

Sales & Catering – Inventory Item Maintenance

Quick Reference Guide

Introduction

This Quick Reference Guide will provide you with the information needed to add or make changes to Inventory Item Types, Groups and Codes. Inventory Items include Audio/Visual, as well as Meeting Accessories and any other items where an inventory count is needed.

Procedure

This procedure is assuming that additional Inventory Types and Groups need to be created. If appropriate types and codes already exist, **skip to section 2.3 to create an Inventory Item Code.**

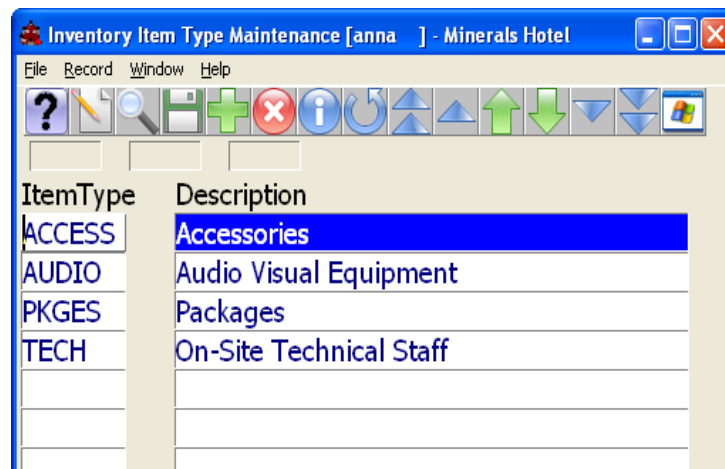
Creating the Inventory Type

Main | Inventory Type Maintenance

Inventory Types allow you to set-up and assign grouping for any inventory that you need to charge the client for via the Banquet Event Order. Inventory Types may be set-up for items such as Audio/Visual or Meeting Accessories, and can then be further broken down into specific groups for easy reference.

TO CREATE an Inventory Type:

- 1) F6 to Create a new line
- 2) Enter up to an 6 character item code in the 'ItemType' field
- 3) Enter up to a 30 character description in the Description field.



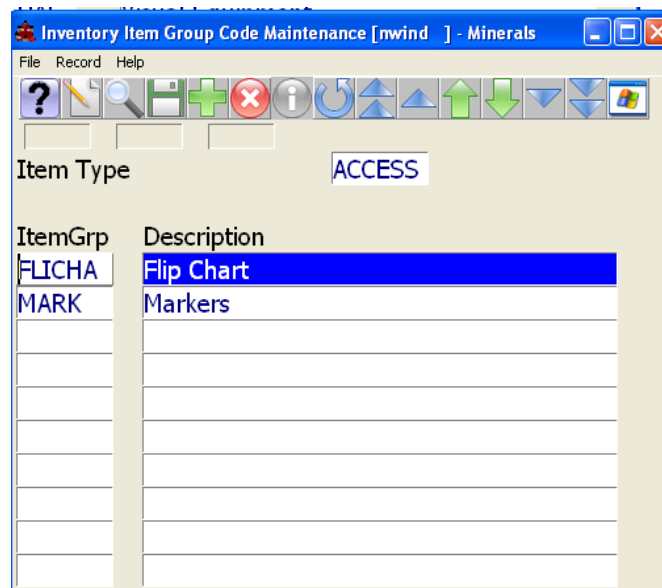
Creating the Inventory Group

Inventory Groups can be created to allow for ease in selecting a specific item. After Inventory Types are created, the associated Item Group can then be added. Inventory Groups are intended to further break-down the Item Type in to sub-sections. These are built from the Inventory Item Type Maintenance Menu. The below example shows Inventory Groups for an 'Accessories' Inventory Type

TO CREATE an Inventory Group:

Window | Inventory Item Groups

- 1) Begin from the Inventory Item Type screen, and highlight the Inventory Item Type.
- 2) Select **Window | Inventory Item Groups**
- 3) Enter up to a 6 character Inventory Group Code in the 'ItemGrp' field
- 4) Enter up to a 30 character description of the code in the Description field



Creating the Inventory Item Code

Main | Inventory Item Code Maintenance

This is where the actual Inventory item Codes are created and linked to the Item Type and Group that they are associated with. This will allow users to locate and charge items within the Booking Event's Inventory Charges.

TO CREATE an Inventory Item Code:

- 1) **Select F6 to Create each time to make a new code**
- 2) **Item Code – 8 character code that represents the Inventory Item**
- 3) **Description – Up to a 30 character code to describe the item**
- 4) **Item Type – Use F8 lookup to select the Type**
- 5) **Item Group – Use F8 lookup to select the Group**
- 6) **Price – The price of the Special Charge**
- 7) **Inv Quantity – The quantity of this item on hand**
- 8) **Cost – Internal cost of the item**
- 9) **Posting Code – Where the revenue will be allocated. Use F8 lookup to select the appropriate Posting Code.**
- 10) **Svc Chg Type – Whether a service charge is applied. Use F8 lookup to select the appropriate Service Charge.**
- 11) **Temporary – Whether item is Temporary or Permanent**

Item Code	PAPER
Description	Flip Chart Paper
Item Type	ACCESS
Item Group	FLICHA
Price	3.00
Inv Quantity	24
Cost	.90
Posting Code	AV
Svc Chg Type	
Temporary	N

With the cursor on the Inventory Item Description, you can choose *Window | Inventory Item Text* to add text to the Inventory Item. This text will *replace* the description entered in code creation when displayed on the BEO.