Oracle® Hospitality Simphony Venue Management
User Guide

Release 3.12

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ORACLE®

Oracle Hospitality Simphony Venue Management User Guide, Release 3.12

F22580–01

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Preface

Oracle Hospitality Simphony Venue Management (SimVen) is a Point-of-Sale (POS) solution for large venues. It includes the following modules:

- Concessions

  This module is a back office perpetual inventory product designed for stadium and arena use. It uses the inventory counts of major items to determine sales counts rather than the more traditional count of sale transactions. If a point of sale (POS) system is being utilized, a closing report can be assigned to facilitate the tracking of sales and to assist you with shift reconciliation.

- Vending Application

  This module allows you to configure concessions settings such as payroll, and commission payments that can be applied to vendors or stands.

- Vending Room

  This module allows you to process item and vendor period reports.

Purpose

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

Audience

This document is intended for users of the SimVen application.

Customer Support

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

https://support.oracle.com

When contacting Customer Support, please provide the following:

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

Documentation

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

Revision History

Date	Description of Change
September 2019	• Initial publication.

1
Concessions

This chapter provides information and configuration instructions for the Concessions module.

- Master File and Inventory Information
- Event Processing
- Warehouse Functions
- Reports
- Simphony POS
- Security
- System/Utilities

Master File and Inventory Information

This chapter describes how to establish the connection between the SimVen application and Oracle Hospitality Simphony First Edition or Oracle Hospitality Simphony. It also describes how to configure locales (language and currency settings), inventory locations, items, vendors, facility levels, and contracts.

- Connecting to the Simphony Server
- Setting Up Standsheet Auto Commit
- Setting Up the Concessions System
- Synchronization
- Setting Up Locales — Language and Currency
- Setting Up Chart of Accounts
- Setting Up a Company
- Setting Up a Facility Level
- Setting Up Family Groups
- Setting Up Event Types
- Setting Up Location Routes
- Setting Up Vendors
- Setting Up Inventory Items
- Setting Up Inventory Locations
- Setting Up Inventory Locations with POS Terminal
- Assigning Inventory Items to a Location
- Replicating an Inventory Location Menu
- Removing Inventory Items from a Location

Connecting to the Simphony Server

1. In the toolbar, click **System/Utilities**, and then click **Sysfile Maintenance**.

2. Enter the **Company Name**, and then enter the contact information.

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

3. On the **System Variables** tab, select **L** as the **Cost Valuation Flag**, and then enter the **Capacity** of the venue.

   L stands for Last Purchase Cost or replacement cost.

4. To include sales tax in the price assigned to inventory items, select **Sales Tax Included in Price**.

5. On the **Tangent Web Service** tab, configure the following details to connect to the Simphony server, and then click **Save**:

   - **Menu Item Range From**: Enter the menu item object number range designated for SimVen. That is, the menu item master object numbers that are defined as restricted for general use for the property in the POS application. If you do not enter the correct menu item range, SimVen does now allow you to create menu items for the selected item range.

   - **Simphony Web Service**: Enter the IP address for the Tangent web service.

   - **Organization ID**: Enter the organization ID for the property. You can find this value from the Enterprise Parameters module in the Simphony Enterprise Management Console (EMC).

   - **Location ID**: Enter the report location ID for the property. You can find this value from the Properties module in the EMC.

   - **Property ID**: Enter the database ID (not the Property object number) for the property you want SimVen to connect to. You can find this value from the Properties module in the Simphony EMC.

   - **Simphony RVC**: Enter the ID for the revenue center you want SimVen to connect to. You can find this value from the RVC Configurations module in the EMC.

   - **Web Service Port**: Enter the port number of the TangentC database.

   - **Simphony Version**: Select the Simphony version.

   - **Language ID**: Enter the language ID for the organization. You can find this value from the Languages module in the EMC. By default, it is set to English (Language ID 1).

Setting Up Standsheet Auto Commit

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

Figure 1-1 Setting Up Standsheet Auto Commit

1. In the toolbar, click **System/Utilities**, click **Sysfile Maintenance**, and then click the **Actions** tab.

2. Select **Enable Auto Snapshot**, and then set the **Auto Snapshot Interval**.

3. Select **Enable Auto Commit**, and then set the **Auto Commit Time**.

4. Click **Save**.

Setting Up the Concessions System

Figure 1-2   Setting Up the Concessions System
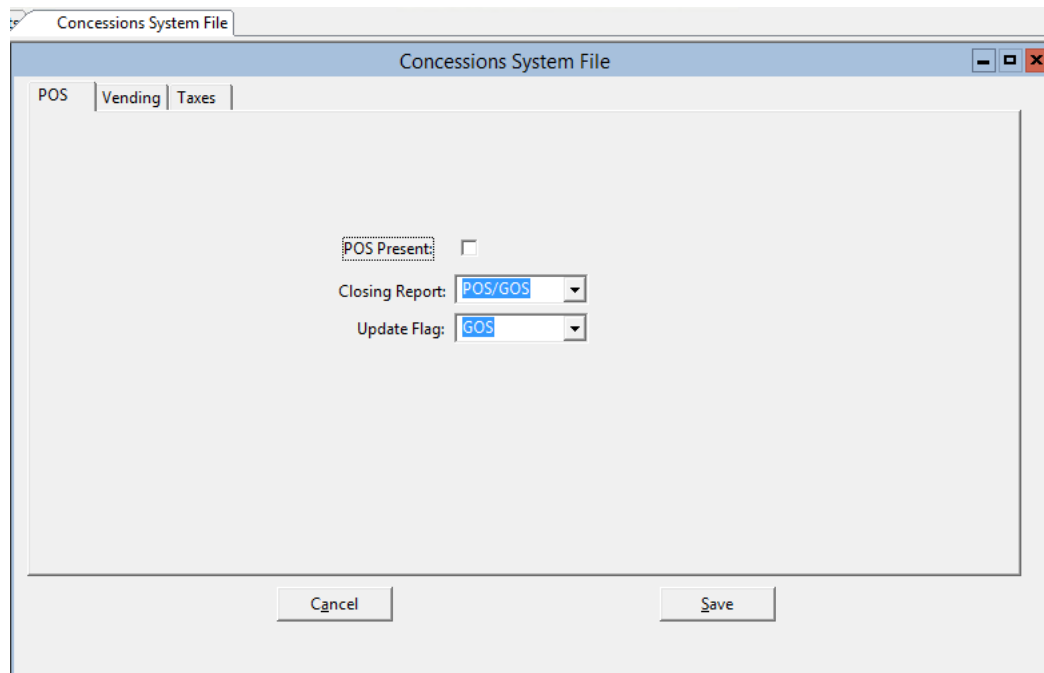
1. In the toolbar, click **System/Utilities**, and then click **Concessions Systems File**.

2. If the facility is using the Point-of-Sale (POS) Front of House System, select **POS Present**, and then select a **Closing Report**.

3. Select a **Closing Report**, and then select **GOS** as the **Update Flag**.

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

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

Synchronization

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

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

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

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

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

Figure 1-3   Syncing the Menu Item Range, Major Group, Family Group, and RVC Lists
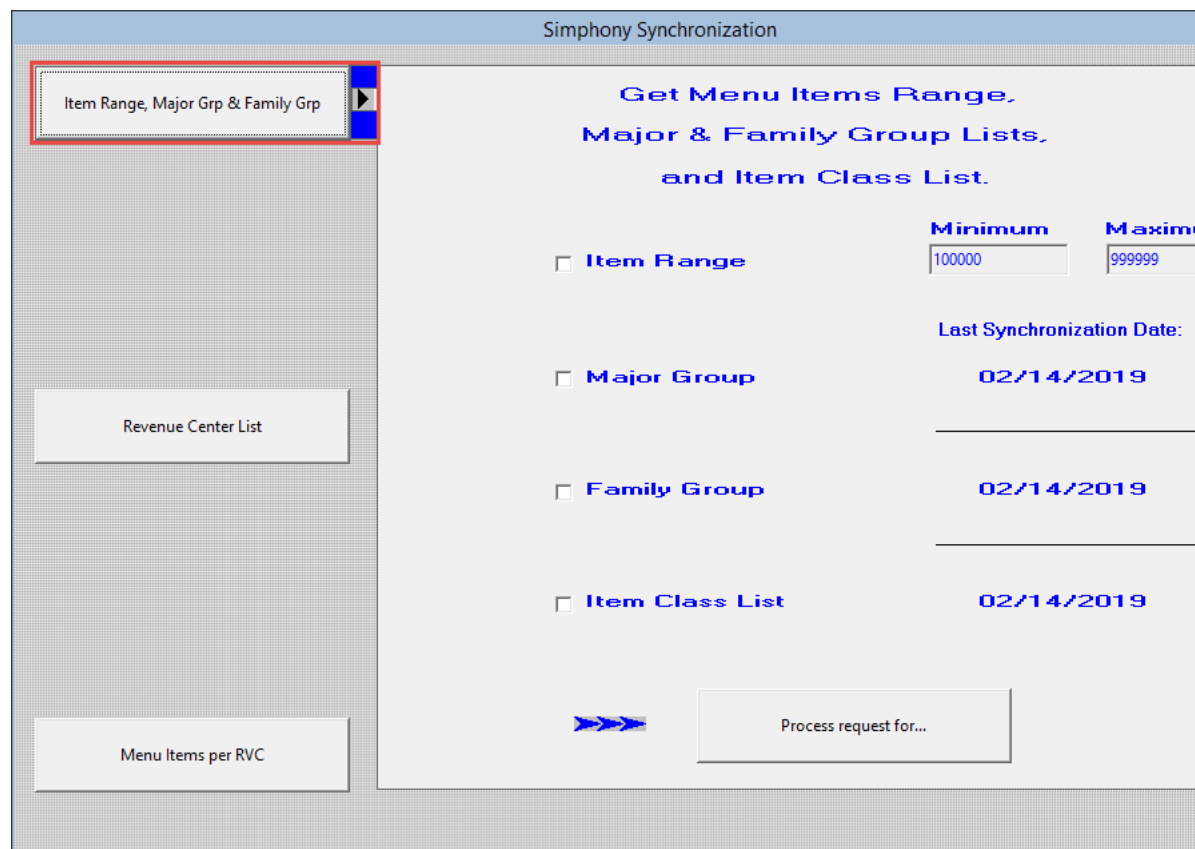
1. In the toolbar, click **System/Utilities**, and then click **Simphony Synchronization**.

2. Select the data that you want to import, and then click **Process request for**.

3. To import revenue centers, click **Revenue Center List**, and then click **Get Revenue Center List**.

Creating a Standsheet by RVC

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

1. In the toolbar, click **System/Utilities**, and then click **Simphony Synchronization**.

2. Click **Standsheet by RVC**, and then click **Create Standsheet by RVC**.

Posting Menu Items to the RVC

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

Syncing Menu Items Range, Major Group, Family Group, and Revenue Center Lists contains more information on importing data from Simphony.

Figure 1-4   Posting Menu Items to the RVC
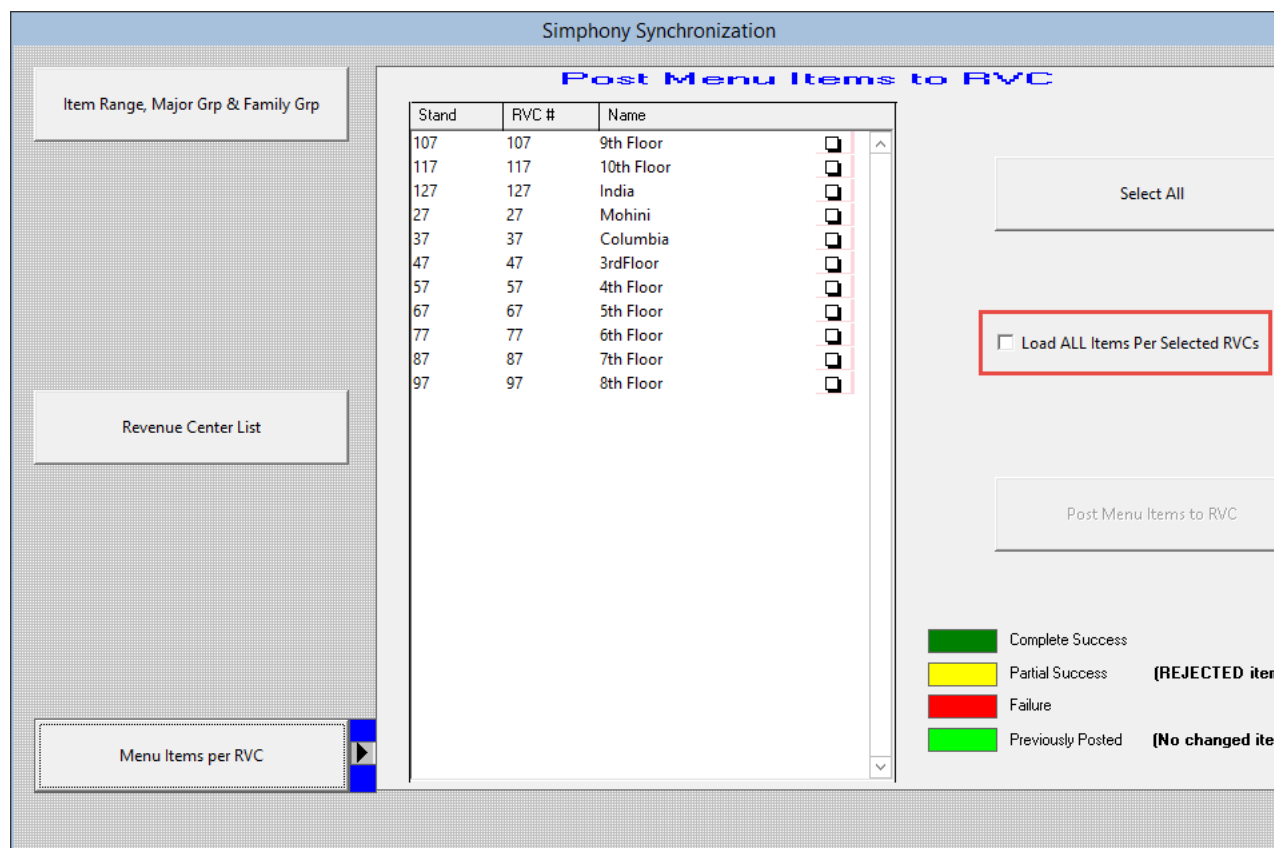
1. In the toolbar, click **System/Utilities**, and then click **Simphony Synchronization**.

2. Click **Menu Item per RVC**, select **Load ALL Items per Selected RVCs**, and then click **Post Menu Items to RVC**.

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

Syncing Standsheet Closing Data

1. In the toolbar, click **System/Utilities**, and then click **Simphony Synchronization**.

2. Click **Standsheet Closing Data**, and then click **Get Shandsheet Closing Data**.

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

Setting Up Locales — Language and Currency

You can configure SimVen to incorporate your preferred language and currency settings, so that it shows throughout the application as well as on the SimVen reports. Locale settings affect many views, chief among them, the System Maintenance view and the Deposits Entry view. SimVen reports also reflect your currency symbol, currency naming conventions, and amount separator characters such as a comma (for thousands), and a decimal point (dot) based on your country's currency standard.

Creating a New Locale

To add a new Locale:

1. On the toolbar, click **Security**, click **Security Setup and Edit**, and then click the **Group Profiles** tab. Ensure that you have the **Application Locale Settings** privilege fully enabled for any group profile that requires the ability to edit Locales.

2. Log on to SimVen Management, click **Setup**, click **Master Files**, and then click **Locale Settings**.

3. Enter or select information in the following fields. You can enter a number (greater than 4, leaving the pre-configured Locale IDs as they are), or you can reuse a pre-configured Locale ID number by selecting it, and then clicking the **Clear** button. Re-enter the number that was cleared, and then enter your own language and currency settings.

Table 1-1   Locale Settings Fields and Descriptions

Field Name	Description
ID	Enter the Locale ID number associated with the Locale.
Name	Enter the Locale name.
Language Code	Enter the Language Code.
	This setting establishes a Locale's language and affects several application views and reports. This entry is based on Language Culture Names. For example, enter **en-UK** for English for the United Kingdom. The Microsoft Table of Language Culture Names, Codes, and ISO Values Method [C++] contains more information about language code values.
Language Name	Enter the **Language Name** associated with the **Language Code**.

Table 1-1   (Cont.) Locale Settings Fields and Descriptions

Field Name	Description
Currency Symbol	Enter the currency symbol that appears on SimVen views and reports. It can be a symbol only, a combination of a symbol and alpha characters, or only alpha characters (for example, £, UK £, or Pound Sterling).
Currency Name	Enter the name of the Locale's currency.
Thousands Separator	Enter the character that designates the separator used to represent thousands in an amount value.
Decimal Separator	Enter the character that designates the separator used to represent decimals in an amount value.
COINS Setup	From the **COINS Setup** section: a. Enable a coin's denomination by selecting the checkbox in the **Enabled** column. b. Enter the coin's name in the **Unit Name** column. c. Enter a label for rolled coins in the **Label As** column. d. Enter the number of coins contained in a full roll in the **Units in Roll** column.
BILLS Setup	From the **BILLS Setup** section: a. Enable a bill's denomination by selecting the checkbox in the **Enabled** column. b. Enter the bill's name in the **Unit Name** column. c. Enter a label for the bill's denomination in the **Label As** column.

4. Click **Save**.

Using Pre-Configured Application Locale Settings

There are four pre-configured Locales available. If you select one of the pre-configured Locale IDs, the balance of the fields are auto populated with text that reflects that country's language and typical currency symbol and naming conventions. You can edit most of these fields.

1. On the toolbar, click **Setup**, click **Master Files**, and then select **Locale Settings**.

2. Click the ellipsis (**...**) in the **ID** field.

3. Select the pre-configured Locale ID. The four pre-configured Locale IDs are:

   - English Default USA

   - English Australia

   - English Canada

- English United Kingdom

For example, the following image shows the English United Kingdom default Locale ID:

Figure 1-5   Application Locale Settings Form

4. Review the settings, make any changes, and then click **Save**.

Setting Up Chart of Accounts

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

Figure 1-6   Setting Up Chart of Accounts

1. On the toolbar, click **Setup**, click **Master Files**, and then click **Chart of Accounts**.

2. Enter the account **Number**, select the account **Type**, and then enter the account **Name**.

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

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

Setting Up a Company

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

You must first obtain consent from a company representative prior to storing a company's personal data in the system.

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

Figure 1-7   Company Setup

1. On the toolbar, click **Setup**, click **Master Files**, and then click **Company**.

2. Enter a unique **Company ID**, and then enter the **Company Name** (optional) and contact details (optional).

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

3. Select the appropriate **Default General Ledger Account Numbers**.

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

4. In the Privacy Policy section, select **Acknowledgement** to opt in or provide your consent to the processing of personal data (when processed through the API). After you check this option, the **Acknowledgement Date** field automatically updates using the current date.

   If the company owner is not the person who is entering the personal data, the application end-user can do so on behalf of the company.

5. Click **Save**.

Setting Up a Facility Level

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

Figure 1-8   Facility Level Setup

1. On the toolbar, click **Setup**, click **Master Files**, and then click **Facility Level**.

2. Enter a unique non-zero value for the **Level ID**, and then enter a **Description** for the level.

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

3. Enter the following details regarding the facility, click **Save**, and then click **Yes**.

    *   **Capacity**: Enter the capacity that the facility can hold.

    *   **Number Suites**: Enter the number of suites in the facility.

    *   **Permanent Stands**: Enter the number of permanent stands in the facility.

    *   **Portable Stands**: Enter the number of portal stands in the facility.

    *   **Number Pantries**: Enter the number of pantries in the facility.

    *   **Permanent POS**: Enter the number of permanent POS systems in the facility.

    *   **Portable POS**: Enter the number of portable POS systems in the facility.

    *   **Web Server**: Enter the IP address for the Tangent web service server.
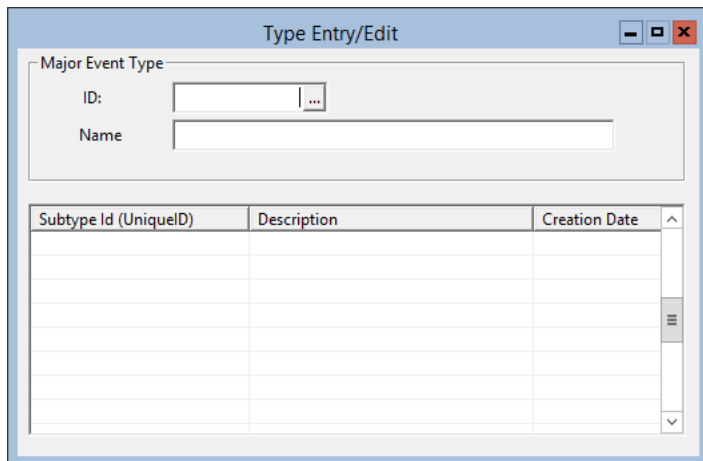
Setting Up Family Groups

Figure 1-9   Setting Up Family Groups

1. On the toolbar, click **Setup**, click **Master Files**, and then click **Family Groups**.

2. Enter the **Family Group ID**, enter the family group name in the **Description** field, and then select the **Product Group** and the **Print Group**.

3. On the **Tax - Service Charge** tab, enter the **State Sales Tax Rate** or the **Local Sales Tax Rate** for the family group as a whole number.

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

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

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

Setting Up Event Types

Figure 1-10   Setting Up Event Types

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

1. On the toolbar, click **Setup**, click **Master Files**, and then click **Event Types**.

2. Enter the **Type ID** and a **Description** for the event, click **Save**, and then click **Yes**.

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

   • BB: Basketball

   • FB: Football

   • CO: Concerts

Setting Up Location Routes

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

Figure 1-11   Setting Up Location Routes

1. On the toolbar, click **Setup**, click **Master Files**, and then click **Location Routes**.

2. Enter the **Route ID**, and then enter a **Description** for the location route.

    You can enter up to eight characters for the Route ID which can be numeric, alphabetic, or alphanumeric characters.

3. If you do not want to make the location route active at this time, deselect **Active?**.

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

Setting Up Vendors

You must first obtain consent from each vendor prior to storing their personal data in the system.

Figure 1-12   Setting Up Vendors

1. On the toolbar, click **Setup**, and then click **Vendors**.

2. Enter the **Vendor ID**, **Name**, and (optional) contact details, and then select the vendor's **State** from the drop-down list.

   You can enter up to eight characters for the Vendor ID which can be numeric, alphabetic, or alphanumeric characters.

   a. Enter the vendor's (optional) zip code in the **Zip** field.

   b. Enter the vendor's (optional) email address in the **E Mail Address** field.

   c. Enter any additional information (optional) in the **Comments** field.

3. Select the net billing **Terms**, select the shipment method from the **Ship Via** drop-down list, and then enter the **AP Vendor No** (optional), **Discount Days** (optional), **Discount** amount (optional), and **Days Past Due** (optional).

4. In the Privacy Policy section, select **Acknowledgement** to opt in or provide your consent to the processing of personal data (when processed through the API). After you check this option, the **Acknowledgement Date** field automatically updates using the current date.

   If the vendor is not the person who is entering the personal data, the application end-user can do so on behalf of the vendor.

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

Setting Up Inventory Items

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

Figure 1-13   Setting Up Inventory Items

1. On the toolbar, click **Setup**, click **Inventory**, and then click **Inventory Items**.

2. Enter the **Item Number**, select the **Item Category**, select the **Family Group**, select the **Item Class**, and then select the **Major Group**.

   You can enter up to six digits for the Item Number, but it cannot begin with zeros.

   For the Item Category, select either **SALE**, **NONS**, or **COMP**. Item category **MENU** is no longer used.

3. If you selected **SALE** as the **Item Category**, enter a **POS Name** for the item.

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

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

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

5. Select the appropriate options:

   • **Metered Item**: Select this option if the item is a metered item.

   • **Perishable**: Select this option if the item is perishable. By categorizing an item as perishable, you can choose to restock only non-perishables using the Auto Restock function.

   • **Create All Locations**: Select this option to create this item for all available locations.

   • **Create Warehouse Only**: Select this option to create this item for only the warehouse.

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

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

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

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

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

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

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

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

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

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

13. Click **Save**.

Setting Up Inventory Locations

Figure 1-14   Setting Up Inventory Locations

1. On the toolbar, click **Setup**, click **Inventory**, and then click **Inventory Locations**.

2. Enter the **Location ID**, select **C - Concession Location** as the **Type of Location Flag**, and then enter the **Location Name**.

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

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

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

Setting Up Inventory Locations with POS Terminal

1. On the toolbar, click **Setup**, click **Inventory**, and then click **Inventory Locations**.

2. Enter or select the **Location ID**, click the **POS Information** tab, click **Set Posts and Alias**, and then configure the following details:

   • **Posts**: Enter the number of POS terminals in the location.

   • **Alias**: Enter the corresponding Simphony revenue center number. The alias must be unique for each location.

- • **Route**: Select the Auto Restock Location Route ID for the location.

3. Click **Save**.

Assigning Inventory Items to a Location

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

1. On the toolbar, click **Setup**, click **Inventory**, and then click **Inventory Locations**.

2. Enter or select the **Location ID** and then on the Inventory Levels tab, select one of the following options, and then click **Add Items**:

   - • **Single Item**: Select this option to add one item at a time.

   - • **Multiple Items**: Select this option to add multiple items at once.

3. Select the item or items that you want to add from the Inventory Item Master Selection List, click **OK**, and then click **Save**.

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

Replicating an Inventory Location Menu

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

- • If par levels are approximately the same between locations, create the par levels before replication as this function also replicates par levels.

- • If a location's menu varies only slightly from that of another location, replicate the menu and then later remove unique items from the replicated location.

Figure 1-15   Replicating Stand/Location

1. On the toolbar, click **Setup**, click **Inventory**, and then click **Inventory Locations**.

2. Select the **Location ID** of the standsheet you want to replicate, click **Replicate Stand/Location - [F12]**, and then click **Yes** to confirm.

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

4. To see the replicated site, click **Yes**.

Removing Inventory Items from a Location

Figure 1-16   Removing Inventory Items

1. Transfer all remaining stock for the items that you want to remove back to the main warehouse. See Transferring from Warehouse to Location for instructions on transferring remaining stock to the main warehouse.

2. On the toolbar, click **Setup**, click **Inventory**, and then click **Inventory Locations**.

3. Enter or select the **Location ID**, select the item that you want to remove from the Inventory Levels tab, and then click **Delete**.

   You can delete only one item at a time.

Setting Up Par Levels

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

Figure 1-17   Setting Up Par Levels

1. On the toolbar, click **Warehouse**, click**Auto Restock**, and then click **Set Par Levels**.

2. Enter or select the **Location ID**, select an item on the **Inventory Levels** tab, and then enter the **Minimum** level, **Maximum** level, and the **Par Level** for the item.

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

3. Click **Save**.

Setting Up Special Pricing by Location

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

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

Figure 1-18   Setup Special Price by Location

1. On the toolbar, click **Setup**, click **Inventory**, and then click **Special Pricing by Location**.

2. Enter or select the **Location**, enter the special price in the **Special Price** column of the relevant item, and then click **Save**.

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

3. Post the special prices to Simphony. See Posting Menu Items to the RVC for more information.

4. To revert to the original selling price, enter zero (0) for the **Special Price**, click **Save**, and then repeat Step 3.

Setting Up Event Type Pricing

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

Figure 1-19   Event Type Pricing Setup
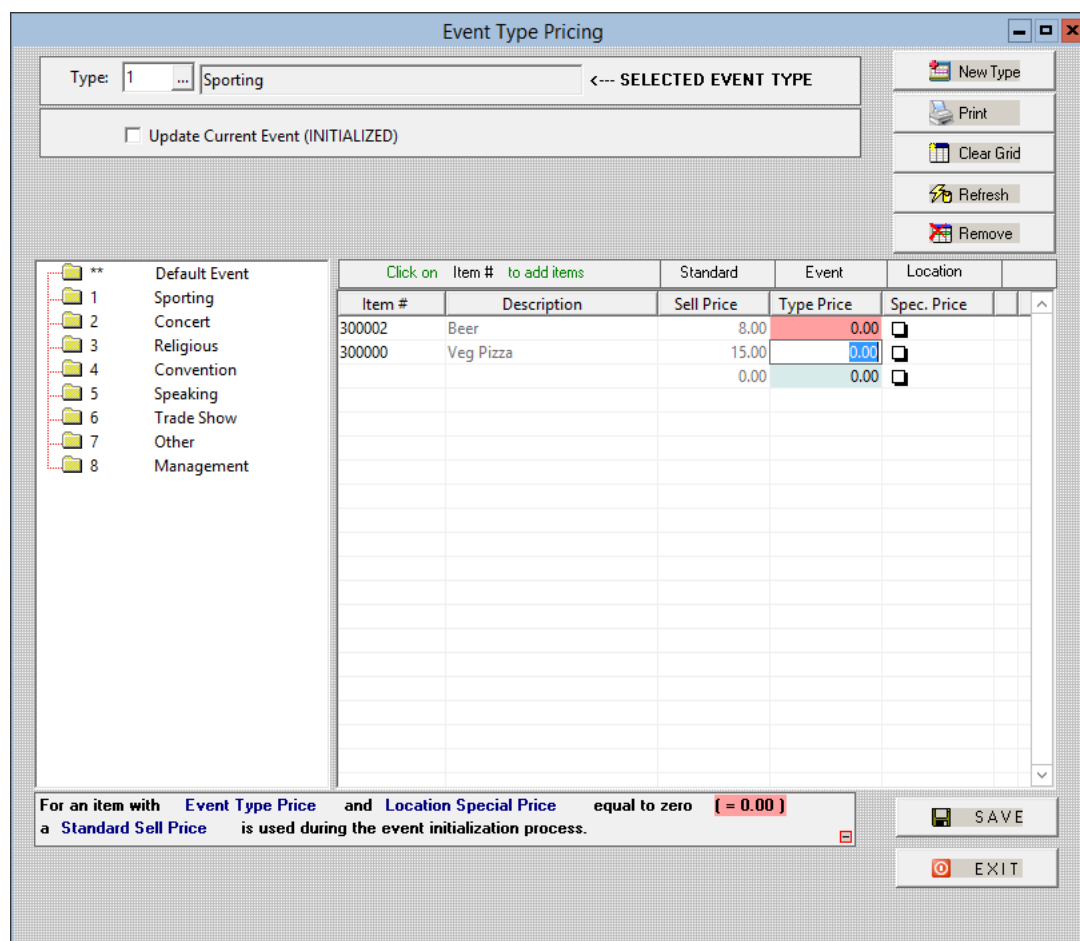
1. On the toolbar, click **Setup**, click **Inventory**, and then click **Event Based Pricing**.

2. Select an event **Type**, and then click the **Item #** column header.

3. Click the button with the ellipsis point (...) symbol in the Item # column, select an item from the list, click **OK**, and then enter the item price for the event in the **Type Price** column.

4. Repeat Steps 2 and 3 to define more item prices for the event.

5. To remove an item from the list, select the item, and then click **Remove**.

6. Click **Save**.

Setting Up Groups

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

You must first obtain consent from a group representative prior to storing a group's personal data in the system.

Figure 1-20   Group Setup

1. On the toolbar, click **Setup**, and then click **Groups**.

2. In the Privacy Policy section, select **Acknowledgement** to opt in or provide your consent to the processing of personal data (when processed through the API). After you check this option, the **Acknowledgement Date** field automatically updates using the current date.

   If the vendor is not the person who is entering the personal data, the application end-user can do so on behalf of the vendor.

3. Enter the **Group ID**, enter the group **Name**, and then enter the contact information for the group.

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

4. If the group receives a standard commission for all products sold, enter the commission rate in the **Standard Comm. Rate** field.

5. If the commission is paid based on commission rates configured in the Food Group Commission Schedule, leave the **Standard Comm. Rate** field blank and select the appropriate commission rates for the following food types:

   • **Commission Rate Schedule**: Select the commission rate for all permanent concession locations.

   • **Food Portable Schedule**: Select the commission rate for all concession locations designated as food portables.

   • **Beer Portable Schedule**: Select the commission rate for all concession locations designated as beer portables.

- • **Vending Rate Schedule**: Select the commission rate for all concession locations designated as vending portables.

- • **Other Rate Schedule**: Select the commission rate for all concession locations that do not belong to either of the previous location categories.

See Setting Up Food Group Commission Rates for instructions on setting up the Food Group Commission Schedule.

6. If applicable, enter the **Tolerance** percentage and the **Guarantee** dollar amount.

   Enter the tolerance as a percentage of the net sales. Tolerance is the amount the stand is allowed to be short before it is subtracted from the commission.

7. Click **Save**.

Setting Up Food Group Commission Rates

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

Figure 1-21   Food Group Commission Rate Setup

1. On the toolbar, click **Setup**, click **Master Files**, and then click **Food Groups**.

2. Enter a food group commission rate for each rate schedule being used, and then click **Save**.

3. To assign food commission rates to non-profit groups, see Step 4 in Setting Up Non-Profit Groups.

Setting Up Contracts

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

You must first obtain consent from a contract holder prior to storing their personal data in the system.

Figure 1-22   Setting Up Contracts

1. On the toolbar, click **Setup**, click **Master Files**, and then click **Contract Maintenance**.

2. Enter the contract **ID**, and then enter the contract **Name**.

   The contract ID can be 1 to 20 characters in length and alphanumeric.

3. (Optional) Enter the contact information.

4. Select the **Contract Start** and **End** (optional) dates and times.

5. In the Privacy Policy section, select **Acknowledgement** to opt in or provide your consent to the processing of personal data (when processed through the API). After you check this option, the **Acknowledgement Date** field automatically updates using the current date.

   If the contractor is not the person who is entering the personal data, the application end-user can do so on behalf of the contractor.

6. Click **Save**.

7. After initializing the event, assign contracts to the inventory locations they are catering. See Assigning Contracts to an Event for instructions on assigning contracts to an event.

Tender Media Mapping

Tender Media mapping allows for SimVen to pull sales data from Simphony. To setup Tender Media mapping:

Figure 1-23   Tender Media Mapping

1. On the toolbar, click **System/Utilities**, and then click **Sysfile Maintenance**.
2. Click the **Tender Media** tab.
3. In the **Tender Media Mappings** section, enter the values associated with each type of tender. These values correspond with the values entered for Tender Media records in Simphony. To access these values:
   a. In Simphony EMC, choose the enterprise or property level, click**Configuration**, and then click **Sales**.
   b. In the Tender/Media records results, use the object numbers – listed under the # column –of each Tender record, and map them in SimVen.

Event Processing

This chapter covers the following event-related functions:

- Adding Events to the Event Calendar
- Changing Prices
- Updating All Recipe Item Costs
- Initializing an Event
- Setting a Stand's Status
- Assigning Contracts to an Event

- • Assigning Groups
- • Printing Pre-Event Standsheets
- • Committing Standsheets
- • Getting Closing Data
- • Entering Standsheet Adjustments
- • Entering Cash Deposits
- • Editing Cash Deposit Records
- • Printing Post-Event Standsheets
- • Printing Over/Short Reports

Adding Events to the Event Calendar

Figure 1-24   Adding Events

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

   Oracle recommends entering the date of the event for the Event Code in the format YYMMDD. If two events occur on the same day, enter a letter after the event code.
3. To use the special item prices set up for this event type, select **Use Type Pricing**.
4. Select the **Date of Event**, and then select the **Time of Event**.

   Two events occurring on one day cannot start at the same time.

5. (Optional) Enter the **Projected Attendance** for the event, and then enter additional details in the **Comments** field.

6. Click **Save**.

Changing Prices

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

Figure 1-25   Changing Prices

1. On the toolbar, click **Setup**, click **Inventory**, and then click **Inventory Items**.

2. Enter or select the **Item No.**, update the **Sell Price**, and then click **OK**

3. To recalculate the sales revenue and over or short figures of the items for the current event, click **OK** when prompted to change the price of the current event.

4. To make the price take effect for the next event and all following events, click **Cancel** when prompted to change the price of the current event.

5. Click **Save**, and then post the new prices to Simphony. See Posting Menu Items to the RVC for more information.

Updating All Recipe Item Costs

SimVen automatically updates the inventory cost each time the main warehouse receives a product. However, the recipe cost only updates when you run this

procedure. SimVen locks the product cost during event initialization. You must update the recipe cost before event initialization to ensure the most current cost of sales.

Figure 1-26   Update All Recipe Item Costs
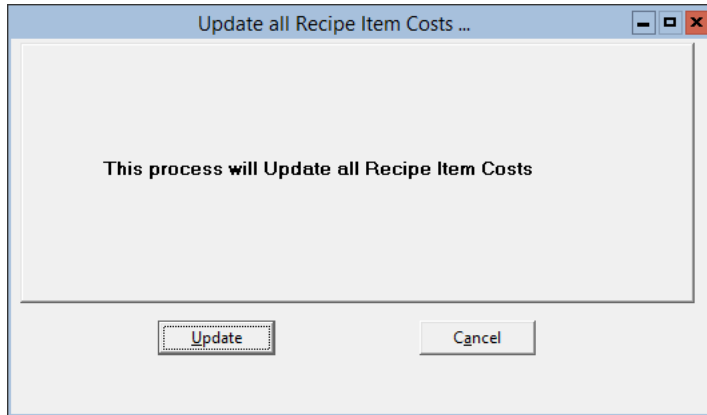
1. On the toolbar, click **Setup**, click **Inventory**, and then click **Update All Recipe Item Costs**.
2. Click **Update**.

Initializing an Event

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

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

Figure 1-27   Event Initialization

1. Verify that all users are logged off of SimVen.

    SimVen must be closed on all PCs except the PC that is initializing the event.

2. On the toolbar, click **Pre-Event**, and then click **Initialize an Event**.

3. Verify that the current event appears in the **Current Event** field, enter or select the **Next Event** to initialize, ensure that the event description is accurate, and then click **Click Here to Begin Initialization Process**.

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

4. Click **Yes** to confirm.

Setting a Stand's Status

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

Figure 1-28   Setting a Stand Status

1. On the toolbar, click **Pre-Event**, and then click **Set Stand Status**.

2. Enter or select the **Event**, and then verify that the correct event appears in the **Name** field.

3. To close a location, deselect the check box in the Open column adjacent to the relevant location.

4. To reopen a location, select the check box in the Open column adjacent to the relevant location.

5. Click **Save**.

Assigning Contracts to an Event

Assign contracts to inventory locations only after initializing the event.

Figure 1-29   Assigning Contracts to an Event

1. On the toolbar, click **Pre-Event**, and then click **Assign Contracts to an Event**.

2. Enter or select the **Event**, and then for each Stand Name, click the **Contract ID** column header, select the appropriate contract, and then click **OK**.

3. Click **Save**.

Assigning Groups

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

Figure 1-30   Assigning Groups to an Event

1. On the toolbar, click **Pre-Event**, and then click **Assign Groups to an Event**.

2. Enter or select the **Event**, and then in the**Group** column, enter the group ID for each location or press the **F4** key to open the Group Selection List, select the group ID and click **OK**.

3. Click **Save**.

Printing Pre-Event Standsheets

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

Figure 1-31   Printing Pre-Event Standsheets

1. On the toolbar, click **Pre-Event**, click **Pre-Event Reports**, and then click **Pre-Event Standsheets**.

2. Select the event, and then select the appropriate options:

   • **Open Stands Only**: Select this option to ignore all stands that are closed.

   • **Display Short Description**: Select this option to include the short description of the items in the standsheet.

3. Select the location range or leave the location selection fields blank to generate the report for all locations.

4. To take the inventory by scanning the barcode, select **Barcode Version** to print a barcode on the standsheet.

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

Committing Standsheets

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

Figure 1-32   Auto-Commit Process
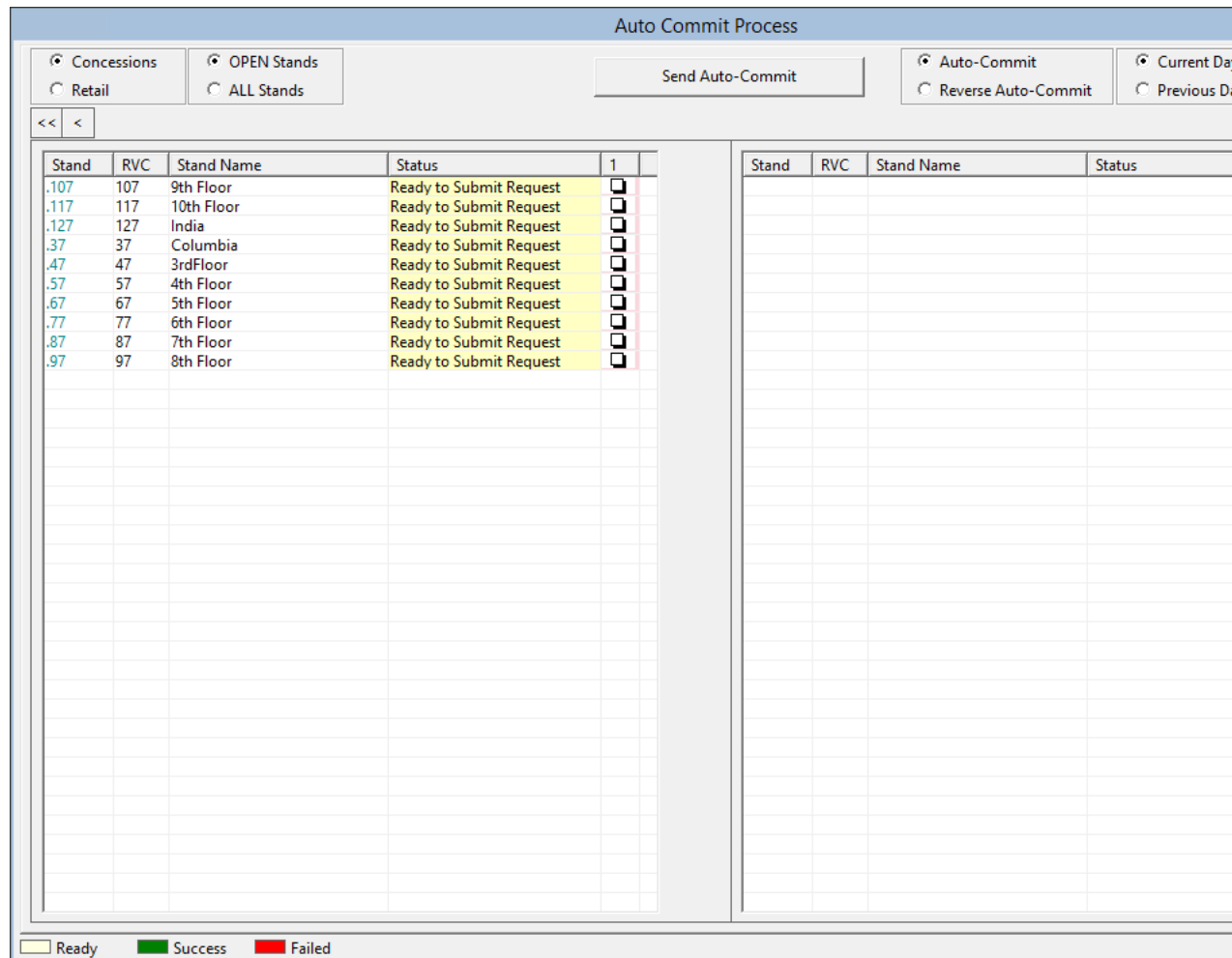
1. On the toolbar, click **Post-Event**, and then click **Auto-Commit Stands**.

2. Select one of the following stand types, and then select**Auto-Commit**:

   • **Concessions**: Select this option to commit closing data for concession stands.

   • **Retail**: Select this option to commit closing data for retail stands.

   • **OPEN Stands**: Select this option to commit closing data for all open stands.

   • **ALL Stands**: Select this option to commit closing data for all stand types.

3. If you are committing a previous day's standsheets, select **Previous Day** .

4. If you are committing the current day's standsheets, select **Current Day**.

5. Select the check box adjacent to the stands you want to run the auto-commit process, and then click **Sent Auto-Commit**.

   SimVen highlights all stands that successfully auto-commit in green.

6. Run the get closing data process. See Getting Closing Data for instructions.

Getting Closing Data

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

Figure 1-33   Get Standsheet Closing Data

1. On the toolbar, click **Post-Event**, and then click **Get Closing Data**.
2. Select one of the following stand types:
   - **Concessions**: Select this option to retrieve closing data for concession stands.
   - **Retail**: Select this option to retrieve closing data for retail stands.

- • **OPEN Stands**: Select this option to retrieve closing data for all open stands.

- • **ALL Stands**: Select this option to retrieve closing data for all stand types.

3. To make the system automatically remove inventory locations from the Closing Data List after they are successfully processed, select **Auto-Remove Successfully Processed Stands**.

4. Select the check box adjacent to the stands that have committed standsheets, and then click **Get Closing Data**.

Entering Standsheet Adjustments

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

Figure 1-34   Standsheet Adjustments

1. On the toolbar, click **Post-Event**, and then click **Stand Sheet Adjustments**.

2. Enter or select the **Event ID**, select the **Location**, and then select the **Display** type:

- • **Stand Sheet Items**: Select this option to see only the items in the standsheet.

- • **All Items**: Select this option to see all items at the location.

3. Enter the adjustments as described below:

- • **Restock**: Shows Game Day Transfers entered into the system during an event. If you enter a value in this column, the application creates a Game Day Transfer by subtracting the amount from the main warehouse and adding it to the inventory location you are adjusting.

- • **Net Adj**: Enter the inventory variance. Only enter the amount of the variance. If the variance is negative, enter a negative value. Net Adjustment = Actual Start (from beginning count) – Simphony POS Start.

  If a site uses Simphon version 3.0 or later, the Net Adjustment gets posted to SimVen when a stand attendant enters a start count that varies from the starting inventory through the workstation.

- • **Gratis**: Verify or enter the inventory provided free of charge for permanent inventory locations and portable locations based on the information recorded on the Pre-Event Standsheet.

- • **Spoilage**: Verify or enter the inventory discarded because of spoilage for permanent inventory locations and portable locations based on the information recorded on the Pre-Event Standsheet.

- • **Returns**: Enter the inventory returned to the main warehouse after an event. SimVen creates a Game Day Transfer by subtracting the amount from the inventory location you are adjusting and adding it back to the main warehouse.

- • **Ending**: Verify or enter the ending inventory for permanent inventory locations and portable locations based on the information recorded on the Pre-Event Standsheet.

4. To add items to the list, click **Add Items**, select an **Item**, click **OK**, and then click **Add Item**.

5. To change the price of an item for the current event:

  a. Select the item from the list, click **Change Price**, and then enter the **New Price**.

  b. To change the price at all locations, select **All Stands**.

  c. Click **OK**.

6. Click **Save**.

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

Entering Cash Deposits

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

Figure 1-35   Entering Cash Deposits

1. On the toolbar, click **Cash Room**, and then click **Deposits Entry**.

2. Enter your **Teller No.**, and then enter or select the **Location ID**.

3. If you assign banks to each individual POS, enter the**POS No**.

4. Enter the appropriate **Pick-Up No.** according to the following pick-up number scheme, and then click **Save**:

   • Pick-up 0: Opening Banks

   • Pick-up 1: First cash deposit

   • Pick-up 2: Mid-game deposit. You can use another pick-up number for mid-day deposits.

   • Pick-up 3: Final deposit for small events with only one cash drop

   • Pick-up 4: Credit card deposit

Editing Cash Deposit Records

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

1. On the toolbar, click **Cash Room**, and then click **Deposits Entry**.

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

   If the application finds a record with the same information, the deposit information appears on screen.

3. Change the deposit record, and then click **Save**.

4. To delete a deposit record, select the **Deposit ID**, and then click **Delete**.

5. (Optional) To view edited and deleted deposit records, generate the Deposits Audit Trail Report. See Generating the Deposit Audit Trail Report for instructions on generating the report.

Printing Post-Event Standsheets

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

Figure 1-36   Print Post-Event Standsheets

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **Post-Event Standsheets**.

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

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

Printing Over/Short Reports

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

Figure 1-37   Printing Over/Short Reports

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **Over/Short**.

2. Select a company range, and then enter or select the **Event**.

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

3. To calculate the spoilage, gratis, and the net adjustment based on the cost price as opposed to the sales price, select **Adjustments based on cost**.

4. Select the value to use to calculate the over an dshort figures, select the **Output destination**, and then click **Print**:

   • **Based on GOS**: Select this option to calculate over and short figures based on the number of goods that are out-of-stock.

   • **Based on POS**: Select this option to calculate the over and short figures based on the number POS sales.

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

Warehouse Functions

This chapter covers the following warehouse functions:

• Auto Restock Function

- Transfer Mode

- Purchase Orders

- Receiving Merchandise with a Purchase Order

- Receiving Merchandise without a Purchase Order

- Entering Period Inventory

- Printing the Inventory Variance Report

- Calculating the Inventory FIFO Cost

- Calculating the Inventory Average Cost

- Running the Inventory Average/FIFO Cost Valuation Report

- Restoring Previous Inventory Cost Valuation

Auto Restock Function

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

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

- Setting Up Auto Restock
- Canceling Automatic Restock

Setting Up Auto Restock

Figure 1-38   Auto Restock Setup

1. On the toolbar, click **Warehouse**, click **Auto Restock**, and then click **Automatic Restock**.

2. Verify that the correct **Event ID**, **Event Name**, **Date**, and **Type_ID** appear on the Automatic Restock for Next Event Screen.

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

3. Select the type of locations and items you want to restock:

   • **All Stands**: Select this option to restock all inventory for all locations.

   • **Select Stand**: Select this option to restock inventory for only selected locations.

   • **Permanent**: Select this option to restock locations with Tangent POS terminals.

   • **All Items**: Select this option to restock inventory for all items in a location.

   • **Chargeables only**: Select this option to restock the inventory of only chargeable items.

- **Non-perishable only**: Select this option to restock the inventory of only non-perishable items.

4. To restock by location route, select **Restock By: Route?**, and then select the route ID as the **Code**.

5. To restock based on the event type, select **Restock By: Event Type?**.

   In SimVen you can set par levels for each revenue center or for each event type. If you select this option, during Auto Restock SimVen looks at the event type assigned to the event ID to retrieve the correct par levels.

6. If you are restocking only selected locations, select **Starting at Location ID** and **Ending at Location ID**.

7. Verify that **Yes** is selected for **Allow warehouse to go negative?**.

   The perpetual inventory levels are accurate as long as the warehouse receives products through the system.

8. Enter the **% Par** for each location you want restocked, and then click **Begin Process**.

   The par percentage can range from 1 through 200. If you do not want to restock a location, leave the par percentage at zero percent.

Canceling Automatic Restock

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

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

Figure 1-39   Cancel Auto Restock

1. On the toolbar, click **Warehouse**, click **Auto Restock**, and then click **Cancel Automatic Restock**.

2. Click **Click to Begin Cancellation Process**, and then click **Yes** when prompted for confirmation.

Transfer Mode

Transfer Mode determines when transferred items appear in the inventory location. Transfers done in Advance Transfer Mode appear in the inventory location after event initialization. Transfers done in Game Day Mode appear in the inventory location

immediately. Event initialization changes the transfer mode from Advance (A) to Game Day (G) automatically.

Setting the Transfer Mode

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

Figure 1-40   Setting Transfer Mode
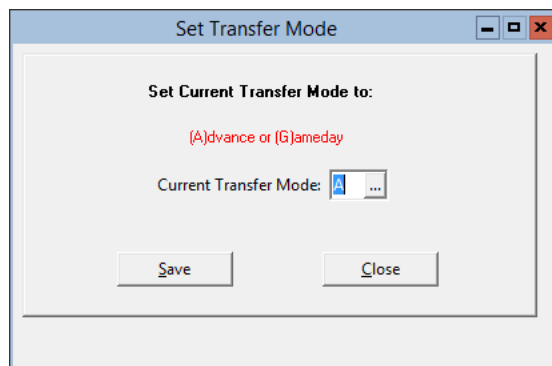
1. On the toolbar, click **Warehouse**, click **Transfers**, and then click **Set Transfer Mode**.
2. Select **A - Advance Mode** as the **Current Transfer Mode**, and then click **Save**.

Transferring from Warehouse to Location

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

Figure 1-41   Transfer from Warehouse to Location

1. On the toolbar, click **Warehouse**, click **Transfers**, and then click **Transfer From Warehouse to Location**.

2. If the Transfer Items From Warehouse To Location window contains information, click **Clear All**.

3. Select the **Reason** for the transfer, and if you want to transfer products from another warehouse other than the main warehouse, select the **Location ID** of the transferring warehouse.

4. Select the **Location ID** of the receiving location.

5. To see all items carried at the receiving location on the transfer list, click **Show All Items Carried**.

6. To individually add items carried at the receiving location to the transfer list:

    a. Click **Add Items**, select an item, and then click **OK**.

    b. Repeat Step 6-a until all the items you want to transfer appear on the list.

7. Enter the bulk quantity to transfer in the **Trf. Unit** column for the relevant items.

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

8. To transfer part of a transfer unit, enter the partial quantity to transfer in the **Trf. Pieces** column for the relevant items.

9. Click **Complete** or click **Complete and Print** to print two copies of the Inventory Transmittal slip.

Transferring from Location to Location

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

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

Figure 1-42   Transfer from Location to Location

1. On the toolbar, click **Warehouse**, click **Transfers**, and then click **Transfer From Location**.

2. If the Transfer Items From Location To Location window contains information, click **Clear All**.

3. Select the **Reason** for the transfer, select the **Site ID** of the transferring location, select the **Site ID** of the receiving location, and then click the **Item #** header column.

    The list only shows the items that are carried at the receiving location.

4. Enter the bulk quantity to transfer in the **Trf. Unit** column for the relevant items.

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

5. To transfer part of a transfer unit, enter the partial quantity to transfer in the **Trf. Pieces** column for the relevant items.

6. To add items to the transfer list, click **Add Items**, select an item, and then click **OK**.

7. Click **Complete** or click **Complete and Print** to print two copies of the Inventory Transmittal slip.

Transferring One Item to Multiple Locations

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

Figure 1-43   Transfer One Item to Multiple Locations

1. On the toolbar, click **Warehouse**, click **Transfers**, and then click **Transfer One Item to Many Locations**.

2. If the Transfer One Item To Many Locations window contains information, click **Clear All**.

3. Select the **Reason** for the transfer, select the **Location ID** of the transferring warehouse, select the **Sku ID** (menu item number) of the item to transfer, and then press the **Tab** key.

4. Enter the **Bulk Qty.** or the **Pieces** to transfer for each inventory location, and then click **Complete**, or click **Complete and Print** to print two copies of the Inventory Transmittal slip for each location receiving the stock.

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

Determining Inventory Levels Using Inventory Locator

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

Figure 1-44   Determine Inventory Levels Using Inventory Locator

1. On the toolbar, click **Warehouse**, click **Transfers**, and then click **Inventory Locator**.

2. Select the **Item #**.

Purchase Orders

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

This section describes how you can:

- • Creating Purchase Orders
- • Canceling a Purchase Order

Creating Purchase Orders

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

Figure 1-45   Create Purchase Order

1. On the toolbar, click **Warehouse**, click **Purchase Orders**, and then click **Purchase Orders**.

2. Enter or select the **Vendor ID**.

3. To see all items carried by the vendor on the purchase order, click **Show All Items Carried**.

4. To individually add items to the purchase order:

   a. Click **Add Items to PO**, search for and select the items to order, and then click **OK**.

   b. Repeat Step 4-a until the appropriate items appear on the list.

5. To assign items to the vendor:

   a. Click **Add Item For Vendor**, and then click the **Add Items** button on the Vendor Merchandise List – Add/Edit dialog box.

   b. Click the **Item #** column heading, select the item you want to assign to the vendor, and then click **OK**.

   c. Repeat Steps 5-a and 5-b to assign multiple items to the vendor.

   d. To delete an item from the vendor's list, select an item and then click **Delete Line Item**.

   e. To close the dialog box and return to the Purchase Order screen, click **Close Panel**.

6. Enter the **Quality** to order for the relevant items on the purchase order, and if the price shown differs from the purchase price, update the **Price**.

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

7. Click **Print Purchase Order**.

Canceling a Purchase Order

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

Figure 1-46   Cancel Purchase Order

1. On the toolbar, click **Warehouse**, click **Purchase Orders**, and then click **Purchase Orders**.

2. Enter or select the **P.O. Number**, and then click **Cancel Order/Balance**.

Receiving Merchandise with a Purchase Order

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

Figure 1-47   Receiving Merchandise with a Purchase Order

1. On the toolbar, click **Warehouse**, click **Receiving**, and then click **Receive Merchandise**.

2. Enter or select the **P.O. Number**.

3. If products are delivered to a location other than the main warehouse, enter or select the receiving location as the **Deliver To** location, and then press the **Tab** key three times to populate the table with the purchase order items.

4. If you received all products and everything is in order, click **Receive ALL and Print**.

5. If you received all products, but there is a discrepancy in the quantity or the price, update the **Quantity** and the **Price** for the appropriate items, and then click **Receive ALL and Print**.

6. If you received a partial purchase order, enter the **Quantity** received, and then click **Save and Print Receipt**.

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

Receiving Merchandise without a Purchase Order

Figure 1-48   Receiving Merchandise without a Purchase Order

1. On the toolbar, click **Warehouse**, click **Receiving**, and then click **Receive Merchandise Without P.O.**.

2. (Optional) Enter a transfer ID in the **Transfer #** field.

3. Enter or select the **Vendor ID**, click **Add Items**, search for and select the items that were delivered, and then click **OK**.

4. If there is a discrepancy in the purchase price of an item, update the **Price**.

5. Enter the **Quantity** received, and then click **Complete and Print** to print a copy of the Merchandise Receipt or **Complete and Preview** to view the Merchandise Receipt.

Entering Period Inventory

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

Figure 1-49   Entering Period Inventory

1. On the toolbar, click **Warehouse**, click **Period Inventory**, and then click **Period Inventory Entry**.

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

3. If you only have a bulk quantity for an item, enter the **Bulk Qty**, and then enter 0 (zero) for the **Pieces** field.

4. If you have both a bulk quantity count and a piece count for an item, enter the **Bulk Qty**, and then enter the **Pieces** count.

5. Click **Save**.

Printing the Inventory Variance Report

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

Figure 1-50   Printing the Inventory Variance Report

1. On the toolbar, click **Warehouse**, click **Period Inventory**, and then click **Inventory Variance List**.

2. To generate the report for a specific location range, select the **From** and **To** locations.

   Leaving the location selection fields empty generates the report for all locations.

3. To include items without a variance in the report, select **Include Zero Variance Items**.

4. To see the variance for all locations consolidated, select **Consolidated**.

5. Select the **Sort order**, select the **Output destination**, and then click **Print**.

Calculating the Inventory FIFO Cost

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

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

Figure 1-51   Calculating the Inventory FIFO Cost
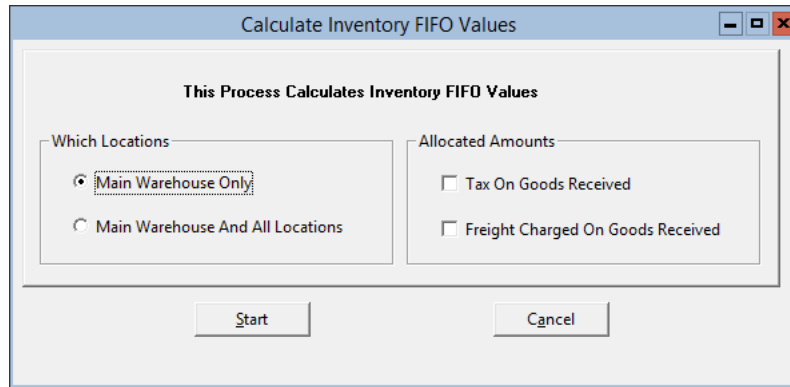
1. On the toolbar, click **Warehouse**, click **Inventory Valuations**, and then click **Calculate Inventory FIFO Values**.

2. Select the locations to value the inventory, select the variables to include in the calculation from the following options, and then click **Start**.

   - **Tax On Goods Received**: Select this option to include item taxes.

   - **Freight Charged On Goods Received**: Select this option to include item freight charges.

3. After the process completes, run the Inventory Average/FIFO Cost Valuation Report for the **FIFO Value**, and then restore previous inventory cost valuations.

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

Calculating the Inventory Average Cost

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

Figure 1-52   Calculating the Inventory Average Cost
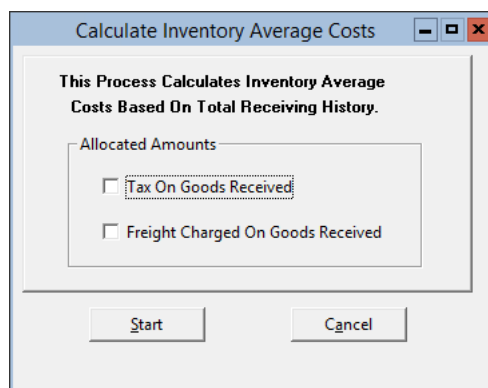
1. On the toolbar, click **Warehouse**, click **Inventory Valuations**, and then click **Calculate Inventory Average Costs**.

2. Select the variables you want to include in the calculation from the following options, and then click **Start**:

   • **Tax On Goods Received**: Select this option to include item taxes.

   • **Freight Charged On Goods Received**: Select this option to include item freight charges.

3. After the process completes, run the Inventory Average/FIFO Cost Valuation Report for the **Average Cost**, and then restore previous inventory cost valuations.

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

Running the Inventory Average/FIFO Cost Valuation Report

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

Figure 1-53   Running the Inventory Average/FIFO Cost Valuation Report

1. On the toolbar, click **Warehouse**, click **Inventory Valuations**, and then click **List Inventory Average/FIFO Values**.

2. Select the **Sort order**, select an item number range or an item description range, and then select the cost type to view:

   • **Average Cost**: Select this option to view the cost of inventory based on the average cost.

   • **FIFO Value**: Select this option to view the cost of inventory based on the FIFO value.

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

Restoring Previous Inventory Cost Valuation

You can restore the original inventory cost valuation.

Figure 1-54   Restoring Previous Inventory Cost Valuation
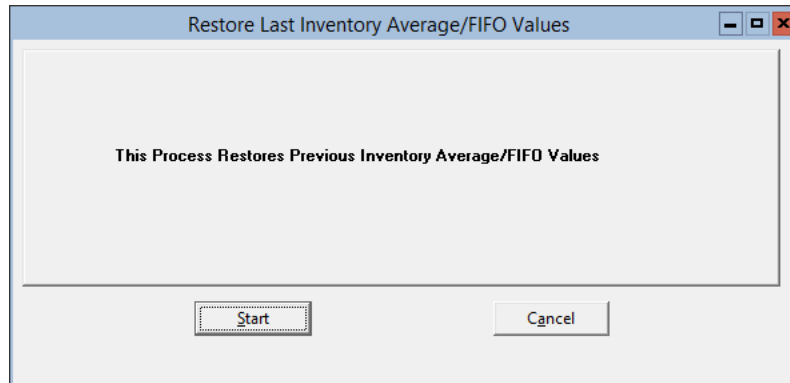
1. On the toolbar, click **Warehouse**, click **Inventory Valuations**, and then click **Restore Last Inventory Average/FIFO Values**.

2. Click **Start**.

Reports

This chapter provides instructions for generating the following SimVen reports:

- Setup Reports
- Warehouse Reports
- Pre-Event Reports
- Post-Event Reports
- Cash Room Reports
- Period Reports
- Inventory Snapshots

Setup Reports

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

- Generating the Family Group Master List
- Generating the Level Master List
- Generating the Chart of Accounts List
- Generating the Location Master List

Generating the Family Group Master List

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

Figure 1-55   Generating the Family Group Master List

1. On the toolbar, click **Setup**, click **Setup Reports**, and then click **Family Group List**.

2. Select the **Sort Order**, and then depending on the sort order, select the family group ID range or the family group name range.

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

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

Generating the Level Master List

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

Figure 1-56   Generating the Level Master List

1. On the toolbar, click **Setup**, click **Setup Reports**, and then click **Level List**.

2. Select the **Sort Order**, and then depending on the sort order, select the level ID range or the level name range.

   To generate the report for all levels, leave the level selection fields empty.

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

Generating the Chart of Accounts List

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

Figure 1-57   Generating the Chart of Accounts List

1. On the toolbar, click **Setup**, click **Setup Reports**, and then click **Chart of Accounts List**.

2. Select the **Sort Order**, and then depending on the sort order, select the general ledger account number range or the general ledger account name range.

   To generate the report for all general ledger accounts, leave the general ledger account selection fields empty.

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

Generating the Location Master List

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

Figure 1-58   Generating the Location Master List

1. On the toolbar, click **Setup**, click **Setup Reports**, and then click **Location Master List**.

2. Select the **Sort Order**, and then depending on the sort order, select the location ID range or the location name range.

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

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

Generating the Company List

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

Figure 1-59   Generating the Company List

1. On the toolbar, click **Setup**, click **Setup Reports**, and then click **Company List**.

2. Select the **Sort Order**, and then depending on the sort order, select the company ID range or the company name range.

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

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

Generating the Group Master List

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

Figure 1-60   Generating the Group Master List

1. On the toolbar, click **Setup**, click **Setup Reports**, and then click **Group List**.

2. Select the group ID range, select the **Output destination**, and then click **Print**.

   To generate the report for all non-profit groups, leave the group ID selection fields empty.

Generating the Vendor Master List

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

1. On the toolbar, click **Setup**, click **Setup Reports**, and then click **Vendor List**.

2. Select the **Sort Order**, and then depending on the sort order, select the vendor ID range or the vendor name range.

   To generate the report for all vendors, leave the vendor selection fields empty.

3. To include only active vendors in the report, select **Only Active**.

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

Generating the Inventory Item Master List

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

Figure 1-61   Generating the Inventory Item Master List

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

   • On the toolbar, click **Setup**, click **Setup Reports**, and then click **Inventory Items List**.

   • On the toolbar, click **Warehouse**, click **Warehouse Reports**, and then click **Inventory Items**.

2. Select the **Sort order**, and then depending on the sort order, select the item number range, item description name, or the family group range.

   To generate the report for all inventory items, leave the item and family group selection fields empty.

3. Select one of the following item types:

   • **All**: Select this option to generate the report for all items.

   • **Chargeable**: Select this option to generate the report for only chargeable items.

   • **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

   • **Composite**: Select this option to generate the report for only recipe items.

4. To include items that have no current stock in the warehouse on the report, select **Print Zero Stock**.

5. Select the **Item Status**, select the **Output destination**, and then click **Print**.

Generating the Recipe Report

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

Figure 1-62   Generating the Recipe Report

1. On the toolbar, click **Setup**, click **Setup Reports**, and then click **Recipes**.

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

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

Generating the Recipe Ingredients Report

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

Figure 1-63   Generating the Recipe Ingredients Report
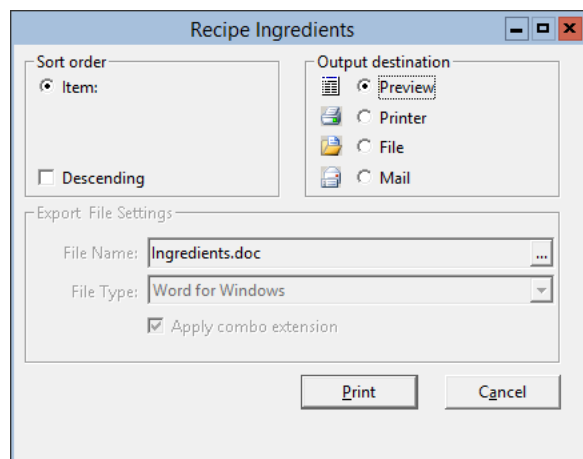
1. On the toolbar, click **Setup**, click **Setup Reports**, and then click **Recipes Ingredients Report**.

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

Generating the Inventory Price History Report

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

Figure 1-64   Generating the Inventory Price History Report
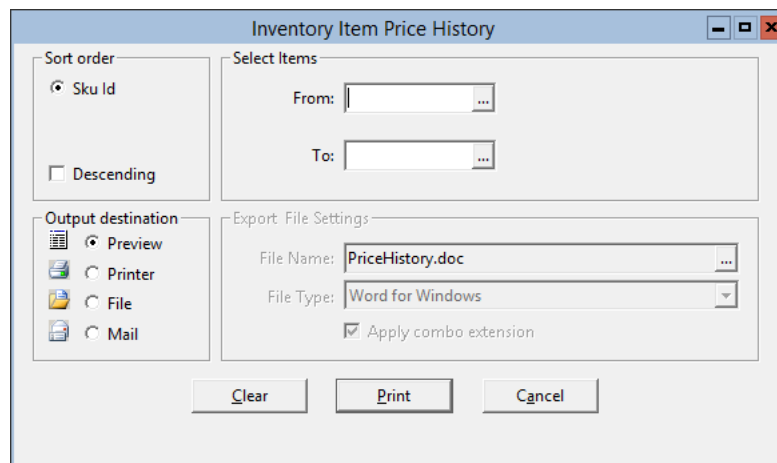
1. On the toolbar, click **Setup**, click **Setup Reports**, and then click **Inventory Items Price History**.

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

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

Warehouse Reports

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

- Transfer Reports: Use these reports to review inventory transfer details between warehouses and locations.

- Purchasing Reports: Use these reports to review inventory purchase details.

- Receiving Reports: Use these reports to review inventory receiving details.

- Other Warehouse Reports: Use these reports to review inventory details such as the current stock, sales margins, reorder quantities, and so on.

The Warehouse Reports are described in the following sections:

- Generating the Transfer Register Report

- Generating the Transfers by Item by Date Report

- Generating the Transfers by Family Group Report

- Generating the Transfers by Location by Family Group Report

- Generating the Transfers by Item by Event Report

- Generating the Items Issued by Stand Report

- Generating the Inventory Transmittal Slip

- Generating the Inter-Company Transfer Report

- Generating the Purchase Order Register Report

- Generating the Open Purchase Orders Report

- Generating the Purchase Summary Report

- Generating the Inventory Purchasing Parameters Report

- Generating the Suggested Reorder Report

- Generating the Sales by Vendor Report

- Generating the Purchase Order Orphaned Items Report

- Generating the Receipt Register Report

- Generating the Receiving Report by Receipt Number Report

- Generating the Goods Received Report

- Generating the Goods Received by Item Family Group Report

- Generating the Merchandise Summary by Family Group Report

- Generating the Inventory Worksheet (Period Inventory)

- Generating the All Sites Inventory Report

- Generating the Family Group Inventory Report

Generating the Transfer Register Report

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

Figure 1-65   Generating the Transfer Register Report

1. On the toolbar, click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Transfer Register**.

2. Use the **From** and **To**fields to select the transfer period, select the location range, select the **Output destination**, and then click **Print**.

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

Generating the Transfers by Item by Date Report

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

Figure 1-66   Generating Transfers by Item/Date Report

1. On the toolbar, click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Transfers By Item By Date**.

2. Select the **Sort order**, use the **From** and **To** fields to select the transfer period, select the company range, and then select the location range.

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

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

Generating the Transfers by Family Group Report

The Transfers by Family Group Report shows detailed transfer information for a specific location classified by family group.

Figure 1-67   Generating the Transfers by Family Group Report

1. On the toolbar, click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Transfers By Family Group**.

2. Use the **From** and **To** fields to select the transfer period, select the **Location**, select the **Output destination**, and then click **Print**.

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

Generating the Transfers by Location by Family Group Report

The Transfers by Location by Family Group Report shows detailed transfer information for a specific period for each inventory location separately grouped by the family group.

Figure 1-68   Generating Transfers by Location by Family Group Report

1. On the toolbar, click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Transfers By Location By Family Group**.

2. Use the **From** and **To** fields to select the transfer period, and then select the location range.

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

3. If you do not want the report to group transfer details by the location, select **Consolidate Locations**.

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

Generating the Transfers by Item by Event Report

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

Figure 1-69   Generate the Transfers by Item by Event Report

1. On the toolbar, click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Transfers By Item By Event**.

2. To see transfer details for each inventory item separately, select **Show Detailed Report**.

3. Select the **Event ID**, select the location range, and then select the item range.

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

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

Generating the Items Issued by Stand Report

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

Figure 1-70   Generating the Items Issued by Stand Report

1. On the toolbar, click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Items Issues By Stand**.

2. Use the **From** and **To** fields to select the transfer period, select the location range, and then select the item range.

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

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

Generating the Inventory Transmittal Slip

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

Figure 1-71   Generating the Inventory Transmittal Slip

1. On the toolbar, click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Reprint Inventory Transmittal Slip**.

2. Select a transfer number range, select the **Output destination**, and then click **Print**.

   To view all inventory transmittal slips, leave the transfer number selection fields empty.

Generating the Inter-Company Transfer Report

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

Figure 1-72   Generating the Inter-Company Transfer Report

1. On the toolbar, click **Warehouse**, click **Transfers**, click **Transfer Reports**, and then click **Inter-Company Transfer Report**.

2. Select the **Sort order**, and then select one of the following report types:

   • **Show Detail**: Select this option to view all items transferred.

   • **Show Summary**: Select this option to view summary totals for each item.

3. Select the **Company**, select the general ledger account number range, and then use the **From** and **To** fields to select the transfer date period.

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

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

Generating the Purchase Order Register Report

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

Figure 1-73   Generating the Purchase Order Register Report

1. On the toolbar, click **Warehouse**, click **Purchase Orders**, click **Purchasing Reports**, and then click **Purchase Order Register**.

2. Select the **Sort order**, and then if you only want to see purchase orders with an open balance in the report, select **Open POs Only**.

3. Select the vendor ID range, use the **From** and **To** fields to select the purchase order creation date range, select the **Output destination**, and then click **Print**.

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

Generating the Open Purchase Orders Report

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

Figure 1-74   Generating the Open Purchase Orders Report

1. On the toolbar, click **Warehouse**, click **Purchase Orders**, click **Purchasing Reports**, and then click **Open Purchase Orders**.

2. Select the **Sort order**, select the vendor ID range, and then use the **From** and **To** fields to select the purchase order creation date range.

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

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

Generating the Purchase Summary Report

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

Figure 1-75   Generating the Purchase Summary Report

1. On the toolbar, click **Warehouse**, click **Purchase Orders**, click **Purchasing Reports**, and then click **Purchasing Summary Report**.

2. Select the **Vendor**, and then select the item range.

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

3. Select one of the following item types, select the **Output destination**, and then click **Print**:

   • **All**: Select this option to generate the report for all items.

   • **Chargeable**: Select this option to generate the report for only chargeable items.

   • **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

Generating the Inventory Purchasing Parameters Report

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

Figure 1-76   Generating the Inventory Purchasing Parameters Report

1. On the toolbar, click **Warehouse**, click **Purchase Orders**, click **Purchasing Reports**, and then click **Inventory Purchasing Parameters**.

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

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

3. Select one of the following item types:

    • **All**: Select this option to generate the report for all items.

    • **Chargeable**: Select this option to generate the report for only chargeable items.

    • **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

4. To include items that have no current stock in the warehouse on the report, select **Print Zero Stock**.

5. Select the **Item Status**, select the **Output destination**, and then click **Print**.

Generating the Suggested Reorder Report

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

Figure 1-77   Generating the Suggested Reorder Report

1. On the toolbar, click **Warehouse**, click **Purchase Orders**, click **Purchasing Reports**, and then click **Suggested Reorder Report**.

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

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

3. Select one of the following item types, and if you want the report to include items that have no current stock in the warehouse, select **Print Zero Stock**:

   • **All**: Select this option to generate the report for all items.

   • **Chargeable**: Select this option to generate the report for only chargeable items.

   • **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

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

Generating the Sales by Vendor Report

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

Figure 1-78   Generating the Sales by Vendor Report

1. On the toolbar, click **Warehouse**, click **Purchase Orders**, click **Purchasing Reports**, and then click **Vendor Sales Report**.

2. Select the **Sort order**, use the **From** and **To** fields to select the purchase order creation date range, select the item range, and then select the vendor range.

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

3. Select one of the following item types, select the **Output destination**, and then click **Print**:

   • **All**: Select this option to generate the report for all items.

   • **Chargeable**: Select this option to generate the report for only chargeable items.

   • **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

Generating the Purchase Order Orphaned Items Report

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

Figure 1-79   Generating the Purchase Order Orphaned Items Report
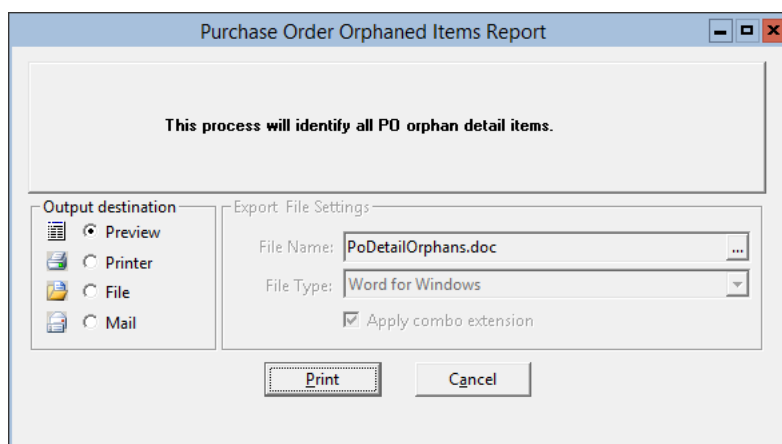
1. On the toolbar, click **Warehouse**, click **Purchase Orders**, click **Purchasing Reports**, and then click **Purchase Order Orphaned Items Report**.

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

Generating the Receipt Register Report

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

Figure 1-80   Generating the Receipt Register Report
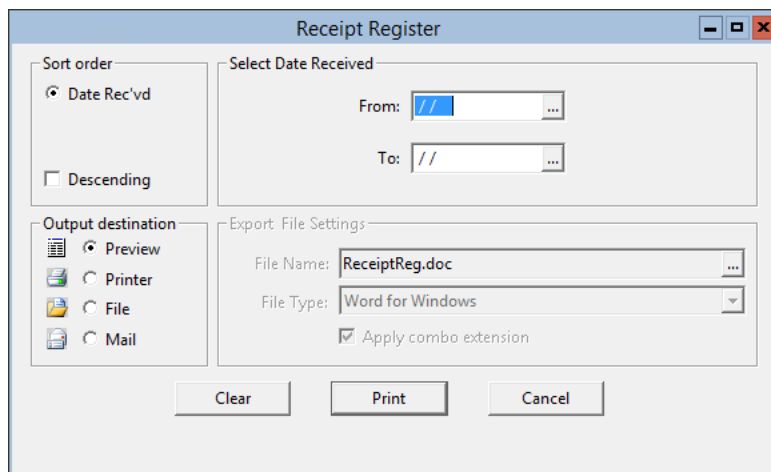
1. On the toolbar, click **Warehouse**, click **Receiving**, click **Receiving Reports**, and then click **Receipt Register**.

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

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

Generating the Receiving Report by Receipt Number Report

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

Figure 1-81   Generating the Receiving Report by Receipt Number Report

1. On the toolbar, click **Warehouse**, click **Receiving**, click **Receiving Reports**, and then click **Receiving By Receipt Number**.

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

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

Generating the Goods Received Report

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

Figure 1-82   Generating the Goods Received Report

1. On the toolbar, click **Warehouse**, click **Receiving**, click **Receiving Reports**, and then click **Goods Received**.

2. Select the **Sort order**, select the merchandise received date range using the **From** and **To** date editors, select the item range, and then select the vendor range.

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

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

Generating the Goods Received by Item Family Group Report

The Goods Received by Item Family Group Report shows the merchandise received for each family group separately.

Figure 1-83　Generating the Goods Received by Item Family Group Report

1. On the toolbar, click **Warehouse**, click **Receiving**, click **Receiving Reports**, and then click **Goods Received By Family Group**.

2. Select the **Sort order**, use the **From** and **To** fields to select the merchandise received date range, select the item range, and then select the vendor range.

   To generate the report for all receipts, items, and vendors, leave the received date, item, and vendor selection fields empty.

3. Select the company **Id**, and then select one of the following report detail views:

   • **Show detail**: Select this option to view the receipt for each individual item.

   • **Show summary**: Select this option to view a summary of the receipts classified by the family group.

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

Generating the Merchandise Summary by Family Group Report

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

Figure 1-84   Generating the Merchandise Summary by Family Group Report
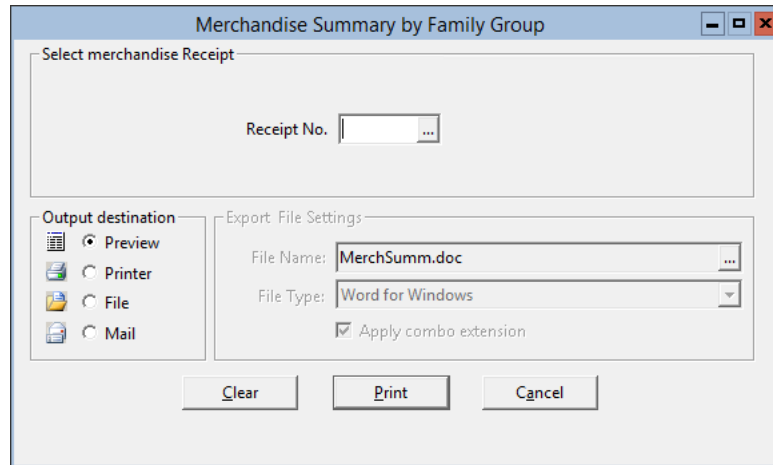
1. On the toolbar, click **Warehouse**, click **Receiving**, click **Receiving Reports**, and then click **Merchandise Summary By Family Group**.

2. Select the **Receipt No.**, select the **Output destination**, and then click **Print**.

Generating the Inventory Worksheet (Period Inventory)

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

Figure 1-85   Generating the Inventory Worksheet (Period Inventory)
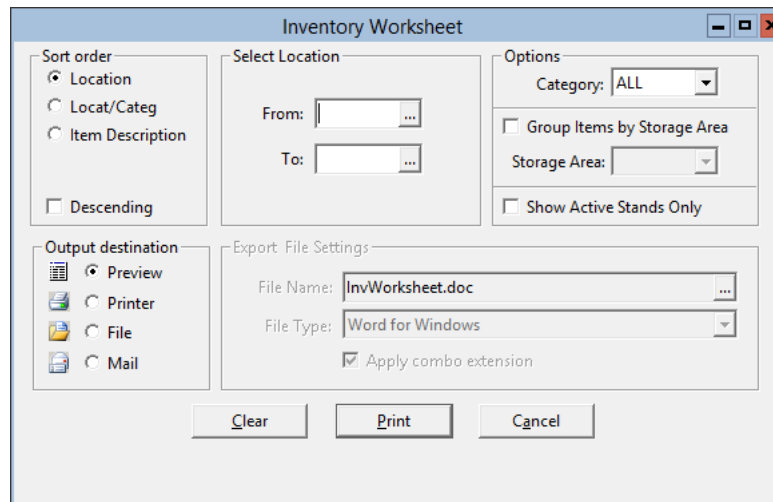
1. Access the report from either of the following navigation paths:

    •   On the toolbar, click **Warehouse**, click **Warehouse Reports**, and then click **Inventory Worksheet**.

    •   On the toolbar, click **Warehouse**, click **Period Inventory**, and then click **Inventory Worksheet**.

2. Select the **Sort order**, select the location range, and then select the product **Category**.

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

3. To group items by storage area, select **Group by Storage Area**, and then select the **Storage Area**.

4. To generate the report for only active locations, select **Show Active Stands Only**, and then select the **Output destination** and click **Print**.

Generating the All Sites Inventory Report

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

Figure 1-86   Generating the All Sites Inventory Report

1. On the toolbar, click **Warehouse**, click **Warehouse Reports**, and then click **All Sites Inventory Reports**.

2. Select the company range, select one of the following location types, and then select the location range:

   • **All Locations**: Select this option to generate the report for both warehouse and non-warehouse locations.

   • **Warehouses**: Select this option to generate the report for only warehouse locations.

   • **Non-Warehouses** Select this option to generate the report for only non-warehouse locations.

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

3. Select one of the following item types, and then if you want the report to include items that have no current stock in the locations, select **Print Zero Stock**:

- **All**: Select this option to view the inventory for all items.

- **Chargeable**: Select this option to view the inventory for only chargeable items.

- **Non-Chargeable**: Select this option to view the inventory for only non-chargeable items.

4. Select the report you want to generate, select the **Item Status**, and then select the item range:

- **Item Summary**: Select this option to view a summary of items and total inventory for all locations.

- **Item Detail**: Select this option to view the inventory of items at each location separately.

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

Generating the Family Group Inventory Report

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

Figure 1-87   Generating the Family Group Inventory Report

1. On the toolbar, click **Warehouse**, click **Warehouse Reports**, and then click **Inventory By Family Group**.

2. Select the company range, select one of the following location types, and then select the location range:

- **All Locations**: Select this option to generate the report for both warehouse and non-warehouse locations.

- **Warehouses**: Select this option to generate the report for only warehouse locations.

- **Non-Warehouses** Select this option to generate the report for only non-warehouse locations.

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

3. Select one of the following item types:

   - **All**: Select this option to view the inventory for all items.

   - **Chargeable**: Select this option to view the inventory for only chargeable items.

   - **Non-Chargeable**: Select this option to view the inventory for only non-chargeable items.

4. To include items that have no current stock in the locations on the report, select **Print Zero Stock**.

5. Select the family group range, select the **Output destination**, and then click **Print**.

Generating the Inventory by Location Report

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

Figure 1-88   Generating the Inventory by Location Report

1. On the toolbar, click **Warehouse**, click **Warehouse Reports**, and then click **Inventory By Location**.

2. Select the company range, select one of the following location types, and then select the location range:

   - **All Locations**: Select this option to generate the report for both warehouse and non-warehouse locations.

- **Warehouses**: Select this option to generate the report for only warehouse locations.
- **Non-Warehouses** Select this option to generate the report for only non-warehouse locations.

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

3. Select one of the following item types:

   - **All**: Select this option to view the inventory for all items.
   - **Chargeable**: Select this option to view the inventory for only chargeable items.
   - **Non-Chargeable**: Select this option to view the inventory for only non-chargeable items.

4. To include items that have no current stock in the locations on the report, select **Print Zero Stock**.

5. Select the **Item Status**, select the **Output destination**, and then click **Print**.

Generating the Re-Order Report

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

Figure 1-89   Generating the Re-Order Report

1. On the toolbar, click **Warehouse**, click **Warehouse Reports**, and then click **Inventory Reorder Report**.

2. Select the location range, and then select one of the following item types:

   - **All**: Select this option to record the inventory for all items.
   - **Chargeable**: Select this option to record the inventory for only chargeable items.
   - **Non-Chargeable**: Select this option to record the inventory for only non-chargeable items.

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

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

Generating the Restocking Report

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

Figure 1-90   Generating the Restocking Report

1. On the toolbar, click **Warehouse**, click **Warehouse Reports**, and then click **Restocking**.

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

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

Generating the Item Supply Sources Report

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

Figure 1-91   Generating the Item Supply Sources Report

1. On the toolbar, click **Warehouse**, click **Warehouse Reports**, and then click **Item Supply Sources**.

2. Select the item range, and then select one of the following item types:

   • **Chargeable**: Select this option to generate the report for only chargeable items.

   • **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

   • **All**: Select this option to generate the report for all items.

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

Generating the Items Sold by Vendor Report

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

Figure 1-92   Generating the Items Sold by Vendor Report

1. On the toolbar, click **Warehouse**, click **Warehouse Reports**, and then click **Items Sold By Vendor**.

2. Use the **From** and **To** fields to select the purchase order creation date range, and then select one of the following item types:

   • **All**: Select this option to generate the report for all items.

   • **Chargeable**: Select this option to generate the report for only chargeable items.

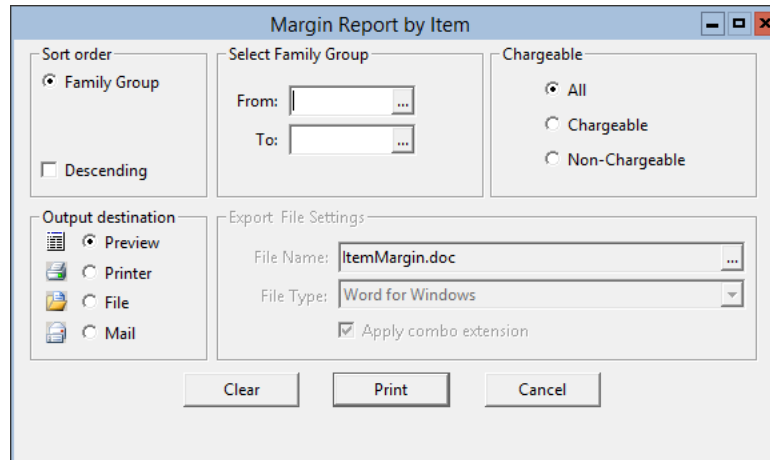   • **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

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

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

To generate the report for all vendors, leave the vendor selection fields empty.

Generating the Margin by Item Report

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

Figure 1-93   Generating the Margin by Item Report

1. On the toolbar, click **Warehouse**, click **Warehouse Reports**, and then click **Margin By Item**.

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

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

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

Generating the Theoretical Margin by Vendor Report

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

Figure 1-94   Generating the Theoretical Margin by Vendor Report

1. On the toolbar, click **Warehouse**, click **Warehouse Reports**, and then click **Theoretical Margin By Vendor**.

2. Select the vendor ID range, and then select the family group range.

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

3. Select one of the following item types:

   • **All**: Select this option to generate the report for all items.

   • **Chargeable**: Select this option to generate the report for only chargeable items.

   • **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

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

Generating the Event Type Par Levels Report

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

Figure 1-95   Generating the Event Type Par Levels Report

1. On the toolbar, click **Warehouse**, click **Warehouse Reports**, and then click **Event Types Par Level Report**.

2. Select the event **Type**, select the **Location**, and then select the event **Day**.

   To generate the report for all event types, locations, and event days, leave the Type, Location and Day fields empty.

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

Pre-Event Reports

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

- Generating the Blind Standsheet
- Generating the Non-Chargeable Standsheet
- Generating the Event Calendar Report
- Generating the Group Assignment Sign In Sheet

Generating the Blind Standsheet

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

Figure 1-96   Generating the Blind Standsheet

1. On the toolbar, click **Pre-Event**, click **Pre-Event Reports**, and then click **Blind Standsheets**.

2. Select the event, and then select the appropriate options:

   • **Open Stands Only**: Select this option to ignore all stands that are closed.

   • **Display Short Description**: Select this option to include the short description of the items in the standshseet.

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

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

Generating the Non-Chargeable Standsheet

You can use the Non-Chargeable Standsheet to record the beginning inventory count and the inventory activity of non-chargeable items throughout an event, such as spoilage, gratis, transfers, and ending inventory.
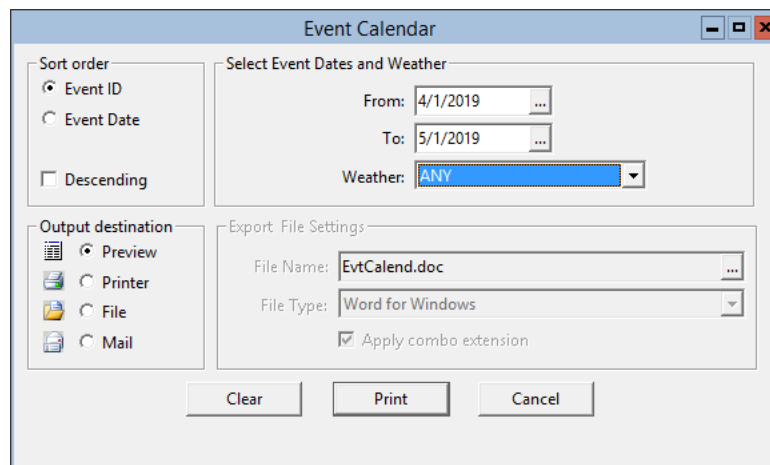
Figure 1-97   Generating the Non-Chargeable Standsheet

1. On the toolbar, click **Pre-Event**, click **Pre-Event Reports**, and then click **Non-Chargeable Standsheets**.

2. Select the event, and to include the inventory for only open stands in the report, select **Open Stands Only**.

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

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

Generating the Event Calendar Report

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

Figure 1-98   Generating the Event Calendar Report

1. On the toolbar, click **Pre-Event**, click **Pre-Event Reports**, and then click **Event Calendar**.

2. Select the **Sort order**, use **From** and **To** fields to select the event date range, and then select the **Weather**.

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

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

Generating the Group Assignment Sign In Sheet

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

Figure 1-99   Generating the Group Assignment Sign In Sheet
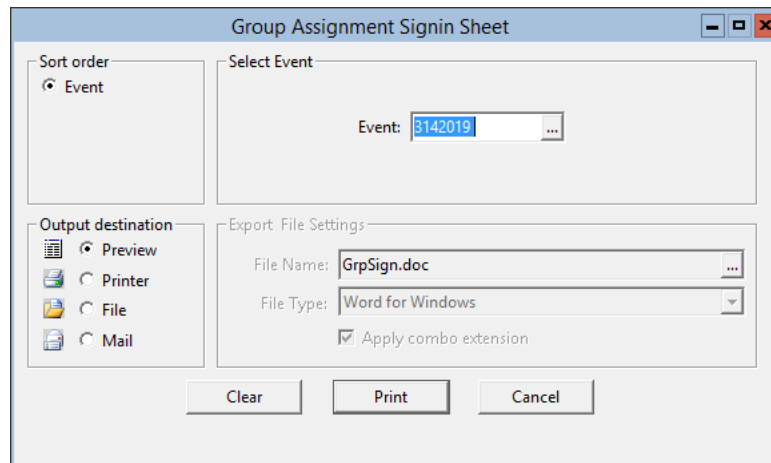
1. On the toolbar, click **Pre-Event**, click **Pre-Event Reports**, and then click **Group Assignment Sign In Sheet**.

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

Post-Event Reports

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

- POS Reports: Use these reports to review sales relative to POS key punches.

- Family Group Reports: Use these reports to review product category sales.

- Stand/Location Reports: Use these reports to review sales by location or stand.

- Contract Reports: Use these reports to review sales by contract.

- Other Post-Event Reports: Use these reports to review sales, spoilage, gratis, and commission details.

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

- Generating the Credits by Item Report

- Generating the Credits by Location Reports

- Generating the Combined Locations Goods Out of Stock Report

- Generating the Group Commissions Report

- Generating the Food Group Commissions Report

- Generating the Sales to Goods Out of Stock Report

- Generating the POS Interval Report

- Generating the POS Sales to Goods Out of Stock Report

- Generating the Family Group Sales and Per Cap Report

- Generating the Family Group Sales by Location Report

- Generating the Family Group Sales By Facility Level Report

- Generating the Family Group Gross Profit Report
- Generating the All Locations Post-Event Standsheet
- Generating the Location/Family Group Sales Summary Report
- Generating the Location/Family Group Cost Summary Report
- Generating the Location/Gross Profit Report
- Generating Units Sold by Family Group Reports (Period Menu Mix)
- Generating the Item Total Units and Net Per Cap by Event (Period Menu Mix)
- Generating the Combined Locations GOS by Contract Report
- Generating the Combined Locations GOS by Contract Period Report
- Generating the Family Group Sales and Per Cap By Contract Report
- Generating the Family Group Sales and Per Cap By Contract Period Report
- Generating the Family Group Contract Sales by Location Report
- Generating the Location Family Group Cost Summary by Contract Report
- Generating the Location Family Group Sales Summary by Contract Report
- Generating the Location/Gross Profit by Contract Report
- Generating the POS Sales to GOS by Contract by Date Report
- Generating the Over/Short by Contract Report
- Generating the Over/Short by Contract Period Report
- Generating the Pre-Event Standsheet by Contract
- Generating the Post-Event Standsheet by Contract

Generating the Credits by Item Report

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

Figure 1-100   Generating the Credits by Item Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, and then click **Credits By Item**.

2. Select the **Event**, and then select one of the following item types:

   • **All**: Select this option to generate the report for all items.

   • **Chargeable**: Select this option to generate the report for only chargeable items.

   • **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

3. Select the company range, and then select the location range.

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

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

Generating the Credits by Location Reports

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

Figure 1-101   Generating the Credits by Location Reports

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, and then click **Credits By Location Report**.

2. Select the **Event**, and then select one of the following item types:

   • **All**: Select this option to generate the report for all items.

   • **Chargeable**: Select this option to generate the report for only chargeable items.

   • **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

3. Select the company range, and then select the location range.

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

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

Generating the Combined Locations Goods Out of Stock Report

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

Figure 1-102   Generating the Combined Locations Goods Out of Stock Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, and then click **Combined Goods Out Of Stock**.

2. Select the **Event**, and then select one of the following item types:

   • **Chargeable & Composite**: Select this option to generate the report for only chargeable items, including recipe items.

   • **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

   • **All**: Select this option to generate the report for all items.

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

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

Generating the Group Commissions Report

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

Figure 1-103   Generating the Group Commissions Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, and then click **Group Standard Rate Commissions**.

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

Generating the Food Group Commissions Report

The commission is calculated using the following formula: ((GOS / (1 + Sales Tax)) x Comm. Rate) – (Shortage + Tolerance)).

Figure 1-104   Generating the Food Group Commissions Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, and then click **Food Group Rate Schedule Commissions**.

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

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

Generating the Sales to Goods Out of Stock Report

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

Figure 1-105   Generating the Sales to Goods Out of Stock Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, and then click **Sales To Goods Out Of Stock**.

2. Select the company range, select the **Event**, and then select the location range.

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

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

Generating the POS Interval Report

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

Figure 1-106   Generating the POS Interval Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **POS Reports**, and then click **POS Interval Report**.

2. Select the **Event**, and then enter the **End Time** for as many intervals as needed.

   The start time is determined by the event start time in Event Maintenance. For each end time, enter A to denote a.m. or P to denote p.m. in the last column.

3. If you are generating the report for the final sales, select **Final POS Sales**.

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

Generating the POS Sales to Goods Out of Stock Report

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

Figure 1-107   Generating the POS Sales to Goods Out of Stock Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **POS Reports**, and then click **POS Sales to Goods Out of Stock**.

2. Enter or select the **Event**, (optional) select a location range, select the **Output destination**, and then click **Print**.

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

Generating the Family Group Sales and Per Cap Report

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

Figure 1-108   Generating the Family Group Sales and Per Cap Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Family Group Reports**, and then click **Family Sales And Per Cap**.

2. Select the company range, select the **Event**, and then to distribute a portion of the over/short figure to each family group, select **Prorate overshort**.

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

3. Enter the number of attendees in the **Attendance** field, and then select the **Weather** (optional).

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

Generating the Family Group Sales by Location Report

The Family Group Sales By Location Report shows family group sales information grouped by the location. It lists detailed information for each inventory item.

Figure 1-109   Generating the Family Group Sales by Location Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Family Group Reports**, and then click **Family Group Sales By Location**.

2. Select the **Location**, select the **Family Group**, select the company range, and then select the **Event**.

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

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

Generating the Family Group Sales By Facility Level Report

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

Figure 1-110   Generating the Family Group Sales by Facility Level Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Family Group Reports**, and then click **Family Group Sales By Facility Level**.

2. To generate the report for a single event, select **Event**, and then select the **Event**.

3. To generate the report for multiple events:

    a. Select **Date Range**, and then use the **From** and **To** fields to select the date range.

    b. Select the **Display** type, and then select **Separate by Event** to see the information for each event separately.

4. Select the company range, select the facility levels, and then select one or more family groups.

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

5. Select the **Sort order**, select the **Output destination**, and then click **Print**.

Generating the Family Group Gross Profit Report

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

Figure 1-111   Generating the Family Group Gross Profit Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Family Group Reports**, and then click **Family Group Gross Profit Report**.

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

Generating the All Locations Post-Event Standsheet

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

Figure 1-112   Generating the All Locations Post-Event Standsheet

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **All Locations Post-Event Stand Sheet**.

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

Generating the Location/Family Group Sales Summary Report

The Location/Family Group Sales Summary Report shows the sales and the sales tax liability for all item family groups and locations.

Figure 1-113   Generating the Location/Family Group Sales Summary Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **Location/Family Group Sales Summary**.

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

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

Generating the Location/Family Group Cost Summary Report

The Location/Family Group Cost Summary Report shows the cost of the sales and the sales tax liability for all item family groups and locations.

Figure 1-114   Generating the Location/Family Group Cost Summary Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **Location/Family Group Costs Summary**.

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

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

Generating the Location/Gross Profit Report

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

Figure 1-115   Generating the Location/Gross Profit Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **Location/Gross Profit Report**.

2. Select the company range, select the **Event**, and then select the stand range.

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

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

Generating Units Sold by Family Group Reports (Period Menu Mix)

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

Figure 1-116   Generating Units Sold by Family Group Reports
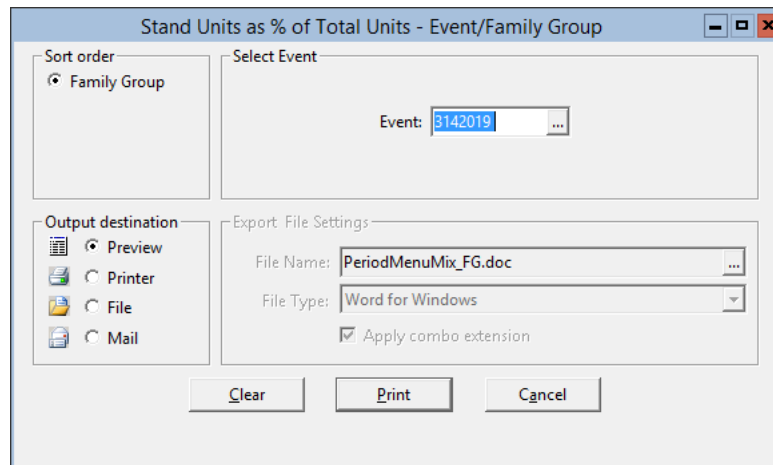
1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **Stand units as % Total units By Event/Family Group**.

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

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

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

Figure 1-117   Generating the Item Total Units and Net Per Cap by Event
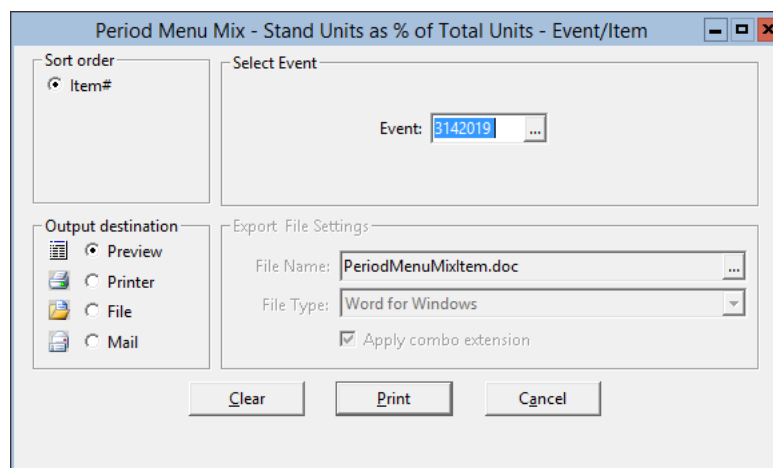
1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Stand/Location Reports**, and then click **Stand units as % Total units By Event/Item**.

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

Generating the Combined Locations GOS by Contract Report

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

Figure 1-118   Generating the Combined Locations GOS by Contract Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Combined Locations Out Of Stock By Contract**.

2. Select the **Event**, and then select the company range.

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

3. Select one of the following item types, and then select the contract range.

   • **Chargeable & Composite**: Select this option to generate the report for only chargeable items, including recipe items.

   • **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

   • **All**: Select this option to generate the report for all items.

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

Generating the Combined Locations GOS by Contract Period Report

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

Figure 1-119   Generating the Combined Locations GOS by Contract Period Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Combined Locations Out Of Stock By Contract For Period**.

2. Use the **From** and **To** fields to select the event date range, select the contract range, and then select one of the following item types:

    •   **Chargeable & Composite**: Select this option to generate the report for only chargeable items, including recipe items.

    •   **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

    •   **All**: Select this option to generate the report for all items.

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

Generating the Family Group Sales and Per Cap By Contract Report

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

Figure 1-120   Generating the Family Group Sales and Per Cap by Contract Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Family Group Sales And Per Cap By Contract**.

2. Select the company range, select the **Event**, and then to distribute a portion of the over/short figure to each family group, select **Prorate overshort**.

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

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

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

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

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

Figure 1-121   Family Group Sales and Per Cap by Contract and Date

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Family Group Sales And Per Cap By Contract For Period**.

2. Select the company range, select the contract range, and then select the event date range using the **From** and **To** date editors.

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

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

Generating the Family Group Contract Sales by Location Report

This Family Group Contract Sales by Location Report shows family group contract sales information for the location that you select. It also shows detailed sales information for each inventory item.

Figure 1-122   Generating the Family Group Contract Sales by Location Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Family Group Contract Sales By Location**.

2. Select the **Location**, select the **Family Group**, and then select the **Event**.

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

Generating the Location Family Group Cost Summary by Contract Report

This Location Family Group Cost Summary by Contract Report shows the cost of sales associated with each family group, the total cost of sales, and sales tax. It is subcategorized by contract.

Figure 1-123   Generating the Location Family Group Cost Summary by Contract Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Location Family Group Cost Summary By Contract**.

2. Select the company range, select the **Event**, and then select the contract range.

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

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

Generating the Location Family Group Sales Summary by Contract Report

This Location Family Group Sales Summary by Contract Report shows the sales and the sales tax liability for all item family groups and locations. It is subcategorized by contract.

Figure 1-124　Generating the Location Family Group Sales Summary by Contract Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Location Family Group Sales Summary By Contract**.

2. Select the company range, select the **Event**, and then select the contract range.

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

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

Generating the Location/Gross Profit by Contract Report

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

Figure 1-125   Generating the Location/Gross Profit by Contract Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Location Gross Profit By Contract**.

2. Select the **Sort Order**, select the company range, select the **Event**, and then select the stand range.

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

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

Generating the POS Sales to GOS by Contract by Date Report

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

Figure 1-126   Generating the POS Sales to GOS by Contract by Date Report

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

2. Use the **From** and **To** fields to select the date range, select the contract range, and then select the location range.

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

Generating the Over/Short by Contract Report

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

Figure 1-127   Generating the Over/Short by Contract Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Over/Short By Contract**.

2. Select the company range, select the **Event**, and then select the contract range.

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

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

Generating the Over/Short by Contract Period Report

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

Figure 1-128   Generating the Over/Short by Contract Period Report

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Over/Short Period By Contract**.

2. Select the company range, select the **Event Date Range**, and then select the contract range.

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

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

Generating the Pre-Event Standsheet by Contract

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

Figure 1-129   Generating the Pre-Event Standsheet by Contract

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Pre-Event Stand Sheet by Contract**.

2. Select the **Event ID**, and then select the appropriate options:

   • **Open Stands Only**: Select this option to ignore all stands that are closed.

   • **Display Short Description**: Select this option to include the short description of the items in the standsheet.

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

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

Generating the Post-Event Standsheet by Contract

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

Figure 1-130   Generating the Post-Event Standsheet by Contract

1. On the toolbar, click **Post-Event**, click **Post-Event Reports**, click **Contract Reports**, and then click **Post-Event Stand Sheet By Contract**.

2. Select the event, and then select the appropriate options:

   • **Open Stands Only**: Select this option to ignore all stands that are closed.

   • **Display Short Description**: Select this option to include the short description of the items in the standsheet.

3. Select the company range, select the location range, and then select the contract range.

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

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

Cash Room Reports

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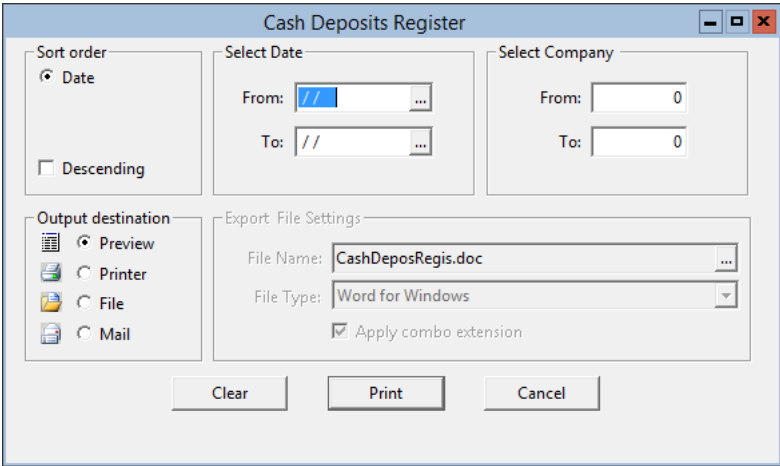
• Generating the Cash Deposits Register Report

• Generating the Cash Deposit Register by Teller Report

• Generating the Cash Deposit Summary and Cash Room Inventory Reports

• Generating the Cash Deposits by Location/Pick Up Report

• Generating the Cash Deposits by Teller/Location/Pickup Report

• Generating the Cash Deposits Summary by Pick Up Number Report

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

• Generating the Cash Room Summary Inventory Report

- Generating the Cash Detail Inventory by Location Report
- Generating the Teller Deposits by Event Reports
- Generating the Starting Bank Sign Out Report
- Generating the Deposit Audit Trail Report

Generating the Cash Deposits Register Report

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

Figure 1-131   Generating the Cash Deposits Register Report

1. On the toolbar, click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Deposit Register**.

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

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

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

Generating the Cash Deposit Register by Teller Report

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

Figure 1-132   Generating the Cash Deposit Register by Teller Report

1. On the toolbar, click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Deposits Register By Teller**.

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

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

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

Generating the Cash Deposit Summary and Cash Room Inventory Reports

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

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

Figure 1-133   Generating the Cash Deposit Summary and Cash Room Inventory Reports

1. On the toolbar, click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Deposits Summary**.

2. Select the **Sort order**, select the event, select the company range, and then select the location range.

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

3. Select one of the following reports to generate, and then if you want the report to show only the totals, select **Totals Only**:

   • **Summary Report**: Select this option to generate the Cash Deposits Summary Report.

   • **Inventory Report**: Select this option to generate the Cash Room Inventory Report

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

Generating the Cash Deposits by Location/Pick Up Report

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

Figure 1-134   Generating the Cash Deposits by Location/Pick Up Report

1. On the toolbar, click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Deposits By Location/Pick Up**.

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

Generating the Cash Deposits by Teller/Location/Pickup Report

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

Figure 1-135   Generating the Cash Deposits by Teller/Location/Pickup Report

1. On the toolbar, click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Deposits By Teller/Location/Pick Up**.

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

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

Generating the Cash Deposits Summary by Pick Up Number Report

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

Figure 1-136   Generating the Cash Deposits Summary by Pick Up Number Reports

1. On the toolbar, click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Deposits Summary Report By Pickup #**.

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

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

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

Figure 1-137   Generating the Cash Deposits Summary by Teller/Pick Up Number Report

1. On the toolbar, click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Deposits Summary Report By Teller/Pickup #**.

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

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

Generating the Cash Room Summary Inventory Report

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

Figure 1-138   Generating the Cash Room Summary Inventory Report

1. On the toolbar, click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Room Summary Inventory**.

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

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

Generating the Cash Detail Inventory by Location Report

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

Figure 1-139   Generating the Cash Detail Inventory by Location Report

1. On the toolbar, click **Cash Room**, click **Cash Deposits Report**, and then click **Cash Detail Inventory By Location**.

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

Generating the Teller Deposits by Event Reports

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

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

Figure 1-140   Generating the Teller Deposits by Event Reports

1. On the toolbar, click **Cash Room**, click **Cash Deposits Reports**, and then click **Teller Deposits By Event**.

2. Select the **Event**, and then select the teller range.

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

3. Select one of the following reports to generate, select the **Output destination**, and then click **Print**:

   • **Teller Deposits**: Select this option to generate the Teller Deposits Report.

   • **Inventory Reports**: Select this option to generate the Cash Room Inventory Report.

Generating the Starting Bank Sign Out Report

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

Figure 1-141   Generating the Starting Bank Sign Out Report
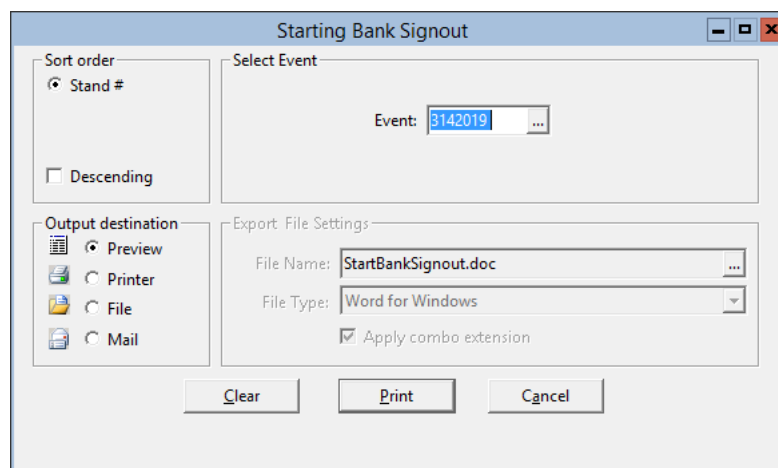
1. On the toolbar, click **Cash Room**, click **Cash Deposits Report**, and then click **Starting Bank Sign Out**.

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

Generating the Deposit Audit Trail Report

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

Figure 1-142   Generating the Deposit Audit Trail Report

1. On the toolbar, click **Cash Room**, click **Cash Deposits Report**, and then click **Deposits Audit Trail Report**.

2. Select the **Sort order**, and then if you want the report to show only deleted deposit records, select **Deleted Rec Only**.

3. Select the company range, select the **Event ID**, select the location range, select the teller range, and then select the POS number range.

   To generate the report for all companies, locations, tellers, or POS workstations, leave the corresponding fields empty.

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

Period Reports

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

- Generating the Family Group Sales and Per Cap Period Report
- Generating the Group Period Statements
- Generating the Food Group Period Statements
- Generating the Period Over/Short Report
- Generating the Goods Out of Stock Summary by Period Report
- Generating the Combined Locations GOS by Event Type Report
- Generating the POS Sales to Goods Out of Stock by Date Report
- Generating the Combined Location Goods Out of Stock Report
- Generating the Location Sales Summary Period Report

- • Generating the Location Costs Summary Period Report
- • Generating the All Locations Standsheet by Date
- • Generating the Location Gross Profit Period Report
- • Generating Units Sold by Period Reports (Period Menu Mix)
- • Generating Units Sold by Family Group Period Reports (Period Menu Mix)

Generating the Family Group Sales and Per Cap Period Report

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

Figure 1-143   Generating the Family Group Sales and Per Cap Period Report

1. On the toolbar, click **Period Reports**, and then click **Family Group Sales And Per Cap**.

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

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

Generating the Group Period Statements

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

Figure 1-144   Generating the Group Period Statements

1. On the toolbar, click **Period Reports**, and then click **Group Standard Rate Period Statements**.

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

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

Generating the Food Group Period Statements

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

Figure 1-145   Generating the Food Group Period Statements

1. On the toolbar, click **Period Reports**, and then click **Food Group Rate Schedule Period Statements**.

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

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

Generating the Period Over/Short Report

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

Figure 1-146   Generating the Period Over/Short Report

1. On the toolbar, click **Period Reports**, and then click **Over/Short**.

2. Select the **Sort Order**, select the company range, select the date range, and then select the value to use to calculate over/short figures:

   • **Based on GOS**: Select this option to calculate the over/short figures based on the number of goods that are out of stock.

   • **Based on POS**: Select this option to calculate the over/short figures based on the number of POS sales.

3. Select one of the following report types to generate, select the **Output destination**, and then click **Print**:

   • **Show Detail**: Select this option to see over/short figures for each event separately.

   • **Show Summary**: Select this option to see a summary of over/short figures for all events.

Generating the Goods Out of Stock Summary by Period Report

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

Figure 1-147   Generating the Goods Out of Stock Summary by Period Report

1. On the toolbar, click **Period Reports**, and then click **Goods Out Of Stock Summary By Period**.

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

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

Generating the Combined Locations GOS by Event Type Report

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

Figure 1-148   Generating the Combined Locations GOS by Event Type Report

1. On the toolbar, click **Period Reports**, and then click **Combined Location Goods Out Of Stock By Event Type**.

2. Select the event date range, select the event **Type**, and then select one of the following item types:

   • **Chargeable**: Select this option to generate the report for only chargeable items.

   • **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

   • **All**: Select this option to generate the report for all items.

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

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

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

Figure 1-149   Generating the POS Sales to Goods Out of Stock by Date Report

1. On the toolbar, click **Period Reports**, click **POS Reports**, and then click **POS Sales To Goods Out Of Stock By Date**.

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

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

Generating the Combined Location Goods Out of Stock Report

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

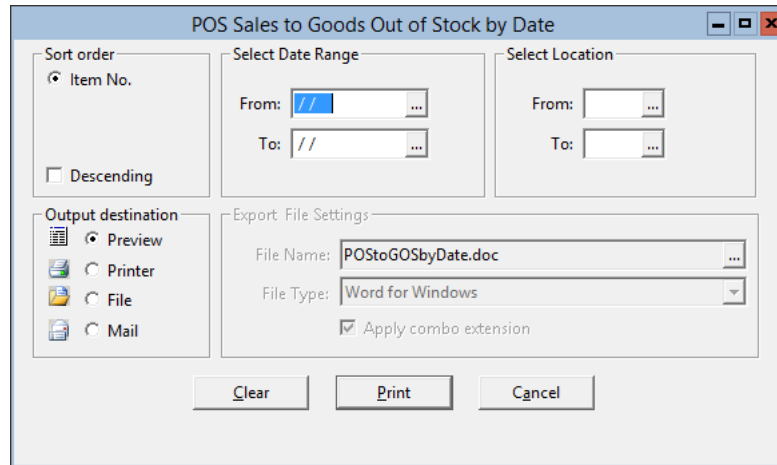**Figure 1-150   Generating the Combined Location Goods Out of Stock Report**
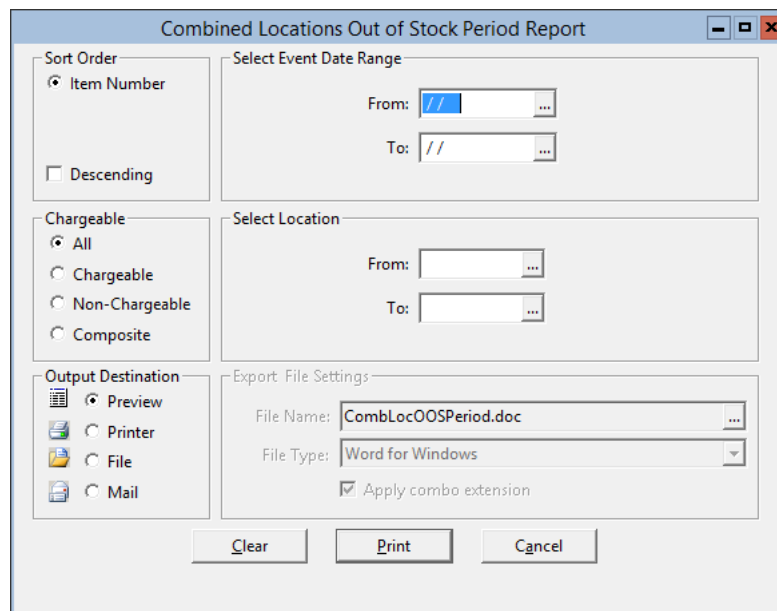
1. On the toolbar, click **Period Reports**, click **Stand/Location Reports**, and then click **Combined Locations Goods Out Of Stock**.

2. Select the event date range, select the location range, and then select one of the following item types:

   • **All**: Select this option to generate the report for all items.

   • **Chargeable**: Select this option to generate the report for only chargeable items.

   • **Non-Chargeable**: Select this option to generate the report for only non-chargeable items.

   • **Composite**: Select this option to generate the report for only recipe items.

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

Generating the Location Sales Summary Period Report

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

Figure 1-151   Generating the Location Sales Summary Period Report

1. On the toolbar, click **Period Reports**, click **Stand/Location Reports**, and then click **Locations Sales Summary Period Report**.

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

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

Generating the Location Costs Summary Period Report

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

Figure 1-152   Generating the Location Costs Summary Period Report

1. On the toolbar, click **Period Reports**, click **Stand/Location Reports**, and then click **Locations Costs Summary Period Report**.

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

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

Generating the All Locations Standsheet by Date

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

Figure 1-153   Generating the All Locations Standsheet by Date

1. On the toolbar, click **Period Reports**, click **Stand/Location Reports**, and then click **All Locations Stand Sheet By Date**.

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

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

Generating the Location Gross Profit Period Report

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

Figure 1-154   Generating the Location Gross Profit Period Report

1. On the toolbar, click **Period Reports**, click **Stand/Location Reports**, and then click **Location/Gross Profit Period Report**.

2. Select the **Sort Order**, select the company range, select the date range, and then select the stand range.

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

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

Generating Units Sold by Period Reports (Period Menu Mix)

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

Figure 1-155   Generating the Units Sold by Period Report (Period Menu Mix)

1. On the toolbar, click **Period Reports**, click **Stand/Location Reports**, and then click **Stand Units as % Total Units By Date/Time**.

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

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

Generating Units Sold by Family Group Period Reports (Period Menu Mix)

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

Figure 1-156   Generating the Units Sold by Family Group Period Report (Period Menu Mix)

1. On the toolbar, click **Period Reports**, click **Stand/Location Reports**, and then click **Stand Units as % Total Units By Date/Family Group**.

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

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

Inventory Snapshots

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

- The stock on hand for menu items in a location

- Menu item usage for different locations and inventory periods

- The inventory variance

This enables you to:

- Cater for any upcoming event without having to stop all activities and count the inventory

- Compare the inventory variances of different snapshots and determine operational inefficiencies, potential theft, and mismanagement

- Reference historical period reports

The Inventory Snapshots are described in the following sections:

- Enabling Auto Inventory Snapshot

- Creating an Inventory Snapshot

- Editing an Existing Snapshot

- Generating the Inventory Snapshot Audit Viewer

- Generating the Inventory Usage Detail Report

Enabling Auto Inventory Snapshot

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

Figure 1-157   Enabling Auto Inventory Snapshot

1. On the toolbar, click **System/Utilities**, and then click **Sysfile Maintenance**.

2. On the **Actions** tab, select **Enable Auto Snapshot**, and then enter the snapshot interval in days and hours.

3. Click **Save**.

Creating an Inventory Snapshot

Figure 1-158　　Creating an Inventory Snapshot

1. On the toolbar, click **Warehouse**, click **Period Inventory**, and then click **Inventory Snapshot Screen**.

2. Select **CREATE New Snapshot**, enter the **Snapshot Name**, and then use the following filters to streamline the inventory locations listed in the table:

   • **Active Only**: Select this option to create the snapshot for only active locations.

   • **All**: Select this option to create the snapshot for both active and inactive locations.

   • **Warehouse Only**: Select this option to create the snapshot for only warehouse locations.

   • **All**: Select this option to create the snapshot for warehouse and non-warehouse locations.

3. Select the stands for which you want to create the snapshot from the table.

   To create the snapshot for all stands, select **Select All Stands**.

4. Click **Create Snapshot**.

5. To view the snapshot in edit mode, click **Yes** when prompted.

6. To print the snapshot, click **Print Snapshot**.

Editing an Existing Snapshot

Figure 1-159   Editing an Existing Snapshot

1. On the toolbar, click **Warehouse**, click **Period Inventory**, and then click **Inventory Snapshot Screen**.

2. Select **EDIT Existing Snapshot**, and then select the **Snapshot ID**.

3. To change the snapshot name, enter the new name in the **Snapshot Name** field, and then click **Save Changes**.

4. To modify the count of items in an inventory location, select a stand, and then click **View Items**.

5. To print the modified snapshot, click **Print Snapshot**.

Generating the Inventory Snapshot Audit Viewer

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

Figure 1-160   Generating the Inventory Snapshot Audit Viewer

1. On the toolbar, click **Warehouse**, click **Period Inventory**, and then click **Inventory Snapshot Audit Viewer**.

2. To view only information related to snapshot features, select **Constraint results to ID (or type) = SNAPSHOT**.

Generating the Inventory Usage Detail Report

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

Figure 1-161   Generating the Inventory Usage Detail Report

1. On the toolbar, click **Warehouse**, click **Period Inventory**, and then click **Inventory Usage Detail Report**.

2. Use the **From** and **To** fields to select a snapshot range.

3. To exclude items with zero variance from the report, select **Exclude items with Zero Variance**.

4. Select the inventory locations for which you want to generate the report:

   a. To generate the report for all locations, select **All Locations**.

   b. To generate the report for a selected few locations, select **Selected Locations**, and then select the locations to include in the report.

   c. To generate the report for only warehouse locations, select **Warehouse Only**, and then select the warehouses to include in the report.

5. Select the family groups to include in the report:

   a. To generate the report for all family groups, select **All Family Groups**.

   b. To generate the report for a selected few family groups, select **Selected Family Groups**, and then select the family groups to include in the report.

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

Simphony POS

This chapter describes the configurations and operations between the Simphony Venue Management Concessions application, and the Simphony and Simphony FE applications.

- Simphony FE POS Configurations
- Simphony POS Configurations
- POS Client Operations

Simphony FE POS Configurations

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

For Simphony FE version 1.7 and lower, a CAL package exists. See the *Oracle Hospitality Simphony First Edition* (version 1.7 and lower) documentation libraries for more information.

- Adding a SimVen Interface
- Assigning the SimVen Interface to Revenue Centers
- Adding a SimVen SIM Script File
- Configuring Workstation Buttons in Simphony First Edition for Standsheet Operations

Adding a SimVen Interface

1. Access the Interfaces module:

    - If you are using Simphony First Edition, from the EMC select the Enterprise, and then click **Interfaces**.

    - If you are using Simphony, from the EMC select the Enterprise, click **Setup**, and then click **Interfaces**.

2. Insert a new interface named `SimVen`, and then double-click the record to open it.

3. On the **General** tab, enter `SimVen` for the **Communication Type**, select **0 - PMS/SIM** as the **Interface Type**, and then select **1 - TCP** as the **Communication Type**.

4. On the **Options** tab, enter the **TCP Host Name** and **Port Number** of the server where the TangenWinService is running, and then select the following options:

    - **3 - Allow Inquiry without Sign-In**

    - **4 - Use 5 Digits for Number of Guests**

    - **5 - On = Use 9 digits for Terminal IDs; Off = Use 2 digits for Terminal IDs**

5. On the **Properties** tab, select the properties that use the SimVen interface.

6. On the **Service Host** tab, select the **Service Host** from which TCP communications to the TangenWinService.

7. Click **Save**.

    Related Topics

    - Simphony POS Configurations

Assigning the SimVen Interface to Revenue Centers

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

1. Access the RVC Parameters module:

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

  - • If you are using Simphony, select the revenue center, click **Setup**, and then click **RVC Parameters**.

2. On the **Interfaces** tab, select the SimVen interface that you created, and then click **Save**.

3. Repeat Steps 1 and 2 for each revenue center that uses SimVen.

Related Topics

- • Simphony POS Configurations

Adding a SimVen SIM Script File

The following steps explain the process in which to add a SimVen SIM Script File in the SIM Scripts module of Simphony First Edition version 1.8 or later.

1. Select the Enterprise level, navigate to the **Enterprise Information** section, and then click **SIM Scripts**.

2. In the General tab of the SIM Scripts module, create a new record and name it **tangent**.

3. Set the description of the newly created record to **tangent**.

4. Select and assign the SimVen interface from the **Interface** drop down list.

5. In the **Content Files** section, click **Add**.

6. Add the **SimVen SIM Script (tangent.isl)** file.

7. Click **Save**.

Configuring Workstation Buttons in Simphony First Edition for Standsheet Operations

1. Select the revenue center, and then click **Touchscreen Design**.

2. Double-click the transaction page where you want to add the touchscreen buttons.

3. Insert a button, and then on the **Key** tab, select **11 – Function** as the **Key Type**.

4. Click the right arrow adjacent to the **Key Number** field, and then in the top left pane, select **SIM**.

5. In the right pane, select **SIM [interface number] - SimVen– Inquire 1**.

   For example, SIM 1 - SimVen - Inquire 1.

6. Enter `Create Standsheet` for the **Legend**, and then click **Save**.

7. Repeat Steps 3 and 4.

8. In the right pane, select **SIM [interface number] - SimVen– Inquire 2**.

9. Enter `Edit Standsheet` for the **Legend**, and then click **Save**.

Simphony POS Configurations

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

Begin by adding a SimVen interface and then assign the SimVen interface to revenue centers. See Adding a SimVen Interface and Assigning the SimVen Interface to Revenue Centers for instructions. After completing these tasks, continue with the following sections.

- Enabling the SimVen Extension Application in Simphony
- Configuring Workstation Buttons in Simphony for Standsheet Operations
- Adding Translations for SimVen Operations in Simphony
- Interface Time Out

Related Topics

- Adding a SimVen Interface

Related Topics

- Assigning the SimVen Interface to Revenue Centers

Enabling the SimVen Extension Application in Simphony

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

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

Configuring Workstation Buttons in Simphony for Standsheet Operations

1. Select the Enterprise, property, revenue center, or zone, click **Configuration**, and then click **Page Design**.
2. Double-click the transaction page where you want to add the touchscreen buttons.
3. Insert a button, on the **General** tab, select **Function** as the **Type**, and then click the right arrow directly beneath the **Type** drop-down list.
4. Select **Extensibility** from the Type pane, select **SIM Inquire** from the Results pane, and then click **OK**.
5. Repeat Steps 3 and 4 to add three more buttons.
6. To configure a button to create a standsheet, in the **Argument** field, enter `SimVen:1`, and then enter `Create Standsheet` for the **Legend**.
7. To configure a button to open and edit a standsheet from another revenue center, in the **Argument** field, enter `SimVen:2`, and then enter `Open Standsheet` for the **Legend**.
8. To configure a button to edit a standsheet, in the **Argument** field, enter `SimVen:3`, and then enter `Edit Standsheet` for the **Legend**.
9. To configure a button to print a standsheet, in the **Argument** field, enter `SimVen:4`, and then enter `Print Standsheet` for the **Legend**.

10. To configure a button to view the current event ID, in the **Argument** field, enter `SimVen:5`, and then enter `Standsheet info` for the **Legend**.

11. Click **Save**.

12. Perform a database update on the workstations and restart the workstations. You must restart the service host specified on the **Service Host** tab in the Interfaces module.

Adding Translations for SimVen Operations in Simphony

This feature is only available in Simphony version 18.1 and later. Before performing this procedure, set up languages in the EMC. The *Oracle Hospitality Simphony Configuration Guide* contains more information about setting languages.

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

1. Select the Enterprise, property, revenue center, or zone, click **Setup**, and then click **Extension Application**.

2. Double-click the SimVen extension application record to open it, and then click **Insert Application Content**.

3. In the **Zoneable Key** field, enter `SimVenText_`, followed by the **Text File Name** with the translation defined in the Languages module for the relevant language.

   For example, if the Text File Name is DE, the Zoneable Key is `SimVenText_DE`.

4. Enter a **Description** and click **OK**.

5. Rename the text file with the translation to match the exact name as the Zoneable Key (for example, SimVenText_DE), and then place it in the `[Drive Letter]:\MICROS\Simphony2\Tools\Dbupgrade\SimVen\Text` folder.

6. On the **Designer** tab, select **23 - Text** for the **Content Type**, click **Import from a file**, and then browse and select the text file from the location in Step 5.

7. Click **Save**.

Interface Time Out

The SimVen interface should be set to 120 seconds in Enterprise Management Console, in order to avoid timeout issues.

Figure 1-162   Interface Time Out

1. In the Enterprise Management Console, select the Enterprise, Property, or Revenue Center level, click **Setup**, and then click **Interfaces**.

2. Select the desired SimVen interface system record by double-clicking the left-most column.

3. In the **General** tab, navigate to the **Timeout** field.

4. Set the timeout to **120** seconds.

5. Click the save icon.

POS Client Operations

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

- Creating a Standsheet
- Editing a Standsheet
- Editing a Standsheet from another Revenue Center
- Committing the Standsheet
- Printing the Standsheet
- Viewing the Current Event ID

Creating a Standsheet

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

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

Simphony allows you to enter up to four decimal places.

You can utilize decimals and commas when entering items that are not whole, for example, .5 (half) of a bottle of Vodka, or .75 (3/4) bottle of Rum. For international support, the use of commas is allowed for alternate formatting options when entering menu items.

2. Press **Save**.

3. To print the standsheet, press **Yes** when prompted.

4. To commit the standsheet, press **Yes** when prompted.

Editing a Standsheet

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

Editing a Standsheet from another Revenue Center

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

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

2. Make the changes to the standsheet, and then press **Save**.

Committing the Standsheet

1. Press the **Create Standsheet** function key.

2. To print the standsheet, press **Yes** when prompted.

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

Printing the Standsheet

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

Viewing the Current Event ID

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

Security

This chapter provides instructions on how to setup and maintain security and privacy data in SimVen.

- Security Setup and Edit
- Privacy and Personal Data Management
- Application Logging
- Data Purging

Security Setup and Edit

This topic provides instructions on how to add, edit, and delete security data. Only administrators can access this module.

- System Profiles
- Group Profiles
- User Profiles

System Profiles

Figure 1-163   System Profiles

1. On the toolbar, click **Security** in the toolbar, and then click **Security Setup and Edit**.

2. In the **System Profile** tab, set the following parameters:

   a. Set the appropriate attributes to be used as a default when creating group profile record:

      - Access Allowed
      - Create Allowed
      - Edit Allowed
      - Delete Allowed

   b. Mark the **System is Totally Locked** check box to lock the system profile in the event of a security breach.

> c. Set the password timeout period in the corresponding field.
>
> 3. Click **Save**.

Group Profiles

Figure 1-164   Group Profiles

1. On the toolbar, click **Security** in the toolbar, and then click **Security Setup and Edit**.

2. Click the **Group Profiles** tab.

3. Click the **...** button and select an existing group or enter a new group.

4. From the **Securable Items** column, select the desired item(s) and click **Add Item**. To add all items, click **Add All**. To clear all selections, including the Group selection, click **Clear...**. To remove an item, highlight the desired item, and then click **Remove Item**. To remove all items, click **Remove All**.

5. Modify the attributes of the selected items in the right side column, by marking the check boxes as necessary.

User Profiles

Figure 1-165   User Profiles

1. On the toolbar, click **Security** in the toolbar, and then click **Security Setup and Edit**.

2. Click the **User Profiles** tab.

3. Click the **...** button to select a user or enter a new user in the field.

4. From the **Available Groups** table, select the desired groups to add, and then click **Add a Group**.

5. To add all groups to the User, click **Add all Groups**.

6. To remove a group, highlight the desired group, and click **Remove Group**.

7. To clear all fields, click **Clear...**.

Privacy and Personal Data Management

You must first obtain consent from each vendor, company, contract partner, group, and hawker prior to entering and storing their personal data in the system.

Privacy and personal data management controls help you respond to inquiries regarding personal data storage and ongoing data maintenance for your system. SimVen requests and stores a minimum amount of personal information in order to create records for data subjects. The minimal amount of stored personal data is comprised of:

- User ID

- Last Name

- First Name

- Password

- Default Language

- (Optional) Address

- Social Security Number (only on Hawkers records)

Personal data management includes these tenets:

- All data protection safeguards are enabled by default (for example, data retention thresholds, data encryption, and role-based access to personal data records).

- All new profile additions and changes are tracked in the Actions or Operations logs.

- You can manually purge personal data from records, one record at a time.

- You can configure the personal data retention period for vendors, company's, contract partners, groups, and hawkers records. Once the configured retention threshold is exceeded, personal data is automatically deleted from the system (with the exception of any profile record that has open transactions, purchase orders, or are assigned to a current or upcoming event).

- Viewing, Exporting, and Removing Personal Data

Viewing, Exporting, and Removing Personal Data

To respond to anyone's request to view their stored personal data, you can export this information (using comma-separated values (CSV) file format) and forward it to them. You are limited to viewing, exporting, or removing personal data one record at a time.

You can respond to all formal requests to remove personal data from your system by using the anonymize feature. When you anonymize someone, it deletes their personal data from the system. Once anonymized, a person needs to be re-entered into SimVen to become active on the system again.

Personal data purging is not performed on any profile record that has open transactions, purchase orders, or are assigned to a current or upcoming event

All of the tasks listed here are logged in either the Actions or Operations logs.

1. On the toolbar, click **Security**, and then click **Privacy Data Maintenance**.

2. In the **Search** field, enter the Full name (both the first name and last name), address, or phone number for the person, and then click the search icon. A list of matching personal data records appears.

Figure 1-166   Privacy Data Search Window
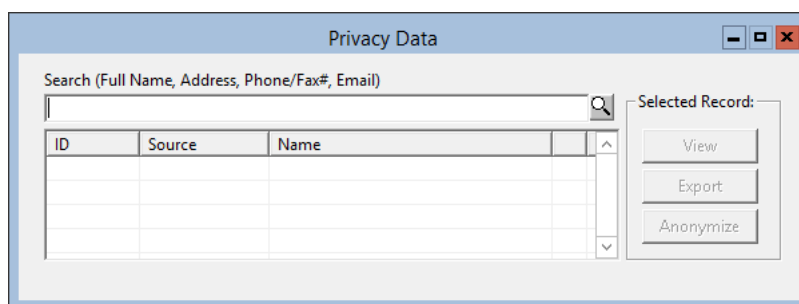
3. To view additional details, choose a record by selecting the checkbox adjacent to the record, and then click the **View** button.

4. To export personal data:

   a. Search for and choose a record by selecting the checkbox adjacent to the record, and then click the **Export** button.

      The personal data for the subject's record is exported to a .csv file. The exported file includes all personal data associated with a specific vendor, company, contract partner, group, or hawker.

   b. After the data export has completed, use **Microsoft Windows Explorer** to navigate to the `<Drive letter>:\SimVen\Conc\Export` folder to access the export file.

5. To remove private data from a record:

   a. Search for and choose a record by selecting the checkbox adjacent to the record, and then click the **Anonymize** button.

   b. An anonymization confirmation message appears. Click **Yes** to continue, or **No** to cancel the task.

Application Logging

This chapter describes the SimVen application log files. It also reviews setting the required privileges, accessing, and searching the log files.

- Access and Operation Logs
- Accessing and Viewing Logs

Access and Operation Logs

Logging for SimVen enables you to access log files directly from within the application. The following two logs are available:

- **Access Log**

  The Access Log tracks users as they log on to the application. This includes the date and time of each login attempt, computer name from which the user logged in, each user name, the action performed by the user, and the result of each successful and unsuccessful logon attempt.

- **Operations Log**

The Operations Log tracks users accessing various application modules, and the operations performed. In some instances, you can obtain additional details by clicking the **Show Details** button.

Accessing and Viewing Logs

You must have the appropriate privilege to view the logs.

1. To open and view the Access log:

   a. As an Admin User, on the toolbar, click **Security**, click **Security Setup and Edit**, and then click the **Group Profiles** tab.

   b. Ensure that you have the **Main System Maintenance** privilege fully enabled for all group profiles that need to access and view logs.

   c. Click the **Access Log** tab.

   Figure 1-167   Access Log

   d. Click **Cancel** to close the log.

2. To open and view the Operations log:

   a. As an Admin User, on the toolbar, click **Security**, click **Security Setup and Edit**, and then click the **Group Profiles** tab.

   b. Click the **Operations Log** tab.

Figure 1-168   Operations Log
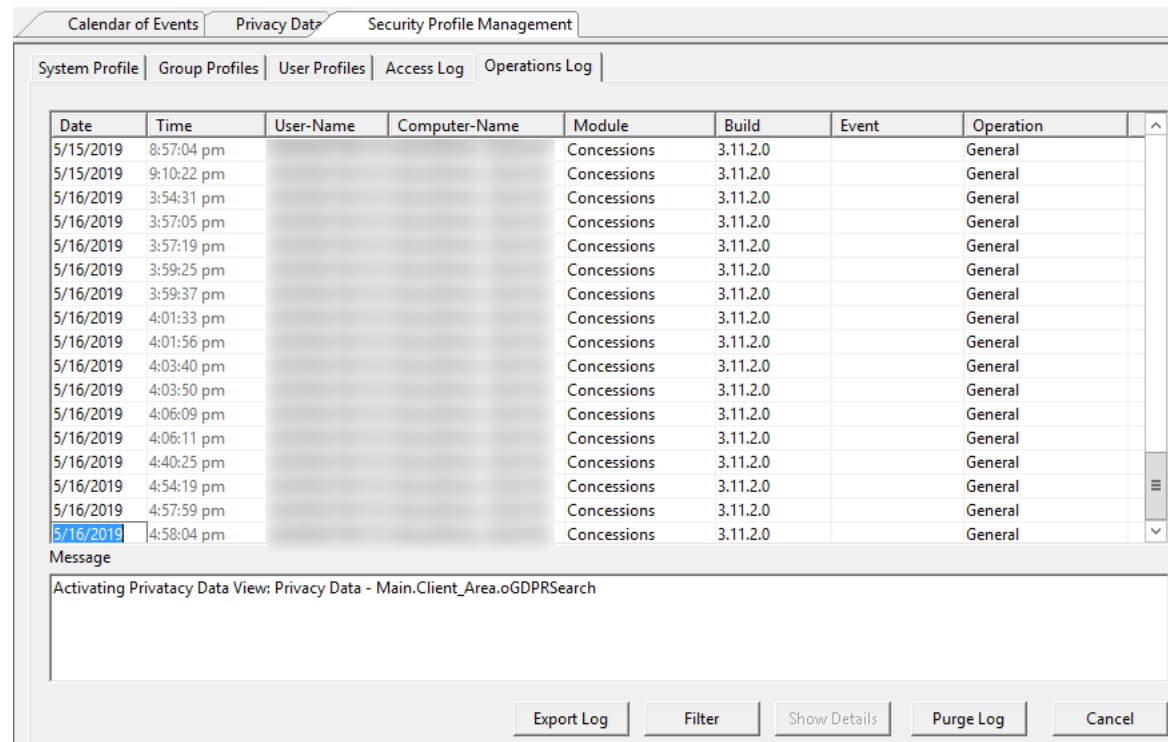
c. Click **Cancel** to close the log.

d. Occasionally an event appears in the **Event** column. If this occurs, you can highlight the row of the event, and the **Show Details** button becomes active.

**Figure 1-169   Operations Log Event**
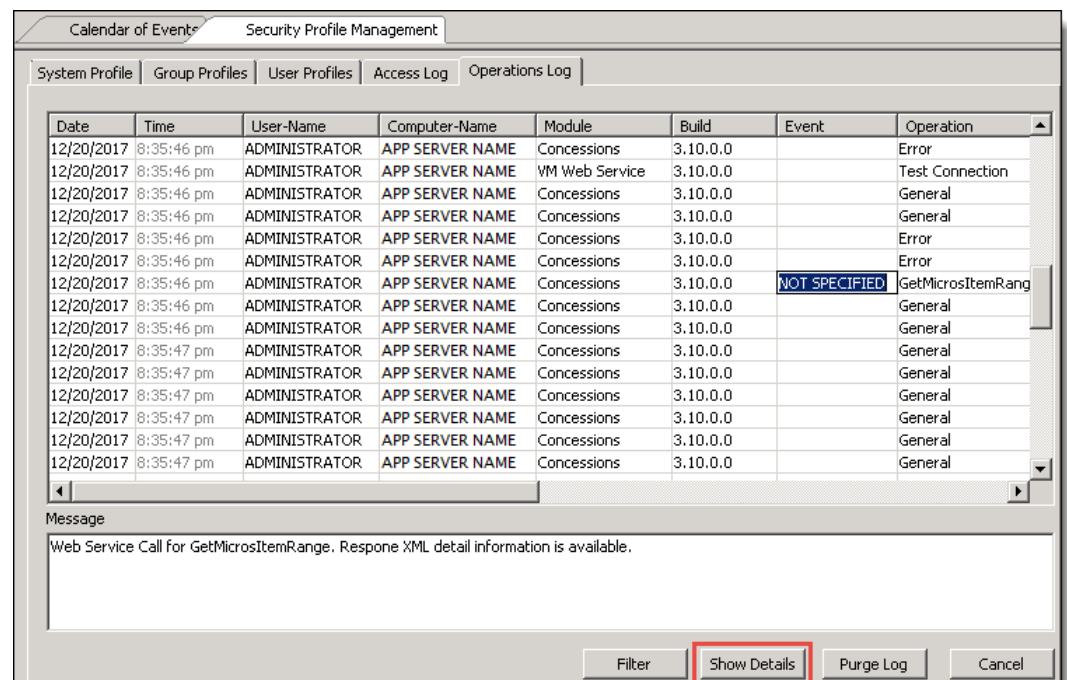
    e. To view more information, click the **Show Details** button. An example of the selected event's detail is shown below.

Figure 1-170   Operations Log Event Details
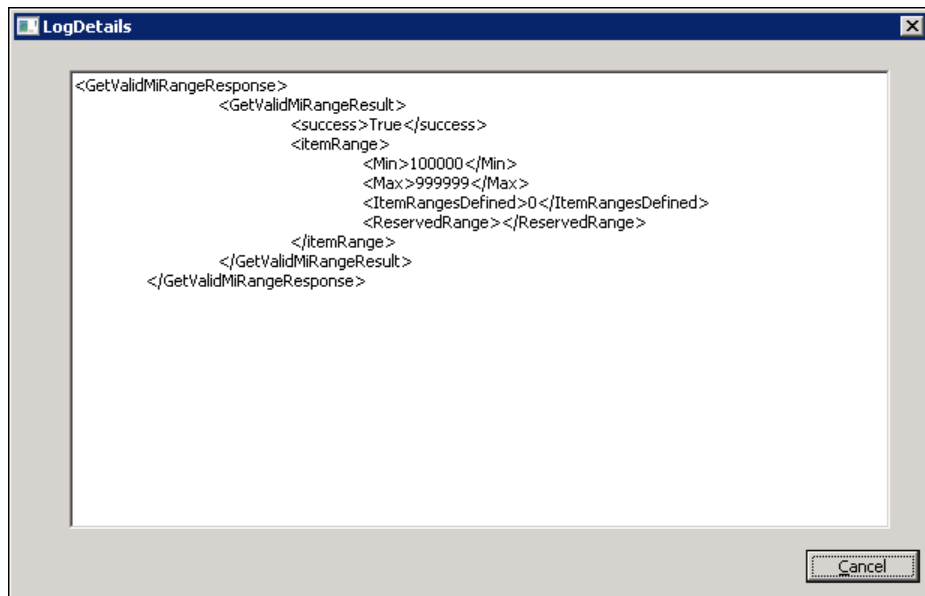
    f. Click **Cancel** to close the Event Details.

3. To filter the Operations log by date or by object:

    a. Click the **Filter** button.

    b. To search by date, select **Enable Filter By Date**.

Figure 1-171   Filter Operations Log
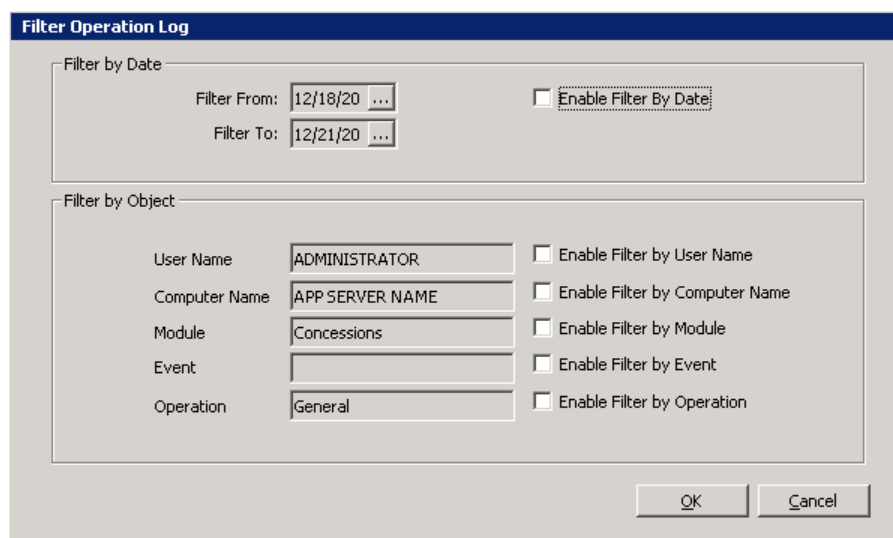
    c. Select the ellipsis (**…**) adjacent to the **Filter From:** and **Filter To:** fields, select the date range of your search, and then click **OK**.

Figure 1-172   Filter By Date Calendar
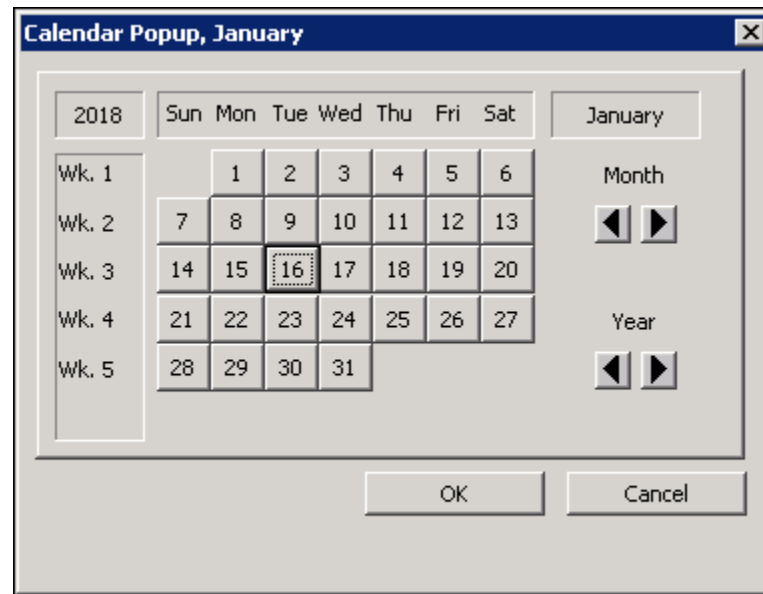
d. To filter by object, enable one or more of the objects and then click **OK**.

Data Purging

This chapter describes how to purge legacy data from SimVen using the SimVen Purge Utility. This utility allows you to delete Event-related data, PO-related data, and Receiving-related data. There is also a section that reviews the purging of the SimVen log file data.

*   Configuring Automatic Personal Data Purging

*   Manually Purging Personal Information

*   Purging SimVen Event, PO, and Receiving Data

*   Purging Log Data

Configuring Automatic Personal Data Purging

Upon request, you can remove personal data for any user at the time of their request. You can configure personal data purging to be run automatically. When the retention period expires, personal data is automatically purged from the system. Data will be purged only for those users who have acknowledged use of their privacy data. Data will not be purged for users who have not granted consent, to avoid old system upgrades and potential loss of data as a result of automatic purging.

Automatic personal data purging is not performed on any profile record that has open transactions, purchase orders, or are assigned to a current or upcoming event.

Figure 1-173   Configuring Automatic Personal Data Purging

1. As an Admin User, on the toolbar, click **System/Utilities**, and then click **Sysfile Maintenance**.

2. Click the **Actions** tab.

3. In the Privacy Data Settings section, ensure that the **Automatically Purge Data** option is checked.

4. Enter the **Data Retention Period** in days for each type of profile record:

   • Vendor

   • Company

   • Group

   • Contract

   • Hawker

   The default **Data Retention Period** is 999 days.

   The Automatically Purge Data setting allows for entries of 1 day up to 5475 days.

5. Click **Save**.

Manually Purging Personal Information

Upon request, you can remove personal data for any user at the time of their request. Using the Anonymization feature is an effective method of purging personal data in

SimVen. Viewing, Exporting, and Removing Personal Data contains more information about anonymizing profile records

Personal data purging is not performed on any profile record that has open transactions, purchase orders, or are assigned to a current or upcoming event

Purging SimVen Event, PO, and Receiving Data

1. Browse to and open the `[Drive Letter]:\SimVen\Conc\Programs` folder.

2. Double-click **TanPurgeEvent.exe**, and then log on to the utility using your SimVen administrator credentials.

3. To delete only event data, select **Event ID (Events related)**, select one or more event IDs, and then click **Purge**.

4. To delete event, PO, and receiving data:

   a. Select **Date Range (Events, PO, Recv.)**, and then select a date range using the **To** and **From** date editors.

   b. Select the information to delete, and then click **Purge**:

      • **Delete Event related data**: Select this option to purge event data.

      • **Delete PO related data**: Select this option to purge purchase order data.

      • **Delete Receiving related data**: Select this option to purge receiving related data.

Purging Log Data

You can purge Access and Operations log data manually or automatically.

1. To automatically purge log data:

   a. As an Admin User, on the toolbar, click **System/Utilities**, click **Sysfile Maintenance**, and then click the **Venue Management Web Service** tab.

   b. Enter the number of days to store log data in the **Num. of Days To Keep Logs** field. When this threshold is reached, log data is deleted accordingly on a daily basis.

Figure 1-174   Main System Maintenance

2. To manually purge log data:

   a. As an Admin User, on the toolbar, click **Security**, click **Security Setup and Edit**, and then click the tab of the log file whose data you want to purge.

   b. Click the **Purge** button, and then select the date range using the **Purge From:** and **Purge To:** fields.

   For the Operations log only, you can immediately purge all log data by selecting **Purge All Records Regardless of Date**, and then click **OK**.

Figure 1-175   Operations Log Purge Filters

System/Utilities

This chapter provides instructions on how to setup and maintain various system and utilities functions in SimVen.

- Sysfile Maintenance
- Ad Hoc Reporting
- Utilities

Sysfile Maintenance

Figure 1-176   Sysfile Maintenance

Located in the **System/Utilities**menu, is the **Sysfile Maintenance** (or **Main System Maintenance**) window. From this window, admin users can configure settings in the following tabs:

- System Variables
- System Counters
- Actions
- Venue Management Web Service
- Tangent Web Service
- Windows Service
- Tender Media
- Locale

Ad Hoc Reporting

To create and run custom reports:

1. On the toolbar, click **System/Utilities**, and then click **Ad Hoc Reporting**.

2. From the **Main File** drop down menu, select the desired file.

3. Enter a query title in the **Query Title** field.
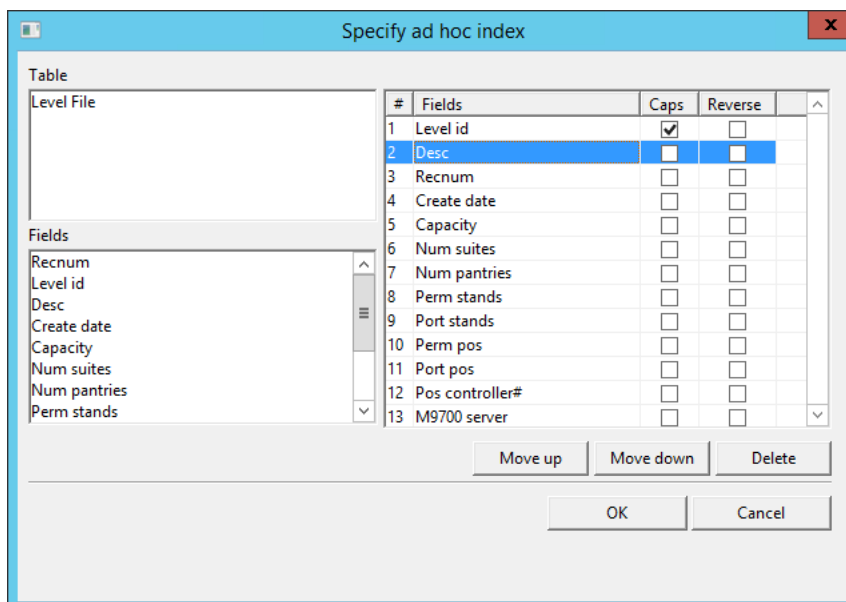
4. In the **Fields** tab:

Figure 1-177   Fields Tab
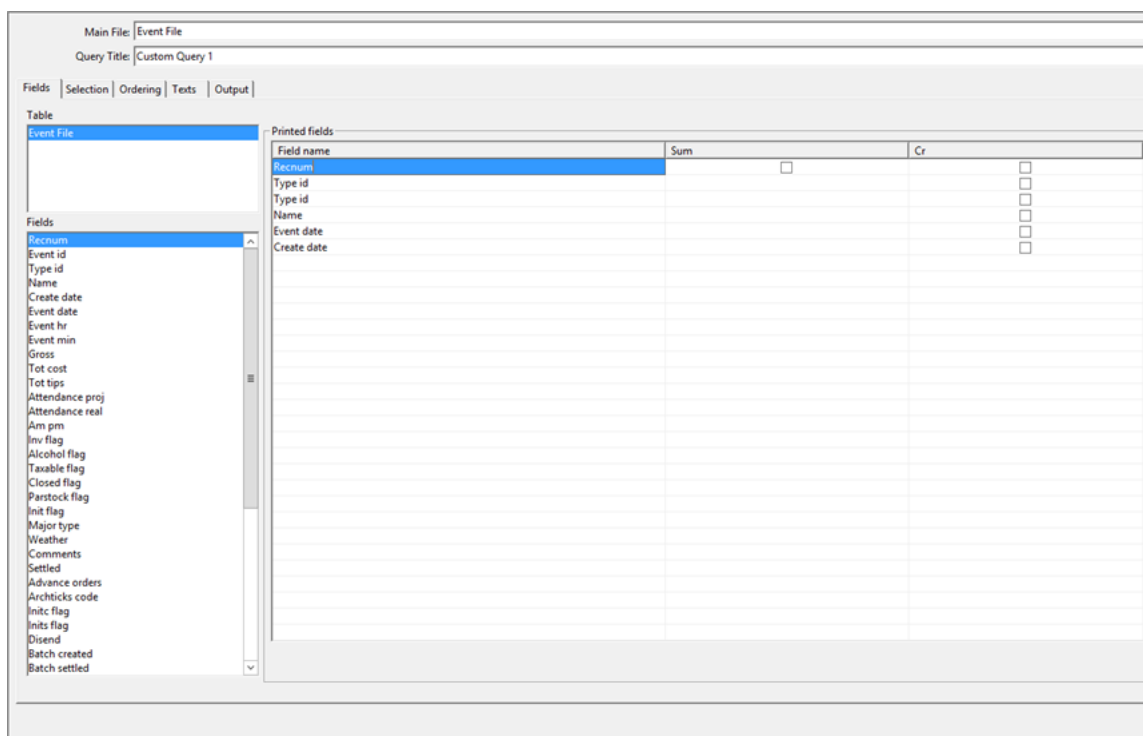
  a. Select the desired fields from the **Fields** table, and click **Add**.

  b. To add multiple fields of the same type, select the field, and then click **Insert**.

  c. To delete a field, select the desired field, and then click **Delete**.

  d. To edit how the column for a selected field appears, select the desired field, and then click **Expression**. After editing the column parameters, click **OK**.

5. In the **Selections** tab:

Figure 1-178   Ad Hoc Reporting – Selection Tab – Selection Operators
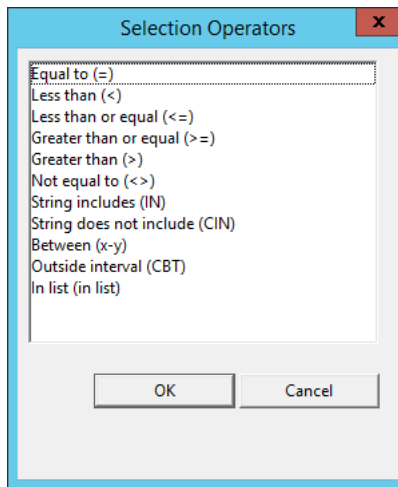
a. Select the desired fields from the **Fields** table, and click **Add**. The **Selection Operators** window opens.

b. Set the desired Selection Operator from the list, and then click **OK**.

c. To add multiple fields of the same type, select the field, click **Insert**, and then repeat **Step 2b**.

d. To delete a field, select the desired field, and then click **Delete**.

e. To edit the selection criteria expression, click **Expression**

f. To edit the values of the fields, click **Default Value**.

6. In the **Ordering** tab, edit the Ad Hoc report appearance by specifying how the report is ordered and indexed after being run.

Figure 1-179   Ad Hoc Reporting – Ordering – Ad Hoc Index

   a. From the **Ordering** drop down menu, select **Ad hoc index**. The **Ad hoc** button to the right of the field becomes functional.

   b. Click **Ad hoc**.

   c. Double-click the fields to edit. The fields then appear in the right hand column.

      i. Mark the **Caps** check box to display the field in capital letters.

      ii. Mark the **Reverse** check box to display the field in reverse order.

      iii. Select a field, and then click **Move up** or **Move down** to sort the ordering of where the fields display in the report.

      iv. Click **Delete** to remove a field from the ordering list.

      v. Click **OK**.

   d. The newly ordered fields now appear in the main tab. Mark the check box under the **Break** column to break the report on that field.

7. Enter a **Before report** and **After report** message in the **Texts** tab.

8. In the **Output** tab, set the desired report destination:

   a. If the destination is to a printer, mark the **Printer** radio button, and set the desired parameters, such as printer destination, font, formatting, and selection criteria.

   b. If the destination is a preview, mark the **Preview** radio button, and set the desired parameters (similar to the Printer selection).

   c. If the destination is a file, mark the **File** radio button, and set the desired parameters, including:

      • File path

      • Use of ANSI characters

      • Inclusion of column names

      • Use of semicolon as a delimiter

      • File format (HTML, XML, etc.)

9. Click **Run**.

Utilities

• Update Location # of Items

• Zero Inventory Location Prices

• Balance Inventory

• Cleanup Transfers

• Close Purchase Orders

• Recalculate Standsheet – Event/Stand

• Recalculate On Order Quantities

• Replace Inventory Cost with Unit Cost

• Update Inventory with Last Received Cost

• Zero Out Inventory Records by Location

ORACLE®

- • Synchronize Site Databases
- • Synchronize Taxrate Databases
- • Cleanup Inventory Location Orphans
- • Initialize a New Location
- • Tangent Utility
- • Tangent Training Utility
- • Reconcile Deposit Totals
- • Update Inventory Locations
- • Run SimVen Diagnostics

Update Location # of Items

To update the location number of items:
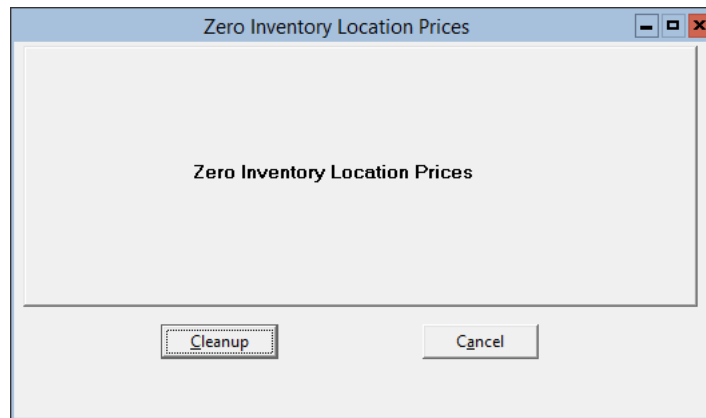
Figure 1-180   Update Location # of Items
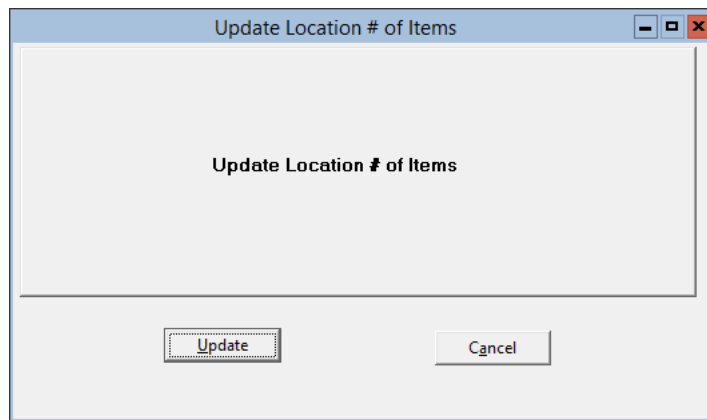
1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Update Location # Of Items**.

2. Click **Update**.

Zero Inventory Location Prices

To cleanup zero inventory location prices:

Figure 1-181   Zero Inventory Location Prices

1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Zero Inventory Location Prices**.

2. Click **Cleanup**.

Balance Inventory

To balance inventory quantities:

Figure 1-182   Balance Inventory
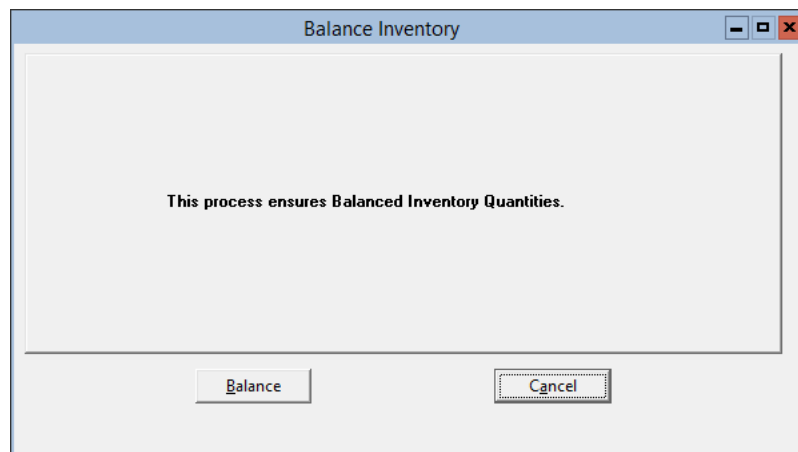
1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Balance Inventory**.

2. Click **Balance**.

Cleanup Transfers

To remove Transfer Detail records with a transfer quantity (total pieces) equal to zero:

Figure 1-183   Cleanup Transfers
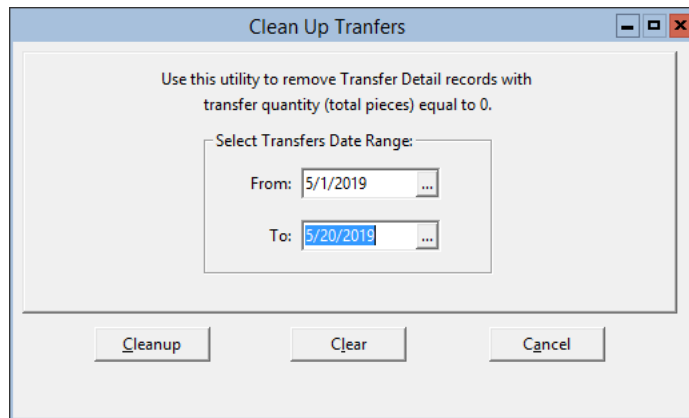
1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Clean Up Transfers**.

2. Set the desired date range to cleanup. If needed, click **Clear** to reset the date range fields.

3. Click **Cleanup**.

Close Purchase Orders

To close Purchase Orders:

Figure 1-184   Close Purchase Orders
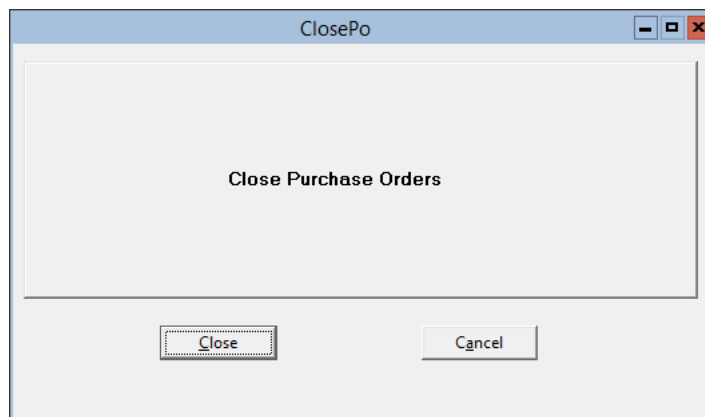
1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Close PO**.

2. Click **Close**.

Recalculate Standsheet – Event/Stand

To recalculate standsheets for an event/stand:

Figure 1-185   Recalculate Standsheet – Event/Stand
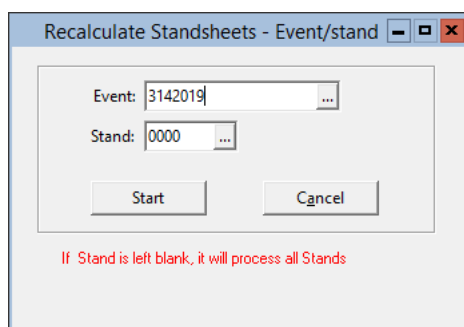
1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Recalculate Standsheets —Event/Stand**.
2. Select the event by clicking the **...** button next to the Event field.
3. Select the stand by clicking the **...** button next to the Stand field. If the Stand field is left blank, the operation will process all Stands.
4. Click **Update**.

Recalculate On Order Quantities

To recalculate on order quantities:

Figure 1-186   Recalculate on Order Quantities
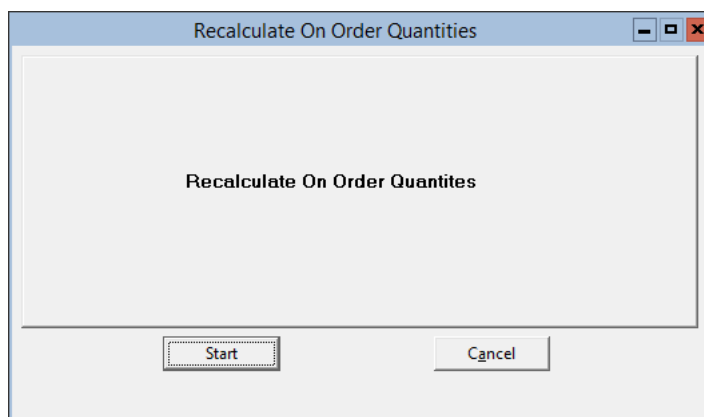
1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Recalculate On Order Quantities**.
2. Click **Start**.

Replace Inventory Cost with Unit Cost

To replace the Inventory Cost with the Unit Cost:

Figure 1-187   Replace Inventory Cost with Unit Cost
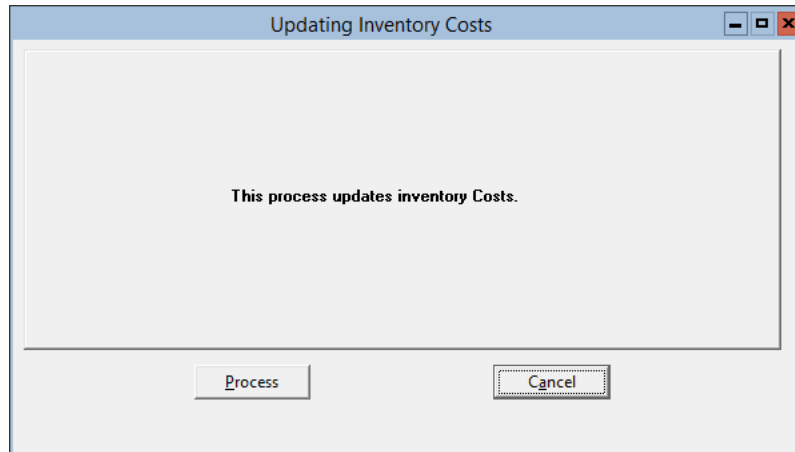
1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Replace Inventory Cost with Unit Cost**.

2. Click **Process**.

Update Inventory with Last Received Cost

To update the Inventory with the Last Received Cost:

Figure 1-188   Update Inventory with Last Received Cost
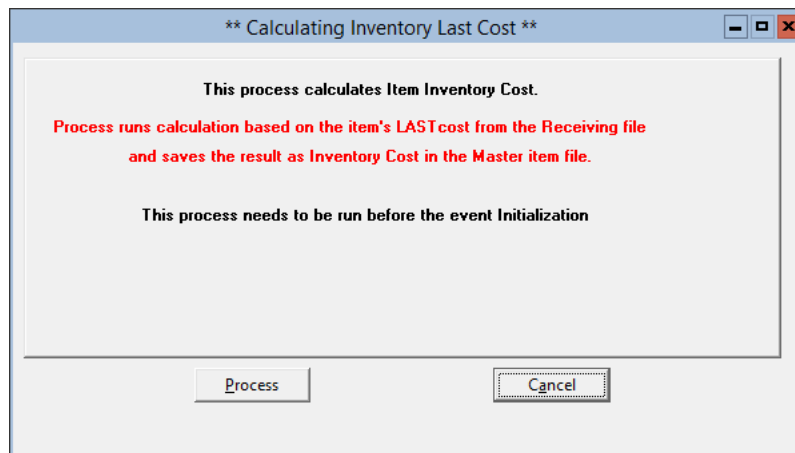
1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Update Inventory with Last Received Cost**.

2. Click **Process**.

Zero Out Inventory Records by Location

To Zero Out inventory records by location:

Figure 1-189   Zero Out Inventory Records by Location
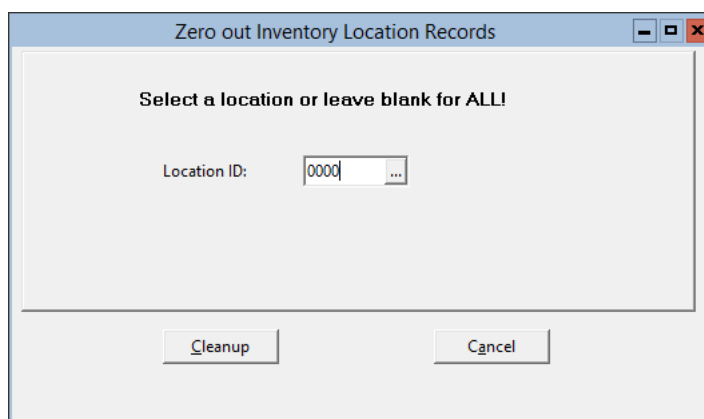
1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Zero Out Inventory Records by Location**.

2. Click the **...** button next to the Location ID field, and select the desired Location ID.

3. Click **Cleanup**.

Synchronize Site Databases
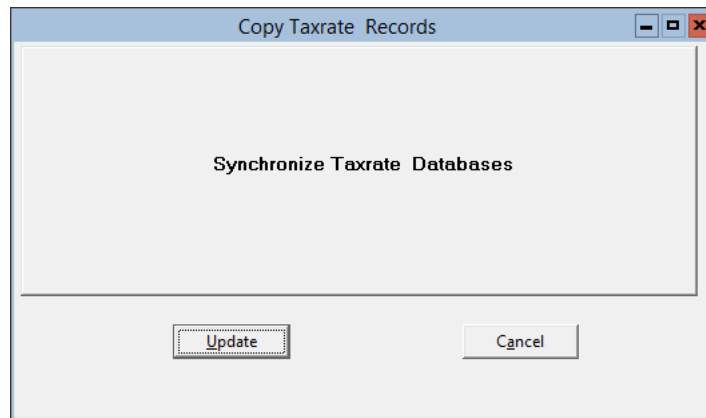
To synchronize site databases:

Figure 1-190   Synchronize Site Databases

1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Synchronize Site Databases**.

2. Click **Update**.

Synchronize Taxrate Databases

To synchronize taxrate databases:

Figure 1-191   Synchronize Taxrate Databases

1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Synchronize Taxrate Databases**.

2. Click **Update**.

Cleanup Inventory Location Orphans
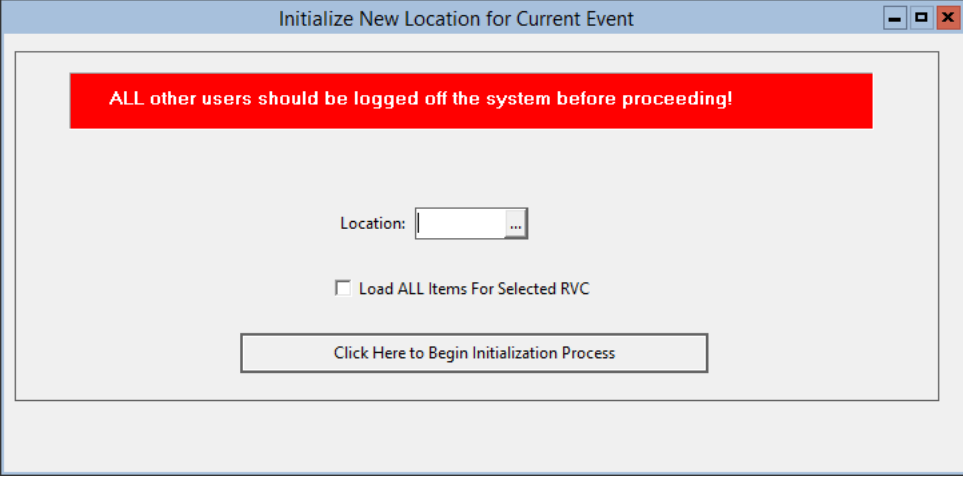
To cleanup inventory location orphan records:

Figure 1-192   Cleanup Inventory Location Orphans
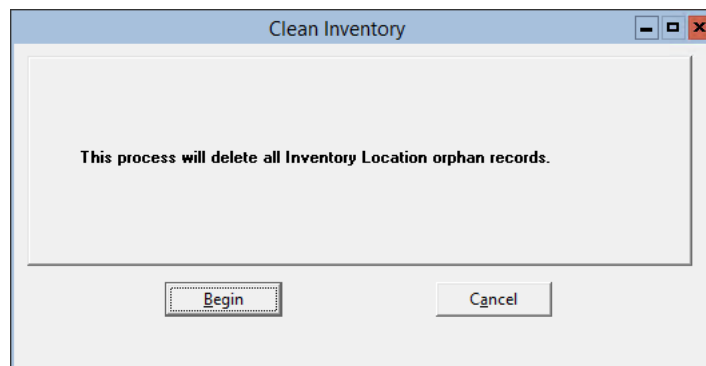
1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Cleanup Inventory Location Orphans**.

2. Click **Begin**.

Initialize a New Location

To initialize a new location for a current event:
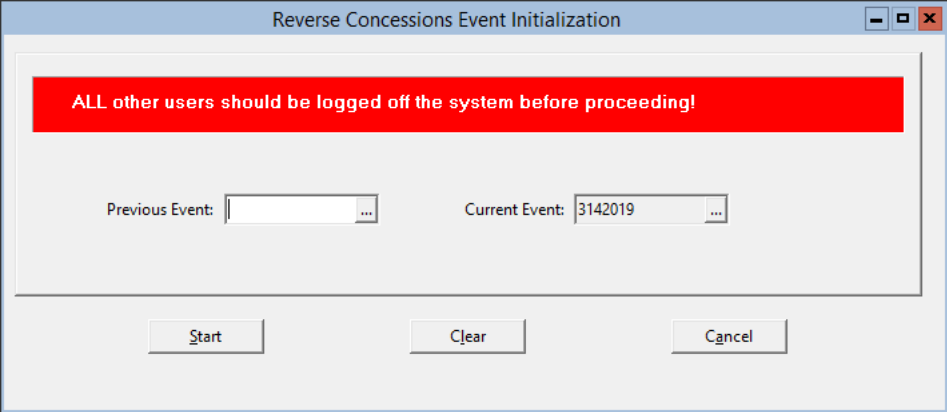
Figure 1-193   Initialize a New Location
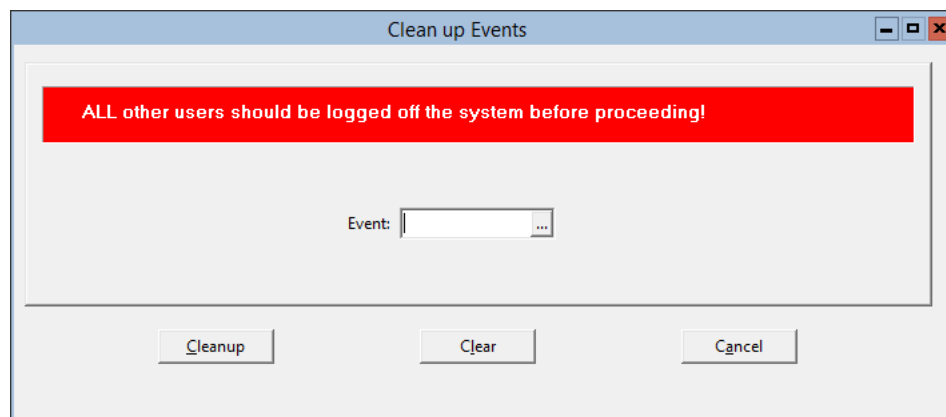

> **Note:**
>
> All other users should be logged off of the system prior to engaging the initialization process.

1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Initialize a New Location**.

2. Click the **...** button next to the Location field, and select the desired Location ID.

3. To load all of the items for the selected RVC, mark the **Load ALL Items For Selected RVC** checkbox.

4. Click **Click Here to Begin Initialization Process**.

Tangent Utility

To reverse concessions event initialization:

Figure 1-194   Tangent Utility

> **Note:**
>
> All other users should be logged off of the system prior to engaging the initialization process.

1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Tangent Utility**.

2. Click the **...** button next to the Previous Event field, and select the desired Event ID. Click **Clear** to reset the field.

3. Click **Start**.

Tangent Training Utility
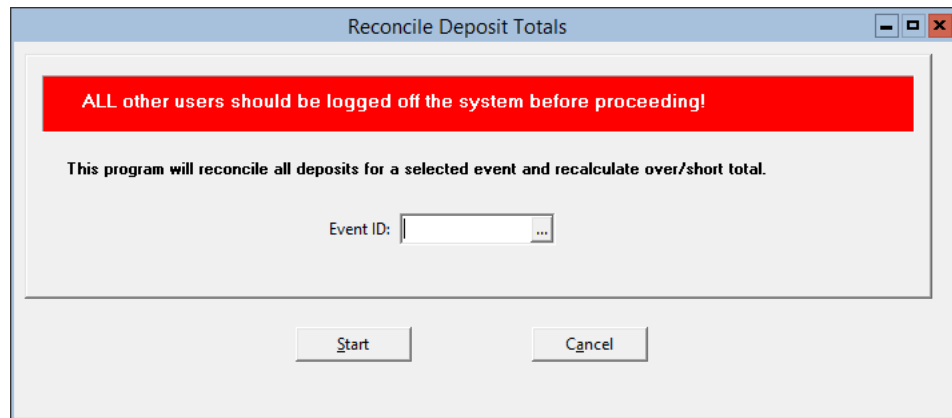
To clean up events:

Figure 1-195   Tangent Training Utility

> **Note:**
>
> All other users should be logged off of the system prior to engaging the cleanup process.

1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Tangent Training Utility**.

2. Click the **...** button next to the Event field, and then select the desired Event ID. Click **Clear** to reset the field.

3. Click **Cleanup**.

Reconcile Deposit Totals

To reconcile all deposits for a selected event, and recalculate the over/short total:

Figure 1-196   Reconcile Deposit Totals

> **Note:**
>
> All other users should be logged off of the system prior to starting the process.

1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Reconcile Deposit Totals**.

2. Click the **...** button next to the Event ID field, and select the desired Event ID.

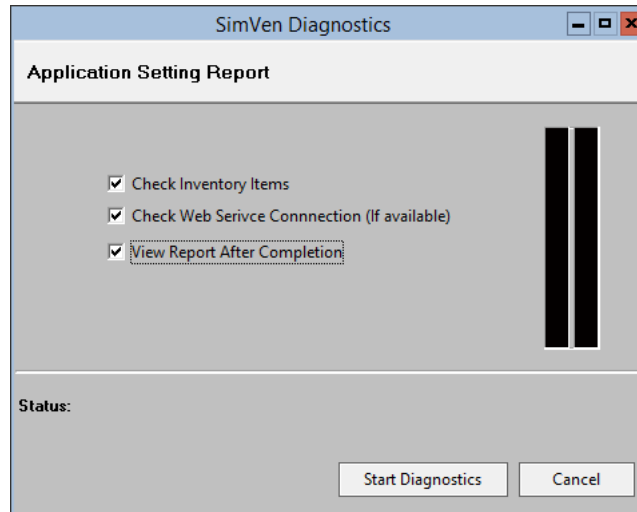3. Click **Start**.

Update Inventory Locations

To update all Inventory Location records:

Figure 1-197   Update Inventory Locations
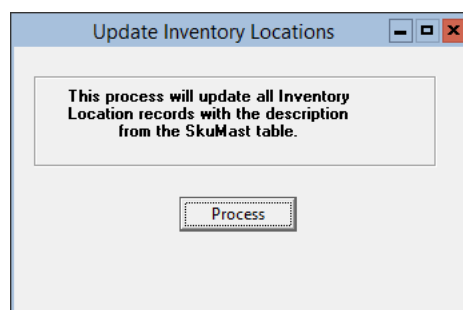
1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Update Inventory Locations**.

2. Click **Process**.

Run SimVen Diagnostics

Figure 1-198   Run SimVen Diagnostics

1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Run SimVen Diagnostics**.

2. Mark the following check boxes as needed:

   - Check Inventory Items

   - Check Web Service Connection (If available)

   - View Report After Completion

3. Click **Start Diagnostics**.

2

Vending and Vending Room

This chapter provides information and configuration instructions for the Vending and Vending Room modules.

- Setting Up Hawkers
- Setting Up Item Commission Rates
- Process Vendor Orders
- Close Vendor Orders
- Set Vending Room Registry Keys
- Vending Reports
- 40 Column Reports
- System/Utilities
- Vending Room Period Reports

Setting Up Hawkers

You must first obtain consent from each hawker prior to storing their personal data in the system.

Figure 2-1   Hawkers Setup

1. On the toolbar, click **Vending**, and then click **Hawkers**.

2. Enter a **Hawker ID**. It is recommended to use the last four digits of the Hawker's Social Security Number as their Hawker ID. Hawker ID's can be one to six numeric characters in length.

3. Enter a **First Name** and a **Last Name**.

4. (Optional) You can enter an **Address**, **Phone Number**, and **E-mail Address**; however, they are not required.

5. Enter a **Seniority Level**, or click the ellipsis **(...)** button and select the seniority level from the drop-down list.

6. (Optional) You can select a **Start Date** and **Term Date**; however, they are not required.

7. Assign an **Hours Guarantee** if one is offered.

8. Enter a **Commission** if no Seniority Level is assigned.

9. Enter an **Add on Commission**, if one is offered.

10. Click **Save**.

11. In the Privacy Policy section, select **Acknowledgement** to opt in or provide your consent to the processing of personal data. After you check this option, the **Acknowledgement Date** field automatically updates using the current date.

12. Click **Save**.

Setting Up Item Commission Rates

Figure 2-2   Item Commission Rates Setup

1. On the toolbar, click **Vending**, and then click **Item Commission Rates**.
2. In the Item Commission Rates pop-up window, click the **...** button next to **Id**to select the ID number.
3. Click the **...** button next to **Item**, and then select an item from the list.
4. Enter the **Pieced Per Load**.
5. Enter **1** for the **Number of Tickets**.
6. Enter a **Vendors Selling Price**.
7. Enter the **Units Sold** and each respective **Commission Rates** besed on seniority level.
8. Click **Save** to complete changes.

Process Vendor Orders

Figure 2-3   Process Vendor Orders

1. On the toolbar, click **Vending**, and then click **Process Vendor Orders**.

2. Enter the **Hawker ID** number or click the **...** button and select the desired Hawker from the list.

3. Press the **Tab** key.

4. Click the **Item** tab to select an item for the Hawker to sell.

5. Press the **Tab** key until you reach the **Tickets** field.

6. If a Hawker wants to vend more than one load at a time, manually change the number of tickets in the **Tickets** field. If the number of tickets is correct, press **Tab**.

   a. If the Hawker is vending more than one type of item at a time, click the **Save** button, and then repeat steps 2–3.

   b. If the Hawker is ready to go, click the **Print** button.

   c. If the Hawker is coming back to vend a second load of the original item, the system will ask you to collect payment for the second load.

Close Vendor Orders
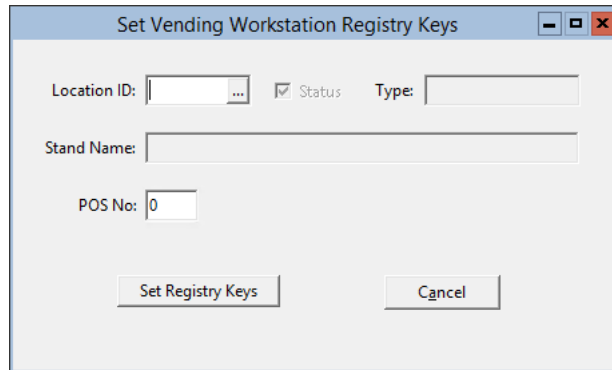
NOTE: If the items returned are worth more than the first load, the system will prompt you to pay the Hawker money.

Figure 2-4   Close Vendor Orders

1. On the toolbar, click **Vending**, and then click **Close Vendor Orders**.

2. Enter a **Hawker ID** or click the **...** button and select one from the list.

3. Click on the first item and press the **Tab** key, until you reach the **Pieces Returned** field.

4. Enter in the number of **Pieces Returned** as a positive number. If no pieces are being returned, enter zero. Press **Tab**.

    a. If there is more than one item to be returned, click **Save** and repeat steps 2–3.

    b. If there are no more items to be returned, click **Print**.

5. If **First Load** is selected in the Sysfile, the system will ask to collect money if any money is owed. Click **Yes** on the Amount Due prompt box and a ticket will print.

Set Vending Room Registry Keys

Note: This function tells the vending computer what vending room it is in. This must be done from the computer in the Vending Room.

Figure 2-5   Set Vending Room Registry Keys

1. On the toolbar, click **Vending**, and then click **Set Vending Room Registry Keys**.
2. Enter a **Location ID** or click the **...** to select the vending location from the list.
3. Click on the **Set Registry Keys** button.
4. Click **OK**.

Vending Reports

In the Vending module toolbar, click **Vending** and select the desired report.

The reports are as follows:

• Alphabetical List of Vendors

• Active Vendors with Balance by Location

• Vendor Production by Family Group

• Vendor Production by Item

• Inventory Sales

• Item Commissions

• Commission Summary

• Cash Receipts

Alphabetical List of Vendors

This report shows all Active Vendors sorted alphabetically by Last Name. It also shows the Vendor's Start Date, Last Event worked, Last Vending Location worked, Number of Events worked, Total Sales, and Total Earnings.

Figure 2-6   Alphabetical List of Active Vendors
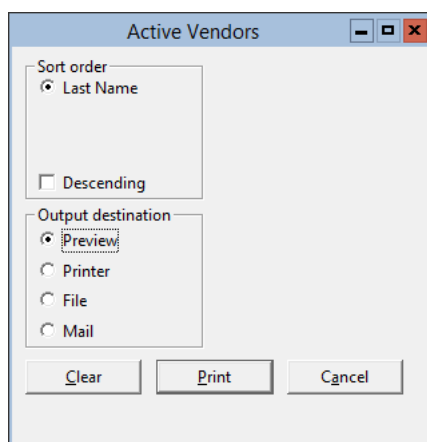
1. On the toolbar, click **Vending**, click **Reports**, and then click **Alphabetical List Of Vendors**.

2. Select **Preview** or **Printer** as the **Output destination**.

3. Click **Print**.

Active Vendors with Balance by Location

The Active Vendors Report shows all Vendors who still have a Vendor Order Open for the selected Event. It will also show the Vendor's Seniority and Balance.

Figure 2-7   Active Vendors with Balance by Location
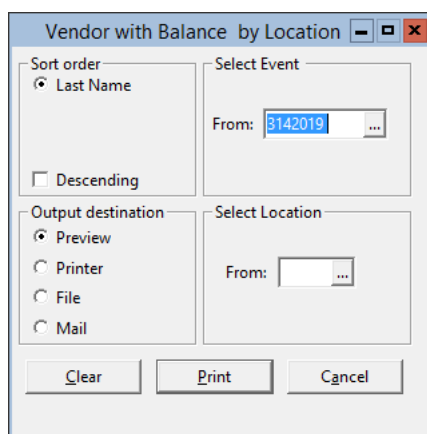
1. On the toolbar, click **Vending**, click **Reports**, and then click **Active Vendors with Balance by Location**.

2. Enter an **Event ID** or click the **...** button and select it from the list.

3. Enter a **Location ID** or click the **...** button to select a location from the list.

4. Select **Preview** or **Printer** as the Output destination.

5. Click **Print**.

Vendor Production by Family Group

This report will show Vendor Sales broken down by Family Group. It will also show any Vendor that sold any items assigned under each respective category, total units sold, and gross sales.

Figure 2-8   Vendor Production by Family Group

1. On the toolbar, click **Vending**, click **Reports**, and then click **Vendor Production by Family Group**.

2. Enter an **Event ID** or click the **...** and select it from the list.

3. Select a **Site ID** or leave the selection criteria blank to see information for all product categories.

4. Select a **Product Category** or leave the selection criteria blank to see information for all product categories.

5. Select **Preview** or **Printer** as the **Output Destination**.

6. Click **Print**.

Vendor Production by Item

This report shows Vendor Sales broken down by Inventory Items. It shows which vendors sold the items, the total units sold, and the gross sales of that item.
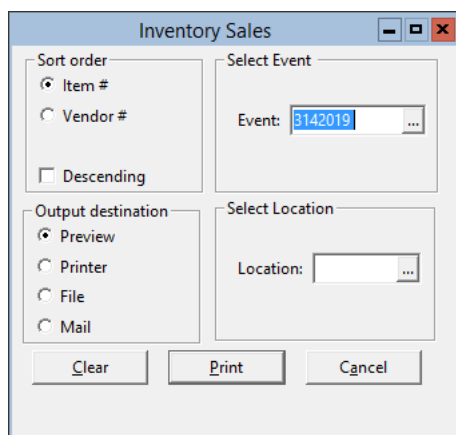
Figure 2-9   Vendor Production by Item

1. On the toolbar, click **Vending**, click **Reports**, and then click **Vendor Production by Item**.

2. Enter an **Event ID** or click the **...** button and select it from the list

3. Select a **Location** or leave the selection criteria blank to see information for all Vending Rooms.

4. Select an **Item** or leave the selection criteria blank to see information for all items.

5. Select **Preview** or **Printer** as the **Output destination**.

6. Click **Print**.

Inventory Sales

This report shows all the items that were vended for the selected Event. It will also show which Vendors sold the items, the number of loads, the return units, and total units sold along with the gross revenue.

Figure 2-10   Inventory Sales Report
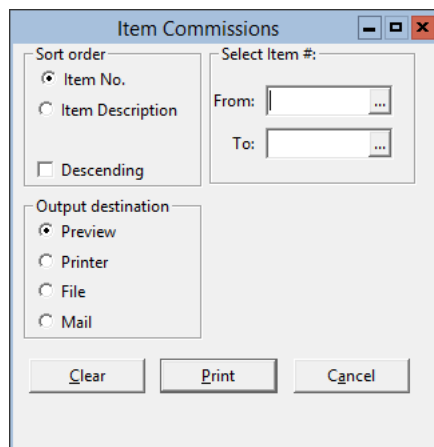
1. On the toolbar, click **Vending**, click **Reports**, and then click **Inventory Sales**.

2. Select a **Sort Order**.

3. Enter an **Event ID** or click the **...** button and select it from the list.

4. Select a **Location** or leave the election criteria blank to see information for all Vending Rooms.

5. Select **Preview** or **Printer** as the **Output destination**.

6. Click **Print**.

Item Commissions

This report shows a vended items commission rate structure. It also shows the price, pieces per load, and number of tickets for each vended item.

Figure 2-11   Item Commissions Report

1. On the toolbar, click **Vending**, click **Reports**, and then click **Item Commissions**.

2. Select a **Sort Order**.

3. Select an **Item #** range or leave the selection criteria blank to see information for all items.

4. Select **Preview** or **Printer** as the **Output destination**.

5. Click **Print**.

Commission Summary

This report shows each Vendor who processed an Order during the selected Event. It will show the items they vended, total pieces, gross and net revenue, and commission earned.

Figure 2-12   Commission Summary Report

1. On the toolbar, click **Vending**, click **Reports**, and then click **Commission Summary**.

2. Select a **Sort Order**.

3. Enter an **Event ID** or click the **...** button and select it from the list.

4. Select a **Location** or leave the selection criteria blank to see information for all Vending Rooms.

5. Select **Preview** or **Printer** as the **Output destination**.

6. Click **Print**.

Cash Receipts

This report will show all cash collected from each Vendor throughout the selected Event. It will also show any money that was refunded to the Vendor, the Order #, and Net Cash Receipt.

Figure 2-13   Cash Receipts Report

1. On the toolbar, click **Vending**, click**Reports**, and then click **Cash Receipts**.

2. Enter an **Event ID** or click the **...** button and select it from the list.

3. Select a **Location** or leave the selection criteria blank to see information for all Vending Rooms.

4. Select **Preview** or **Printer** as the **Output destination**.

5. Click **Print**.

40 Column Reports

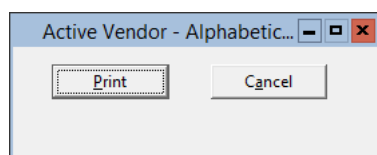In the Vending module toolbar, click **Vending**, and then select the desired report type.

The 40 column reports are as follows:

- Vendor by Name
- Vendor by Location
- Vendor and Balances
- Item Commissions
- Commission Summary
- Inventory Sales
- Cash Receipts

Vendor by Name

This 40 Column Report will show any Active Vendors listed alphabetically by Last Name.

Figure 2-14   Vendor by Name 40 Column Report

1. On the toolbar, click **Vending**, click **40 Column Reports**, and then click **Vendor by Name**.

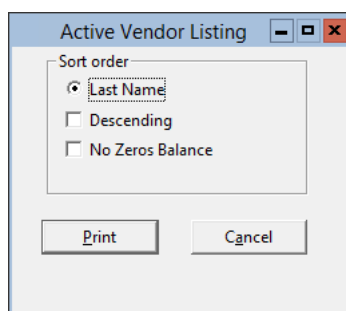2. Click **Print**.

Vendor by Location

This 40 Column Report will print any Active Vendors with Open Orders for the selected location sorted by Vendor ID.

Figure 2-15   Vendor by Location 40 Column Report
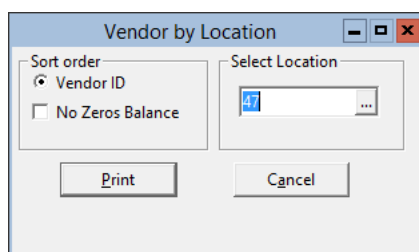
1. On the toolbar, click **Vending**, click **40 Column Reports**, and then click **Vendor by Location**.

2. Select a **Location** or click the **...** button to select a location from the list.
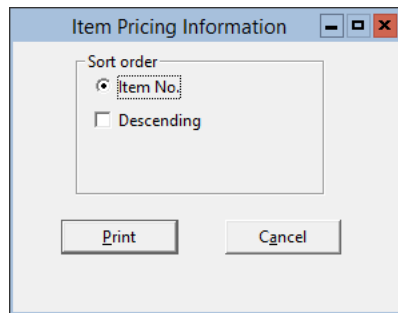
3. Click **Print**.

Vendor and Balances

This 40 Column Report will print any Vendors with Balances, sorted alphabetically by Last Name.

Figure 2-16   Vendor and Balances 40 Column Report

1. On the toolbar, click **Vending**, click **40 Column Reports**, and then click **Vendor and Balances**.

2. Click **Print**.

Item Commissions

This 40 Column Report shows a vended item's Commission Rate structure. It also shows the Price, Pieces per Load, and number of Tickets for each vended item.

Figure 2-17   Item Commissions 40 Column Report

1. On the toolbar, click **Vending**, click **40 Column Reports**, and then click **Item Commissions**.

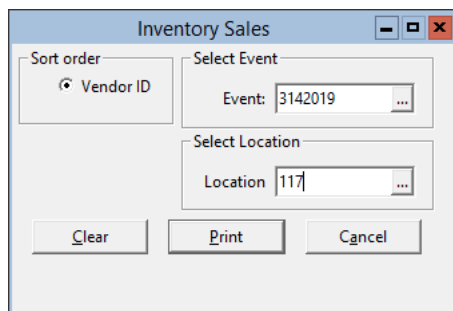2. Click **Print**.

Commission Summary

This 40 Column Report shows each Vendor who processed an Order during the selected Event. It will show the items they vended, Total Pieces, Gross and Net Revenue, and Commission earned.

Figure 2-18   Commission Summary 40 Column Report
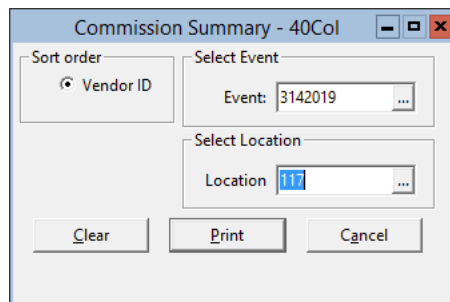
1. On the toolbar, click **Vending**, click**40 Column Reports**, and then click **Commission Summary**.

2. Enter an **Event ID** or click the **...** and select it from the list.

3. Select a **Location** or leave the selection criteria blank to see information for all Vending Rooms.

4. Click **Print**.

Inventory Sales
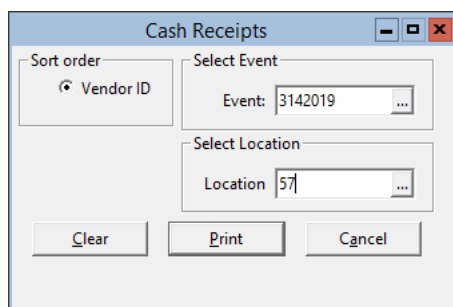
This 40 Column Report shows all the items that were vended for the selected Event. It will also show which Vendors sold the items, the number of Loads, the number of units Returned, and Total units sold along with the Gross Revenue.

Figure 2-19   Inventory Sales 40 Column Report

1. On the toolbar, click **Vending**, click **40 Column Reports**, and then click **Inventory Sales**.

2. Enter an **Event ID** or click the **...** and select it from the list.

3. Select a **Location** or leave the selection criteria blank to see information for all Vending Rooms.

4. Click **Print**.

Cash Receipts

This 40 Column Report will show all cash collected from each Vendor throughout the selected Event. It will also show any money that was refunded to the Vendor, the Order #, and Net Cash Receipt.

Figure 2-20   Cash Receipts 40 Column Report

1. On the toolbar, click **Vending**, click **40 Column Reports**, and then click **Cash Receipts**.

2. Enter an **Event ID** or click the **...** and select it from the list.

3. Select a **Location** or leave the selection criteria blank to see information for all Vending Rooms.

4. Click **Print**.

System/Utilities

- Purge Hawker Totals
- Vending Utilities

Purge Hawker Totals

This program purges Hawker Totals and deletes Hawker Order Records. This program should be run once a year or every few months depending on how often Hawker Totals are desired to be purged.

Figure 2-21   Purge Hawker Totals
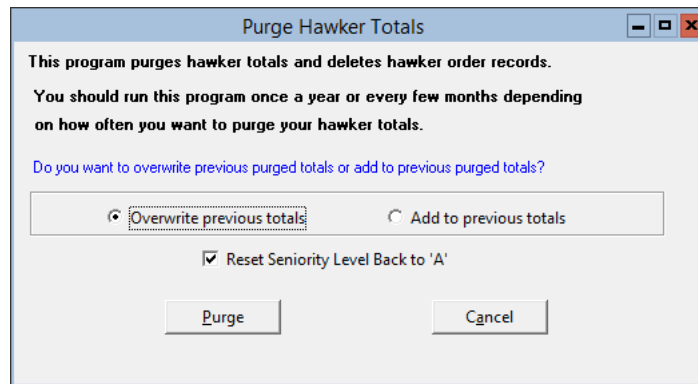
1. On the toolbar, click **System/Utilities**, and then click **Purge Hawker Totals**.
2. Select **Overwrite previous totals** or **Add to previous totals**.
3. Mark or unmark the **Reset Seniority Level Back to 'A'**.
4. Click **Purge**.

Vending Utilities

- Update Location # of Items
- Synchronize Categories
- Synchronize Locations
- Clean Inventory Location
- Cleanup Stand Sheets
- Initialize a New Location
- SimVen Vending Utility

Update Location # of Items

To update the location number of items:

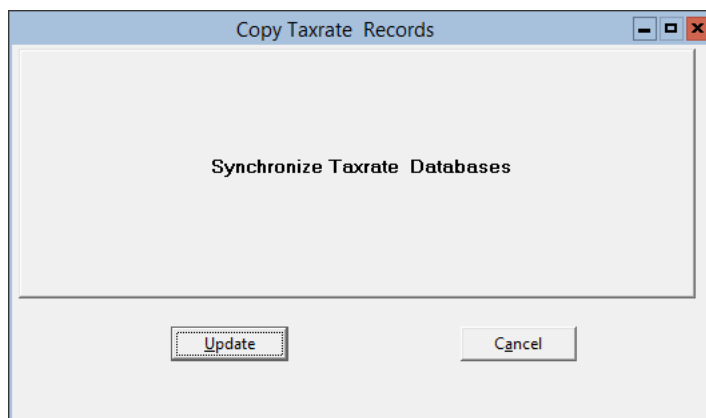**Figure 2-22   Update the Location # of Item**
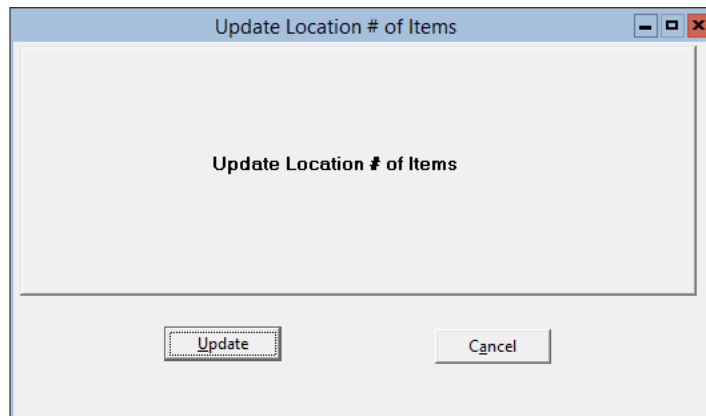
1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Update Location # Of Items**.

2. Click **Update**.

Synchronize Categories

To synchronize categories (Tax Rate databases):

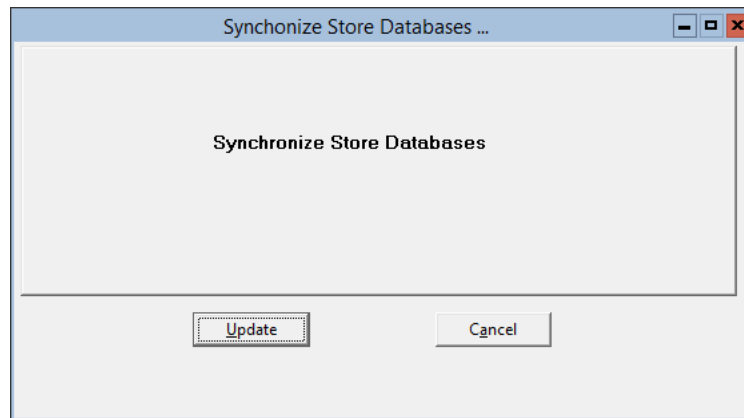**Figure 2-23   Synchronize Categories (Tax Rate Databases)**

1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Synchronize Categories**.

2. Click **Update**.

Synchronize Locations

To synchronize locations (store databases):

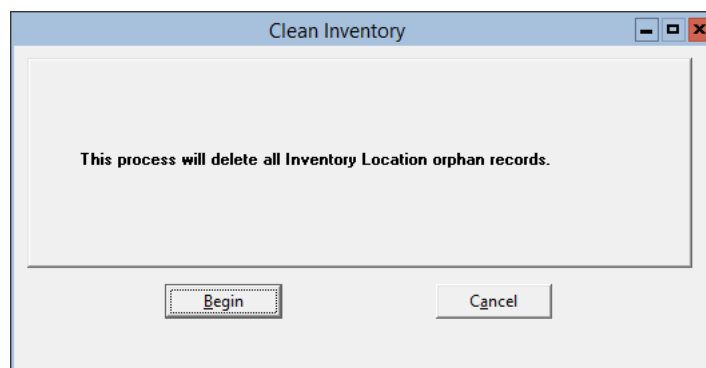**Figure 2-24   Synchronize Locations (Store Databases)**

1.   On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Synchronize Locations**.

2.   Click **Update**.

Clean Inventory Location

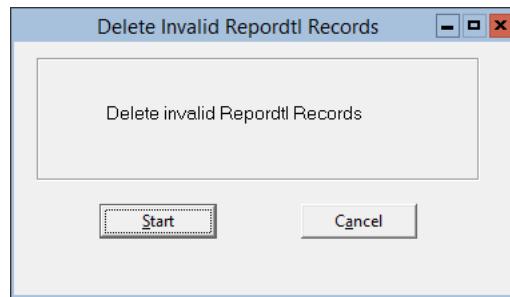To delete all Inventory Location orphan records:

Figure 2-25   Clean Inventory Location

1.   On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Clean Inventory Location**.

2.   Click **Begin**.

Cleanup Stand Sheets

To delete invalid Reportdtl records:

Figure 2-26   Cleanup Stand Sheets (Delete Invalid Reportdtl Records)

1. On the toolbar, click **System/Utilities**, click **Utilities**, and then click **Cleanup Stand Sheets**.

2. Click **Start**.

Initialize a New Location

To initialize a new location for a current event:

Figure 2-27   Initialize a New Location for Current Event
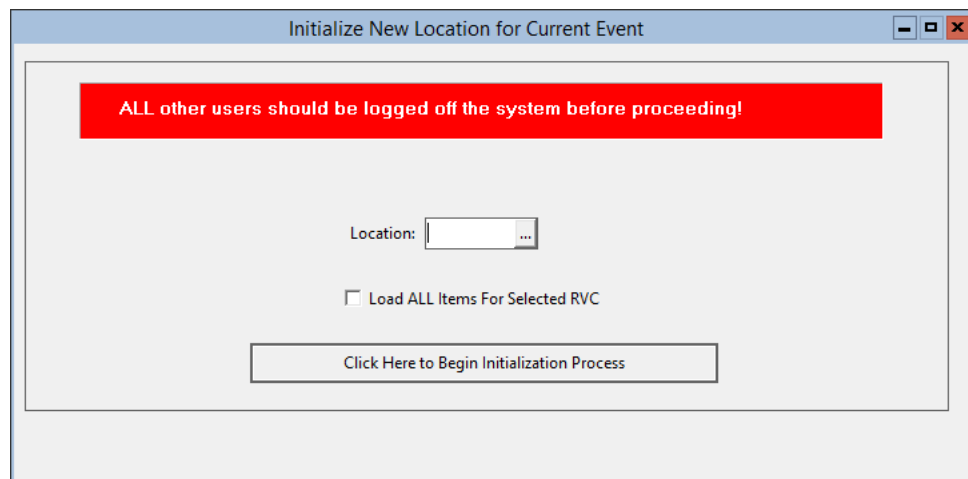
> **Note:**
>
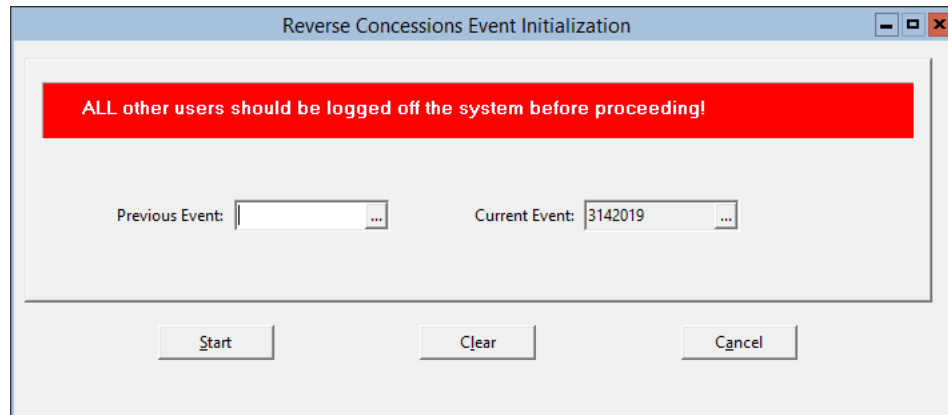> All other users should be logged off of the system prior to proceeding.

1. On the toolbar, click **System/Utilities**, click**Utilities**, and then click **Initialize a New Location**.

2. Select the desired location by clicking the **...** button, and choosing from the drop down list.

3. Click **Ok**.

4. Mark the **Load ALL items For Selected RVC** check box, if necessary.

5. Click the **Click Here to Begin Initialization Process** button.

SimVen Vending Utility

To reverse concessions event initialization:

Figure 2-28   SimVen Vending Utility (Reverse Concessions Event Initialization)

> **Note:**
>
> All other users should be logged off of the system prior to proceeding.

1. On the toolbar, click **System/Utilities**, click**Utilities**, and then click **SimVen Vending Utility**.

2. Click the **...** button to select the **Previous Event** from the **Event Calendar Selection List**.

3. Click **Ok**.

4. Click **Start** to initialize the process.

Vending Room Period Reports

This chapter provides information and configuration instructions for the Vending Room application. The subsequent topics relate to actions taken within the Vending Room application.

- Item Production by Period
- Vendor Production by Period

Item Production by Period

This report shows Vendor Sales broken down by Inventory items for the date range selected. It shows which Vendors sold the items, the Total Units sold, and the Gross Sales of that item.

Figure 2-29   Item Production by Period Report

1. On the toolbar, click **Period Reports**, and then click**Item Production by Period**.

2. Select a **Date** range or leave the selection criteria blank to see item production information for all dates.

3. Select a **Location** or leave the selection criteria blank to see information for all Vending Rooms.

4. Select an **Item** or leave the selection criteria blank to see information for all Vending Items.

5. Select **Preview** or **Printer** as the **Output destination**.

6. Click **Print**.

Vendor Production by Period

This report shows Commissary Sales broken down by Vendor for the date range selected. It also shows the items a Vendor sold, the Total Units sold, and the Gross Sales.

Figure 2-30   Vendor Production by Period

1. On the toolbar, click **Period Reports**, and then click **Vendor Production by Period**.

2. Select a **Date** range or leave the selection criteria blank to see vendor production for all dates.

3. Select a **Location** or leave the selection criteria blank to see information for all Vending Rooms.

4. Select an **Item** or leave the selection criteria blank to see information for all Vending Items.

5. Select **Preview** or **Printer** as the **Output destination**.

6. Click **Print**.