than the warehouse causes a normal recalculation of the item cost in the restaurant.

Adjustments

The most common way to book freight charges and other item-related costs is to use adjustments. These adjustments can be configured in different ways. One way is to “adjust” the purchase price.

For example, you can split freight charges to all affected items and the item price is adjusted by adding the freight cost. This is then used to calculate the last price or the average price. The defined standard price is not changed if using adjustments.

See Adjustment Types for information on how to configure adjustments.

Recipe Cost Calculation

Displayed Cost of Sales

The cost of sales per recipe shown in the recipe record is based on the cost center defined in the recipe itself.

For example, if the selected cost center is configured to use standard price, this will be used to calculate the displayed cost of sales.

Cost Calculation at Stock Reduction

During all production processes (for example, sales or production) the system uses the cost center's costing method to calculate the real cost of sales. The cost center's costing method does not affect the cost prices used in production, it is just used for the display cost.

Configure Global Costing Method

After setting the costing method and the transactions are booked, the costing method should not be changed, as it could result in unexplainable item cost prices.

1. Navigate to the Database Maintenance application, `DatabaseUpdater.exe`.
2. Click **Settings**, select the costing method, and then click **OK**.

> **Note:**
>
> - **Standard Price** fields and functions are visible only if the organization is configured to use this method. Exceptional cost centers may be configured differently.
> - If the organization is configured to use **Average Price** or **Last Price**, the fields and functions for standard price are not visible in the application.

To specify a different costing method for an individual cost center, see Creating a Cost Center.

Cost Center Areas

Cost Center Areas is where you determine which cost centers can transfer and request items from other cost centers. For example, cost center A can transfer items to cost center B. But cost center B can only transfer and request items from cost center C.

Configuring Cost Centers to Transfer Inventory

1. Click **Maintenance**, and then click **Cost Center Areas**.
2. Select a **Cost Center**, select **Transfer To**, and then click **Add Cost Centers**.
3. For each recipient cost center, select a **Cost Center**, and then select the appropriate options:
   - **With sub Cost Centers**: Select this option to allow all cost centers below the selected cost center to have the ability to receive transfers from the default cost center.
   - **Full Link**: Select this option to allow the selected cost center to have the ability to receive items from the Transfer To cost center. For example, you want cost center A to have the ability to transfer items to cost center B and give cost center B the ability to receive items from cost center A.
4. Click **Add**.

Configuring Cost Centers to Request Inventory

1. Click **Maintenance**, and then click **Cost Center Areas**.
2. Select a **Cost Center**, select **Transfer From**, and then click **Add Cost Centers**.
3. For each cost center that can be queried with a request, select a **Cost Center**, and then select the appropriate options:
   - **With Sub Cost Centers**: Select this option to allow all cost centers below the selected cost center to have the ability to transfer items to the default cost center.
   - **Full Link**: Select this option to allow the selected cost center to have the ability to transfer items to the Transfer To cost center. For example, you want cost center A to have the ability to receive items from cost center B and give cost center B the ability to transfer items to cost center A.
4. Click **Add**.

Removing Transfer From/To Capabilities from a Cost Center

1. Click **Maintenance**, and then click **Cost Center Areas**.
2. Select the appropriate **Mode**, and then select the appropriate **Cost Center**.

   For example, Cherry Hill has the ability to transfer to Annapolis, BWI CC, Baltimore Restaurant, Chesapeake CC, and Merrifield CC. If you do not want Cherry Hill to transfer to Merrifield CC anymore, select **Transfer To** as the **Mode**, and then select Cherry Hill as the **Cost Center**.
3. Select the cost centers you want to remove from the list, click **Remove Cost Centers**, and then click **OK** to confirm.

Copying Transfer and Request Settings to Another Cost Center

You can copy the transfer or request settings from one cost center to another cost center. This feature is only available for one mode at a time.

1. Click **Maintenance**, and then click **Cost Center Areas**.
2. Click **Copy To...**, select the cost centers or stores from the Copy To Cost Center(s) dialog box to which to apply the transfer from/to settings of the existing store, and then click **OK**.

User Management

User Management is where user rights are administered to existing user profiles.

Set basic role rights prior to setting user rights. Then, add rights as needed to individual users. This is more manageable and saves time, but most importantly ensures that new users have the correct rights from the beginning. If set per user, when a new user logs in, they might see nothing, unless the system administrator has set up the new user’s individual user rights already.

> **Note:**
>
> Do not create users in Inventory Management. Create all users in Reporting and Analytics and sync them to Inventory Management. Otherwise, new users (those created in Inventory Management) cannot log in to Inventory Management. To access Inventory Management, users need access to Reporting and Analytics.

Modifying and Assigning Rights to a User

1. Click **Maintenance**, and then click **User Management**.
2. Click the **Login Name** of the user to modify, and then update the user details as required:
   - **Login Name**: The the login name for the user.
   - **Role**: The user's role.
   - **Phone**: The user's phone number.
   - **Fax**: The user's fax number.
   - **E-Mail**: The user's email address.
   - **Language**: Select the language for the user.
   - **Default Cost Center**: Enter the default Cost Center for the user. When accessing certain modules, this value automatically appears in the cost center field.
   - **C/S Filter**: Enable this to use the Cost Center/Store filter. The field to the right of this option shows the cost centers or stores currently in the user's filter. The user does not have access to cost centers or stores not included here. Filtering User Access by Cost Center provides more information on making filter adjustments.
   - **Copy C/S Filter From**: Enables you to copy a user's C/S Filter to another user.
   - **Reference**: Enter any information pertinent to the user in the field.
   - **User is Central Purchase Manager**: Select this option to allow the users to approve and book orders.
   - **Purchase Manager**: Select the user's purchasing manager.
   - **Reporting and Analytics synchronization and Default Cost Center**:
     – **As Defined in Role**: Uses the setting from Role Management.
     – **Override**: Retains the default cost center synced from Reporting and Analytics for the user.
     – **Preserve**: Ignores the default cost center synced from Reporting and Analytics and uses the information indicated on this page.
   - **Use Recipe Group Filter**: Select this option to use the Recipe Group filter with the user.
3. To assign user rights:
   a. Click **Manage User Rights**, and then select the appropriate **Module Group**.

      User rights for the module appear in the pane to the right, these options vary depending on the selection.
   b. From the pane on the right, select the appropriate user rights by selecting the adjacent check box in the **Right** column, and then click **Save**.

      Refer to the User/Role Rights chapter for an overview of all available privileges.

c. To assign all the user rights for the module, click **Set Rights**, and then click **OK** to confirm.

4. Click **Save**.

Filtering User Access by Cost Center

You can use the C/S Filter to determine and control user access by cost center and store:

1. Click **Maintenance**, and then click **User Management**.
2. Click the **Login Name** of the appropriate user, and then select **C/S Filter**.
3. Click the button with the ellipsis (...) point symbol next to the **C/S Filter** field.
4. In the Add Cost Center(s) dialog box, place the cursor on the **Cost Center** field, and then press Enter.
5. Select one or more cost centers, and then click **Add**.
6. Click **OK** to exit the Add Cost Center(s) dialog box.

Assigning Recipe Groups to a User

1. Click **Maintenance**, and then click **User Management**.
2. Click the **Login Name** of the appropriate user, and then click **Recipe Group Assignment**.
3. In the **Right** column, select the check boxes adjacent to the relevant recipe groups, and then click **Save**.
4. To assign all recipe groups to the user, click **Set Rights**, and then click **OK** to confirm.

Deleting Users

You cannot delete a user. You can only make a user inactive. If you accidentally set a user's status to inactive, you can reactivate a user by manipulating the user's rights and saving. This causes the system to realize an update is taking place and the user is still needed.

Making a user inactive in Inventory Management does not make the user inactive in Reporting and Analytics. However, making a user inactive in Reporting and Analytics makes the user inactive in Inventory Management.

Role Management

Role Management is where rights and privileges on a role level are created and maintained.

> **Note:**
>
> Do not create roles in Inventory Management. Create all roles in Reporting and Analytics and sync them to Inventory Management. Roles created in Inventory Management are not available to users who access the system through Reporting and Analytics.

Modifying and Assigning Rights to a Role

1. Click **Maintenance**, and then click **User Management**.

2. Click in the **Role** field, and then press Enter to display all existing departments.
3. Click a role name, click **OK**, click **Refresh**, and then click the role Login Name.
4. Click **Manage User Rights**, and then assign role rights as required:
5. To assign role rights:
   a. Click the appropriate **Module Group**.
   b. From the pane on the right, select the appropriate role rights by selecting the adjacent check box in the **Right** column, and then click **Save**.

      Refer to the User/Role Rights chapter for an overview of all available privileges.
   c. To assign all the role rights for the module, click **Set Rights**, and then click **OK** to confirm.
6. Click **Save**.

Assigning Recipe Groups to a Role

1. Click **Maintenance**, and then click **User Management**.
2. Click the appropriate **Role Name**, and then click **Recipe Group Assignment**.
3. In the **Right** column, select the check boxes adjacent to the relevant recipe groups, and then click **Save**.
4. To assign all recipe groups to the role, click **Set Rights**, and then click **OK** to confirm.

Deleting Roles

You cannot delete a role. You can only make a role inactive. If you accidentally set a role's status to inactive, you can reactivate the role by changing the role's rights. This causes the system to realize an update is taking place and the role is still needed.

Making a role inactive in Inventory Management does not make the role inactive in Reporting and Analytics. However, making a role inactive in Reporting and Analytics makes the role inactive in Inventory Management.

Task Management

Task Management allows you to create reminders to perform certain job tasks, such as ordering supplies from a specific vendor or generating an inventory daily variance report. Tasks created in Task Management appear in the Task Menu. You must enable the Task Manager on the General Settings tab for the Task Menu to appear.

Creating a New Task

1. Click **Maintenance**, click **Task Management**, and then click **Create Task**.
2. Enter the **Task Name**, select the **Task Type**, select the **Task Method**, and then click **OK**.

   The Task Management creation page appears. The options displayed vary based on the Task Type and Task Method selected in Step 2.
3. Complete any required fields, and then select a Frequency for the task:
   - **Daily/Weekly**: Select the day(s) of the week for the task.
   - **Monthly**: Select the monthly **Calendar End** or **Date** for the task.

- **Interval**: Select a start date and end date for the task.

4. To save the task, click **Save**, **Save As...**, or **Suspend**.

Mobile Solutions

Mobile Solutions is an application that enables you to handle the processing of inventories, create orders, receipts, and transfers using your handheld device (HHT).

Configuring Mobile Solutions to Interface with a Specific Organization

You must perform these steps when performing inventory management for an organization on a web service hosting multiple organizations.

1. In the Mobile Solutions application, select **Start**, and select **Configuration**.
2. Enter the password and login. This is the same password that is used to access hidden options in Inventory Management.
3. Select **Select Config File**, select **Application Data**, select **Materials Control Mobile Solutions**, and then open the config.xml file.
4. In the **Company** field, enter the short name for your organization, and then save the configuration.
5. Select **Start**, select **Materials Control**, enter your credentials, and then click **Sync Master Data**.

Interface Definition

To use the Interface Definition feature, deselect **Use Back Office Legacy Interface** on the Settings page under Maintenance.

Interface definitions are custom templates that define the format for exported data.

26

User/Role Rights

This chapter provides an overview of user rights. User rights are categorized as follows:

- Purchase
- B2B Solutions
- Cost Center / Store
- Production
- Master Data
- Mobile Solutions
- System
- Mobile Solutions 2010

For more information on user configuration, refer to the Maintenance section of this document.

Purchase User/Role Rights

The following table provides an overview of privileges available for the Purchase module group.

Table 26-1 Purchase User/Role Rights

Sub Category	Right	Allows Users to...
Purchase Orders	Purchase Orders	Access the Ordering module.
	Create Order by: Order Cycle	Create orders by selecting predefined order cycles.
	Create Order by: Vendor	Create orders by vendor.
	Create Order by: Order List	Create orders by order list.
	Create Order by: Suggested Order Qty	Create orders based on suggested quantities.
	Create Order by: Blank Order	Create blank orders.
	Make Individual Orders	Create individual purchase orders without using purchasing lists.
	Create/Modify List	Create, modify, and delete order lists. Lists are not filtered by role and are visible to everyone.
	Purchase/Receive all Items	Purchase or receive all items even though no vendor purchase item is available. Users can create vendor purchase items themselves. This user right overrules user right **Purchase/Receive Default Vendor Purchase Items Only**.
	Purchase/Receive Default Vendor Purchase Items Only	Purchase or receive vendor purchase items set to default/DPQ only. This privilege is overruled by privilege **Purchase/Receive all Items**.

Table 26-1 (Cont.) Purchase User/Role Rights

Sub Category	Right	Allows Users to...
	Save Order	Create a new order, add freely selected items and items from lists, and save or suspend the order. If not set, users can only create orders from existing lists and cannot save or suspend.
	Change Dynamic Prices in Purchase Orders	Edit Dynamic Prices in Purchase Orders.
	Change Fixed Proposal Prices in Purchase Orders	Edit Fixed Proposal Prices in Purchase Orders.
	Change Cost Center from List in Ordering	Change the cost center when ordering from a list.
	Show SOH and On Order Qty in Ordering	View the item Stock On Hand and On Order Quantity in Ordering.
	Order over Maximum Quantity	Order more than the maximum quantity.
	Delete suspended Orders	Delete suspended orders.
	Delete placed (open) Orders	Delete positions from placed orders.
	Purchase Manager for prepared Orders	Purchase manager for prep orders.
	Order Cycles	View, add, and modify order cycles.
	Emergency Order	Place an order outside of a valid order cycle, if order cycles are used; or if minimum qty/weight/ value per order is used, enables placing an order if the minimum qty/weight/ value is not met.
	Order Calculation	View and modify the order calculation methods.
	Order Calculation Lookup	Access the Order Calculation Lookup page. **Calculate Average Waste** must be enabled.
	Out-of-Stock	Access the item's out of stock function. **Calculate Average Waste** must be enabled.
VPI(s)	VPI(s)	Access the Vendor Purchase Items page.
	Add/Modify VPI(s)	Add and modify vendor purchase items.
	Manage Contract in VPI(s)	Access the control flag in Vendor Purchase Items.
	Copy/Compare VPI(s)	Access the Copy/Compare VPI(s) page.
Receiving	Receiving	Access the Receiving page.
	Create Receipt by: Purchase Order	Create a receipt by purchase order.
	Create Receipt by: List	Create a receipt by list.
	Create Receipt by: Vendor	Create a receipt by vendor.
	Create Receipt by: Blank Receipt	Create a blank receipt.
	Create Receipt by: Return to Vendor	Create a Return to Vendor.
	Change Fixed Proposal Prices in Receivings	Change fixed proposal prices in Receiving.
	Create Non-Unique Receipt Numbers	Create non-unique receipt numbers (includes B2B Solutions).

Table 26-1 (Cont.) Purchase User/Role Rights

Sub Category	Right	Allows Users to...
	Change Cost Center from List in Receivings	Change the cost center when receiving using a list.
	Create Receiving Log by: All	Create a Receiving Log for any user. If disabled, the user can only generate a Receiving Log for their own Booked Results.
	Change Dynamic Prices in Receivings	Change prices in Receiving when the price quote is set to Dynamic Price.
	Change Net/Gross Prices in Receiving	Change the net/gross price in Receiving.
	Change Taxes in Receiving	Change the taxes/VAT in Receiving.
	Change Discount in Receivings	Change discounts in Receiving.
	Override Receiving Deviation Settings	Override the Receiving Deviation settings configured in Items.
	Edit Adjustment in Receivings	Edit adjustments in Receiving.
	Book Receipt	Book receipts. If this right is not enabled, users cannot save receipts.
	Delete Suspended Receipts	Delete receipts that have been saved but not booked.
	Change Purchase Order Closing Defaults	Access the **Close Purchase Order** option in the Receiving booking dialog box.
	Close Order automatically	Access the **Close Purchase Order** option in the Receiving booking dialog box. This option is enabled by default and can be manually disabled.
	Save Receipt as Invoice	Create an invoice directly when booking a receipt. This right is overruled if the option **Receiving as Invoice** is enabled in Vendors.
	Edit Invoice Total in Receiving	Modify the invoice total in **Receipt as Invoice**.
	Delete Booked Receipts	Delete booked receipts. Deleted receipts are shown with a canceled status.
Invoice Control	Invoice Control	Access the Invoice Control page.
	Create non-unique Invoice Numbers	Create non-unique invoice numbers in Invoice at Receiving (including B2B Solutions) and Invoicing.
	Edit Approved Invoices	Edit invoices that have been approved.
Back Office IFC	Back Office IFC	Access the Back Office IFC page.
	Correct Amounts/VAT in B/O IFC	Correct amounts/VAT in the Back Office Interface.
	Close Financial Period	Access the Close Financial Period page.
	Close Financial Period: Open Period	Reopen the last closed period.
	Close Financial Period: Change Period	Shift documents between open periods.

B2B Solutions User/Role Rights

The following table provides an overview of privileges available for the B2B Solutions module group.

Table 26-2 B2B Solutions User/Role Rights

Right	Allows Users to...
B2B Solutions	Access the B2B Solutions page.
Item Catalog Cleanup - Select all Vendors	Use Item Catalog Cleanup for all vendors at one time.
B2B Excel Solutions	Access the license controlled B2B Excel Solutions.
Reject Price(s) Variances	Reject price variances between item catalog and B2B receipt.

Cost Center/Store User/Role Rights

The following table provides an overview of privileges available for the Cost Center/Store module group.

Table 26-3 Cost Center/Store User/Role Rights

Sub Category	Right	Description
Issue Requests	Issue Requests	Access to the Issue Requests page.
	Show SOH in Transfer From	View the SOH in the Transfer From page.
	Delete requested Issue Requests	Delete documents in a Requested status.
	Delete Suspended Issue Requests from other Users	Delete saved documents created by another user.
	Make Individual Issue Request/Transfers	Create individual Issue Request/Transfer, not from a list. Old Issue/Request Transfer only.
	Cannot decline Transfers	Restricts users from declining delivered transfers.
	Cannot accept Transfers	Restricts users from accepting delivered transfers.
Transfers	Transfers	Access to the Transfers page.
	Create Transfer To	Create a Transfer To document.
	Create Transfer From	Create a Transfer From document.
	Create Transfer To from List	Create a Transfer To document using a list.
	Create Transfer From from List	Create a Transfer From document using a list.
	Save Issue Request/ Transfer as List	Save Issue/Request Transfers as a list.
	Add Items to IR/ Transfers created from List	Add items to Issue Request/Transfers created from an list.
	Change Cost Center from List in Transfer To	Change the cost center in a Transfer To from List.

Table 26-3 (Cont.) Cost Center/Store User/Role Rights

Sub Category	Right	Description
	Show SOH in Transfer To	View the stock on hand in the Transfer To page.
	Change Cost Center from List in Transfer From	Change the cost center in a Transfer From List.
	Delete Suspended Transfers To from other Users	Delete suspended documents created by other users in the Transfer To page.
	Quick Booking of Transfers	Book open transfers from the Transfer Overview page.
	Manage Cost Center Areas	View, add, and modify cost center areas for the Transfers page.
	Use Cost Center Areas	Enables the cost center area filter in the Transfers page.
	Manually Book External Logistics Transfer	Book Requested External Logistics Transfer.
Stock on Hand Control	Stock on Hand Control	Access the Stock on Hand Control page.
Manage Store	Manage Store	Access the Manage Store page.
	Change Control SOH	Change the MIN and POT SOH in the Manage Store page.
	Change Unit	Change the store unit in Manage Store and add additional units for use in Inventory Counts.
	Change AVE	Change the average price of an item. The system generates an inventory correction.
	Delete Items from Store	Delete items from a store that has zero stock on hand.
	Storage Locations: Convert	Access the Convert Function in the Stock Take Lists.
	Copy Storage Locations	Copy storage locations.
	Copy Units	Copy units from one store to another.
External Logistics	External Logistics	Access to the External Logistics page.
Waste	Waste	Access to the Waste page.
	Create Waste by: List	Create a Waste by List.
	Create Waste by: Blank Waste	Create a blank waste.
	Change Cost Center from List in Waste	Change the cost center in a Waste from a list.
	Show SOH in Waste	Show stock on hand in Waste.
Inventory	Inventory: Call Module	Access to the Inventory and Stock Taking page.
	Inventory: Generate	Generate inventories.
	Inventory: Generate Blank Inventory	Generate blank inventories.
	Inventory: Generate Inventory by Count Cycle	Generate inventories by count cycle.

Table 26-3 (Cont.) Cost Center/Store User/Role Rights

Sub Category	Right	Description
	Inventory: Generate Inventory by List	Generate inventories by list.
	Inventory: Create Start of Day Count	Create start of day counts.
	Inventory: Create Mid-day Count	Create mid-day counts.
	Inventory: Create End of Day Count	Create end of day counts.
	Override Unit Collection Method	Override the default Inventory Collection method. If disabled, Collection Method is not accessible on the Inventory creation page.
	Override Closing Method	Overriding the default Closing Method. If disabled, Closing Method is not accessible on the Inventory creation page.
	Inventory: Add Item/ Unit	Add items and units to inventory counts.
	Inventory: Visible POT Qty	View potential quantities and values in the Inventory page. Deviation details are also shown.
	Inventory: Freeze	Freeze an inventory count.
	Inventory: Edit Frozen	Edit frozen inventory count.
	Inventory: Unfreeze	Unfreeze a frozen inventory count.
	Inventory: Book	Book an inventory count.
	Inventory: Unbook	Reopen the most recently booked inventory count for a cost center.
	Manage Count Cycles	Manage count cycles.
	Add Lists to Count Cycles	Add lists to count cycles.
	Add Item Groups to Count Cycles	Add item groups to count cycles.
	Add Items to Count Cycles	Add items to count cycles.
	Inventory Daily Variance	Access to the Inventory Daily Variance Report.
	Inventory: Show Audit Trail	Access to the inventory Audit Trail option.

Production User/Role Rights

The following table provides an overview of privileges available for the Production module group.

Table 26-4 Production User/Role Rights

Sub Category	Right	Allows Users to...
Recipes	Recipes	Access the Recipes page.
	Save Recipes	Create and modify recipes.
	Manage Recipes	Add and modify recipes.

Table 26-4 (Cont.) Production User/Role Rights

Sub Category	Right	Allows Users to...
	Manage Corporate Recipes	Manage corporate recipes.
	IP Product creation from recipes	Create IP Products from recipes with the Production Item button.
	Show COS of Recipes	View the recipe Cost of Sales.
	Show Recipe History/Audit Trail	Access the Recipe History or the Audit Trail (if enabled).
	Recipe - Allow editing manual nutrients	Enter nutrients manually into the recipe.
	Edit Recipe Nutrient Status	Edit the recipe nutrient status.
Recipe Versions	Recipe Versions	Read-only access to Recipe Versions.
	Save Recipe Versions	Create and update Recipe Versions.
	Update Recipe with Recipe Version	Replace Recipe with Recipe Version.
Search Recipe Components	Search for Recipe Components	Access the Search Recipe Components feature.
	Replace Items	Replace items in the Search Recipe Components page.
Menu Modeling	Menu Modeling	Access the Menu Modeling page.
	Update Recipes	Edit/save recipes changes.
Event Menu Planning	Event Menu Planning	Access the Event Menu Planning page.
	Save Event Menu Plan	Save event menu plans.
	Add/Delete Items to an Event Menu Plan Document	Add/delete items to event menu plans.
Preparation Types	Save Preparation Types	Set up new preparation types and change existing preparation types.
Nutrients	Nutrient Groups	Access the Nutrient Groups page.
	Nutrients	Access the Nutrients module.
	Import Nutrient Catalog	Access the Nutrient Catalog page and gives the ability to import/update a catalog.
	Delete Nutrient Catalog	Delete an imported nutrient catalog.
	Additive Groups	Access the Additive Groups page.
	Additive Management	Access the Additive Management page.
Menu Item Linking	Menu Item Linking	Access the Menu Item Linking page and to edit Linking. This right also enables the Linking tab in the Recipes module.
Production	Production	Access the Production page.
	Change Cost Center from List in Productions	Change the cost center in a Production from a list.
	Preparation and Thaw Pull Reporting	Access Preparation and Thaw Pull reporting.
POS Systems	Read/Book POS Revenue	Access the Read/Book POS Revenue module.
	Manage POS Revenue	Access the Manage POS Revenue module.
	POS Device	Access the POS Device module.

Table 26-4 (Cont.) Production User/Role Rights

Sub Category	Right	Allows Users to...
Yield Management	Yield Containers	View, add, and modify yield containers.
	Yield Management	Access the Yield Management page.
	Add/Delete Item(s) from Yield Document	Add/edit a yield document.

Master Data User/Role Rights

The following table provides an overview of privileges available for the Master Data module group.

Table 26-5 Master Data User/Role Rights

Sub Category	Right	Allows Users to...
Cost Center/ Stores	Cost Centers/Stores	Access the Cost Centers/Stores page.
	Save Cost Centers/Stores	Create and modify cost centers/stores.
Taxes	Taxes	Access the Taxes page.
	Save Taxes	Define and modify taxes.
Foreign Currency	Foreign Currency	Access the Foreign Currency page.
	Save Foreign Currency	Create and modify Foreign Currencies and Exchange Rates.
Vendors	Vendors	Access the Vendors page.
	Save Vendors	Create and modify vendors.
	Vendor Cost Center Profile	Access the Vendor Cost Center Profile page.
	Save Vendor Cost Center Profile	Create and modify Vendor Cost Center profiles.
	Manage Corporate Vendors	Manage and edit corporate vendors.
	Vendor/Cost Center Assignment	Assign vendors to cost centers in the Vendors page.
Vendor Groups	Vendor Groups	Access the Vendor Groups page.
	Save Vendor Groups	Create and modify vendor groups.
Items	Items	Access the Items page.
	Save Items	Create and modify items.
	Manage Corporate Items	Manage and edit corporate items.
	Save Standard Prices	Save standard prices for items.
	Item - Allow Adding/Editing Nutrient Links	Add and edit nutrient links using the Nutrient Catalog.
	Item - Allow editing manual nutrients	Edit item nutrient information manually.
	Edit Item Nutrient Status	Edit an item’s nutrient status.
Units	Units	Access the Units page.
	Save Units	Create and modify units.

Table 26-5 (Cont.) Master Data User/Role Rights

Sub Category	Right	Allows Users to...
	Manage Production Units	Manage Production Units.
Item Groups	Item Groups	Access the Item Groups page.
	Save Item Groups	Create and modify existing Item Groups.
Major Groups	Major Groups	Access the Major Groups page.
	Save Major Groups	Create and modify Major Groups.
Over Groups	Over Groups	Access the Over Groups page.
	Save Over Groups	Create and modify Over Groups.
Item Codes	Major Group Codes	Create and modify Major Group Codes.
	Item Group Codes	Create and modify Item Group Codes..
	Sub Group Codes	Create and modify Sub Group Codes.
Recipe Groups	Recipe Groups	Access the Recipe Groups page.
Menu Groups	Menu Groups	Access the Menu Groups page.
	Save Menu Groups	Create and modify Menu Groups.
Preparation Areas	Preparation Areas	Access the Preparations Area page.
	Save Preparation Areas	Create and modify Preparation Areas.
Usage Groups	Waste Group	Access to the Waste Groups page.
	Waste Over Group	Access to the Waste Over Groups page.
Reason Codes	Reason Codes	Create and modify Reason Codes.
Categories	Categories	Create and modify categories.
Import Master Data	Import Master Data	Access the Import Master Data page. Assign this right to system administrators only.
Account Classes	Account Classes	Access the Account Classes page.
	Save Account Classes	Create and modify Count Classes.
Clients	Clients	Access the Clients page.
	Save Clients	Create and modify clients.
Adjustments	Adjustments	Access the Adjustments page.
	Save Adjustments	Create and modify adjustments.
	Fiscal Fields	Access the Fiscal Fields page.
	Save Fiscal Fields	Create and modify Fiscal Field Code .
Master Data Translation	Master Data Translation	Access the Master Data Translation page.

Mobile Solutions User/Role Rights

The following table provides an overview of privileges available for the Mobile Solutions module group.

Table 26-6 Mobile Solutions User/Role Rights

Right	Allows Users to...
Mobile Solutions	Access the Mobile Solutions page and all its functions.
Update ACT SOH	Change the setting for Update/Overwrite SOH through Mobile Inventory Count import.
Edit Mobile Stock Take Lists	Change the configuration for the Mobile Stock Take List.
Mobile Solutions Client	Access a separate PC client that can be used with a mobile device

System User/Role Rights

The following table provides an overview of privileges available for the System module group.

Table 26-7 System User/Role Rights

Sub Category	Right	Description
System Functions	Users	Create and modify users. Users with this privilege can change passwords and rights of other users.
	Roles	Create and modify user Roles.
	Configurations	Access to the Configuration page. Only the system administrator needs this right.
	Document Numbers	Access to the Document Numbers page. Only the system administrator needs this right.
	Database Update	Access to Database Update. Only the system administrator needs this right.
	Settings	Access to the Settings page.
List Management	List Management	Access to the List Management page.
	Purchasing Lists	Create and modify ordering/receiving lists in the List Management page when using the Save as List option in other pages.
	Inventory Lists	Create and modify Inventory lists.
	Issue Request/Transfer Lists	Create and modify Issue Request/Transfer lists.
	Waste Lists	Create and modify Waste lists.
	Production Lists	Create and modify Production lists.
	Event Menu Plan Lists	Create and modify Event Menu Plan lists.
	Add Items to Order/Receipt created from List	Add items to an Order or Receipt created from a list.
	Add Items to Wastes created from List	Add items to Waste created from a list.
	Add Items to Inventory created from List	Add items to an Inventory created from a list.
	Add Items to Production created from List	Add items to a Production created from a list.
	Add Items to Yield created from List	Add items to a Yield created from a list.

Table 26-7 (Cont.) System User/Role Rights

Sub Category	Right	Description
	Add Items to Order Request created from List	Add items to an Order Request created from a list.
	Add Items to Master Order List	Add items to a Master Order List.
	Approve Master Order List	Set the status of a Master Order List to approved.
	Finish Master Order List	Set the status of a Master Order List to finished.
	Create/Modify Locked Lists	Create and modify locked lists.
	Mandatory Visibility Assignment with Corporate List	Set the corporate list visibility assignment to a status of mandatory.
	Use Cost Center Relationships in List Management	Create, edit, and save requisition and transfer lists in List Management for cost centers that are not assigned to them in their C/S Filter.
Scheduler Functions	Scheduler	Create and modify Scheduler jobs.
Others	Cannot Backdate Receipt	Prevents users from adding a receipt for a past date.
	Cannot Backdate Return to Vendor	Prevents users from adding a return to vendor for a past date.
	Cannot Backdate Inventory Count	Prevents users from adding an inventory count for a past date.
	Cannot Backdate Invoice	Prevents users from adding an invoice for a past date.
	Cannot Backdate Waste	Prevents users from adding a waste for a past date.
	Cannot Backdate Yield	Prevents users from adding a yield for a past date.
	Cannot Backdate Production	Prevents users from adding a production for a past date.
	Cannot Backdate Issue Request/Transfer	Prevents users from adding an issue request/ transfer for a past date.
	Cannot Backdate Order	Prevents users from adding an order for a past date.
	Show Prices	Can view prices.
General Functions	Booking in last Period allowed	Book items received and transfers in the last period.
	Manage global Visibility Criteria	Manage the global visibility criteria (assigning cost centers to lists and recipes).
	Disable Auto Run	Turns off the generation of a result set in all pages (except the Edit Job page) so users can select the filters before refreshing the page.
Task Management	Task Management	Access the Task Management page.
	Save Task	Create and modify tasks.
Task Menu	Change Status	Cancel tasks from the task menu.

Mobile Solutions 2010 User/Role Rights

The following table provides an overview of privileges available for the Mobile Solutions 2010 module group.

Table 26-8 Mobile Solutions 2010 User/Role Rights

Sub Category	Right	Allows Users to...
Inventory	Inventory	Import data, enter inventory counts, and prepare exports.
	Inventory Barcode Assignment	Assign new barcodes in Mobile Solutions.
	Inventory Configuration	Access the Mobile Solution Inventory Configuration page.
Transactions	Purchase Orders	Access the Mobile Solutions Purchase Order page.
	Purchase Order Barcode Assignment	Assign new barcodes in the Mobile Solutions Purchase Order page.
	Receivings	Access the Mobile Solutions Receivings page.
	Receivings Barcode Assignment	Assign new Barcodes in the Mobile Solutions Receivings page.
	Transfers	Allows access to the Mobile Solutions Transfers page.
	Transfers Barcode Assignment	Assign new barcodes in the Mobile Solutions Transfers page.
	Transactions Configuration	Access the Mobile Solutions Transactions page.
Mobile Device Management	Open Module	Access the Mobile Device Management page in Inventory Management.
	Edit Device Name and Location	Edit the device name and the location assignment.
	Delete Device	Delete devices.