User’s Guide

Materials Control

Date: March 1st 2003

Preface

This guide has been created to help users and administrators familiarize themselves with MICROS-FIDELIO Materials Control.

The guide is divided into seven chapters:

- Introduction
- System
- Master Data
- Purchasing
- Stock Management
- Production
- Results & Reports

Due to the great flexibility of our software, it is not possible to write a manual that applies to each and every installation. Training and consultation during the installation is very important.

This guide in no way replaces a thorough on-site training. It is meant to be a reference guide and can help you familiarize yourself with the details of this program.

At the beginning of this manual, there is a table of contents. Use the table of contents to extract specific information and customize the document for each employee.

We appreciate any suggestions, comments or criticisms you have about this manual. Below is the address of our headquarters:

MICROS-FIDELIO GmbH
MC Product Management
Europadamm 2-6
41460 – Neuss
Germany
Tel.: +49 (0) 2131 137 0
Fax.: +49 (0) 2131 137 777

Table of Contents

Introduction

Familiarize yourself with the technical terms that are used in this guide. The graphics represent specific functions. Some of the symbols are standard Microsoft Windows symbols.
Structure your work systematically from the beginning.
Before you start working with the system, you should understand the links how individual programs are linked to each other.
Don't let new terms confuse you, you will get used to them quickly.
Work through the examples in this guide step by step.

GUIDE STRUCTURE

To keep this guide as concise as possible, different font types are used along with additional symbols.

Description

An overview that tells you the basic functions of the module and its relation to other modules.

Tips and Tricks
Tips and tricks to make working with Material Control easier.

Example

Examples of the most important information will help you remember what you have just learned and show you how it is used in everyday situations.

Important
Special and important notes are marked with this symbol.

Caution
This symbol indicates that care should be exercised when configuring a feature or performing an action.

Notes
Notes gathered from users' experience to help you with the program.

FAQ
Questions that users frequently ask us.

Note

This document was created using a version 6.36 database and applies to a version 8.0.02 program.

IMPORTANT TERMS FOR BEGINNERS

If you are still new to working with Microsoft Windows, you may see some terms that seem initially seem confusing to you. You will get used to them quickly because they appear frequently in this document. Nonetheless it is necessary to familiarize yourself with a few key terms. Let us explain some of the most common terms.

SHORTCUT ICON

A shortcut icon is an icon that is linked to a program. While the actual program may be in one of many folders in your computer, the shortcut can be placed on the computer's desktop for quick access to the program. You can tell a shortcut icon by the little arrow in its bottom left corner.

POINTER

The pointer is the arrow you see moving on the screen when you move your mouse. To select an item in a list, for example, move the pointer to it and press the left mouse button. Pressing the left mouse button is referred to as *clicking*.

DOUBLE-CLICKING

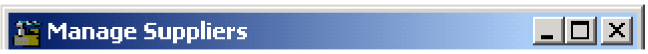
To double-click press the left mouse button twice in quick succession. Double-clicking on a shortcut icon will open the program that this icon is a shortcut to.

CURSOR

The Cursor is a blinking vertical bar that indicates your position on the screen.
Change the position of the cursor by moving the mouse to it and then clicking the right mouse button.

BARS

Title Bar



The title bar is a bar at the top of most windows and displays the title of the window.
If you click on the icon in the left corner of the title bar, a menu bar displays. In this menu bar you can change the size of the window or close it.

The buttons in the right corner of the title bar have the following functions:

 Minimize the window.

 Maximize the window.

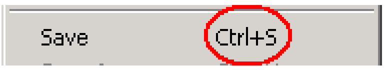
 Restore the window down to its original size.

 Close the window.

Menu Bar

The menu bar displays the names of all available menus and is located under the title bar. Each of these menus contains functions.

For example, if you click on any menu bar in the *Master Data* forms, you will see the functions Cost Centers/Stores, Taxes, Foreign Currency, etc. Functions trigger actions or call programs.
Instead of clicking on an item on the menu bar drop-down, you can press the Ctrl key in combination with another key to trigger a function. The following are common keyboard shortcuts:



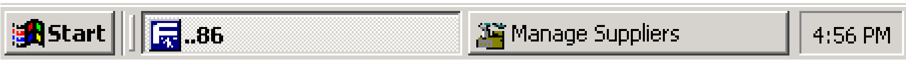
Ctrl+N	**New** Creates a new record.
Ctrl +S	**Save** Saves the entered data.
Ctrl +U	**Save As** Saves the record under a different name.
Ctrl +D	**Delete,** Deletes a record.
Ctrl +O	**Open** Opens a record/form.
Ctrl +P	**Print** Prints the currently displayed record.
Ctrl +A	**Show Search Result** Switches to the *Overview* tab.
Ctrl +Del	**Clear Field** Clears data in a field but not the entire record.
Ctrl +C	**Copy** Data is copied and stored on the clipboard.
Ctrl +V	**Paste** Copied data on the clipboard is pasted.

Toolbar

The Materials Control toolbar displays shortcuts to MC program modules. Create shortcuts to the modules you use most and store them in the Favorites toolbar. You can add shortcuts to the Favorites toolbar by dragging the shortcut from its original toolbar into the Favorites toolbar with your mouse pointer. Each time you log in, the Favorites toolbar will display by default.

The size of a shortcut can be adjusted by right-clicking on the shortcut's heading.

Taskbar



The taskbar is generally at the bottom of the screen and shows all tasks that are currently running, open programs, shortcuts, etc.

FIELDS

To move from field to field, you can use the Tab key instead of the mouse.

Data Fields

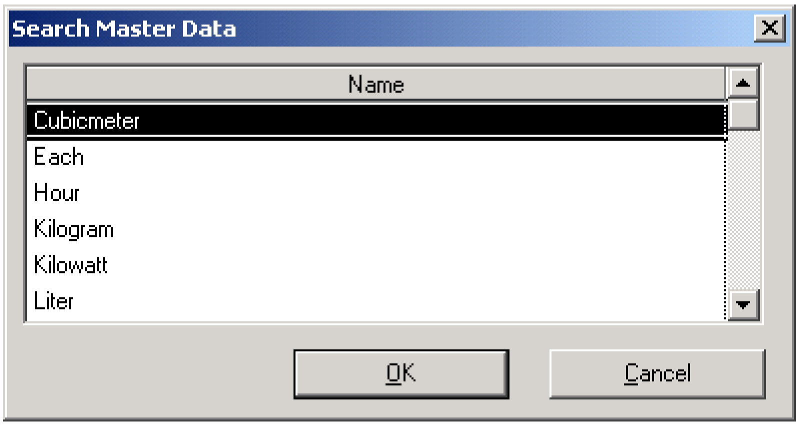
Enter the text into a data field by clicking on it with the mouse pointer and then typing the text with your keyboard. Data fields have a white background.

Option Field

Option fields have a light blue background. While text entry is required in data fields, the option fields require selecting one of several options or items. An option field is an aid to assign one data record to another record

Light Blue Fields

Click inside the field and press the Enter key to display an options window or a list box.



Fields with names displayed in <.....>

A pre-selection can be made here.

Red Fields

Fields that previously had a light blue or white background will display with a red background if a required entry is missing.

If you try to save entries in a form that contains a red field, a message will display to remind you to enter the missing information.

Blue Option Fields

Blue fields are usually found in *Master Data*. Click on the field and press <Enter> to see a list box containing a selection of records. The record you select will populate the field once you've clicked OK.

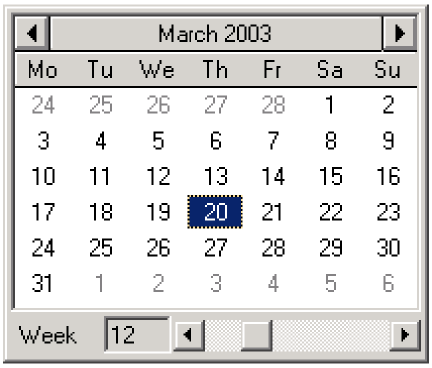
Information Fields

Information fields are read-only fields that display information relevant to the record displayed. These fields call information from the system and cannot be edited.

Date Fields

Click on a Date field and press <F4> or click on the calendar icon to display a calendar.

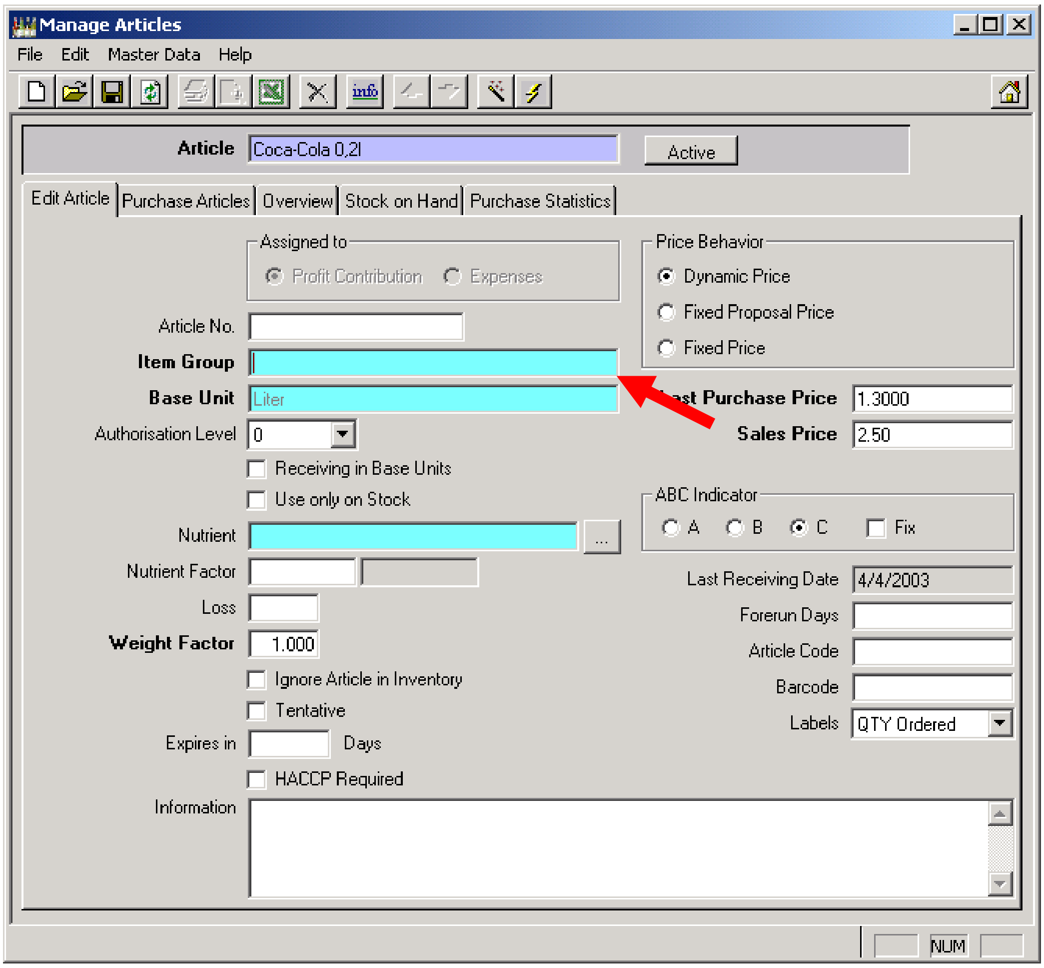
Use your mouse or the arrow buttons to select a date.



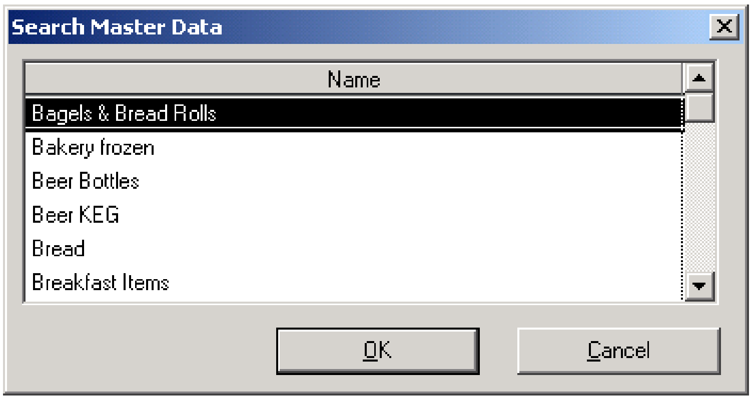
Example

Working with option fields:

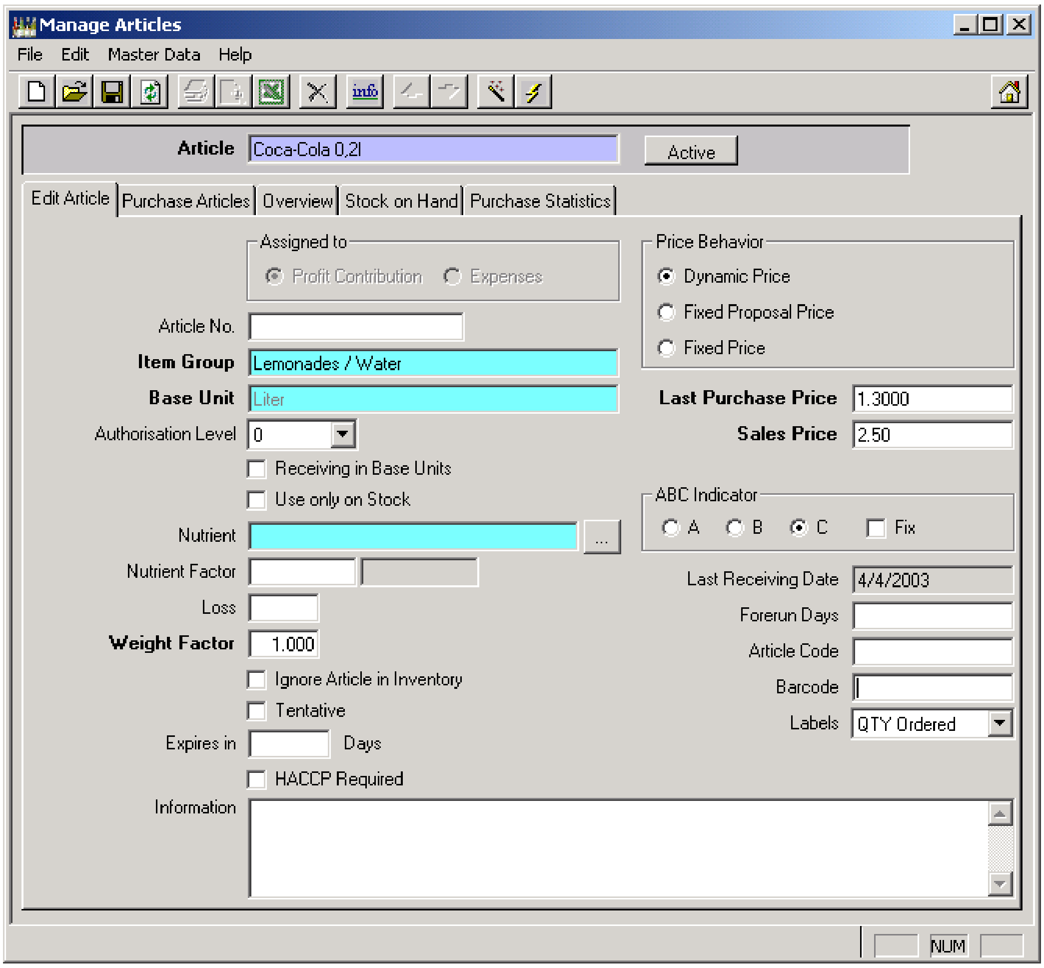
Click on the light blue field and press the Enter key.



A list box displays.



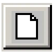
Select an item by clicking on it. The item's line will have a black background once it has been selected. The item's information is now displayed in the appropriate fields in the original window.



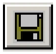
BUTTONS & BOXES

BUTTONS

Most windows contain function buttons. These buttons have the same functions in each form throughout the program.
Buttons trigger functions when you click on them with the mouse or press the Alt key along with an underlined letter, for example Ctrl+S to save.

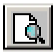

New
Inserts a new record.

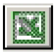

Open
Opens a new record in the *Overview* tab.

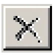

Save
Saves the current entries.

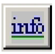

Refresh
Updates the form to reflect the most recent entries.


Print
Prints the currently displayed information.


Print Preview
Displays a preview of what the printed information will look like.


Excel
Exports data into an Excel spreadsheet.


Delete
Deletes data.



Information
Displays detail information (date, creator, etc.).


Back
Returns to the previous record (in the *Overview* tab).


Forward
Skips to the next record.

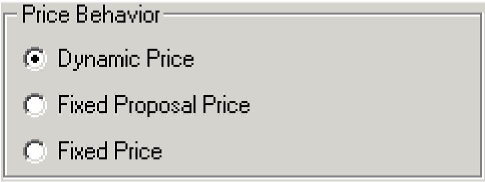

Wizard
Displays a wizard to help you create records.

Quick Edit

Displays a window in which you can easily find records and insert new values at the same time.

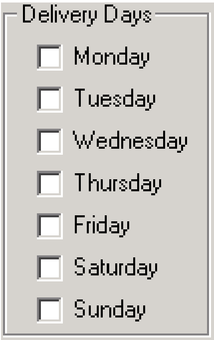
OPTION BOX

In an option box you can select one of several options. Only one option can be selected. Select an option by clicking on a radio button. The activated radio button will display a black dot in its middle



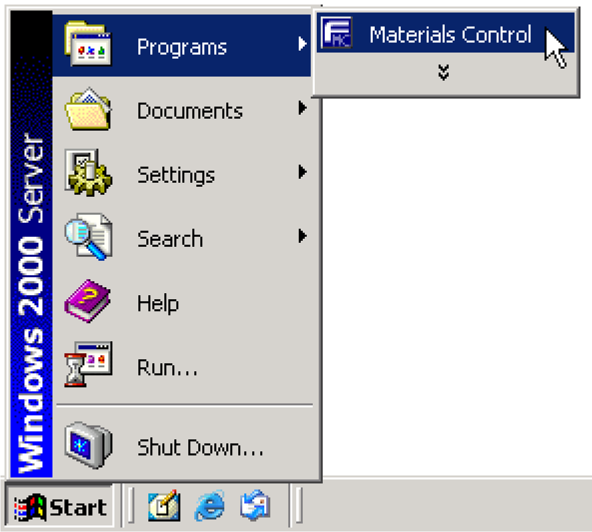
CHECKBOX

Checkboxes are similar to radio buttons, but several checkboxes may be selected. Select a checkbox by clicking on it. A checkmark ✔ will display inside the checkbox ☑.



STARTING THE PROGRAM

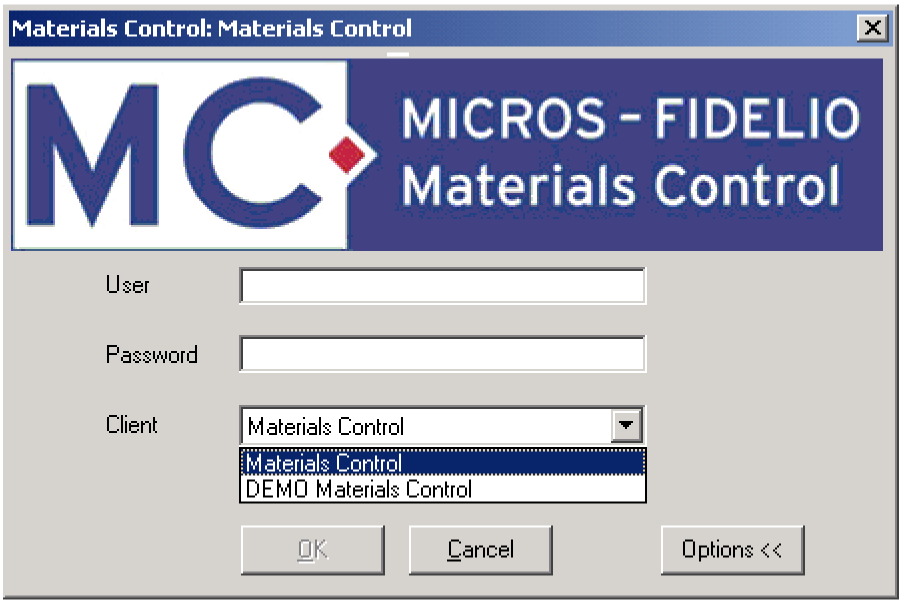
From the taskbar, select Start | Programs | Materials Control



OR

double-click on the Materials Control shortcut icon  on your desktop.

Login



Click on the User field and enter your user name.

Use the Tab key to move to the Password field and enter your password.

If you don't want to call the standard database, click on the Options button and select a database from the Client drop-down list.

System

This chapter describes the administrative features used to configure the system.

CHANGE PASSWORD

Description

Passwords are necessary to log users into the system. Each time a user is created, a password for this user is created as well. User's can change their password in *Change Password*, however, they cannot change another user's password.
Passwords should be changed on a regular basis.

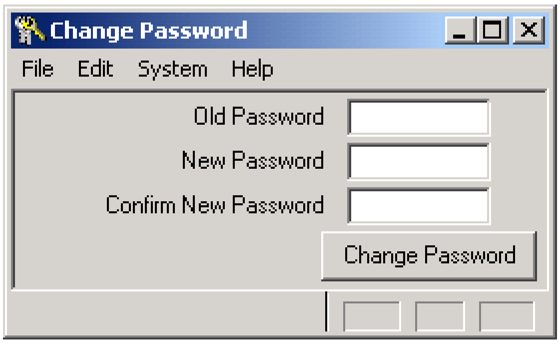
Tip

Users and their passwords are generally created using the *Manage User's* form in *System* | *Users*.

Important

- Users must have access rights to *System* | *Change Password* to use the *Change Password* module.

Form Description



- **Old Password** – Enter the user's current password.
- **New Password** – Enter the user's new password.
- **Confirm New Password** – Enter the new password again.
- **Change Password** – Click this button to save the changes.

Tip

Passwords are always displayed as ********.

Notes

- Passwords are first assigned to users when they are created in *System* | *Users*.
- Forgotten passwords cannot be recovered. If you forget a password, go open *System* | *Manage Users* (**Manage Users** access right is required for this), leave the **Old Password** field blank and enter the new password into the **New Password** and **Confirm New Password** fields. Click **Change Password** to assign the new password.

FAQ

Q: Who needs this module, and what do they need it for?
A: Every user needs this module. Passwords are assigned to a user by the system administrator when the user is created and should be changed on a regular basis using this module.

Q: What do I do if I forgot my password?
A: A forgotten password cannot be displayed. The system administrator must assign a new password to you in the *Users* module.

SET LANGUAGE

Description

Each user can customize his own language settings. Use this feature to load, import, and export languages.

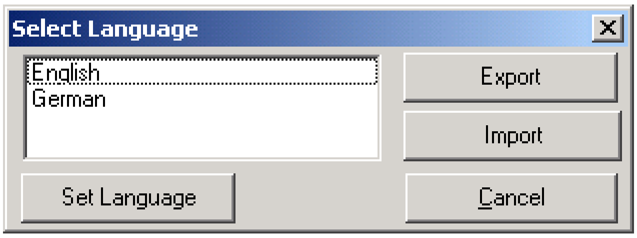
Important

- Access to language settings cannot be denied in *Rights*.

How to use this feature

1. From the MC menu bar, select *Login* | *Set Language*.

The following form displays:



All available languages are displayed.

2. Select a language from the list and click on the **Set Language** button.

The selected language is now in effect for the user that is currently logged in.

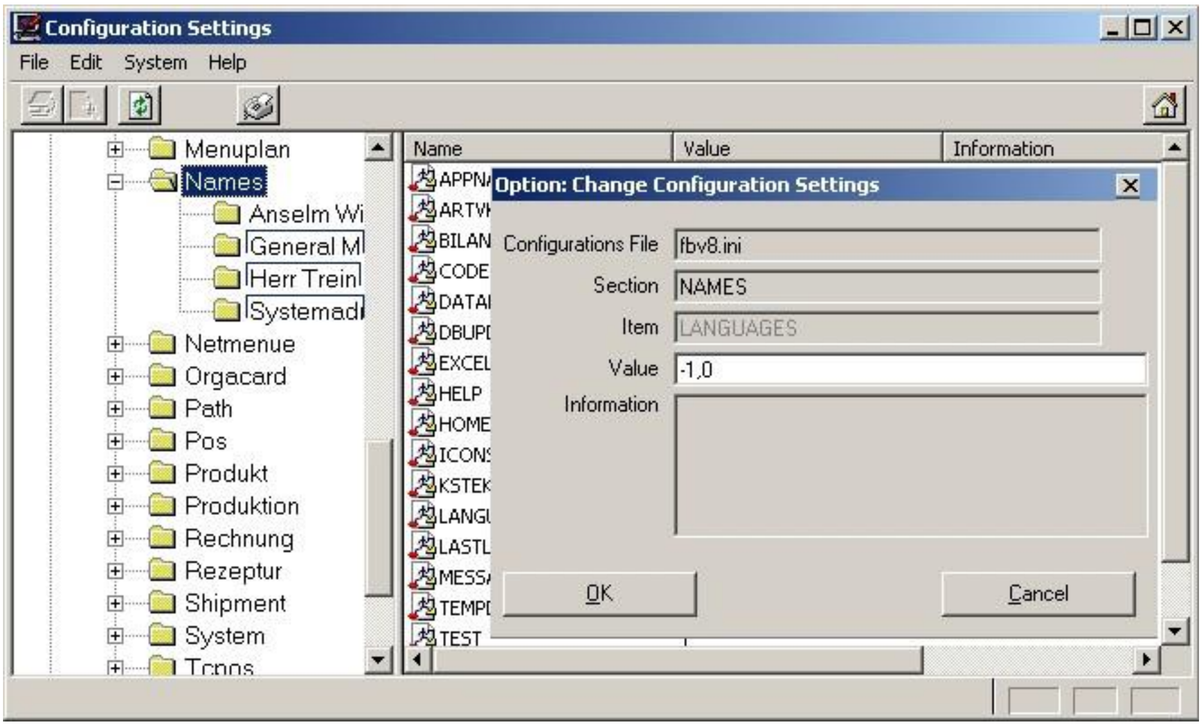
3. To export the selected language to a file, click on the **Export** button.

The resulting file is saved to the *Languages* folder in the installation directory.

4. To import a new language, click on the **Import** button.

You can only import languages that are available as language files in the *Languages* folder.

The availability of the languages to load is also controlled by the entry in
System > Configurations > fbv8.ini > Names > Languages:



The following values can be entered here (separated with a ‘”,”):

-1	= English
0	= German
1	= French
2	= Italian
3	= Spanish
4	= Dutch
5	= Greek
6	= Slovene
7	= Hungarian
10	= Traditional Chinese

Please note that every additional language will increase the start up time for the MC client. All languages inserted here in this key are loaded into the client at the start of the application.

Tip

If the key is empty all available languages will be loaded!

USERS

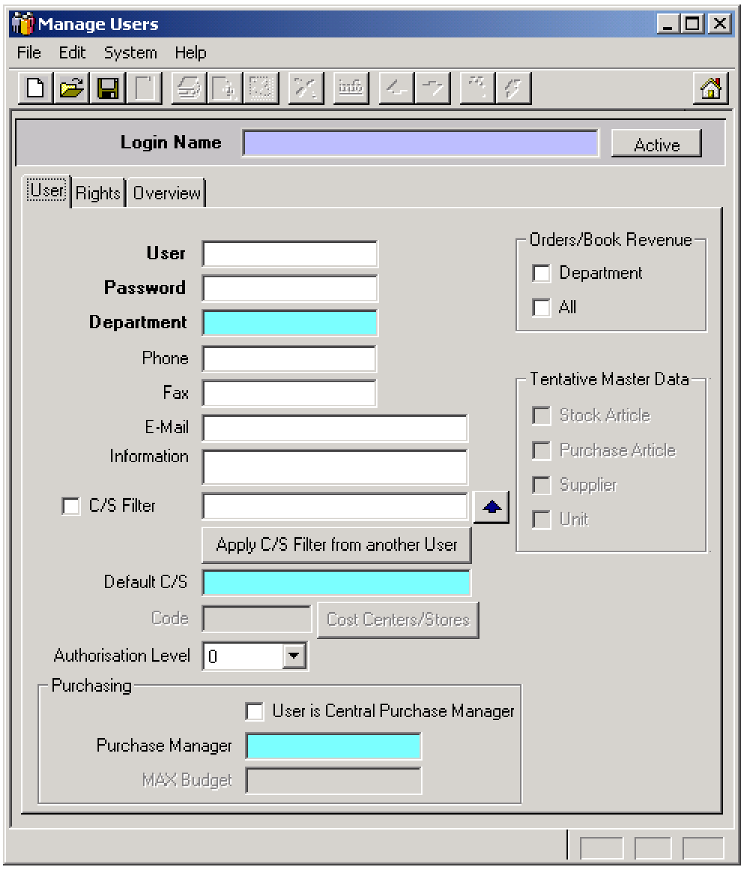
Description

In this module you can create users for your business' employees. Users can also be edited or deleted, i.e., deactivated, here. User rights are granted and managed here. Rights can be copied from one user to another.

Important

- Users must have access rights to System | Users | Rights.
- Determine which one of your employees has access to a PC and should work with Materials Control.
- The system comes with a default system administrator, the user Admin. Login name for Admin is admin. The system administrator cannot be deleted; only name and password may be changed.

Form Description



- **Login Name** – Enter the user's login name in the light blue field. Every user must have a login name and a password to be able to work with Materials Control.

Tip

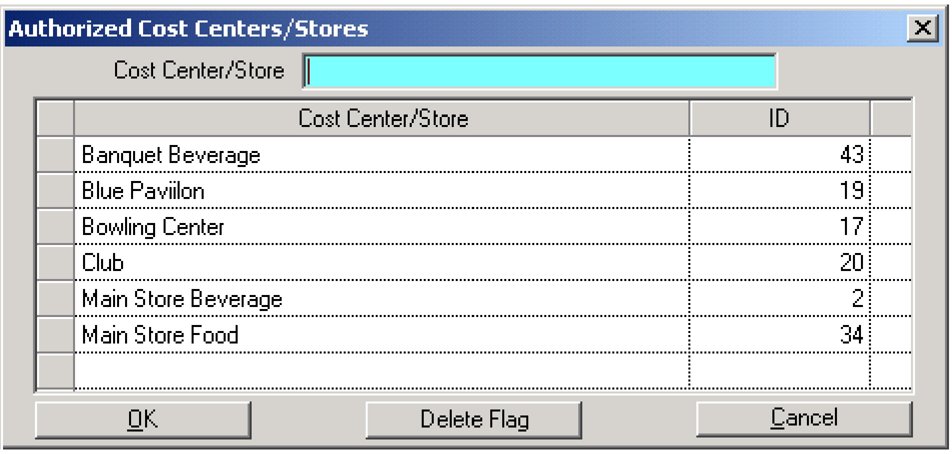
The login name should be an abbreviation of the user name.

- **Active** – To prevent problems with the transaction history, it is only possible to delete users that have not posted any transactions. (Use the **Delete** button to do this). Once a user has posted transactions, he can only be deactivated. Click on the **Active** button Active to deactivate a user. The **Inactive** button Inactive will display next to the **Login Name** field of a deactivated user.
- **User** – Enter the user's first and last name into this field.
- **Password** – Enter a password for the user into this field. To log in to Materials Control, a user must enter his user name and password. The password will be displayed as asterisks (*********).

Caution

If a user forgets his password, a new one must be assigned to him.

- **Department** – Click on this field and press the **Enter** key to display a list box of departments (see *Departments*).
- **Phone** – Enter the user's phone number here if you wish. This field does not perform a function and is for information only.
- **Fax** –Enter the user's fax number here if you wish. This field does not perform a function and is for information only.
- **E-Mail** – Enter the user's e-mail address into this field. This field does not perform a function but will in future versions, where it will be used to send reports via e-mail.
- **Information** – Enter any additional information into this field. This field does not perform a function.
- **C/S Filter/Default C/S** – Users can be assigned to separate cost centers. This will limit access to cost centers and affect purchasing and receiving, depending on your transfer settings.
- C/S Filter – Once you have clicked on this checkbox, you can select a cost center for this user.
- – Clicking on this button will display the following form:


Authorized Cost Centers/Stores

Cost Center/Store

Cost Center/Store	ID
Banquet Beverage	43
Blue Paviilon	19
Bowling Center	17
Club	20
Main Store Beverage	2
Main Store Food	34

OK | Delete Flag | Cancel

- **Cost Center/Store** – click on the light blue field and press **Enter**. A list box displays. User your mouse pointer or the keyboard's up and down arrow keys to select the cost center(s) that you want to add to the table. Click on **OK** to save this selection.
- Table

- **Cost Center/Store** – This column displays the cost center(s) or store(s) that the user is already assigned to.
- **ID** – This column displays the cost center/store ID number.
- Buttons –
- OK – Click on this button to save your selection and close the form.
- Delete Flag – Click on this button to mark the selected cost center/store as deleted.
- Cancel – Click on this button to close the form without saving changes.

Click the OK button to close the *Authorized Cost Center/Stores* form and return to the *Manage Users* form.

Apply C/S Filter from another User – Click this button to copy an existing cost centers filter and apply it to this user.

- **Default C/S** – Click on this field and press the **Enter** key. A list box displays with a list of cost centers to chose from. The cost center you select will be the default cost center for this user's purchase orders and Issue Requests (see *Purchase*).
- **Code** – The cost centers code is displayed in this read-only field.
- **Cost Centers/Stores** – Click this button to see a list of available cost centers/stores.
- **Authorisation Level** – Select the authorization level (1-6) for this user. This level enables the user to create purchase orders, direct orders, and price quotes for articles of the same or lesser authorization levels, as well as approve receipts at an authorization level equal to or less than the user's level (see *Store | Authorisation*).
- **User is Central Purchase Manager** – Select this option if this user is the purchase manager for other users.
- **Purchase Manager** – If you assign a purchase manager to this user (by clicking on the Purchase Manager field and pressing the **Enter** key), only the purchase manager can work with direct orders and the user may only create Order Requests (see *Purchase | Purchase Orders*).
- **MAX Budget** – Customer-specific field.
- **Orders/Book Revenue** – Define which documents will be displayed in the Overview (in Purchase, Purchase Orders, Receiving, and Invoice Control). This function filters the selection of orders and book revenue. If neither checkbox is selected, the user can only book revenue that he has imported and can only see his own documents (-> Assortments!).
- **Department** – User can view all his own documents and those of the department he is assigned to.
- **All** – User can view and work with all documents of all departments.

Tip

If neither checkbox is selected, the user can only view his own documents.

- **Tentative Master Data** – Customer-specific field.

FAQ

Q: Both checkboxes in Orders/Book Revenue are not selected. What are the limitations? Where are these functions used?
A: The user only has access to the orders he has created himself. This function is active in *Purchase Orders*, *Authorization*, *Book Revenue*, etc.

Q: What's the purpose of the **Default C/S** field?
A: This field serves to define the purchase requirements for the appropriate default receiving store.

RIGHTS TAB

Description

On the *Rights* tab you can select various access rights for a selected user. The user can only work with modules, forms, and functions that he has access rights to. Access to all other modules, forms, and functions is denied.

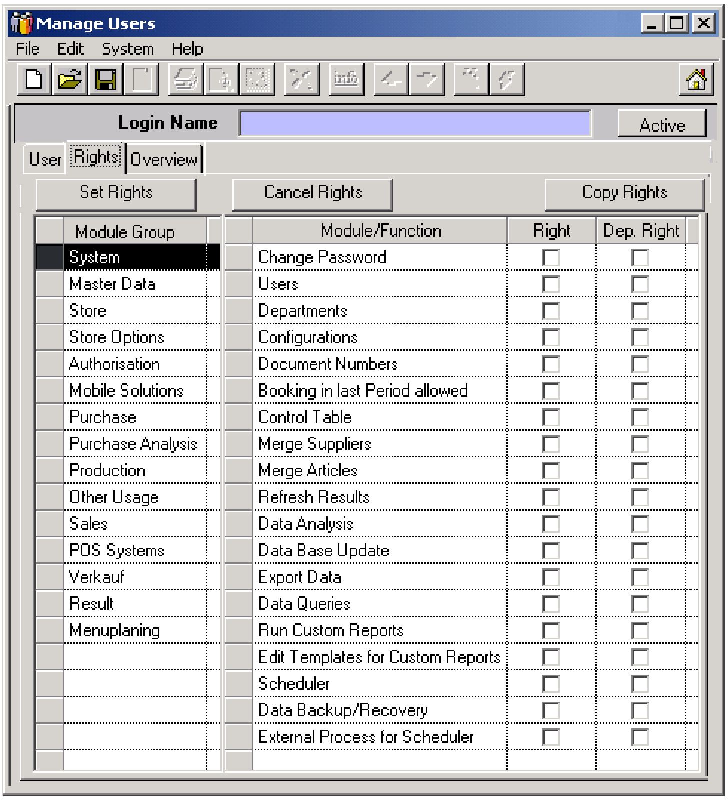
Important

- To use the *Rights* tab, a user must have appropriate rights in *System* | *Users*.
- Before granting access rights, you should consider what functions and rights each user needs access to.

Caution

During and after granting user/department rights, you should consider user rights before department rights.

Form Description



- **Login Name** – Name of the selected user. Click on this field and press the **Enter** key to select a user from the *Master Data* list box.
- **Module Group** – This column displays all MC modules. Selecting a module group will display the sub modules and functions within this module that require access rights.

- **Module/Function** – This column displays the sub modules and functions within the selected module group that requires access rights.
- **Right** – When you click on a checkbox in this column, you are giving the user full access to the selected module/function. If the checkbox is not checked, the user cannot see or work with the selected module/function.
- **Dep. Right** – When you click on a checkbox in this column, you are giving the user access to the selected department (see *Departments | Rights*).

Set Rights – Clicking on this button will check all checkboxes of the selected module group. Click here if you want to grant rights to every module/function of the selected module group.

Cancel Rights – Clicking on this button will clear all the checkboxes. Click here if you do not want to grant rights to any module/function of the selected module group.

Copy Rights – Click on this button to copy a user's set of access rights and apply it to another user. When you click on the button, a list box displays with user names. Select the user you want to apply these access rights to and click **OK**.

Example

1. Follow the steps below to grant access rights to users:
2. Click on the **Login Name** field and press the **Enter** key.
3. Select a user from the list box.
4. Select a module group from the *Module Group* column.
5. In the *Module/Function* column, click on the checkboxes in the *Rights* column for the rights that you want to grant the user

   A checkmark ✔ in the box means that the right is active for this user. To cancel this right, click on the checkbox again. The checkmark ✔ is removed.
   Until you have saved your settings, all changes you make are marked with a slightly larger checkmark ✔ to the left of the *Module/Function* column.

   OR

   If you want to grant a user access rights for all modules/functions of a selected module group, click on the Set Rights button. If you do not want the user to have access to any of the modules/functions of a selected module group, click on the Cancel Rights button

   OR

   if you have two or more users that should have the same rights, define the access rights for one user, then click on the Copy Rights button and select other users from the list box

   OR

   define department rights and assign the department to the appropriate user (see *Department | Rights*).

Tip

Department rights can only be changed in Departments | Rights (see *Department | Rights*).

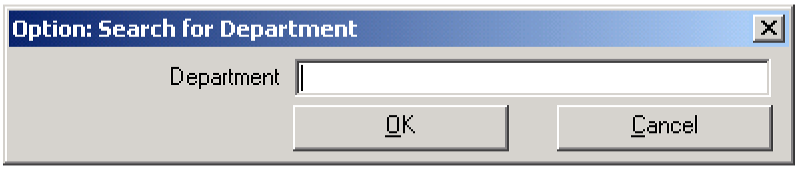
4. Click on the **Save** button to save your settings

Tip

For detailed information about access rights, refer to the Rights Guide.

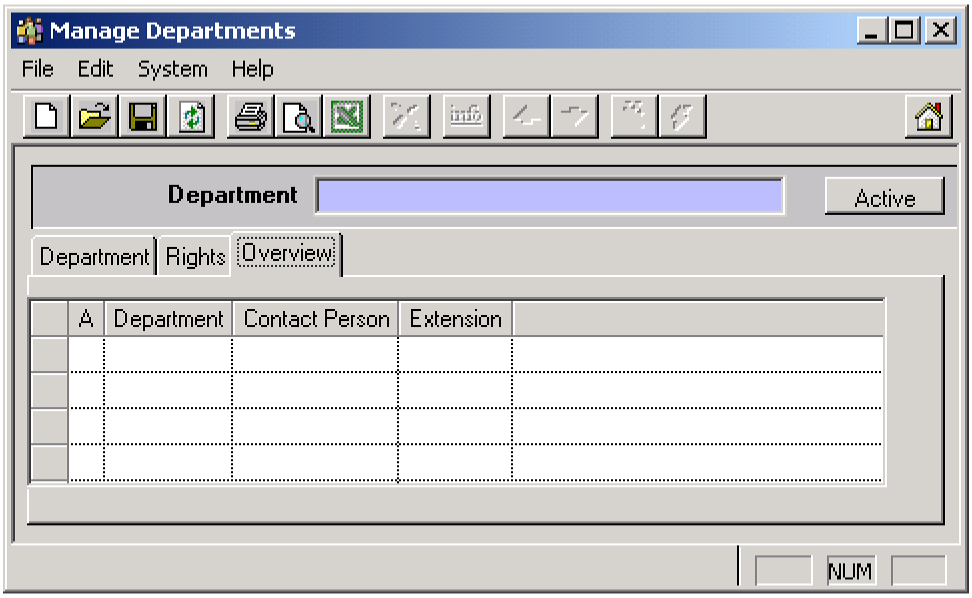
OVERVIEW TAB

Clicking on the Open Folder button in *User Management* displays a search form.

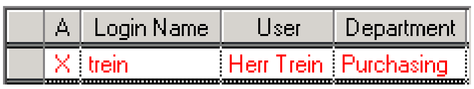


Enter the department you want to see displayed and click on the **OK** button to display the *Overview* tab.

Form Description



- **A** – Active or inactive; if the user is inactive, his record will display in red, along with a red **X** in the *A* column.
- **Login Name** – Name of the selected user. Click on this field and press the **Enter** key to select a user from the *Master Data* list box.
- **User** – User's full name.
- **Department** – The department that the user is assigned to.

Double-click on a user's record  to open up this user's details on the *User* tab.

DEPARTMENTS

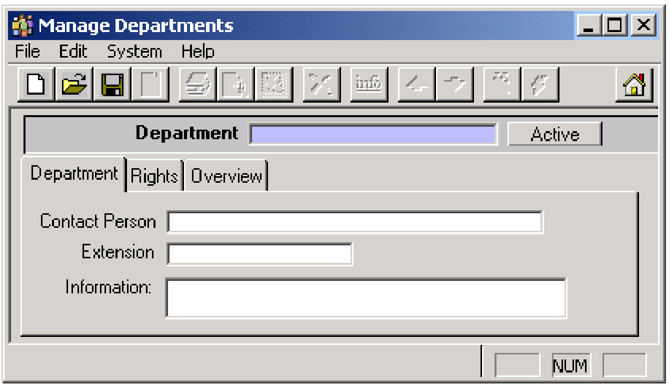
Description

In every business, there are different user groups and users with different access rights and needs. Groups can be maintained and given access rights to each department in the Departments module. Keep in mind that the rights that are assigned to a department also affect how documents are viewed (see *Users | Rights*). Departments of your business can be, for example, Administration, Storage, Kitchen, etc.

Important

- To use the *Departments* module, a user must have appropriate rights in *System* | *Departments*.
- Before granting rights, you should consider the following:
- Which departments in your business need to be able to access Materials Control?
- Who are the employees in each department
- What are the duties of each employee in the department have?

Form Description



- **Department** – Name of the department. Click on this field and press the **Enter** key to select a department from the *Master Data* list box.
- **Active** – To prevent problems with the transaction history, it is only possible to delete departments that have no posting history. Until a department has employees assigned to it, it can be deleted. (Use the **Delete** button to do this). Once a user is assigned to a department, it can only be deactivated. Click on the **Active** button Active to deactivate a department. The **Inactive** button Inactive will display next to the **Department** field of a deactivated department. It can be reactivated by clicking on the **Inactive** button. Remember to save your changes.
- **Contact Person** – The employee responsible for this department.
- **Extension** – The contact person's phone extension.

Tip

The entries in the Contact Person and Extension fields can be printed out on purchase orders.

- **Information** – Enter any additional information to describe the department into this field. (This field does not perform a function and is for information only.)

FAQ

Q: What purpose does *Departments* serve in the system?
A: Departments are groups of users that share the same access rights and assignments. All users in a department have view access to the same documents.

RIGHTS TAB

Description

On the *Rights* tab you can grant access rights to departments. Users assigned to a department can work with functions they have been granted access to in this form. This is a quick way to create users without going into too much detail. Additional rights can be granted to individual users assigned to a department in *Users* | *Rights*.

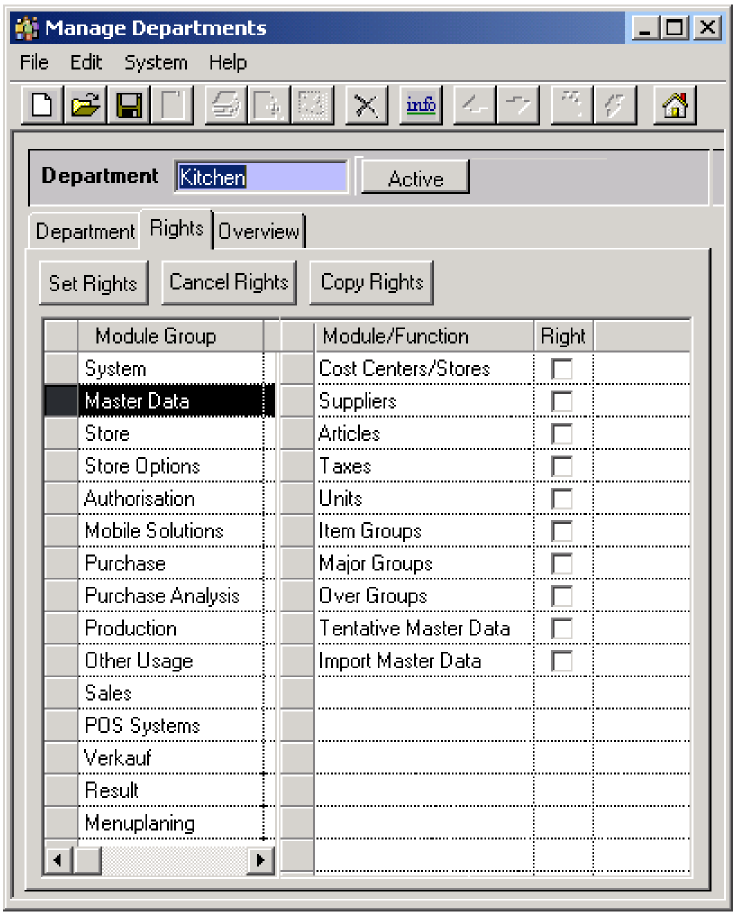
Important

- To use the *Rights* tab, a user must have appropriate rights in *System* | *Departments*.
- Before granting access rights, you should first consider which departments need access rights applied to them.

Caution

During and after granting user/department rights, you should consider user rights before department rights. User rights must be defined as well as department rights.

Form Description



- **Department** – Name of the department. Click on this field and press the **Enter** key to select a department from the *Master Data* list box.
- **Module Group** – This column displays all MC modules. Selecting a module group will display the sub modules and functions within this module that require access rights.
- **Module/Function** – This column displays the sub modules and functions within the selected module group that require access rights.
- **Right** – When you click on a checkbox in this column, you are giving the user full access to the selected module/function. If the checkbox is not checked, the user cannot see or work with the selected module/function.
- Set Rights – Clicking on this button will check all checkboxes of the selected module group. Click here if you want to grant rights to every module/function of the selected module group.
- Cancel Rights – Clicking on this button will clear all the checkboxes. Click here if you do not want to grant rights to any module/function of the selected module group.
- Copy Rights – Click on this button to copy a user's set of access rights and apply it to another user. When you click on the button, a list box displays with user names. Select the user you want to apply these access rights to and click **OK**.

Example

Follow the steps below to define department rights:

1. Click on the **Department** field and press the **Enter** key.
2. Select a department from the list box.
3. Select a module group from the *Module Group* column.
4. In the *Module/Function* column, click on the checkboxes in the *Rights* column for the rights that you want to give to the department.

A checkmark ✔ in the box means that the right is active for this department. To cancel this right, click on the checkbox again. The checkmark ✔ is removed.
Until you have saved your settings, all changes you make are marked with a slightly larger checkmark ✔ to the left of the *Module/Function* column

OR

If you want to grant all modules/function rights to the department, click on the Set Rights button. If you do not want to grant any modules/function rights to the department, click on the Cancel Rights button

OR

if you have two or more departments that should have the same rights, define the access rights for one department, then click on the Copy Rights button and select other departments from the list box.

FAQ

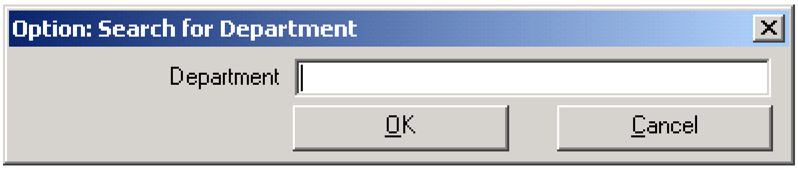
Q: What do I need department rights for?
A: Defining department rights makes maintaining users easier and quicker. Keep in mind that changes to department rights can also affect one or more users.

Tip

For detailed information about department rights, refer to the Rights Guide.

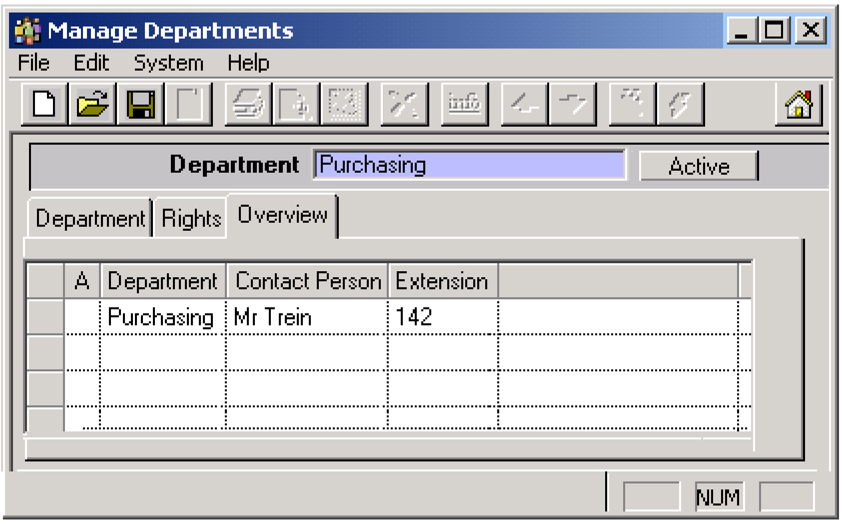
OVERVIEW TAB

Clicking on the Open Folder button in *Manage Departments* displays a search form.



Enter the department you want to see displayed and click on the **OK** button to display the *Overview* tab.

Form Description



- **A** – Active or Inactive; if the department is inactive, its record will display in red, along with a red **X** in the *A* column.
- **Department** – Name of the department.
- **Contact Person** – The employee responsible for this department.
- **Extension** – The contact person's phone extension.

Double-click on a department's record 

to open up this department's details on the *Department* tab.

CONFIGURATIONS

Description

Use this module to manage system settings and parameters. Changes made in *Configurations* affect the entire system and all users.

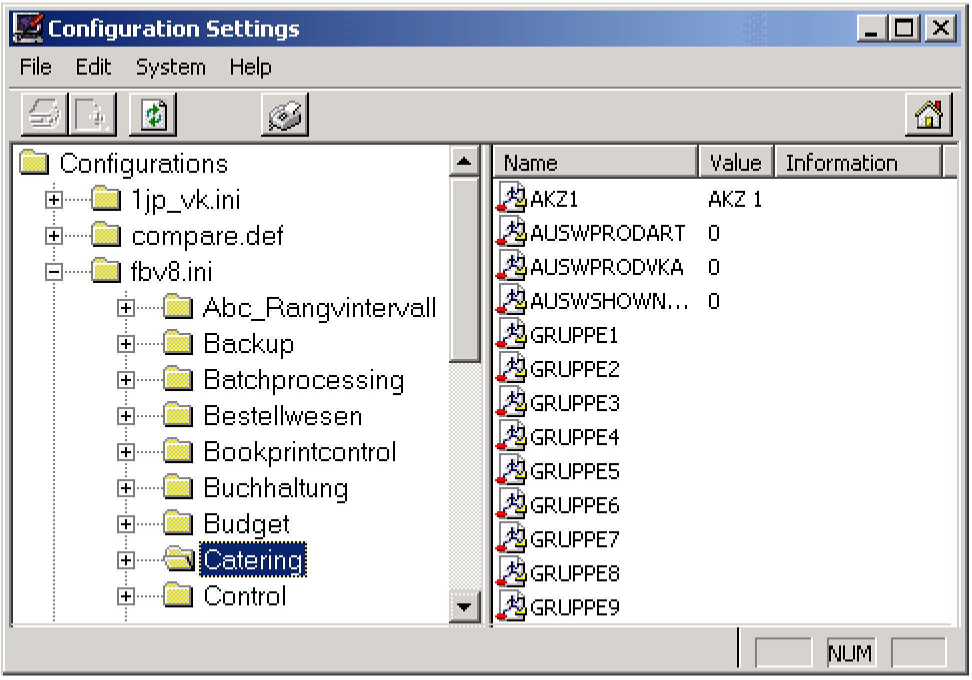
Caution

Please contact MICROS support before making any changes in *Configurations*.

Important

- To be able to work with *Configurations*, the user must have appropriate System rights in *System | Users*.

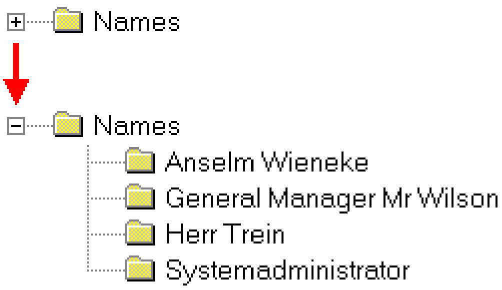
Form Description



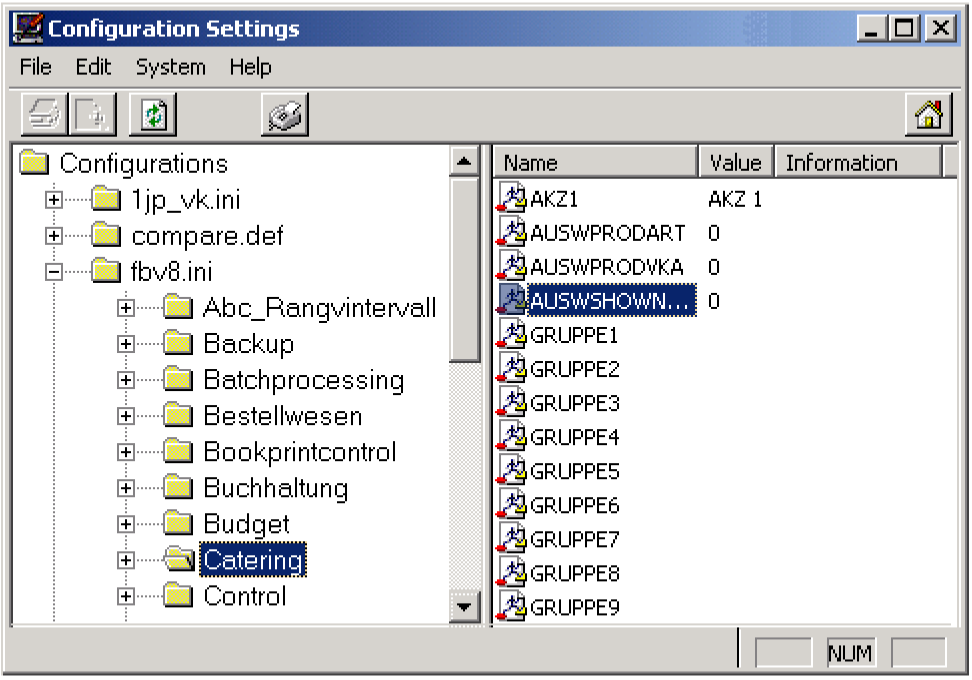
The *Configurations* form is set up like Windows Explorer. On the left side of the frame, you can see the individual configuration folders:

- **Compare.def** – Contains information necessary for central management.
- **Fbv8.ini** – Contains all settings and parameters.
- **Prc\store.ini** – Contains information about stored procedures und stored commands.

Clicking on the + next to a folder will open up the folder and display subfolders, if it contains any.



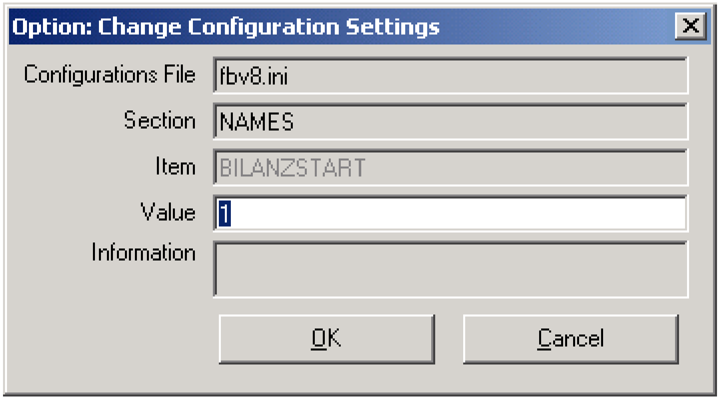
The right pane of the Configurations form displays the individual configurations.



To change settings, double-click on a configuration in the right pane.

Example

To change the settings for your fiscal year, double-click on the setting BILANZSTART. The *Change Configuration Settings* window displays the details of this file.



In this example, the **Value** field contains the first month of the fiscal year.
1 = January
2 = February
…
…
…
10 = October
11 = November
12 = December

Configuration settings can have several types of values:

- **T** or **F** – True or False
- **0**, **1**, or **2** – **0**=required entry; **1**=read-only; **2**=optional entry
- Text
- Numbers
- Names

Etc.

Tip

For detailed information about department rights, refer to the Configurations Guide.

DATA ADMINISTRATION

MERGE SUPPLIERS

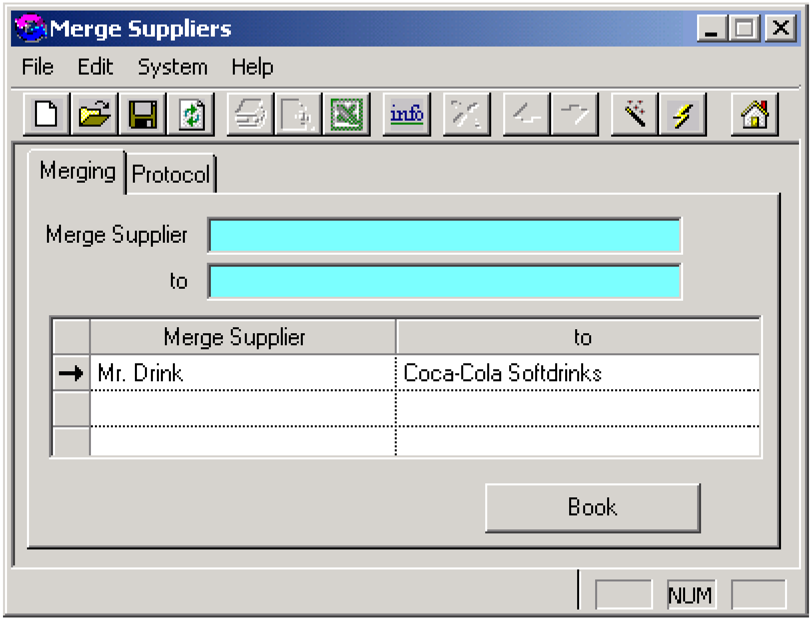
Description

It is not possible to delete a supplier from the system if the supplier is no longer used. If you deleted a supplier, you would be deleting all historical transaction information linked to this supplier. Using Merge Suppliers, you can merge two suppliers' transactions so that their transaction history is only found in one of the supplier's records. Or it could happen that you created the same supplier twice in the system but with different names, for example *Trommeschlaeger Tea* and *Tea Trommeschlaeger*.

Important

- The suppliers you want to merge must be created in the system before you can merge them.
- To use *Merge Suppliers*, a user must have appropriate rights in *System* | *Departments*.

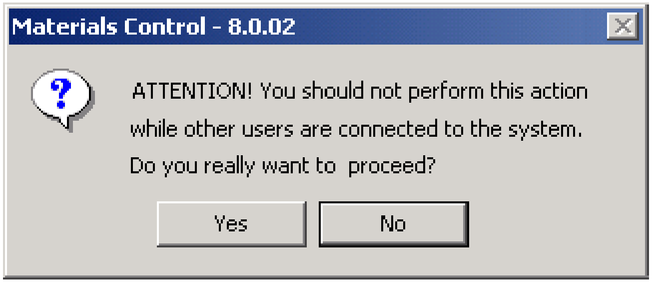
Form Description



- **Merge Supplier** – Click on this field and press the **Enter** key to select the supplier that you do not want displayed any more in the system from the *Master Data* list box (Source).
- **to** – Click on this field and press the **Enter** key to select the supplier that should remain in the system. (Target).
- **Book** – Click on this button to execute the merge.
- Table –
- **Merge Supplier** – This column displays the source supplier
- **to** – This column displays the destination supplier

If you do not wish to merge the selected suppliers at the time you create the merge, click on the **Save** button. When you open up the form the next time, the merge will display and you can press the **Book** button when you wish to.

When you click on the **Book** button Book to merge suppliers, the following message l displays:



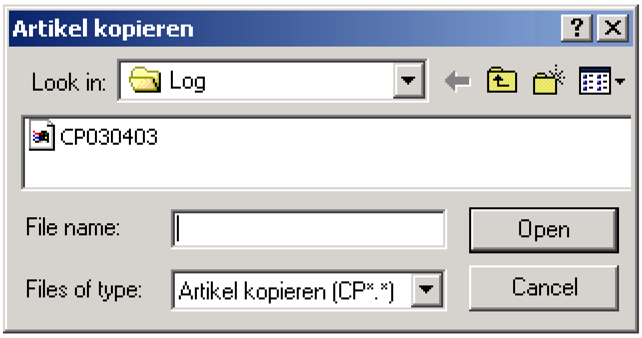
Make sure no other users are connected to the system before clicking **Yes**.

Once you have clicked on the **Yes** button Yes, the source supplier's data is merged with the destination supplier's data. This process is irreversible.

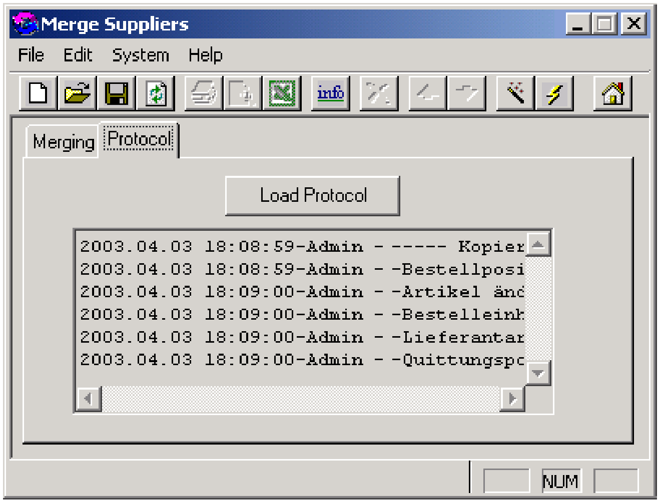
PROTOCOL TAB

The Protocol tab contains the **Load Protocol** button Load Protocol and a field that displays the loaded protocol.

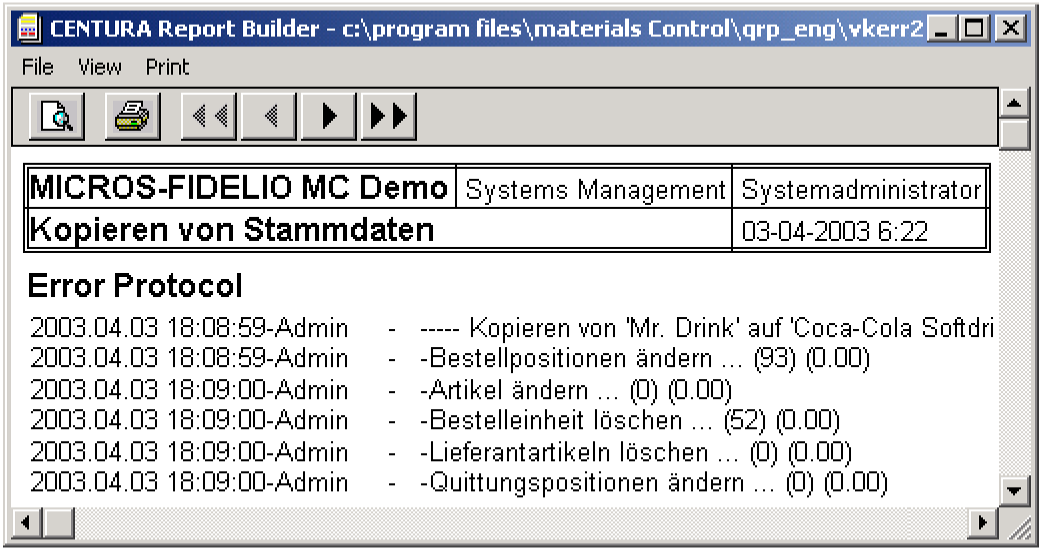
Click on the **Load Protocol** button to see the log file for the merge you just made. The protocols are named CPJJMMTT, where JJ is the year, MM the month, and TT the time of the merge. In this example, the merge occurred on April 3rd, 2003.



Once you have selected a protocol and clicked on the Open button, the selected protocol displays on the Protocol tab.



Click on the **Print Preview** button to see a preview of the printed version of the protocol.



The protocol shows all information relevant to the merge. Click on the **Print** button to print out the protocol.

MERGE ARTICLES

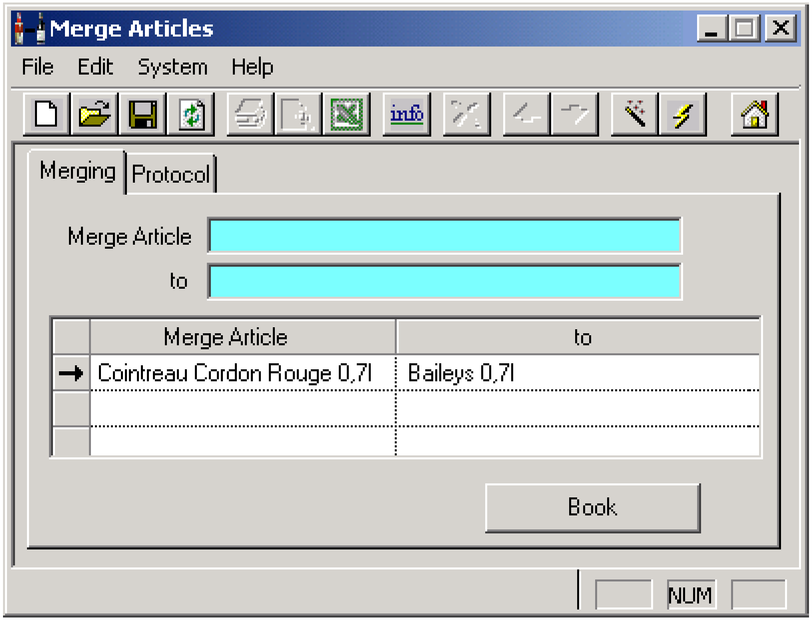
Description

Once an article has been posted in the system, it cannot be deleted anymore. It can, however, be deactivated. If a duplicate of an article has been created, the two identical articles can be merged to that the historical totals are still available in the system.

Important

- The articles you want to merge must be created in the system before you can merge them.
- To use *Merge Articles*, a user must have appropriate rights in *System* | *Departments*.
- Only articles with the same base unit can be merged. Base units are assigned to articles in *Master Data* | *Articles*.

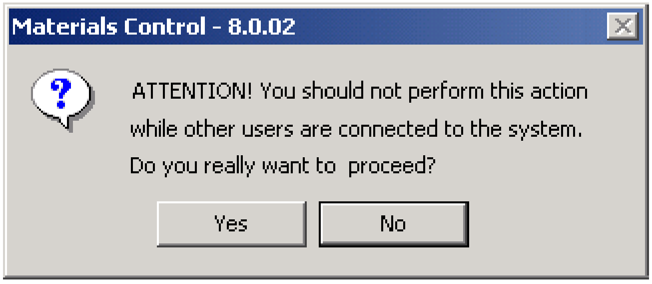
Form Description



- **Merge Supplier** – Click on this field and press the **Enter** key to select the article that you do not want displayed any more in the system from the *Master Data* list box (Source).
- **to** – Click on this field and press the **Enter** key to select the article that should remain in the system. (Target).
- **Book** – Click on this button to execute the merge.
- Table –
- **Merge Supplier** – This column displays the source article
- **to** – This column displays the destination article

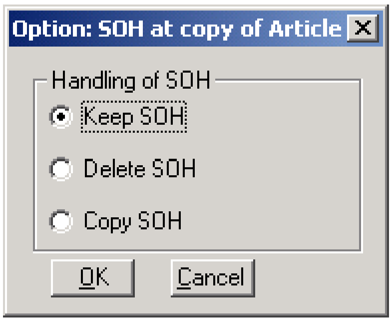
If you do not wish to merge the selected articles at the time you create the merge, click on the **Save** button. When you open up the form the next time, the merge will display and you can press the **Book** button when you wish to.

When you click on the **Book** button to merge articles, the following message displays:



Make sure no other users are connected to the system before clicking **Yes**.

Once you have clicked on the **Yes** button, another window displays:



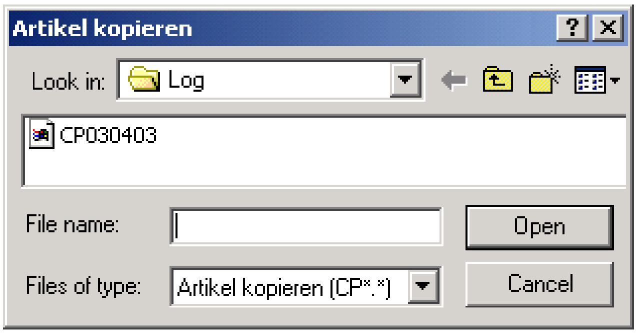
- **Keep SOH** – Keeps the source's stock on hand as well as the destination's stock on hand
- **Delete SOH** – Delete's the source's stock on hand
- **Copy SOH** – Copies the source's stock on hand to the destination

Click on the **Cancel** button to cancel the merge and return to the *Merge Articles* window. Click on the **OK** button to complete the merge. The source article's data is merged with the destination article's data. This process is irreversible.

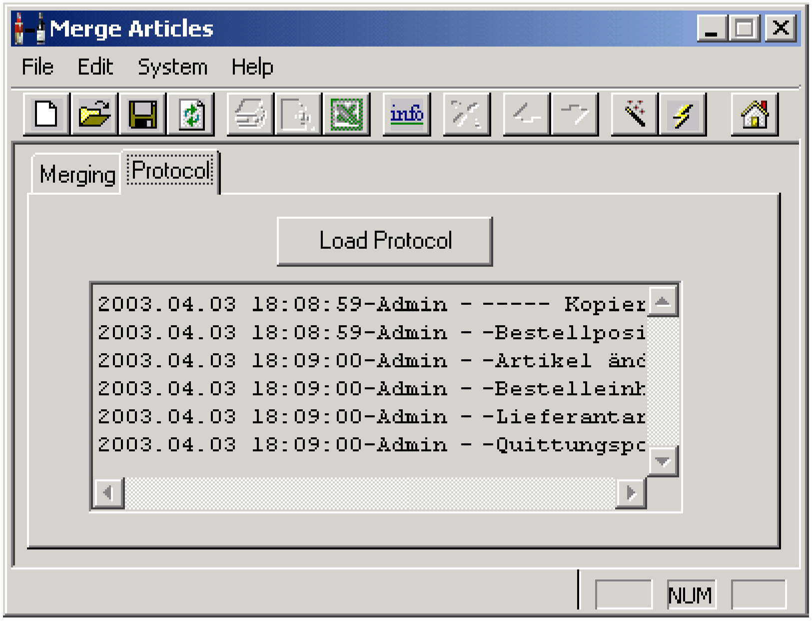
PROTOCOL TAB

The Protocol tab contains the **Load Protocol** button and a field that displays the loaded protocol.

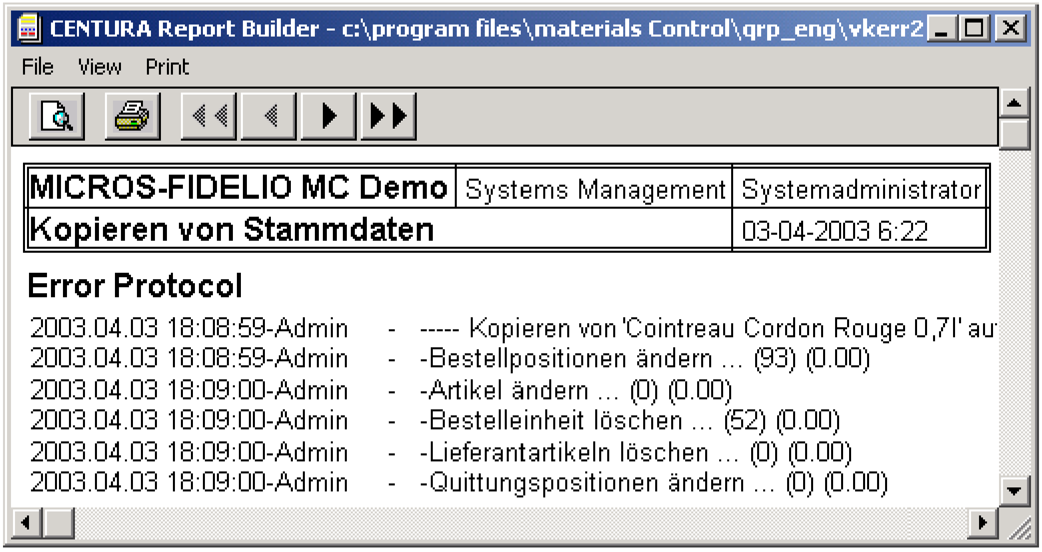
Click on the Load Protocol button to see the log file for the merge you just made. The protocols are named CPJJMMTT, where JJ is the year, MM the month, and TT the time of the merge. In this example, the merge occurred on April 3rd, 2003.



Once you have selected a protocol and clicked on the Open button, the selected protocol displays on the Protocol tab.



Click on the **Print Preview** button to see a preview of the printed version of the protocol.



The protocol shows all information relevant to the merge. Click on the **Print** button to print out the protocol.

DOCUMENT NUMBERS

Description

Use this module to define the layout for internal receipt numbers.

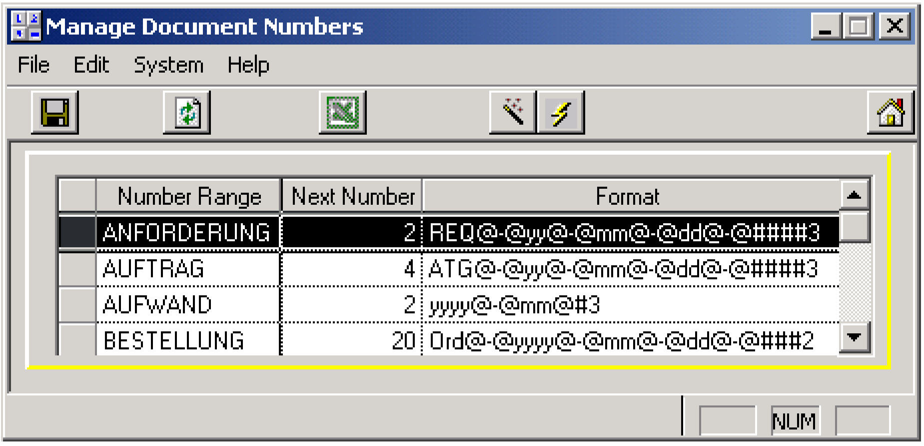
Caution

Please contact MICROS support before making any changes in *Document Numbers.*

Important

- To use the *Document Numbers*, a user must have appropriate rights in *System* | *Departments*.

Form Description



- **Number Range** – Name of the module containing document numbers

  Document numbers may be edited for the following modules:

- ANFORDERUNG – Stored orders that have not been posted
- AUFTRAG – Stored sales/requests that have not been posted
- AUFWAND – Withdrawals
- BESTELLUNG – Order numbers
- BONIERUNG – POS revenue
- FAKTURA – Order module/invoice
- FIBUEXPORT – Posted accounting export
- GUTSCHRIFT – Gift certificate module
- INVENTUR – Inventory document number after generating inventories
- LAGER – Stock transfers
- LIEFERSCHEIN – Stored packing slips that do not have numbers assigned to them
- PRODUKTION –
- RECHQUITTUNG – System invoice/receipt number
- RÜSTZETTEL – For order module
- VERKAUF – For order module

- **Next Number** – The modules next number. This field can be edited. Make sure you do not use the same number twice.
- **Format** – The document numbers' layout is configured here.
- **Strings** – Alphabetic characters can be used before or between separators (e.g. DEL, @VK@)
- **Separator** – The symbol @ is used as a separator
- **Date** – **yy**, **yyyy**, **mm**, **dd** where **y** is the year, **m** the month, and **d** the date
- **###** – Number of digits (in this case 3)
- **..###1** – Consecutive numbering
- **..###2** – The number starts with **1** every year
- **..###3** – The number starts at **1** every month
- **..###5** – The number starts at **1** every day

Example

- **Number Range** – **Order**
- **Next Number** – may be increased but not decreased (to prevent duplicate document numbers)
- **Numbering format** – O@-@yy@-@###2
  Displayed as O-02-1203
- **Numbering format**–Ord@-@yyyy@-@mm@-@dd@-@###2
  Displayed as 2002-06-18-1203
- **Numbering format**–Ord@-@yyyy@-@mm@-@-@###2
  Displayed as Ord-2002-06-1203

DATABASE UPDATE

DESCRIPTION

Use Database Update to refresh the database and write recently stored procedures to the database. Data should be reorganized after a database backup has been loaded.

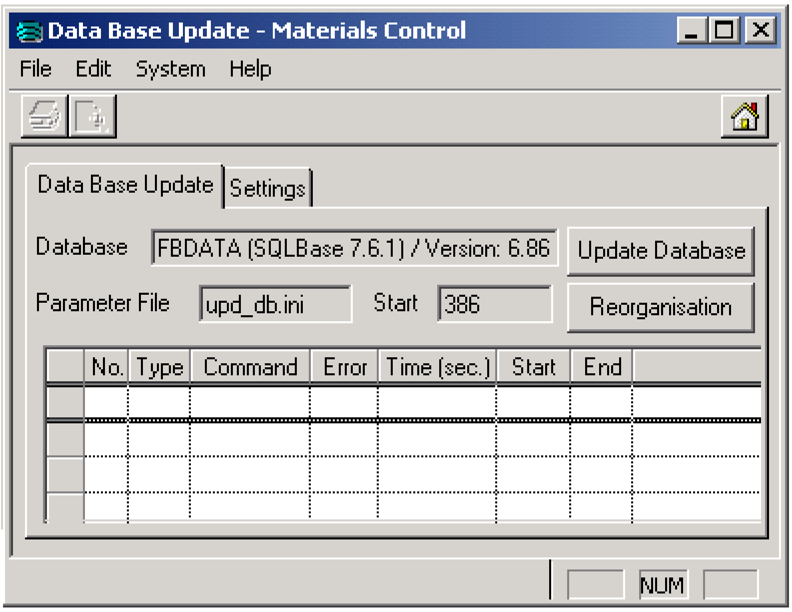
Caution

Database updates and backups must be started on a client PC after a technical update has been performed. The remaining PCs only require one technical update each. The reorganization of data only needs to be run once when loading a database backup.

Important

- To use the *Database Update*, a user must have appropriate rights in *System* | *Departments*.

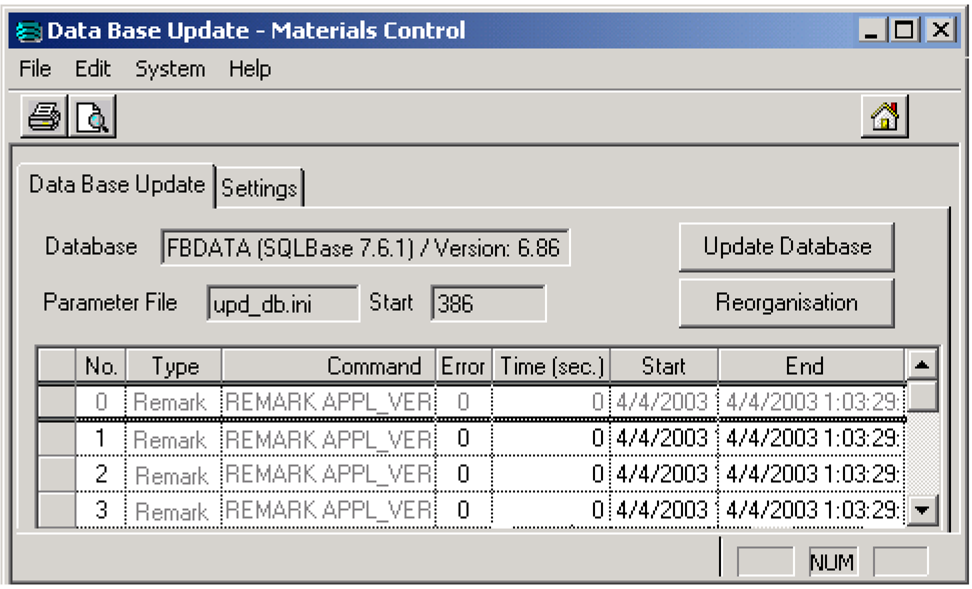
Form Description



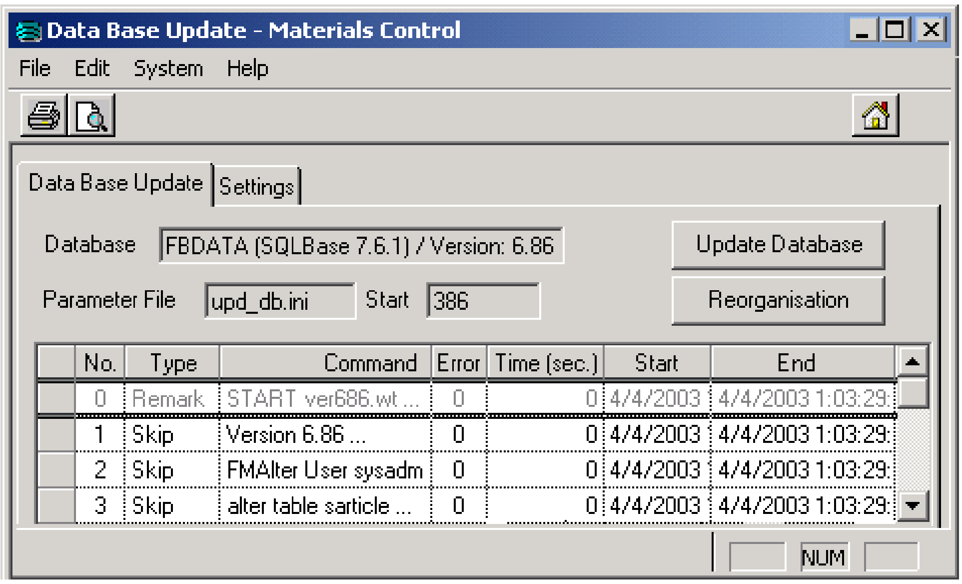
- **Datebase** – Information field; displays the name, type, and version number of the database you are logged into.
- **Parameter File** – Name of the file containing update information
- **Start** – Current version number.
-
- **Table** – This table displays information about the update processes.
- **No** – Script number
- **Type** – Type of action that is being run
- **Command** – Typ des Befehls, der ausgeführt wird
- **Error** – Error value for this action, if an error occurred

- **Time (sec)** – Time needed to perform this action, in seconds
- **Start** – Action's start time
- **End** – Action's end time

Update Database – Updates the database



Reorganisation – Reorganizes the database (writes stored procedures to the database)

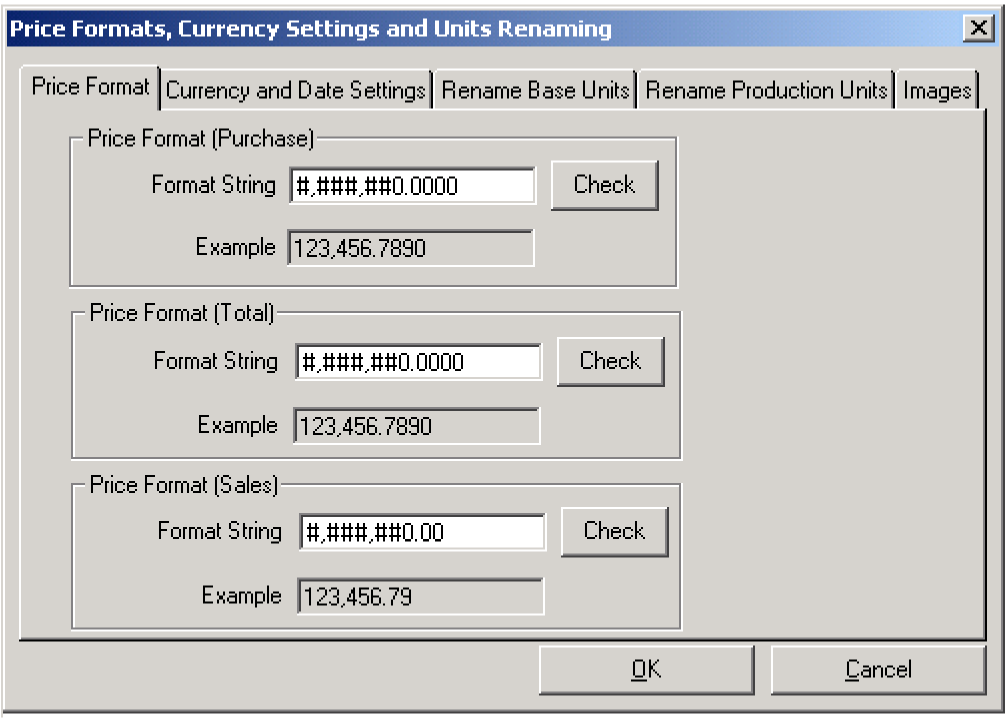


SETTINGS TAB

System settings can be modified in this form. Click the 

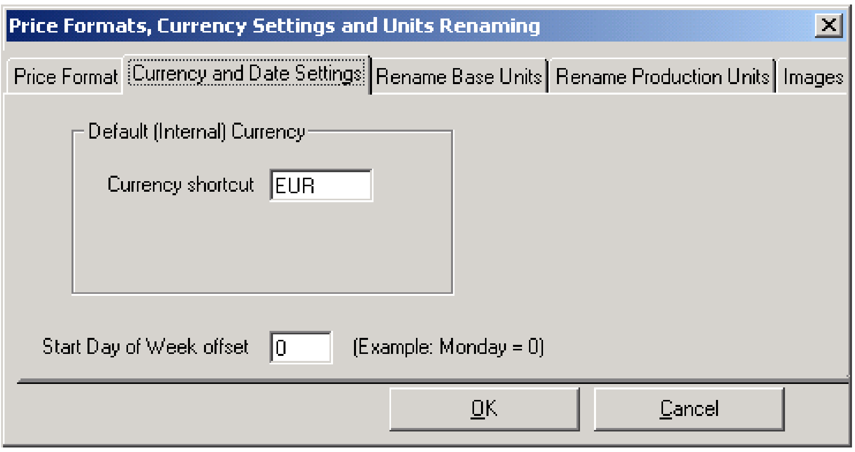
button to display your system's settings.

PRICE FORMAT TAB



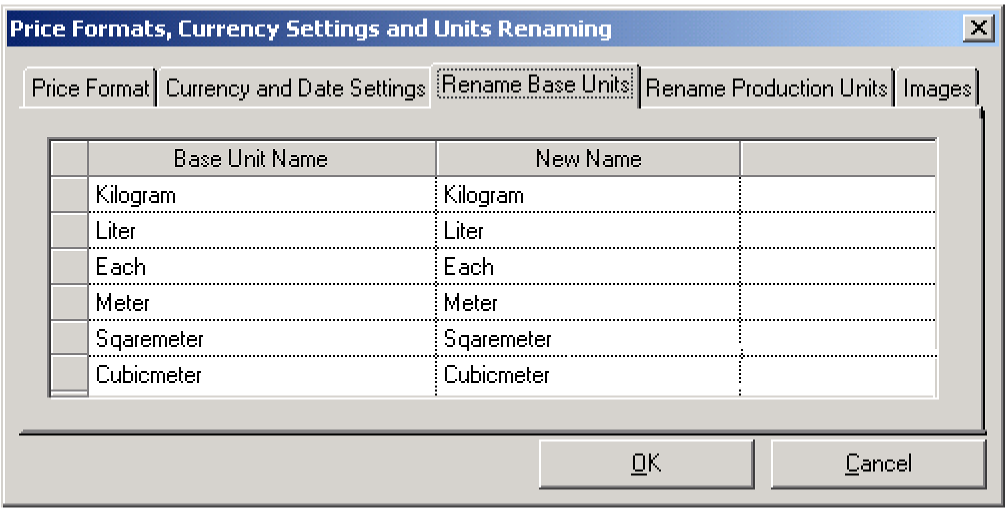
The numeric formats for the display of purchase prices, totals, and sales values are defined in these fields.
Enter the desired number of digits before the separator into the Format String field by typing a pound symbol # for each digit. Separate thousands with a period. Up to six digits may be places behind a separator in **Purchase**. The number of digits behind the separator in **Sales** should be limit to two.

CURRENCY AND DATE SETTINGS TAB



- **Currency shortcut** – Enter the ISO abbreviation for your currency into this field.
- **Start Day of Week offset** – If your business week does not start on a Monday, you need to change the entry in this field to the appropriate weekday (Tuesday=1, Wednesday=2, etc.).

RENAME BASE UNITS TAB

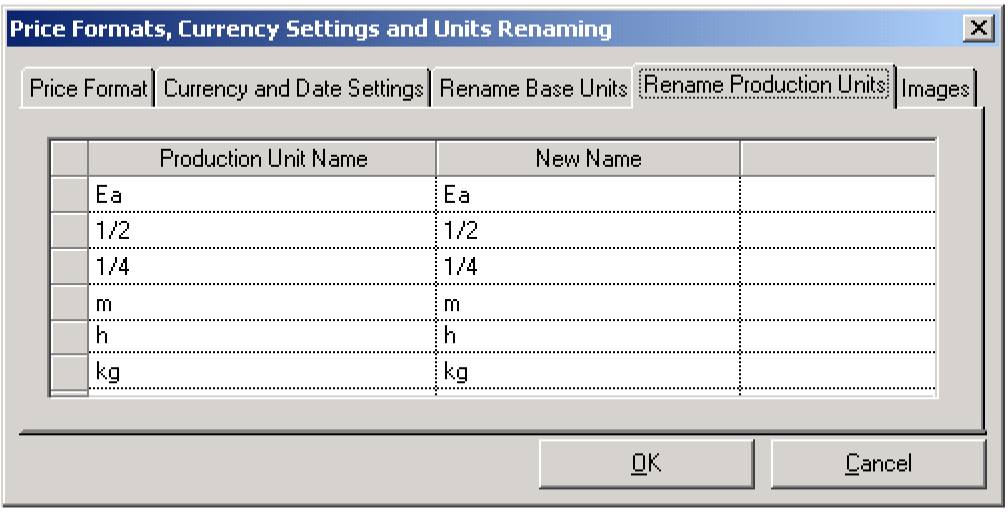


Base units are the system's primary units. To change the name of one of these units, for example *Kilogram* to *kg*., highlight the unit's name and enter the new name into the *New Name* column New Name.

Caution

Do not insert a "new name" into the column which is not the translation for the base unit name. E.g. Base Unit Name: Kilogram, New Name : Pound.
If you do this the system will not calculate properly because the new description "Pound" is still calculated as 1 Kilogram!

RENAME PRODUCTION UNITS TAB



Units for recipe creation are listed in this table. To change the name of one of these units, for example *1/4* to *quarter*., highlight the unit's name and enter the new name into the *New Name* column New Name.

Caution

Each production unit is linked to a base unit. If you change the name of a production unit, the new name might not be compatible with the base unit anymore.

SCHEDULER

Description

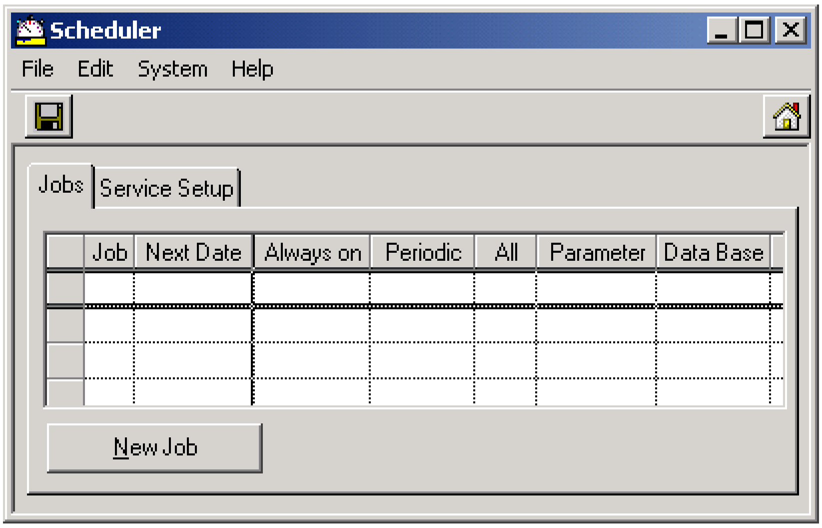
Several program processes can be automated using *Scheduler*. Automated processes are processes run on a certain date at a certain time. Reading and booking of POS totals, importing master data, invoice processing and database backups are some of the processes that can be automated.

Processes that are automatically run are defined in *Scheduler*. The *WATCH.EXE* program runs these processes on the PC.

Important

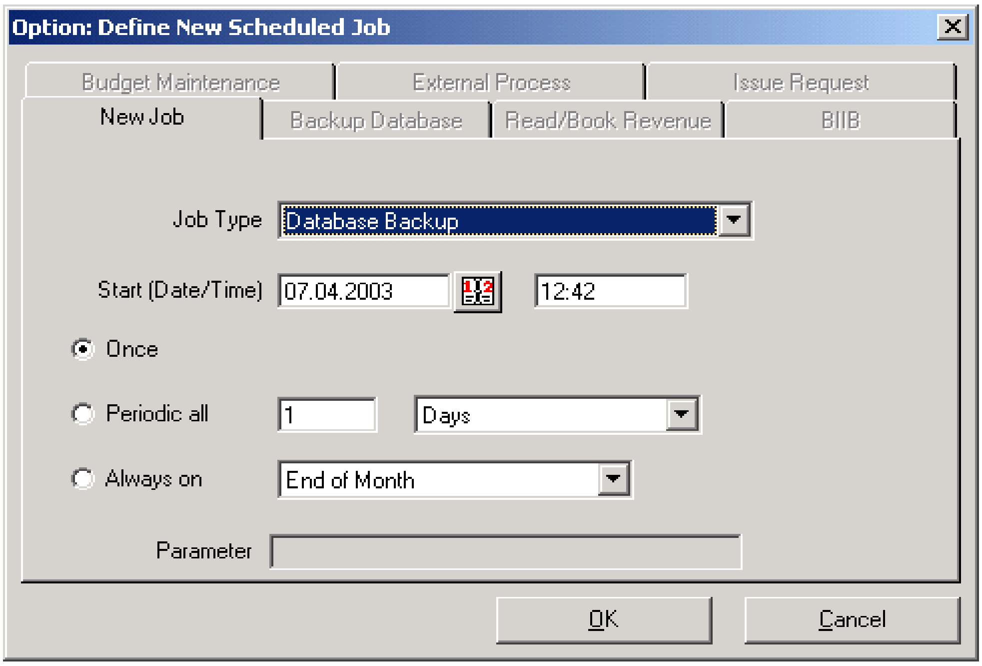
- To use *Scheduler*, a user must have appropriate rights in *System* | *Departments*.

Form Description

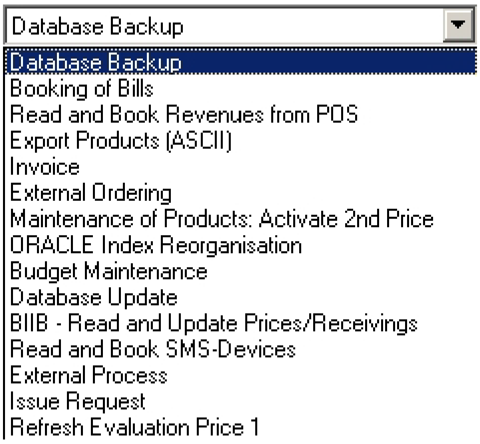


- **Table**
- **Job** – Displays the name of the defined task
- **Next Date** – Displays the date on which this task will be run next.
- Always on –
- **Always on/Periodic/All** – Number of times this task is run (e.g., every 4 days = **Periodic**:*4*, **All**:*Tage*; at the end of the month = **Always on**: *Monatsende*)
- **Parameter** – Task parameters
- **Data Base** – Name of the database this task is run with

- **Buttons**
  New Job – Click on this button to define a new task:



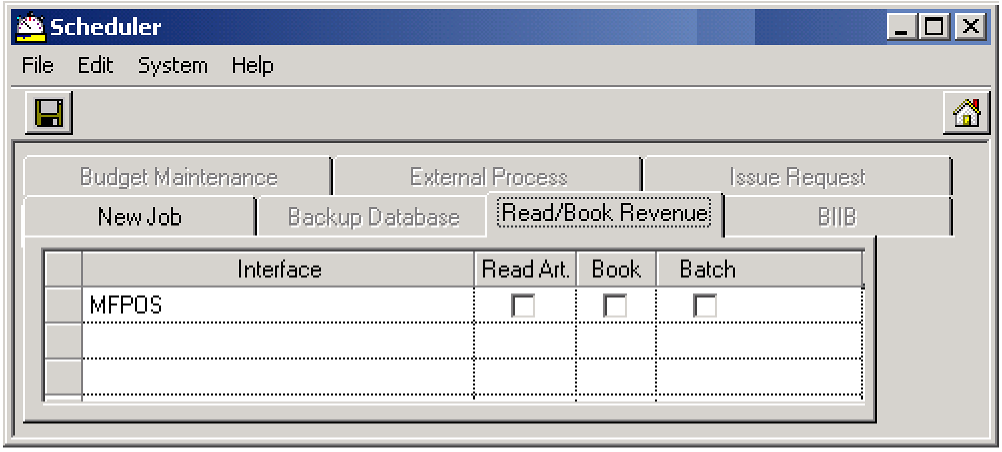
- **Job Type** – Drop-down list that displays all tasks you can chose from.



- **Database Backup** – Database backup is created (SQL Base only)
- **Booking of Bills** – Invoices are posted and exported to the BO Interface
- **Read and Book Revenue from POS** – POS revenue is imported and booked
- **Export Products** – Products are exported to the POS (POS-dependant)
- **External Ordering** – Orders are sent (customized solution)
- **Maintenance of Products** – Activate 2nd Price (POS-dependant)
- **Oracle Index Reorganisation** – This task is currently not available
- **Budget Maintenance** – Task for the *Budget* module
- **Database Update** – Database update
- **BIIB - Read and Update Price/Receiving** – For a B2B interface
- **External Processes** – Start external commands in the scheduler
- **Issue Request** – generates issue request proposals based on Min/Pot stock
- **Refresh Evaluation Price 1** – Overwrites EP1 in all stores with AVE from defined store

- **Start (Date/Time)** – Enter a start and end date for this task
- **Once** – The task is only run once
- **Periodic all** – Select the timeframe for a recurring task and the frequency (hours, days, months, or weeks)
- **Always on** – The task is always run at the end of the month

Example - Creating a task to read in POS revenue

1. Click on the **New Job** button New Job in Scheduler.
2. Select the task **Read and Book Revenues from POS** from the **Job Type** drop-down list.
3. Do not select a start date.
4. Select the time of day to run this task.
5. Select the day this task should be run from the **Periodic all** drop-down list.
6. Click on the Read/Book Revenue tab.
7. 

8. Highlight the appropriate interface for the POS and select the options for the task.
   Read Art. = Import Article Master Data into the Buffer
   Book = Book content of the Buffer
   Batch = Read and book Revenue from POS

9. Click on the OK button. The new task is displayed in the Jobs form.
10. Click the Save button to save your changes.

Click on the Service Setup tab to start the scheduler service for this task, if it has not been started already. Note that the PC that will run this task must be turned on.

DATA BACKUP/RECOVERY

DESCRIPTION

Use this module to backup the database and import database backups (only available with Centura SQL Base databases). Database backups for Oracle databases cannot be created in this module.

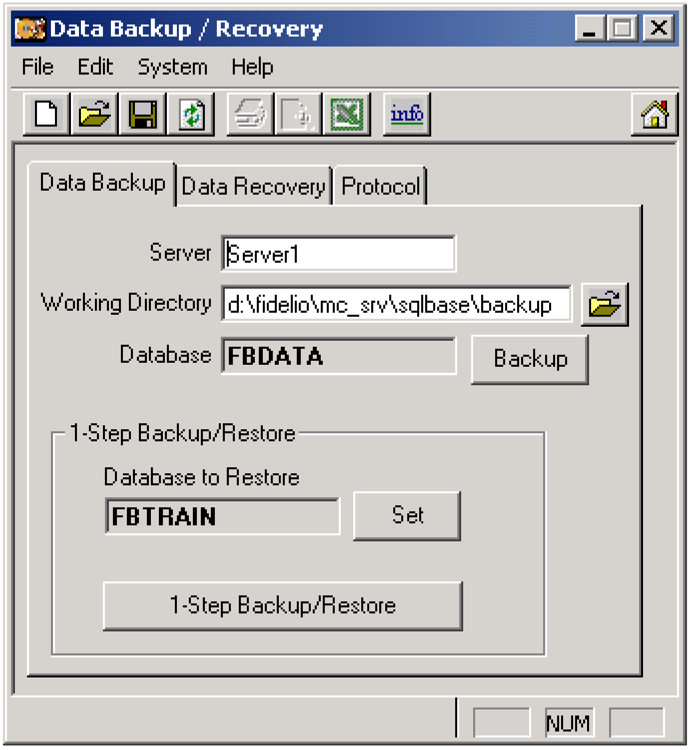
Database backups should be made in every business. If you do not set up regular database backups in Scheduler, you should create one manually on a daily basis.

Important

- To use *Database Backup/Recovery*, a user must have appropriate rights in *System* | *Departments*.

DATA BACKUP TAB

Form Description



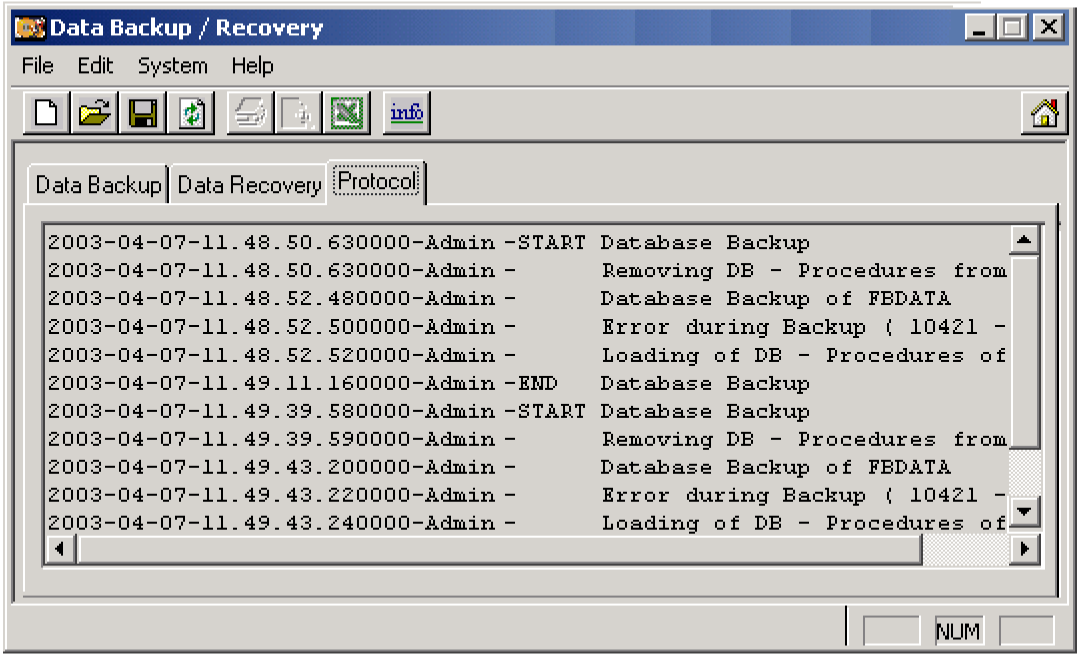
- **Server** – Name of the SQL Base server; default name=Server1
- **Working Directory**– Enter the path for the data backup into this field. This path is also displayed in *Configurations* | *Backup* | *BACKUPPATH*. Backups should be stored on a PC with a backup system (e.g., Streamer). If the path is not available, the system tries to create a new folder.

Click on the **Open** button to select a path. Every client PC uses the same folder for data backups.

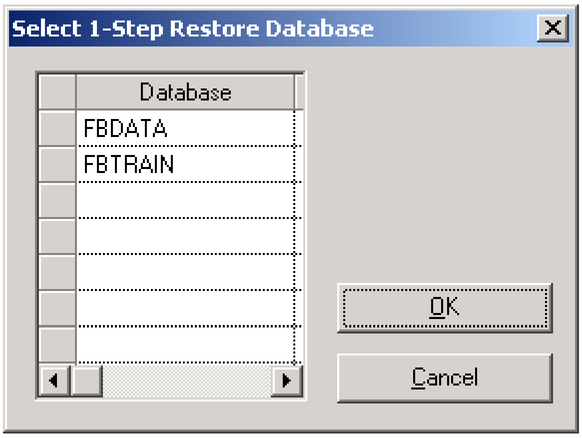
- **Database** – This field displays the current database name. A database backup can only be performed for the current database. To back up a different database, you must first switch to this database (e.g., *Training*).
- Backup – Click on this button to create a backup. Make sure no other users are logged on while the backup is running.

The form switches to the Protocol tab and displays the processes that have been run:

- Removing stored procedures from the database
- Creating backup file (*.uld)
- Verifying the current database
- Updating the current databases statistics
- Reloading the databases stored procedures



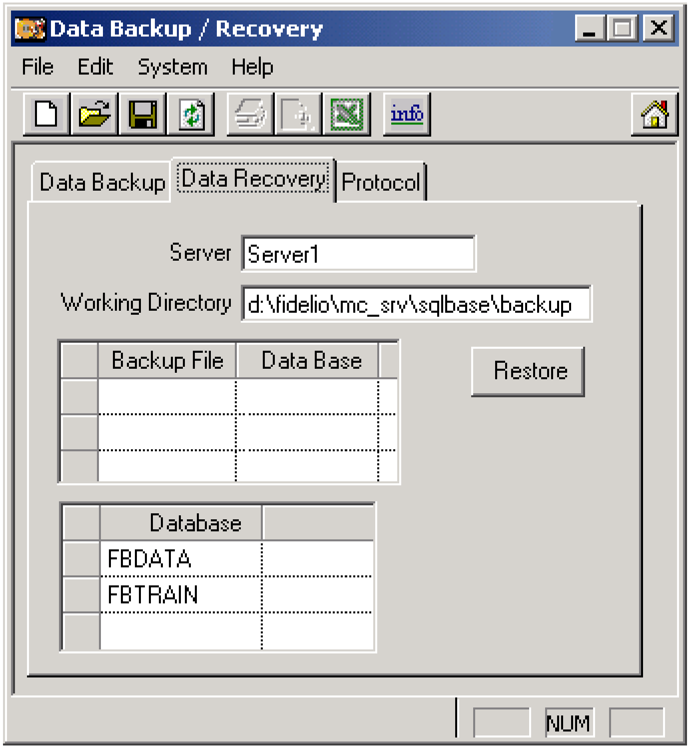
- 1-Step Backup/Restore – With this function you can copy one database to another (for training purposes, for example). The system creates a backup of the database that will be overwritten and automatically reads in a new database. You will need to run a Reorganisation (see page 47) when you log into the new database for the first time.
- **Database to Restore** – This field displays the database that will be overwritten. Click the **Set** button Set to copy over a different database. The following form displays:



Select the database you want to copy over and click on the **OK** button. The name of the selected database is now displayed in the **Database to Restore** field on the *Data Backup* tab.

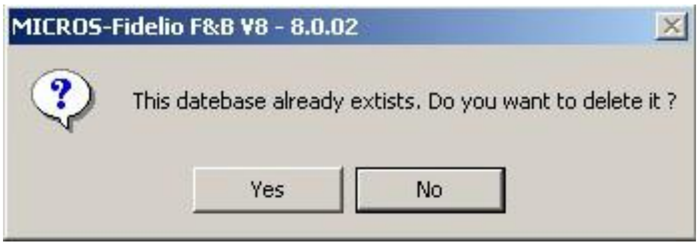
DATA RECOVERY TAB

When you import a database backup, run the program with a database other than the database you want to import the backup into.



- **Server** – Name of the SQL Base server; default name=Server1
- **Working Directory**– Enter the path for the data backup into this field. This path is also displayed in *Configurations* | *Backup* | *BACKUPPATH*. Backups should be stored on a PC with a backup system (e.g., Streamer). If the path is not available, the system tries to create a new folder.
- **Table 1**
- **Backup File** – This column lists available backup files. Select the ULD file to recover.
- **Data Base** – Name of the database that this file is a backup for.
- **Table 2**
- **Database**– This column lists all backup files (*.uld) in the backup directory.

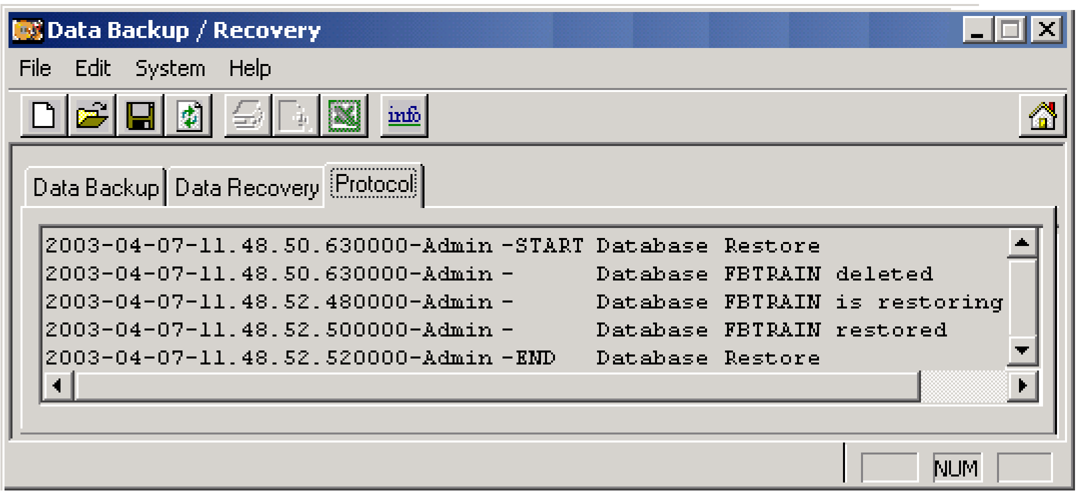
Restore – Click this button to import the selected backup. If the recovered database already exists, the following message displays:



If you click **Yes**, the database will be deleted and a new backup will be created.
If you try to import a database backup into the database you are currently logged into, the following message displays:

If you click **OK**, the database will not be overwritten.

- If the database backup can be imported, the form switches to the Protocol tab and displays the processes that have been run:
- Deleting the database
- Importing data from the ULD file into the database



Caution

You should always run a reorganization after running a database backup.

Master Data

This chapter describes all master data. You will find information about creating articles, suppliers, stores, groups, etc.

COST CENTER/STORES

Description

A businesses hierarchical structure can be defined here. There are several types of cost centers –

- Stores that have inventory (main store, etc.)
- Cost centers – stores in which receipt postings are added as usage (retail department, employee room, refuse room)
- Statistics stores – are only used to group sub-stores. Statistics stores do not contain inventory and may not be posted to.

Your business is hierarchically subdivided into different cost centers. This subdivision is necessary to ensure an accurate cost analysis. The cost centers, in turn, are also subdivided hierarchically into subgroups so that you can read individual totals for departments. The highest cost center in the hierarchy is you business.

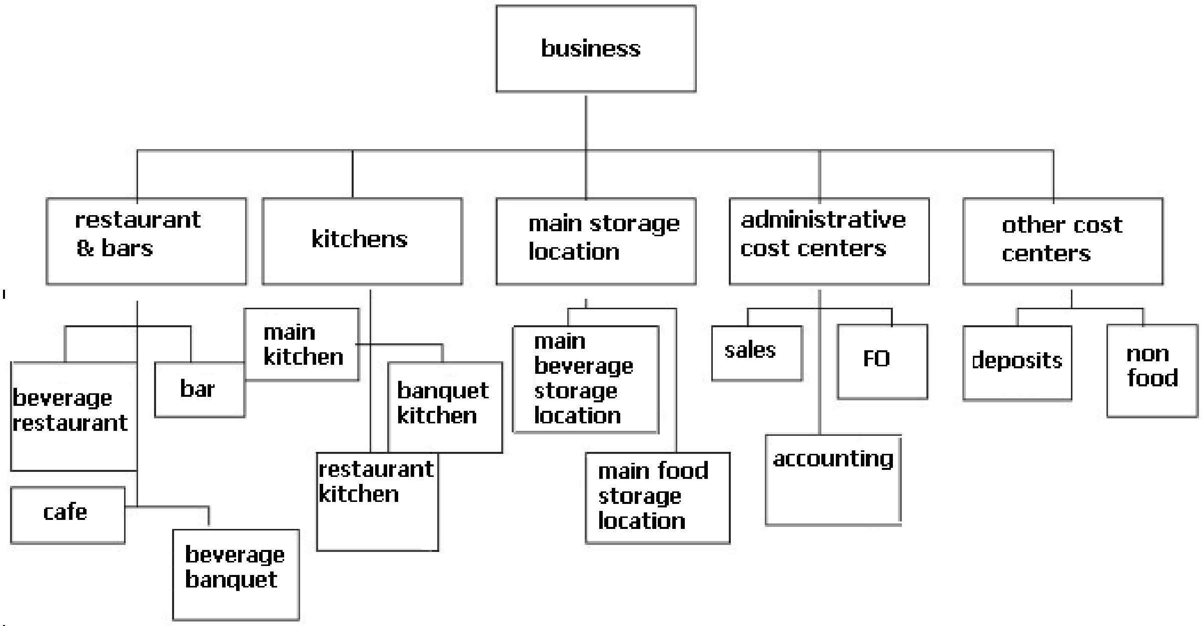
Important

- What is a cost center/ company structure?
- What does the cost center structure look like in your business?
- Users must have the appropriate access rights to use this feature.

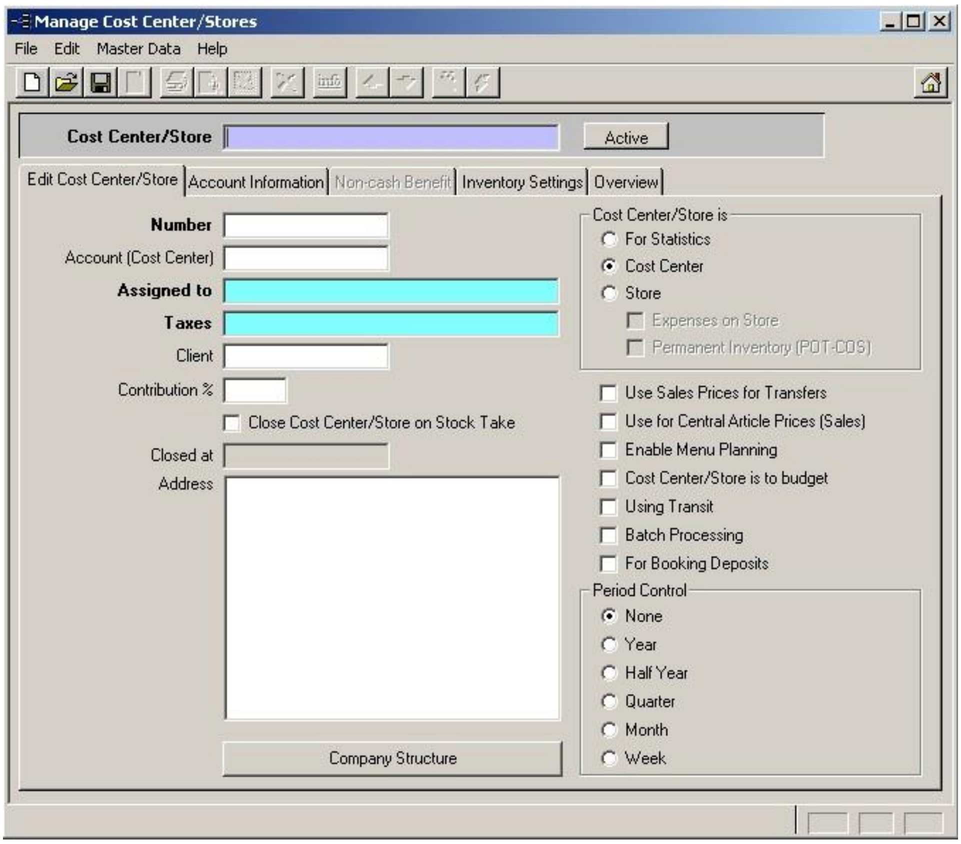
TIP

Using the definition above (description – store) which cost centers your business should have in Materials Control.

Example of a company structure



Form Description



- **Cost Center/Store –** Click on this field and press Enter to display a list box with all available cost centers/stores in your business. If you have an accounting interface, you should first consult with your accounting department.

- **Active** – As long as the cost center/store is not linked to another master data (e.g. supplier, article, retail store), it can be deleted (use the Delete button to do this). As soon as one master data is linked to another, it can only be deactivated.
  Deactivated master data can be reactivated by clicking on the **Active**/**Inactive** button and saving the changes.

- **Number**– Enter a number for the cost center or store into this field. This number can be used in place of a name when you search for the cost center/store in various booking procedures (ordering, receiving, transfers, etc.). The number of the cost center/store should be related to the higher-ranking cost center/store number and must be unique in the system
- **Account (Cost center)** – Enter the accounting number of your accounting program for this cost center. This number is important to the interface to an accounting program.
- **Assigned to (blue field)** – Click on this field and press Enter to display a list box of cost centers. Select the next higher cost center in your businesses structure. In the installation version, the name of the next higher cost center is *Micros-Fidelio Demo Hotel*. Please replace this name with the name of your business. The number for the next higher cost center should be 1. All other cost centers must be linked to a higher-level cost center (see *Example of a company structure*)
  If you try to save your entries before selecting a cost center, the color of this field changes to red. It is not possible to save changes without selecting a cost center in this field.
- **Taxes** – Click on this field and press enter to display a list box of tax types. Select the appropriate tax type for the cost center/store (see *Taxes*).
- **Client** – **If** you are working with several independent businesses in your F&B system, enter the client number into this field. Only enter a number into this field if it is necessary for your accounting program; this field only applies to accounting interfaces. Please contact MICROS support if you have any further questions.
- **Contribution (%)**– If there is a specific net charge for the price calculation of sales items in this cost center, enter it into this field (only for a two-way interface). This net charge is used as in the Production module as follows – Products -> *Edit Products* ->*Calculate* -> *Recalculate Prices*.
- **Close Cost Center/Store on Stock Take** – If this option is selected, bookings are no longer possible once an inventory has been completed for this store.
- **Closed at** – This date displays the completion date of the most recent inventory in this store.
- **Address –** If this cost center/store has a different address than your business' address, enter it into this field. For example, you might have a store in at a different location that goods are delivered to. This address can be used on order forms.

- **Cost Center/Store is – Radio buttons** – There are several types of cost centers:

    - **For Statistics** – Are only used to group sub-stores. Statistics stores do not contain inventory and may not be posted to.

    - **Cost Center** – Have no inventory but can receive items from other stores or suppliers (retail department, employee room, refuse room)

    - **Store** – That have inventory (main store, outlets)
      The calculation of material costs for the purpose of an analysis varies depending on the type of cost center.

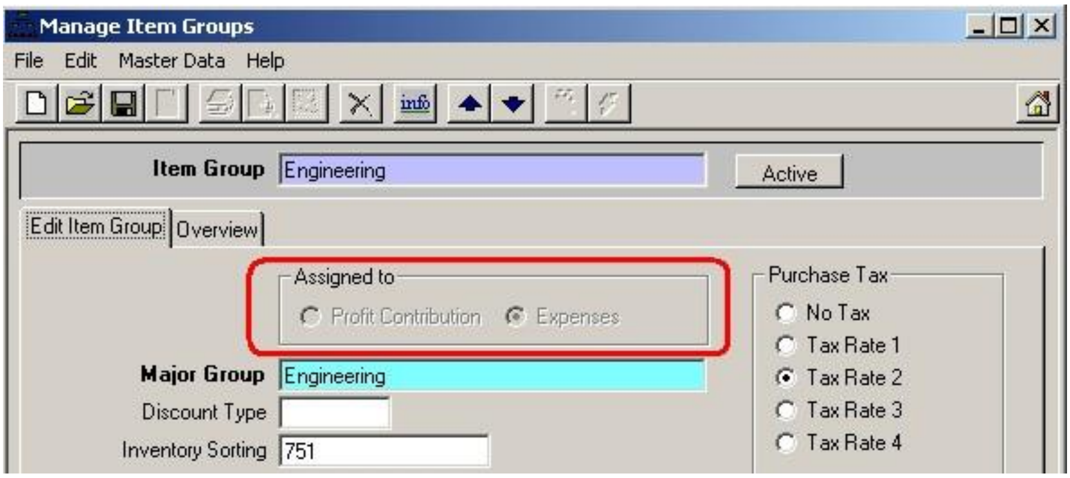
  - **For Statistics**
    - These cost centers are only necessary for reporting purposes (groups of individual stores) and have no storage, cost, or inventory functions. This store will not effect any fianancial postings. It is not used for deliveries.

  - **Cost center**
    - Material costs = purchase +/- transfer +/- Stock transfer to retail store
    - Material costs are calculated with the formula *purchase +/- transfers*. This means that the items booked in this store are considered used. This function makes sense for kitchens or retail cost centers because it is not practical to keep exact count of items used through production and food sales in these stores.

This store will be closed to a 0 value per default on stock take. Any transactions into this store are calculated as consumed.
For the financial postings the account No2 - cost account (in the item group setup) will be taken to post the cost.

- **Store** – Normal inventory.
  Here we have two more flags to handle the calculation as per group definition:

This flag controls the behaviour for Expense Groups:



To explain the meaning of this flag we'll use an example:

Create a stock article "Cocktail Stirrer". This article is assigned to an Expense Item Group. When this article is received into the main store, it should be handled as a normal stock article.
When this article is transferred to the bar, it should be handled as consumed in the bar as the bar will not count them on stock take.

In this case:
The main store will be configured with "Expenses on Store"
For the financial postings the account No1 - cost account (in the item group setup) will be taken for the expense groups to post the cost.

The bar will be configured without "Expenses on Store".
For the financial postings the account No2 - cost account (in the item group setup) will be taken for the expense groups to post the cost.

The result of this:
All articles assigned to an expense group booked into the main store are handled in this store as stock on hand / inventory.
All articles assigned to an expense group booked into the bar are handled in this store as consumed (no stock on hand / no inventory)

This flag controls the calculation of the consumption in the Result section.

Again two scenarios for explanation:

<u>Scenario 1</u>
Stock Take is done in regular intervals (e.g. monthly)
In this case do NOT tick this box!
Consumption for Results is calculated:

Opening Stock + Receiving +/- Transfer – Closing Stock = Consumption

This configuration will used in the most cases in a normal Hotel environment.

<u>Scenario 2</u>
Stock Take is NOT done in regular intervals
E.g. Stock Take once a year or only for some groups
In this case tick this box!
Consumption for Results is calculated:

Usages + Potential COS (Recipes) + (Inventory differences) = Consumption

- **Use Sales Prices for Transfers** – Select this function if the cost center is defined as a retail cost center and the retail price should be used for item transfers to this cost center instead of the last received or average price (*Master Data* | *Items* | *Sales Price*).

Example Use Sales Prices for Transfers)

Sales outlets work without a POS system (store system). Revenue reports based on sales prices can be run for these types of stores. To use this function, sales prices must be defined for the articles. If several outlets work this way, only one sales price can be used.

- **Use for Central Article Prices (Sales)** – User-defined
- **Enable Menu Planning –** This option can only be selected in combination with *Additional Menu Planning* (add-on module for canteens). If this option is enabled, recipes and production items can be transferred from one store to another.
- **Cost Center/Store is to budget** – If this option is enabled, a budget can be created for the cost center/store (the add-on module *Results* is required for this function).
- **Using Transit –** Select this option if you want transfers out of this store to be confirmed before they can be posted. If this option is enabled, goods will not be posted directly to the store when a transfer is posted to a store that has the option **Using transit** enabled. The document will be delivered as *Status unknown*.
  Once the transfer has been received, an employee can accept or reject the transfer. It is not possible to change the posting of the transfer to the receiving store.
  If the employee rejects the transfer, it is documented in the *Transfer Manager*. The posting can be modified and the transfer resent.
- **Batch Processing –** This option is for the HACCP – control of the related articles. (*See* <u>*Batch-Processing*</u>*)*
- **For Booking Deposits –** If this option is enabled, refund items will always be posted to this store. Only one store can be defined as the refund store.

- **Period Control –** If an inventory should be run for this cost center/store at a defined time, this time must be selected here. If, for example, the Month option is selected, it is not possible to post transactions of the current month to the previous month. This also means that all transactions must be posted at the end of the month.

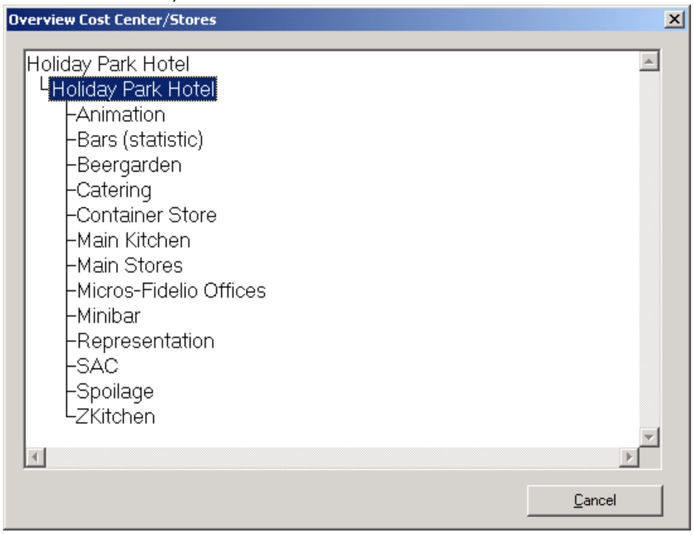
Note

Only users with the access right **Booking in last Period** allowed can book in previous periods. This function is active if **Close Cost Center/Store on Stock Take** is not set!

- **None –** The store is not closed until an inventory has been performed.
- **Year –** Posts after the 31st. of December are not allowed.
- **Half Year –** Posts after the 30th of June and the 31st of December are not allowed.
- **Quarter – Posts** are only allowed in the current quarter
- **Month –** Posts are only allowed in the current month
- **Week –** The start of the week is defined by the system. Posts in the previous week are not allowed after a weekend.

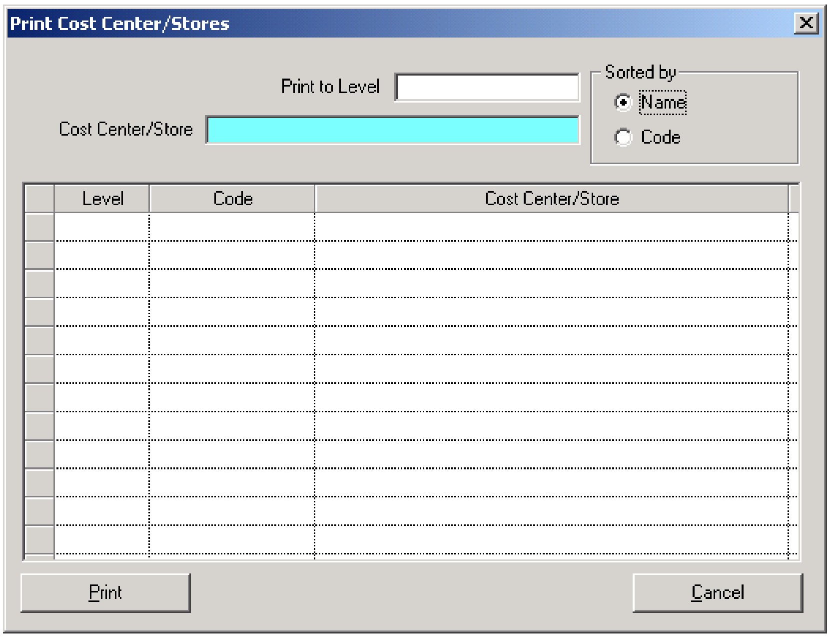
- **Company Structure** - Graphic display of the company structure. Click on the

button to display the hierarchical structure of your business. Your business is the cost center at the highest level. Double-click on it to open the subordinate cost centers/stores, etc.



Click on the cost center structure.
Close the overview of your company's structure. Select *File* | *Print* from the *Manage Cost Centers/Stores* menu bar.

Form Description



- **Print to Level –** In this form you can enter how many levels of the structure you want to print. Enter 1 to print the highest level and the first level below (of the selected cost center). Enter two to print the first and second level. Enter 3 to print all stores of levels 1, 2, and 3. The levels are only displayed once you have selected a cost center.
- **Cost Center/Store –** Click on this field to display a list box with available cost centers. Select the cost center that you want to print the structure of. If you want to print the structure of your entire business, select your business from this list.

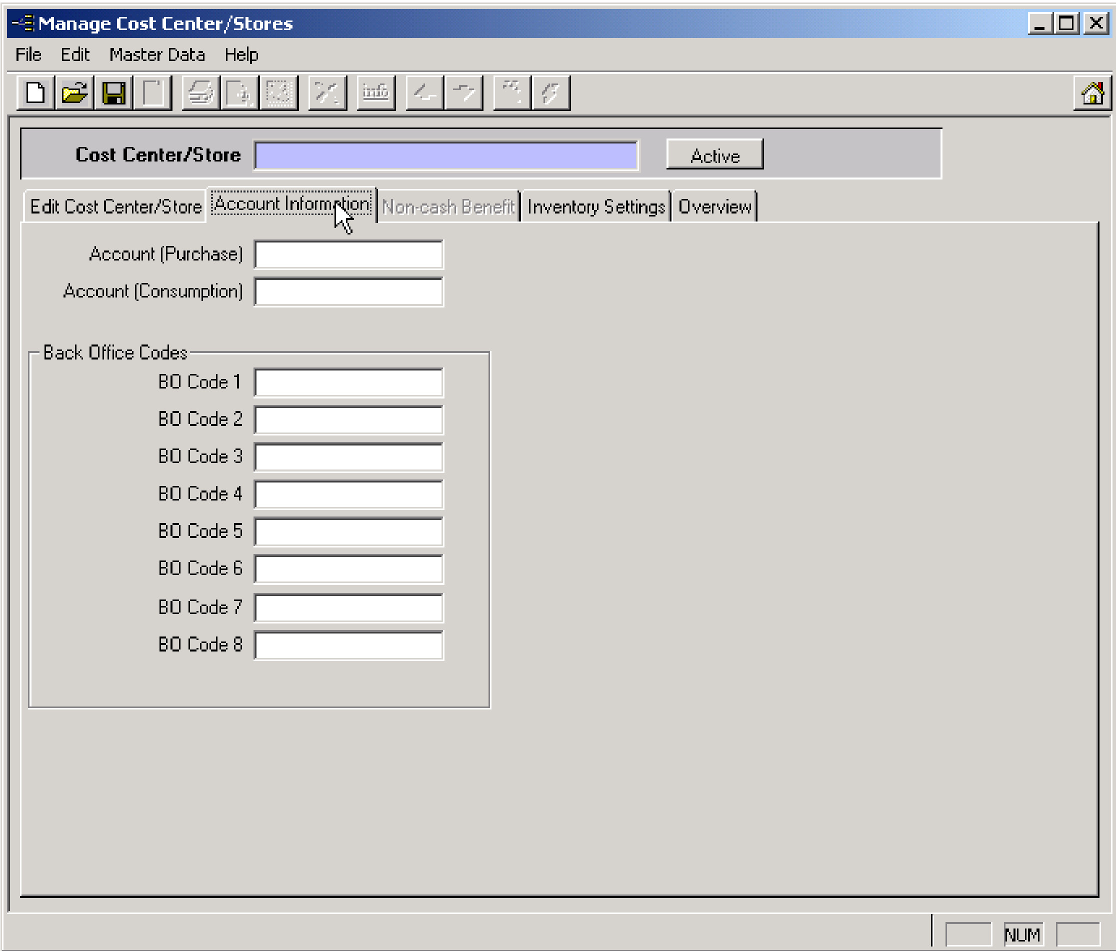
- **Sorted by**
  - **Name –** Sorts by name on each level
  - **Code –** Sort by code on each level

Print – Click this button to print the selected cost center's structure. After clicking the button, a print preview displays. Click on the **Print** button in the preview window's toolbar to print out a paper copy of the structure.

Cancel – Click on this button to close the window without printing.

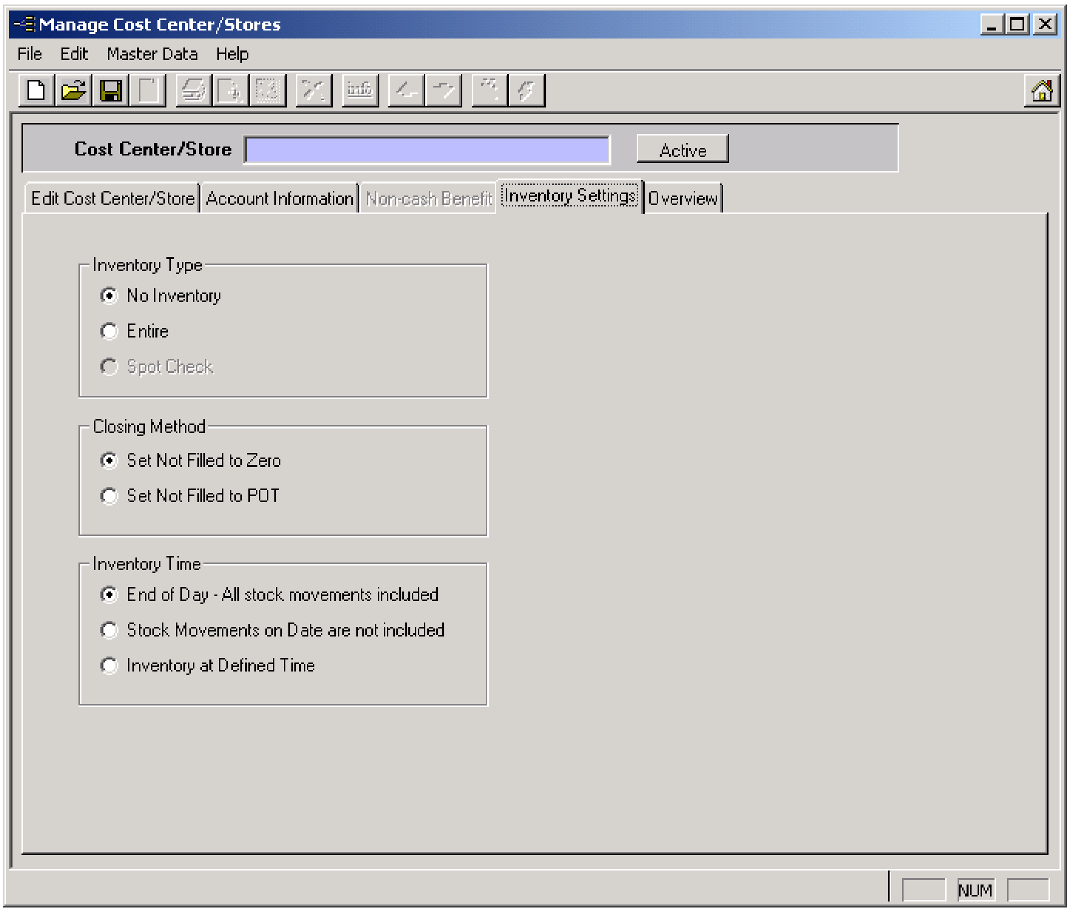
- **Table**
  - **Level –** Displays the store's level.
  - **Code –** Displays the store's (numeric) code.
  - **Cost Center/Store –** Displays the store's name.

ACCOUNT INFORMATION TAB



- **Account (Purchase) –** Account for initial account assignment, specific to accounting programs
- **Account (Consumption) –** Account for initial account assignment, specific to accounting programs
- **Back Office Codes –** Settings for the financial management interface

INVENTORY SETTING TAB

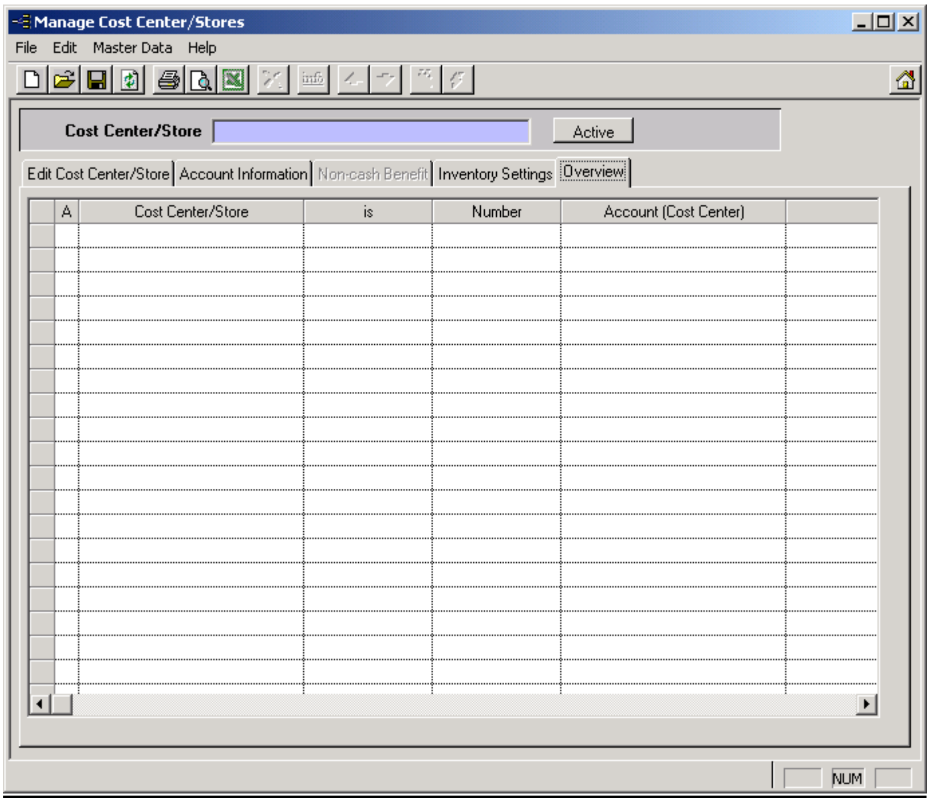


- **Inventory Type**
  - **No Inventory –** If this option is enabled, the store will not be included when an inventory has been generated through a meta frame
  - **Entire –** If this option is enabled, the store and all its articles will be included when an inventory has been generated through a meta frame.
  - **Spot Check –** This option should only be enabled if you intend to do inventory spot checks.
- **Closing Method**
  - **Set Not Filled to Zero –** If this option is enabled, the stock amount for items not counted is set to 0 at the time the inventory is closed.
  - **Set Not Filled to POT –** If this option is enabled, the stock amount for items not yet counted is set to the estimated amount (current stock on hand at the time of the inventory)
- **Inventory Time**
  - **End of Day – All stock movements included – If** this option is enabled, all posts from the inventory day will added to the estimated stock on hand
  - **Stock Movements on Date are not included – If** this option is enabled, the posts from the inventory day will not be added to the estimated stock on hand
  - **Inventory at Defined Time –** If this option is enabled, the inventory will take place at a certain (user-defined) time. Inventory receipts will be added to the estimated stock up until this time.

OVERVIEW TAB

Click on the **Open** button to open the *Overview* tab. A Search form displays. Enter the sort and search criteria for the record you want to see. Click on **OK** to open the form on the *Overview* tab.

Form Description



- **A –** Active or Inactive; if a cost center is inactive, a red **X** displays in this column as well as all other entries in this record's line.
- **Cost Center/Store** – Cost center name
- **is –** Cost center type
- **Number –** Cost center number
- **Account (Cost Center) –** The cost center's account number in financial accounting
- **Taxes –** Tax formula used for this cost center
- **Client –** Cost center's client number
- **Account (Purchase) –** Purchase account for this cost center
- **Account (Consumption) –** The material costs account for this cost center
- **Address –** Cost center's address
- **Use Sales Price –** Parameter settings (see details in previous form descriptions)
- **Use for central Article Prices –** Parameter settings (see details in previous form descriptions)
- **User for Production Planning –** Parameter settings (see details in previous form descriptions)
- **Cost Center/Store is to budget –** Parameter settings (see details in previous form descriptions)
- **Group Cost Center/Stores** – Custom solution
- **Sum Activities** – Custom solution
- **Trainee (0) –** Cash benefit information (Germany)
- **Trainee (1) –** Cash benefit information (Germany)
- **Personnel (0) –** Cash benefit information (Germany)
- **Personnel (1) –** Cash benefit information (Germany)
- **BO Code 1 to 8 – Cost** center's accounting codes
- **Changed by –** Name of the user that last modified this record
- **At –** Date of the edit

Double-click on a record to access details of a cost center/store.

FAQ

Q: What types of cost centers are there?
A: There are stores that are used as warehouses. Stores that are not used as warehouses are called cost centers. In addition there are statistics stores that are only used for reports.

Q: What happens, if the **Use Sales Prices for Transfers** option is enabled? What needs to be entered?
A: This function is for sales outlets that do not use a POS but that you want to see cost of sales and revenue for. You need to enter sales prices for articles.

Example – Creating a Cost Center

1. Click on *Master Data* in the tool bar.
2. Click on *Cost Center/Stores*.
3. Enter a name into the **Cost Center/Store** field, for example, *Gourmet Restaurant*.
4. Enter a number for this cost center/store into the **Number** field.
5. Enter the account number for this cost center/store into the **Account (Cost Center)** field. This entry is only required, if you have an interface to an accounting program.
6. Click on the **Assigned to** field and press **Enter**.
7. Select the higher-level cost center/store (e.g. Warehouse, Cost center, etc.) from the list box and click **OK**.
8. Select the type of cost center/store from the **Cost Center/Store is** options.
9. Click on the *Inventory Settings* tab and select any additional options that are appropriate for this cost center/store.
10. All other fields are required only for certain purposes.
11. Click on the **Save** button to save the new cost center to the system.

TAXES

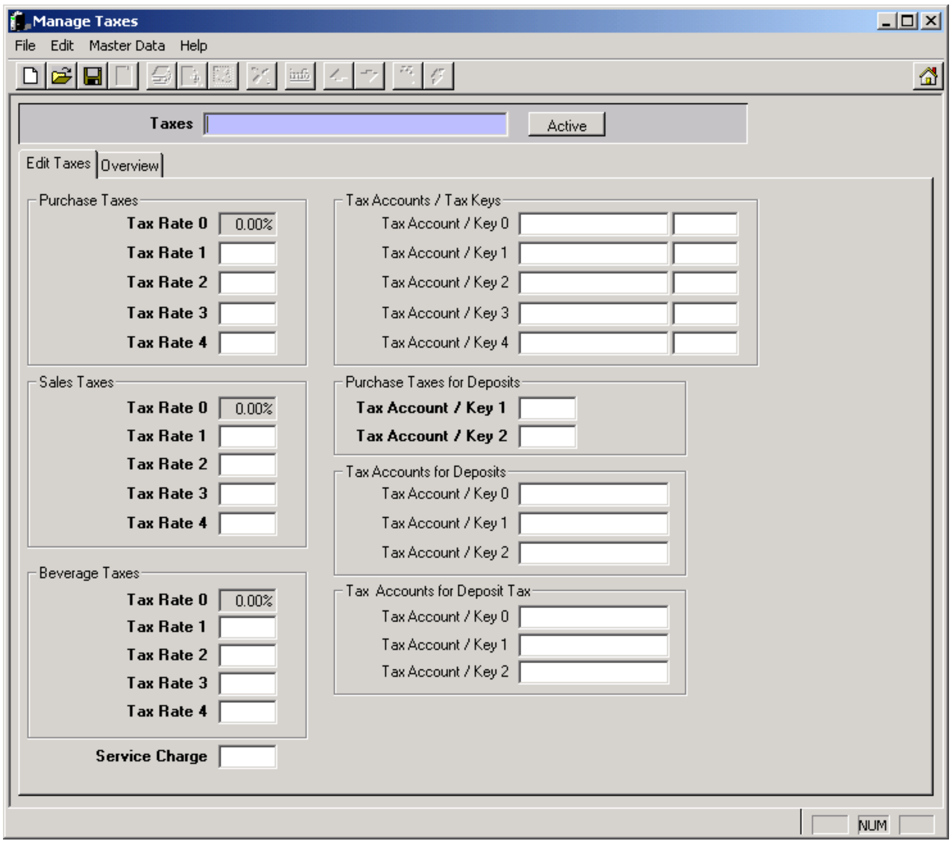
Description

Materials Control is used worldwide. As a result we support several tax rates for each country, supplier, and customer.

Important

- Users must have the appropriate access rights to use this feature.
- **Purchase -** What taxes do you use for purchasing? Which percentage is used to calculate these taxes? Are there any tax combinations, for example, when buying directly from the manufacturer?
- **Sales -** What sales taxes do you have? Which percentage is used to calculate these taxes? Are there any additional taxes, such as alcohol tax, tobacco tax, etc.?
- **Empties -** Is there a tax for empties with a deposit?

Form Description



- **Taxes –** Enter the name for the new tax into this field (for example, *US Standard*).
- **Active** – As long as a record is not linked to another master data (e.g. supplier, article, retail store), it can be deleted (use the Delete button to do this). As soon as one master data is linked to another, it can only be deactivated.

Deactivated master data can be reactivated by clicking on the **Active**/**Inactive** button and saving the changes.

- **Purchase Taxes –** Taxes that need to be paid when purchasing items

Example

In Germany 16% VAT is added to beverage purchases and 7% to food purchases.
Tax Rate 1 = 16%, Tax Rate 2 = 7%
Possibly Rate 3 for farm products

Caution

Product taxes, e.g. champagne tax in Germany, are included in item prices. These taxes do not appear in a tax formula

- **Sales Taxes –** Taxes that you charge when you sell your business' products.

Example

In Germany, all sales prices include 16% VAT tax. One exception is if you have a catering revenue (without services), in which case the taxes added to food are only 7%.
Tax Rate 1 = 16%, Tax Rate 2 = 7%

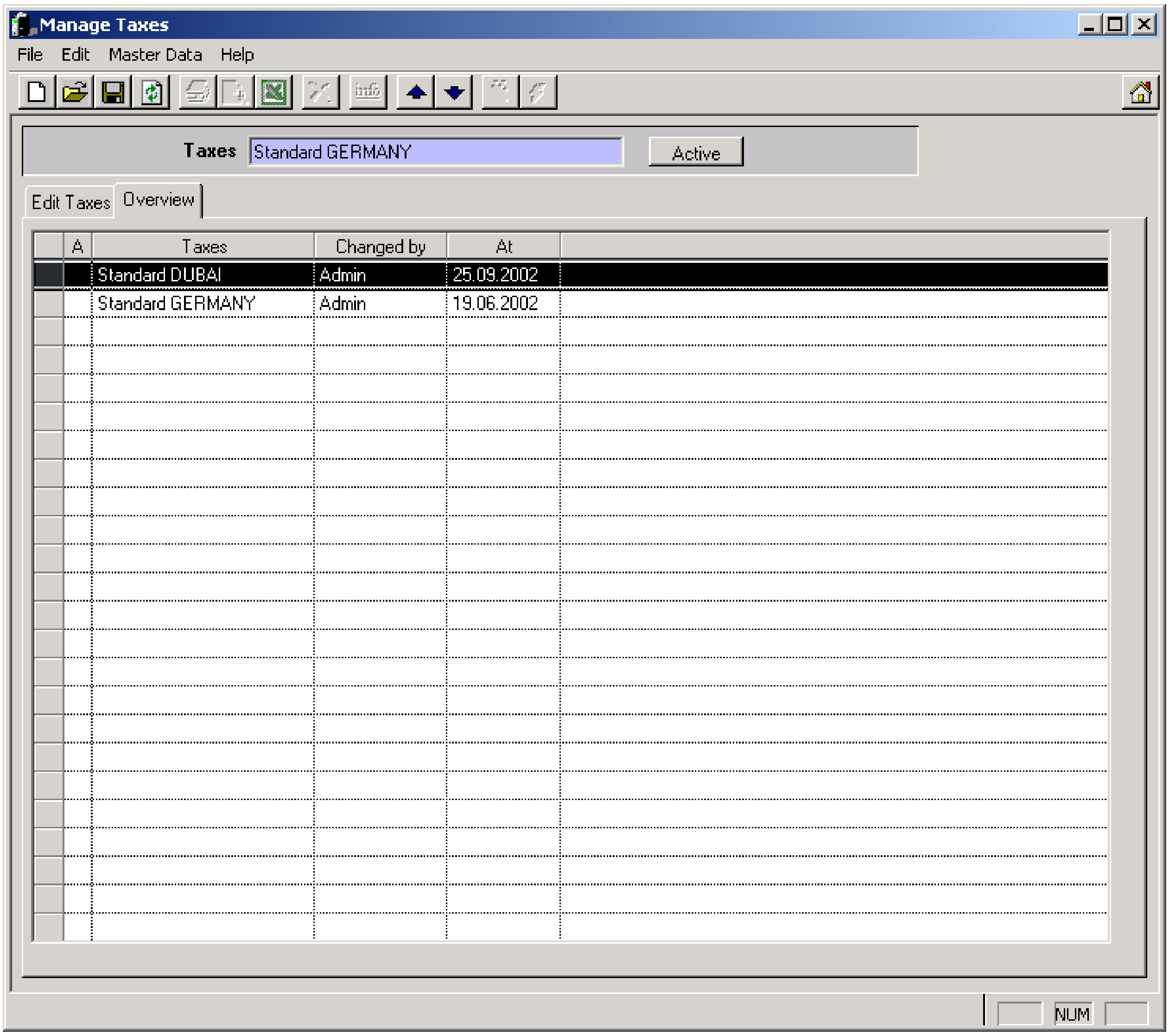
- **Beverage Taxes –** Beverage taxes currently only apply to Austria; however, you can use this tax for other proportionally calculated taxes if you want to.
- **Service Charge –** Enter the percentage for service charges. Service charge must be included in calculations and affects the sales price and the net surcharge.
- **Tax Accounts/Tax Keys –** Information/default tax accounts specific to the accounting program
- **Purchase Taxes for Deposits –** Enter the percentage for Tax Rate 1 and, if necessary, Tax Rate 2 for deposits.
- **Tax Accounts for Deposits –** Enter the accounting tax accounts for deposits (a result of purchase and return).
- **Tax Accounts for Deposit Tax** – Enter the tax account for taxes that are charged on deposits.

After entering the required data, click on the **Save** button to save your entries.

OVERVIEW TAB

Click on the **Open** button  to open the *Overview* tab. A Search form displays. Enter the sort and search criteria for the record you want to see. Click on **OK** to open the form on the *Overview* tab.

Form Description



- **A –** Active or Inactive; if a tax formula is inactive, a red **X** displays in this column as well as all other entries in this record's line.
- **Taxes –** Name of the tax formula.
- **Changed by –** Name of the user that last modified this record.
- **At –** Date of the edit.

Example Purchase Taxes

Purchase taxes are assigned to item groups and suppliers. Your business needs to be able to select from different taxes for purchasing. For example, vegetables bought directly from the farmer could have a tax rate of 9%, while they would only have a tax rate of 7% if they were bought from a bulk vendor. With Materials Control you can use tax formulas to assign the right tax rate to each supplier

For example, if *Tax Class 2* is assigned to the item group vegetables (default tax 7%, farm tax 9%), you can define for each supplier what tax class he belongs to.

Tax Formula	**Tax 1**
	Vegetables
Default (as assigned in item groups)	7%
Farm product (as assigned in supplier details)	9%

Caution

A field in the table above is a combination of the assignments of the supplier and the item group. In the first line of the table, the item group *Vegetable* muss be assigned to tax class 2 and the supplier must be assigned to the default tax formula (tax class 2 = 7%). In the second line, the supplier has been assigned to the tax formula *Farm* (tax class 2 = 9%).

Example Sales Tax

Sales tax is assigned to cost centers and major groups. If a business has two cost centers that do not belong to the same tax class (for example, if one cost center is in Germany and the other is in Austria) they can be parameterized. Create one tax formula and apply it to the appropriate cost center. The tax formula is assigned in *Major Groups*.

For example, Austria's *Sales Tax 1* (10%), and *Beverage Tax 1* (5%) apply to coffee and *Sales Tax 2* (20%) applies to liquor. In Germany a 16% tax rate applies to both groups and no beverage tax applies to either.

Tax Formula	Sales Tax 1	Sales Tax 2	Bev. Tax 1	Bev. Tax 2
(Defined based on assignment to the cost center)				
	Coffee	Liquor	Coffee	Liquor
Austria	10%	20%	5%	0%
Germany	16%	16%	0%	0%
Switzerland				

a) Column Overview
Each item group must have a purchase tax assigned to it. The purchase tax rate field numbers zero to four must coincide with the item groups' tax assignments zero to four (see Item Groups).

A sales tax must be assigned to major groups. The fields **Sales Tax Rate 1** to **4** must coincide with the sales tax rates of the major groups (see Major Groups).
If you use a service charge on your bills, you can enter the percentage rate here (see Major Groups).

The tax rate for deposits with tax class 1 and 2 are dependent upon their packaging (see *Units*).

b) Every tax formula can have different entries for different taxes.

Each supplier has to be assigned to a tax formula (see *Suppliers*). The interaction between suppliers and item groups forms the tax basis for purchasing.

Each cost center must be assigned to a tax formula (see *Cost Center/Stores*). The interaction between cost centers and major groups forms the sales tax, beverage tax, and service charge.

FAQ

Q: What are tax formulas?
A: Several tax classes are defined in a tax formula. In most cases, you only need one formula for a country. For every tax formula you can create four purchase taxes, four sales taxes, four beverage taxes (or similar, additional taxes), one percentage value for service charges, five tax accounts for purchase tax, two tax rates for deposits and you can create accounts for deposits and their tax rates.

Q: Where in the system are tax formulas and tax rates linked?
A – cost centers and suppliers are linked to a tax formula. Item groups are linked to purchase tax; major groups are linked to sales tax and the percentage rate for service charges.

SUPPLIERS

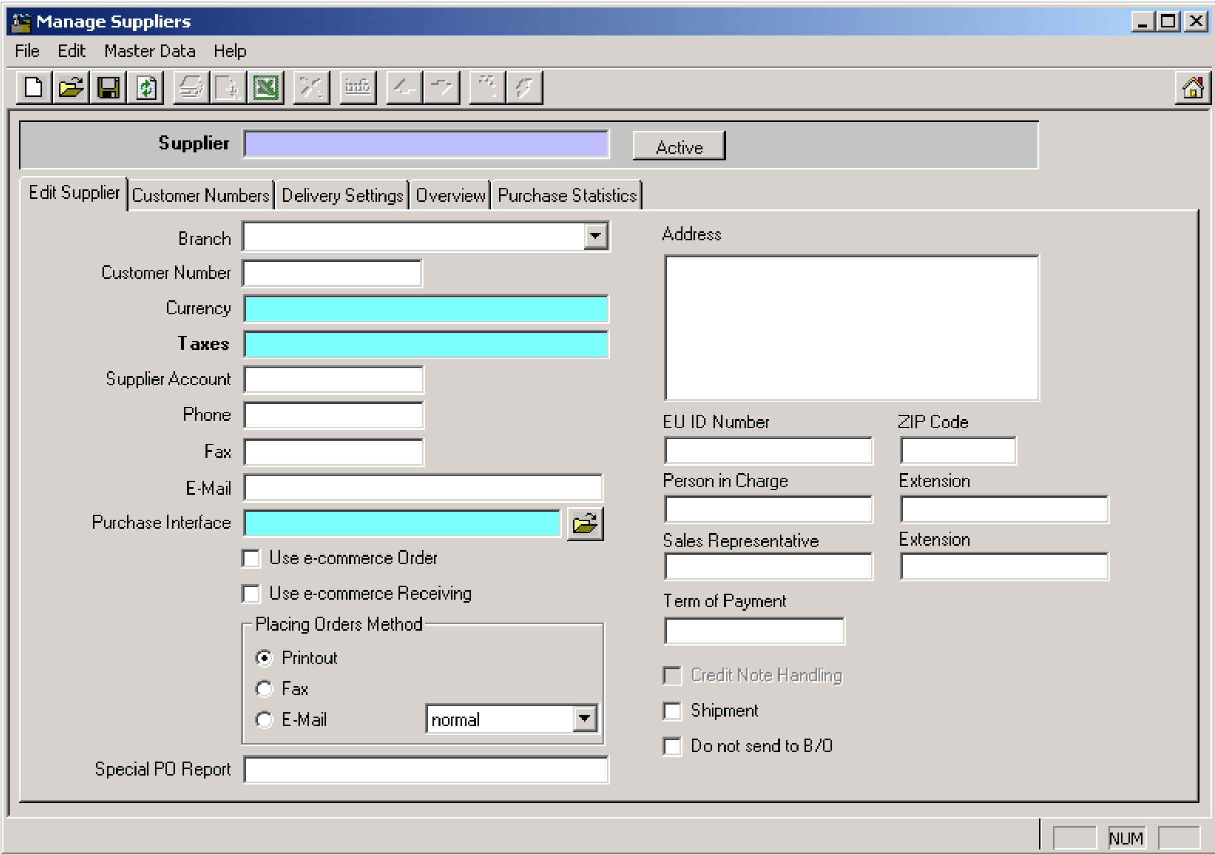
Description

Suppliers that need to be in the system for purchases, receiving, and reports are created in this module.

Important

- What types of supplier to you have and what do they deliver?
- Detailed information about the supplier (contact person, telephone and fax numbers, address, trade
- What purchase tax is used for this supplier (see *Taxes*)?
- What is your customer number with the supplier?
- Bookkeeping account (if an interface to an accounting program has been installed)?
- What currency does this supplier use?
- Users must have the appropriate access rights to use this feature.

Form Description



- **Supplier –** Enter the name of the supplier (this is the name that you will use to find the supplier in the system). You can also use an abbreviation for the supplier, if users of your system are familiar with them. The full name that is also used in, for example, orders and reports, is read from your entrees in the address field.
- **Active** – As long as a record is not linked to another master data (e.g. price notes, receiving, purchasing), it can be deleted (use the Delete button to do this). As soon as one master data is linked to another, it can only be deactivated.

Deactivated master data can be reactivated by clicking on the **Active/Inactive** button and saving the changes.

- **Branch –** Enter the type of items this supplier delivers (e.g., dairy products, spirits, wine).
- **Customer Number –** Enter the customer number that this supplier uses for you. If you have several customer numbers (for example, one per cost center), enter the additional numbers in the *Customer Numbers* form.
- **Currency –** If the supplier uses a currency different from your system's currency in his price quotes, invoices, and packing slips, enter it into this field.
- **Taxes –** Click on this field and press Enter to display a list of tax formulas. Select the one that this supplier uses. (See *Taxes*).

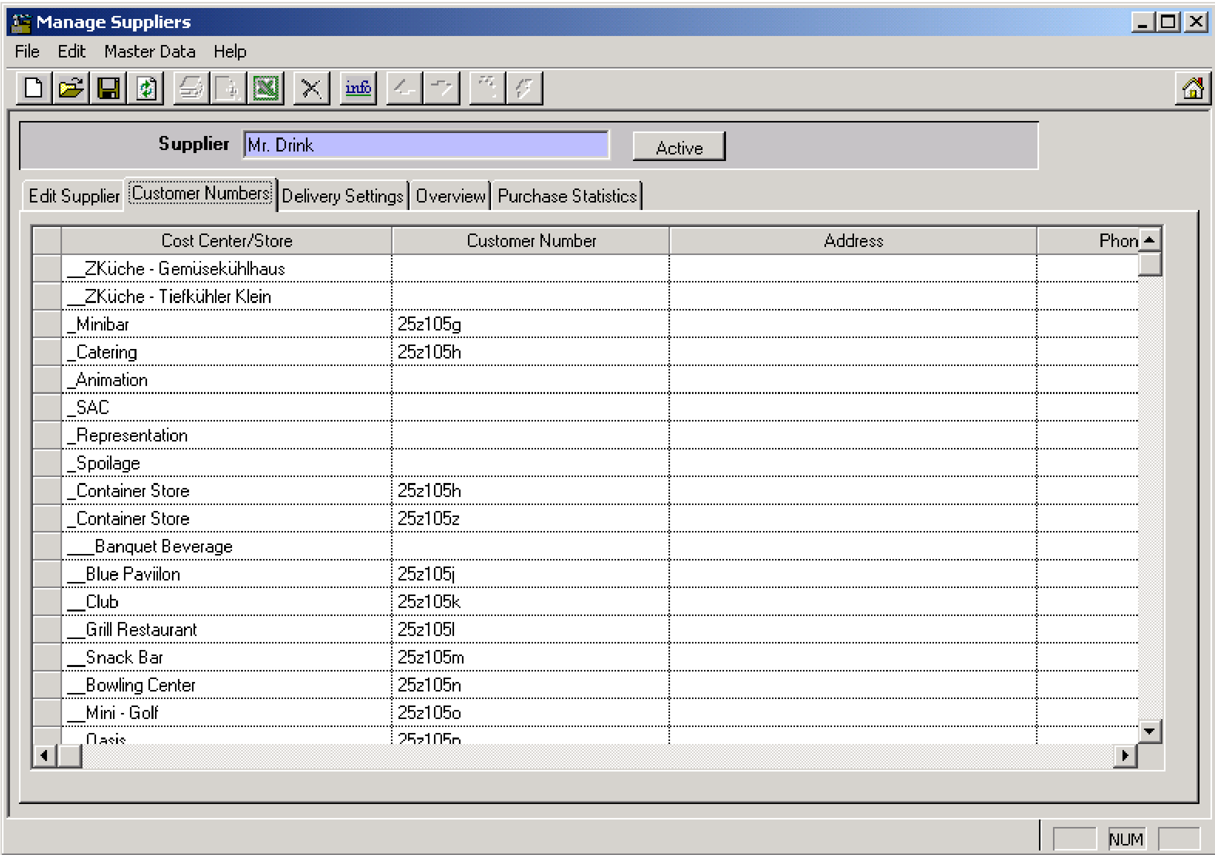
TIP

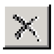
For some countries you will have to create a separate tax for certain suppliers (e.g. in Germany for forestry products that are bought directly from the producer).

- **Supplier Account –** Account for this supplier (only if you are linked to an accounting system)
- **Phone –** Enter the supplier's phone number (this field has no function)
- **Fax –** Enter the supplier's fax number into this field. Enter the number without any special characters (necessary to be linked to a fax interface)
- **E-Mail –** Enter the supplier's e-mail address into this field. Materials Control supports MAPI protocol transfers (e.g. with MS Exchange, MS Outlook, MS Outlook Express, etc.)
- **Purchase Interface –** Enter the B2B interface (electronic vendor bids, invoices, etc) for this supplier. Please contact the responsible product management team for further information.
- **Use e-commerce Order** – B2B interface only
- **Use e-commerce Receiving** – B2B interface only
- **Placing Orders Method –** Define how this supplier receives his orders:
  - **Printout –** The order form is printed (the print job is sent to your printer)
  - **Fax –** The order form is sent via fax (provided the system is linked to fax software)
  - **E-Mail –** The order form is sent via e-mail (your e-mail program must support MAPI)
- **Address –** Enter the supplier's full address into this field. Don't forget to enter the supplier's full name. This address is used in order forms, reports, etc.
- **EU ID-Number –** Enter the supplier's EU-ID number.
- **Zip Code** – Enter the supplier's zip code. This field is for information purposes only.
- **Person in Charge –** Enter the name of the contact person for this supplier
- **Extension –** Enter the contact person's phone extension
- **Sales Representative –** Enter the name of the sales representative that is responsible for your business' account
- **Extension –** Enter the sales representative's phone extension
- **Term of Payment –** Enter information about the payment method used with this supplier
- Credit Note Handling – customer-specific
- **Shipment –** Extra charges apply to this supplier's deliveries and are allocated to the item prices. The average price of an item rises. To define extra charges, you should create an assortment of this supplier's items in the system. Please contact MICROS support for further information about configuring these options.
- **Do not send to B/O –** Purchasing not transferred to Back Office System
- **Special PO Report –** Supplier specific Purchase order Sheet

CUSTOMER NUMBERS TAB

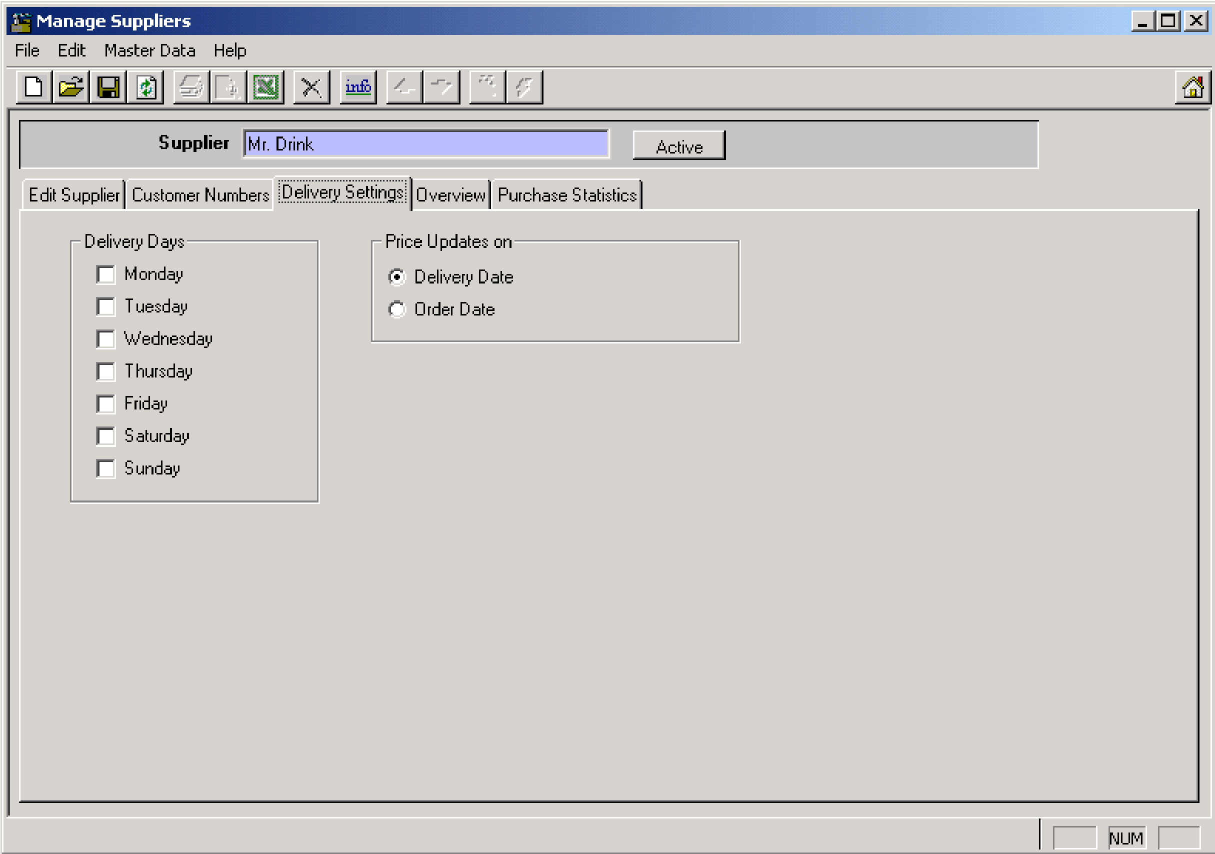
Form Description



- **Supplier –** Displays the name of the selected supplier
- **Active** – As long as a record is not linked to another master data (e.g. price notes, receiving, purchasing), it can be deleted (use the Delete button  to do this). As soon as one master data is linked to another, it can only be deactivated.
- Deactivated master data can be reactivated by clicking on the **Active/Inactive** button and saving the changes.
- **Cost Center/Store** This column displays all cost centers
- **Customer Number –** Customer numbers for each cost center can be entered into this column. If your business only has one customer number with the supplier, no entry is necessary. We recommend using this option, if you have more than one customer number with a supplier. The customer number is printed on orders.
- **Address –** Enter here the suppliers alternate address if it is different for this cost center. Addresses are printed on orders.
- **Phone –** available in a future version
- **Fax –** available in a future version
- **E-Mail –** available in a future version

DELIVERY SETTINGS

Form Description



- **Supplier –** Displays the name of the selected supplier
- **Active** – As long as a record is not linked to another master data (e.g. price notes, receiving, purchasing), it can be deleted (use the Delete button to do this). As soon as one master data is linked to another, it can only be deactivated.
  Deactivated master data can be reactivated by clicking on the **Active/Inactive** button and saving the changes.
- **Delivery Days –** Select the weekday that this supplier delivers on. By default this function is inactive. This function is for automatic orders using menu planning in catering.

Note

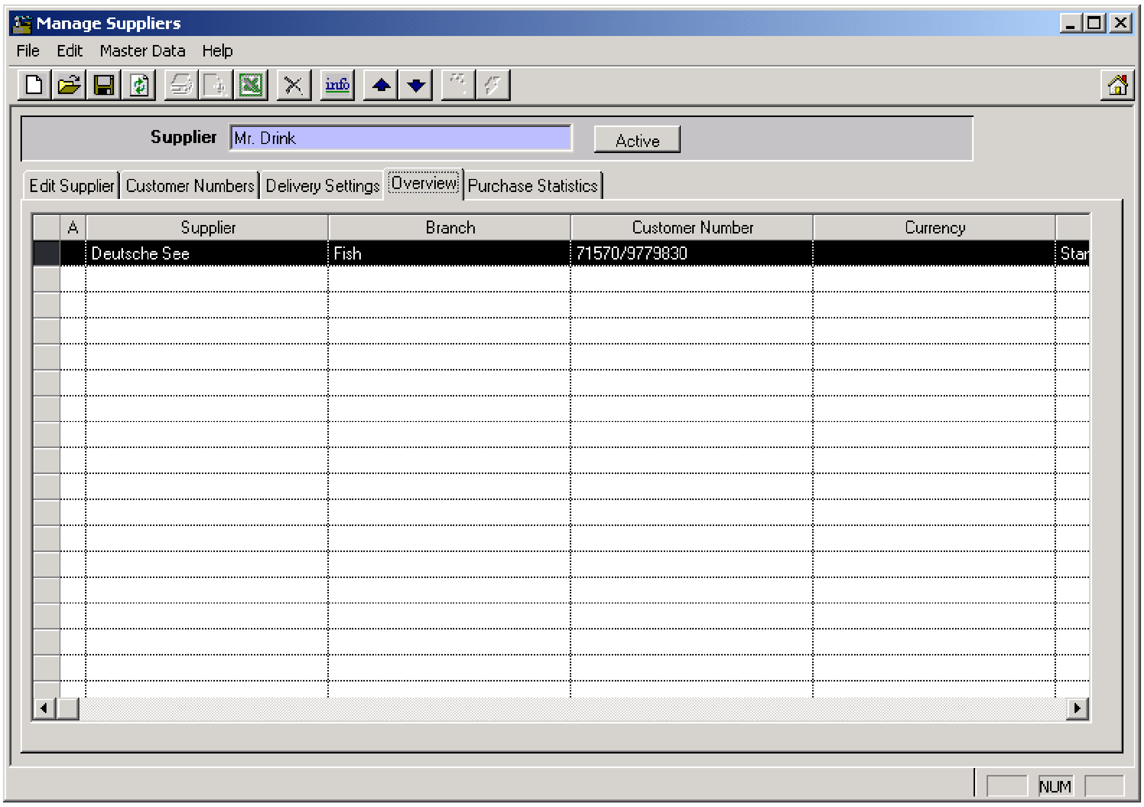
Holidays are not taken into account by this function.

- **Price Updates on –** This function applies to the supplier's price quotes

OVERVIEW TAB

Click on the **Open** button to open the *Overview* tab. A Search form displays. Enter the sort and search criteria for the record you want to see. Click on **OK** to open the form on the *Overview* tab.

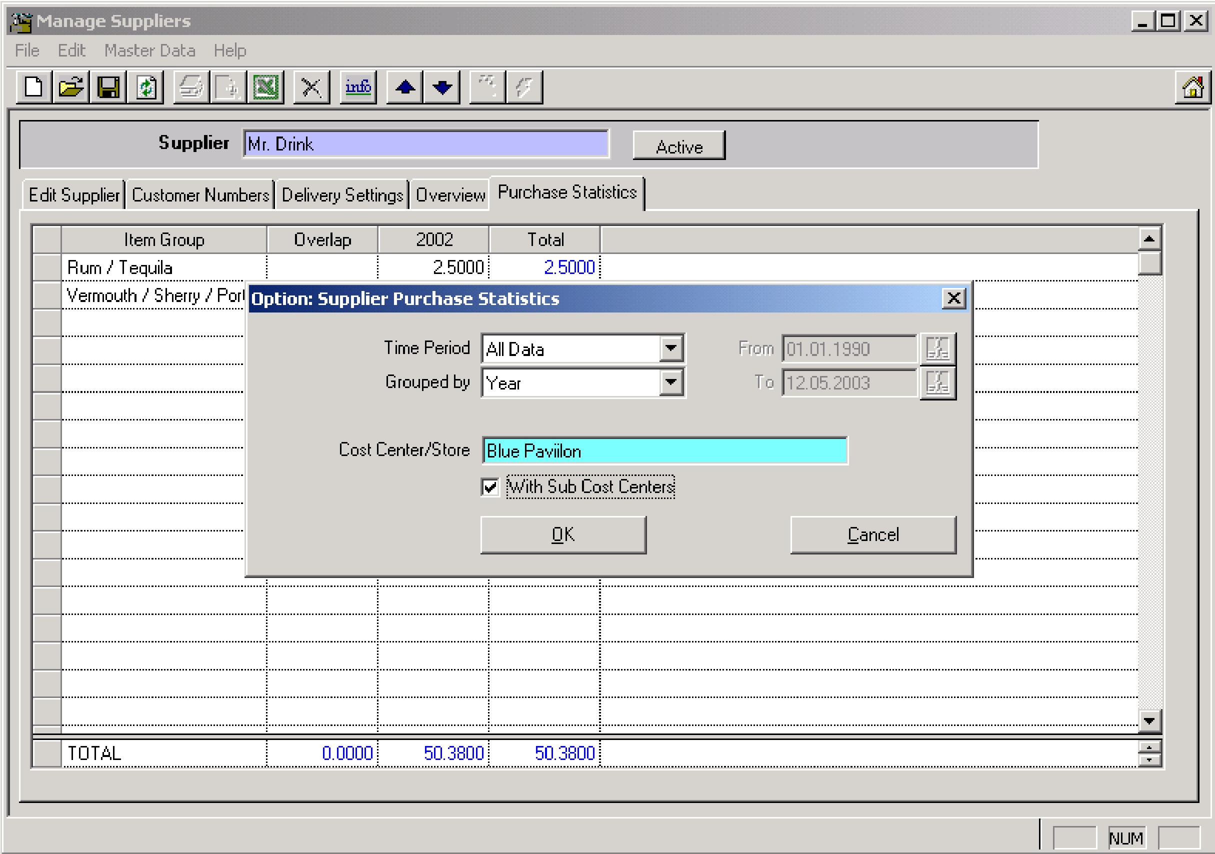
Form Description



- **A –** Active or Inactive; if a cost center is inactive, a red **X** displays in this column as well as all other entries in this record's line.
- **Supplier –** Displays the selected supplier's search name
- **Branch –** supplier's industry sector
- **Customer Number –** The supplier's global customer number for you
- **Currency –** Supplier's currency if it differs from the system currency
- **Taxes –** supplier's tax formula
- **Supplier Account –** the supplier's account in the accounting program (only necessary if you work with an interface to the accounting program)
- **Phone –** Supplier's phone number
- **Fax –** Supplier's fax number (used for orders)
- **E-Mail –** Supplier's e-mail address (used for orders)
- **Order via –** How the order is placed (printout, fax, e-mail)
- **EU ID Number –** Supplier's EU ID number (EU specific tax identification number)
- ZIP Code – Postal code
- **Person in Charge –** Supplier's contact person that you deal with
- **Extension –** Contact person's phone extension
- **Sales Representative –** Sales representative for this supplier
- **Extension –** Sales representative's phone extension
- Terms of Payment – Text information
- **Price updates on – Order** or delivery date
- **Address Parts 1 to 6** – Address information for orders
- **Changed by –** Name of the user that last modified this record
- **At –** Date of the edit

PURCHASE STATISTICS TAB

Form Description

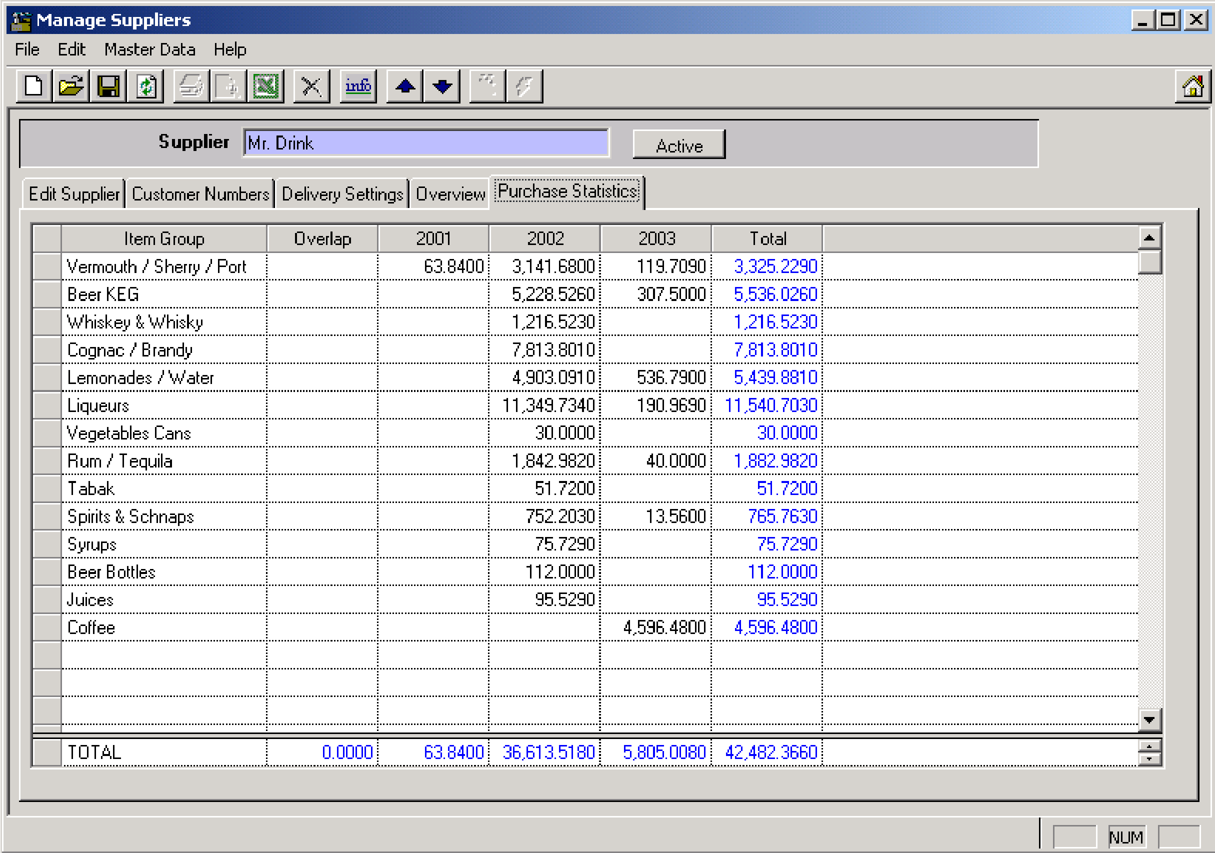


Once you have selected a supplier and click on the *Purchase Statistics* Tab, the *Supplier Purchase Statistics* window displays.

Specify the filter and sort functions with these options

- **Time Period –** Select the time period to be displayed –
  - **All Data –** Displays all entries from the first entry up to today
  - **Current Business year –** Displays all entries for the current business year (see System | Configurations).
  - **Current Year –** Displays all entries from January 1 of the current year until today.
  - **Current Month –** Displays all entries from the first day of the current month until today.
  - **Year before –** Displays all of last year's entries.
  - **Month before –** Displays all of last month's entries.
  - **User defined –** Displays all entries for a user-defined time period.
- **Grouped by –** select the grouping from this drop-down list.
  - **Year –** All data is summarized per yea.r
  - **Quarter –** All data is summarized per quarter.
  - **Month –** All data is summarized per month.
- **Cost Center/Store** Select the cost center that you want to see statistics for
- **With Sub Cost Centers –** If this option is enabled, all sub cost centers of the selected cost centers are included in the statistics. Select this your business as cost center and this option if you want statistic for your entire business including sub cost centers.

Form Description



Manage Suppliers

File Edit Master Data Help

Supplier: Mr. Drink — Active

Edit Supplier | Customer Numbers | Delivery Settings | Overview | Purchase Statistics

Item Group	Overlap	2001	2002	2003	Total
Vermouth / Sherry / Port		63.8400	3,141.6800	119.7090	3,325.2290
Beer KEG			5,228.5260	307.5000	5,536.0260
Whiskey & Whisky			1,216.5230		1,216.5230
Cognac / Brandy			7,813.8010		7,813.8010
Lemonades / Water			4,903.0910	536.7900	5,439.8810
Liqueurs			11,349.7340	190.9690	11,540.7030
Vegetables Cans			30.0000		30.0000
Rum / Tequila			1,842.9820	40.0000	1,882.9820
Tabak			51.7200		51.7200
Spirits & Schnaps			752.2030	13.5600	765.7630
Syrups			75.7290		75.7290
Beer Bottles			112.0000		112.0000
Juices			95.5290		95.5290
Coffee				4,596.4800	4,596.4800
TOTAL	0.0000	63.8400	36,613.5180	5,805.0080	42,482.3660

NUM

- **Supplier –** Displays the name of the selected supplier
- **Table**
- **Item Group –** Information is displayed by item group. This column displays ever item group that the supplier delivered within the time period and to the cost center you selected.
- **Overlap / Prev. Period –** shows values for not displayed periods
- **Time Period** (based on your selection) – These columns display information based on the time period you selected.
- **Total line –** Totals per item group for the entire time period.
- **Total line bottom –** Totals per time period and sum of the entire purchases within the selected time period.

UNITS

Description

Because units can apply to many articles, they are defined separately from them and assigned to and linked to articles and suppliers (when defining purchase units, purchasing, or receiving). Units are structured in hierarchical order, starting with the most important unit (base unit), then the smallest to largest unit. The base units are system defaults so flexible management of various containers are made possible. The unit is a master data necessary for receiving and returns.

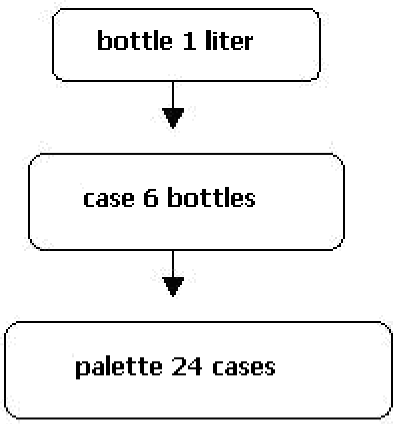
Important

- What units does your business work with?
- What is the hierarchy of containers?
- What is the net weight for certain containers?
- What containers with deposit does your business use? How much do they cost?
- Users must have the appropriate access rights to use this feature.

Example

Your business buys orange juice in

- In 1 liter bottles
- Crates with 6 bottles
- Palettes with 24 bottles

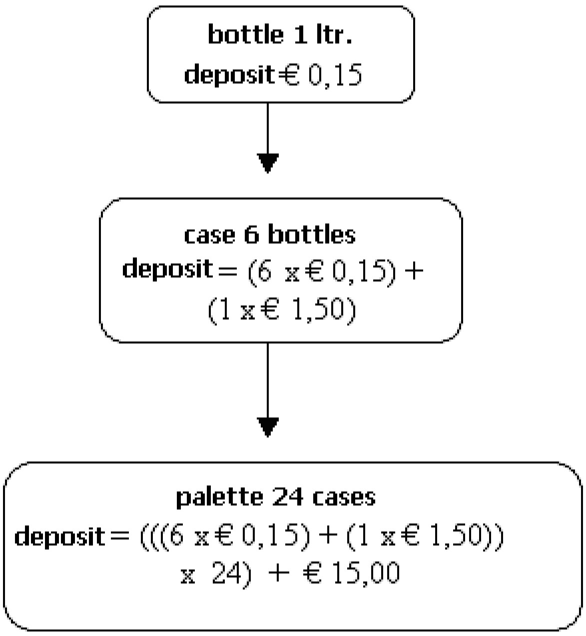


After receiving a crate, you have 6 liters of orange juice in your stock.
After receiving a palette, you have 144 liters of orange juice in your stock.

Example with Deposit

Your business buys orange juice

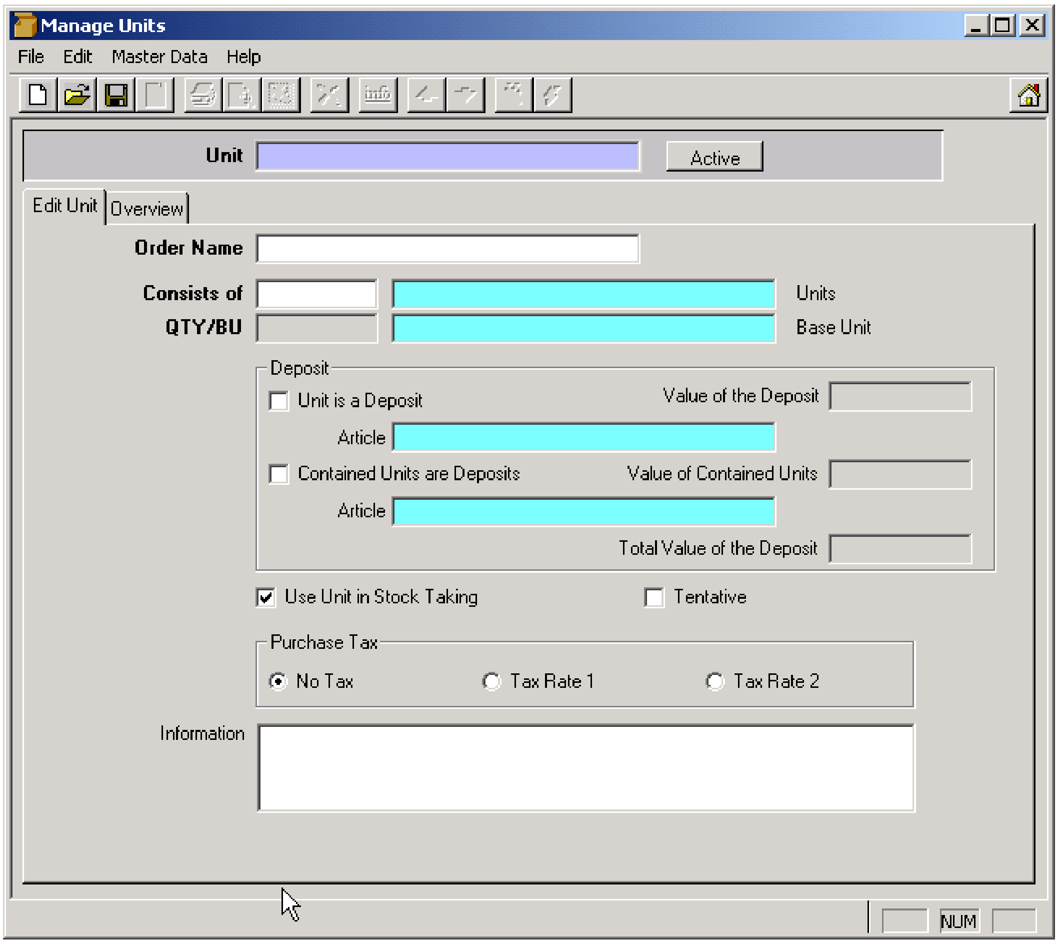
- In 1 liter bottles
- Crates with 6 bottles
- Palettes with 24 bottles



Deposit value per crate = € 2,40
Deposit value per palette = € 72,60

In this example, you have received 144 liters in 144 bottles (1 liter each) and a deposit value of € 72,60.
See *Deposit Bookings*.

Form Description



- **Unit –** Name of the unit. The name should describe the amount, base unit, and possibly deposit. Use an abbreviation (e.g. l or ltr for liter); this name is used internally, for example during inventory.
- **Active** – As long as a unit has not yet been linked to an article or supplier, it can be deleted (use the Delete button to do this). As soon as one master data is linked to another, it can only be deactivated.
  Deactivated master data can be reactivated by clicking on the **Active**/**Inactive** button and saving the changes.
- **Order name –** Official name of the unit; this name is used on order forms.
- **Consists of –** Enter the amount and unit of this unit's sub-unit.

Caution

An articles base unit must coincide with the unit's own base unit. For example, if an article is purchased in a 0,35l bottle using the unit *Bottle 0,35,* the article's base unit must be *Liter*.

- **Quantity/BU –** This field displays the amount of the base unit contained that is linked to the unit, for example: *Bottle* -> *Case*.
- **Unit is a deposit –** Select this option if there is a deposit charge for this unit.
- **Article –** Select the deposit article linked to this unit. This article will automatically be booked using this unit. The article will be included in the inventory with its deposit value and the deposit value will be subtracted from the inventory when the article is returned. If you have created a deposit store, deposit articles will be booked to that store.

- **Value of the Deposit –** Enter the value of the deposit in the system's currency.
- **Contained Units are Deposits –** Select this option if this unit is a deposit unit that contains another deposit (e.g. a case with deposit containing bottles with deposits).
- **Article –** Select this unit's deposit article (e.g., case).
- **Value of Contained Units –** This field displays the value of the contained deposit articles.
- **Total Value of the Deposit –** this field displays the total value for this deposit unit (e.g. deposit value for the case + deposit value for the bottles contained in it = total deposit value)
- **Use Unit in Stock Taking –** Select this option if you want to use this unit in your inventory counts. The system will provide the contained units.
- **Tentative – custom** solution (central purchasing)
- **Purchase Tax – No Tax, Tax Rate 1, Tax Rate 2 –** tax rates for deposit article need to be defined (see *Taxes*)
- **Information –** Enter any additional information about this unit (e.g. hazardous waste – high cost for disposal) into this field.

Note

If you create a unit for cans, note that the unit declared as *fill quantity* is the quantity of the can's content without liquid.

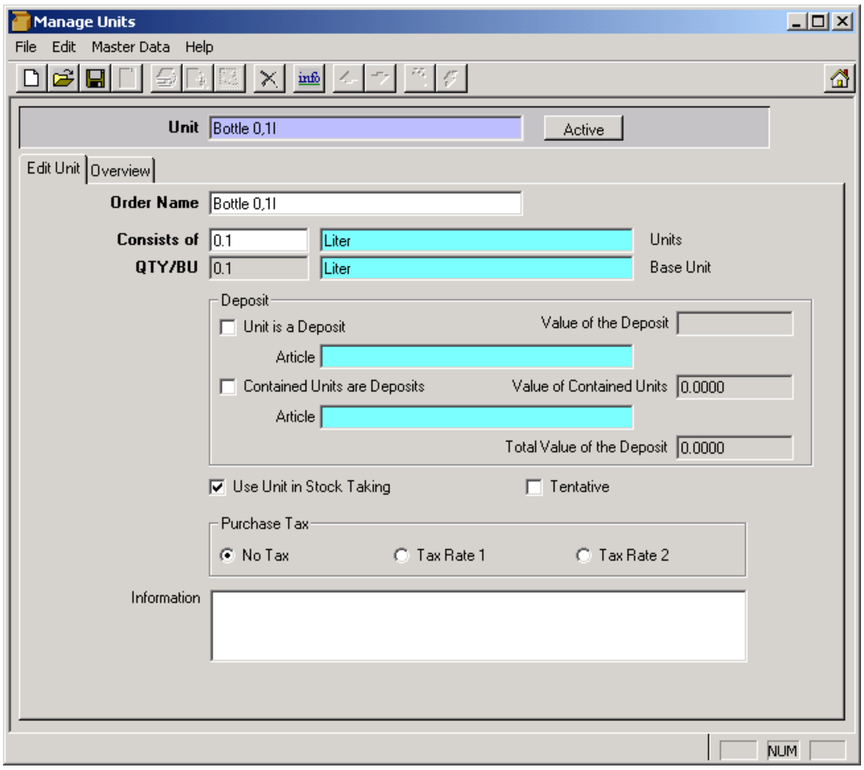
FAQ

Q: What is the difference between the unit's name in the **Unit** field and its name in the **Order Name** field?
A: The name in the **Unit** field is for internal use. The name here should distinguish this unit from similar units, for example Bottle plastic 1.5 L. vs. Bottle glass 1.5 L. If the unit is for an article with deposit, we recommend adding that to its name to save time later on. The name in the **Order Name** field is for external use; this name will display on orders.

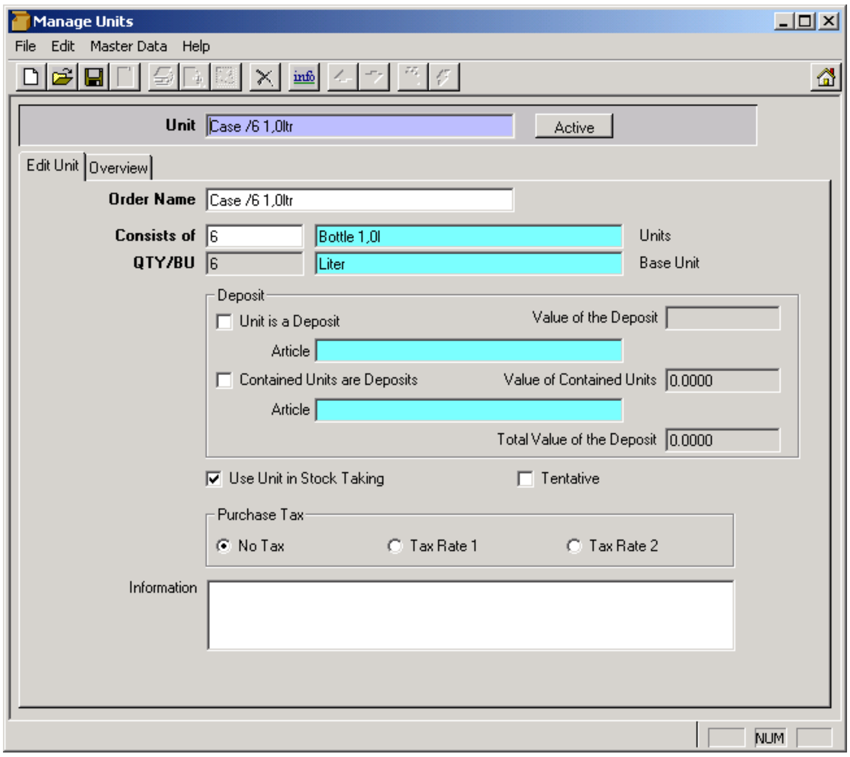
Q: Why do units have to be linked to a base unit?
A: Beverages can be purchases in various containers. Beer can be purchased in 30 L or 30 L kegs, for example. If you want to know the total amount of a beverage that is in stock, the system will display this amount in the base unit (in the beer example liters). Creating recipes with articles is made easier with base units because you do not need to convert units.

Unit Examples

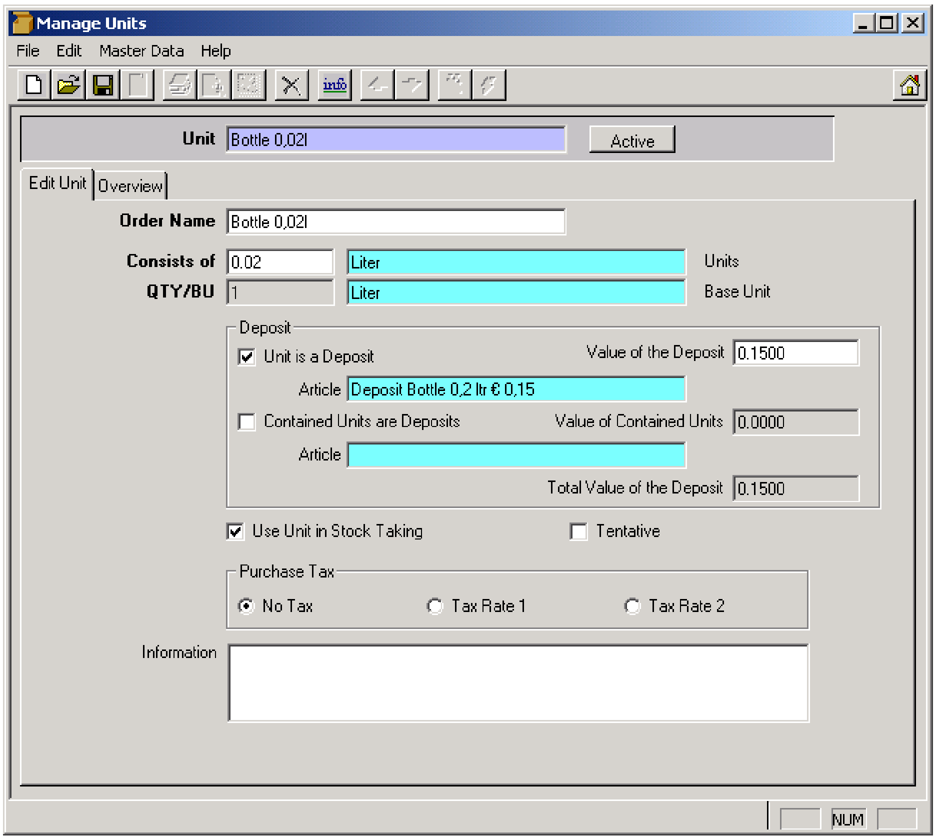
1 liter bottle without deposit (used in partial palette quantity)



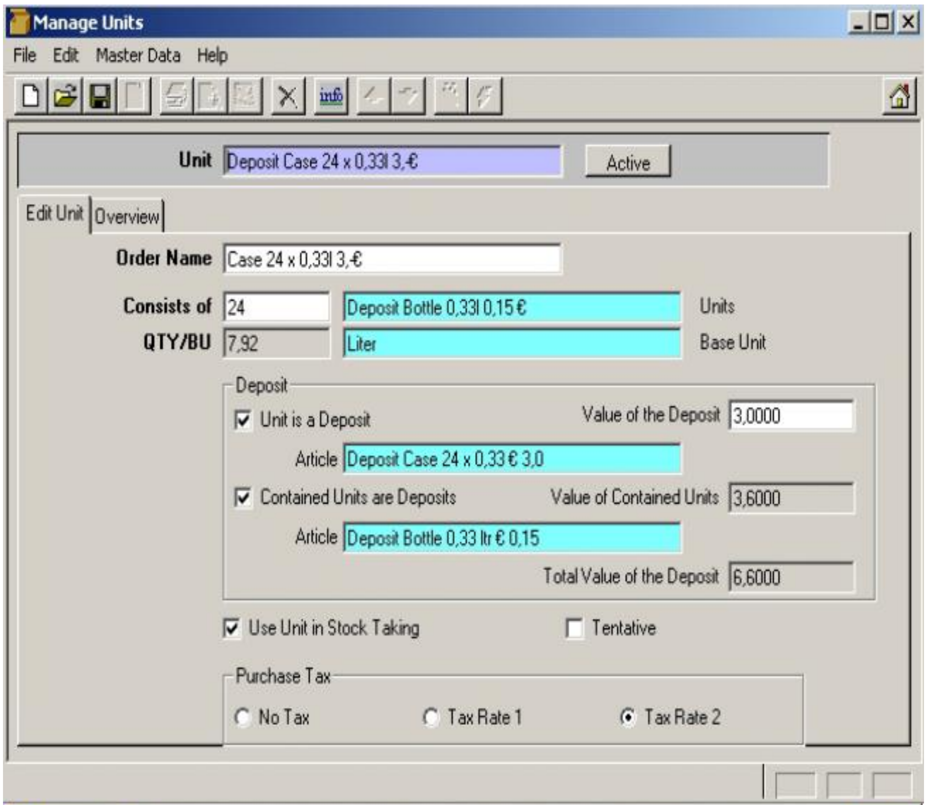
Case of 6 bottles (1 liter each) without deposit

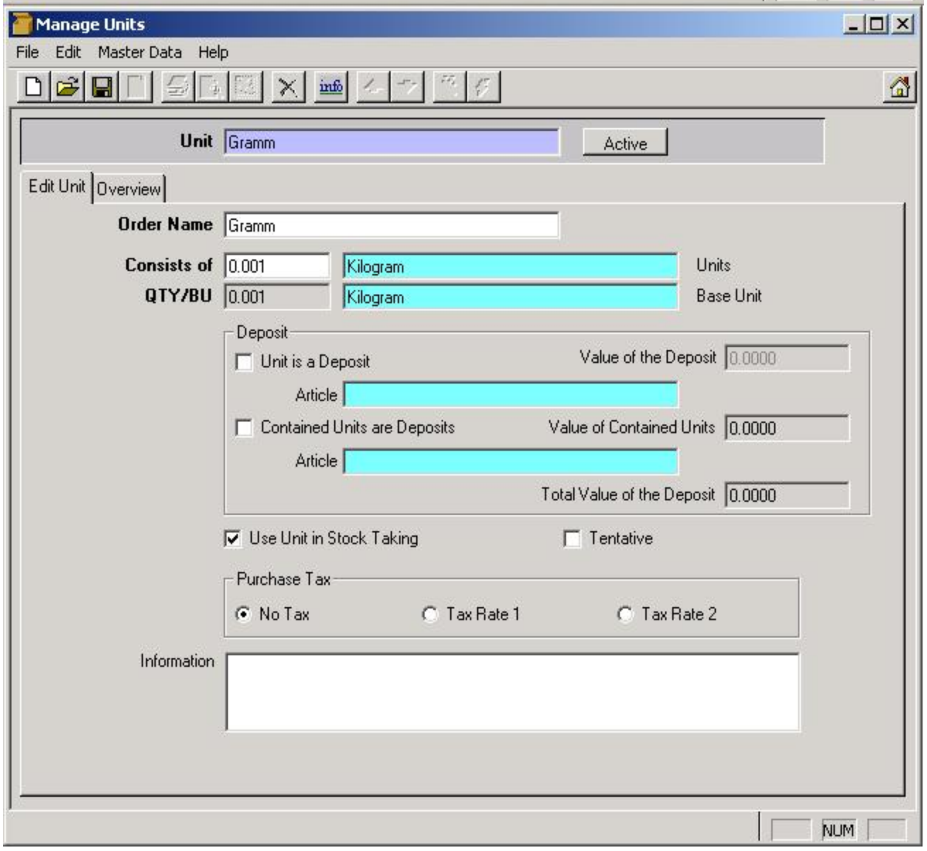


0.2 L deposit bottle where the deposit is € 0,15 per bottle (not used in partial pallet quantity)



Case containing 24 0.2 L bottle, each with a € 0,15 deposit and € 3 deposit on the case itself



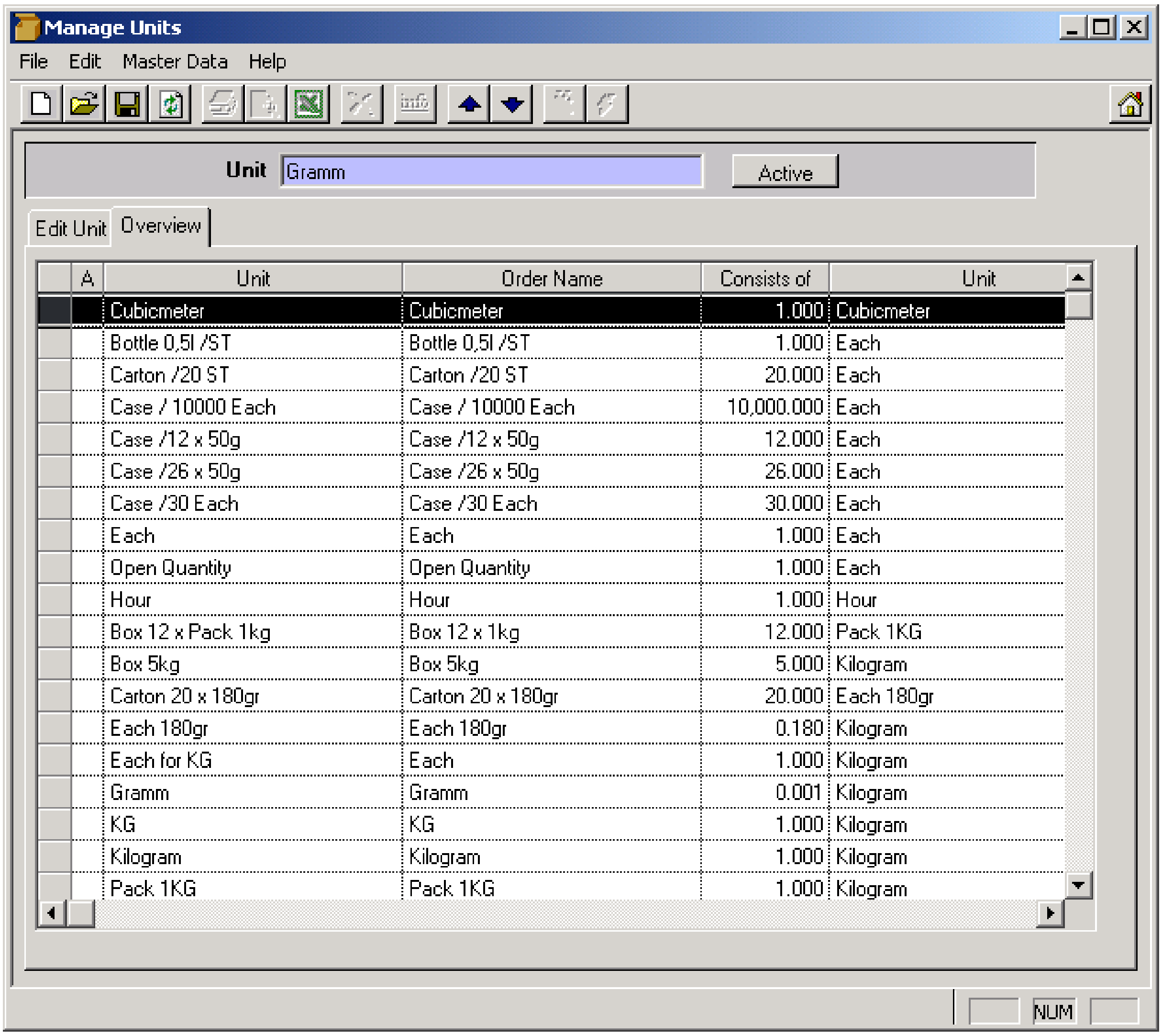


The basic units are already defined in the system and cannot be edited. When you define units, start with the smallest unit (e.g. gram, cl, dl, ml). Then define all possible sizes of bottles (e.g. 0,2; 0,25; 0,30; 0,33; 0,35; 0,375; 0,5, all linked to *Liter*). Bottles that are sold as retail should also be linked to the unit *Each* (Bottle 0,33L<> Bottle 0,33L Each). Bottles that are sold as retail and by liter/cl/dl should be linked to the unit *Liter*.

OVERVIEW TAB

Click on the **Open** button to open the *Overview* tab. A Search form displays. Enter the sort and search criteria for the record you want to see. Click on **OK** to open the form on the *Overview* tab.

Form Description



A	Unit	Order Name	Consists of	Unit
	Cubicmeter	Cubicmeter	1.000	Cubicmeter
	Bottle 0,5l /ST	Bottle 0,5l /ST	1.000	Each
	Carton /20 ST	Carton /20 ST	20.000	Each
	Case / 10000 Each	Case / 10000 Each	10,000.000	Each
	Case /12 x 50g	Case /12 x 50g	12.000	Each
	Case /26 x 50g	Case /26 x 50g	26.000	Each
	Case /30 Each	Case /30 Each	30.000	Each
	Each	Each	1.000	Each
	Open Quantity	Open Quantity	1.000	Each
	Hour	Hour	1.000	Hour
	Box 12 x Pack 1kg	Box 12 x 1kg	12.000	Pack 1KG
	Box 5kg	Box 5kg	5.000	Kilogram
	Carton 20 x 180gr	Carton 20 x 180gr	20.000	Each 180gr
	Each 180gr	Each 180gr	0.180	Kilogram
	Each for KG	Each	1.000	Kilogram
	Gramm	Gramm	0.001	Kilogram
	KG	KG	1.000	Kilogram
	Kilogram	Kilogram	1.000	Kilogram
	Pack 1KG	Pack 1KG	1.000	Kilogram

- **Unit –** Displays the name of the selected unit.
- **Table**
- **A –** Active or Inactive; if a unit is inactive, a red **X** displays in this column as well as all other entries in this record's line.
- **Unit –** Internal unit name
- **Order Name –** Unit name for purchase orders
- **Consists of –** Amount in sub-units
- **Units –** Sub-units
- **QTY/BU –** Amount in base units
- **Info –** Text information.
- **Tax Rate –** Abbreviation of the tax rate for this unit (deposit articles only)
- **Use in Stock Taking – 1** = yes, **0** = no
- **Changed by –** Name of the user that last modified this record

- **At –** Date of the edit

ITEM GROUPS

Description

Item groups are important in all of the F&B management system's analyses. It will save a lot of time if you structure the groups clearly.

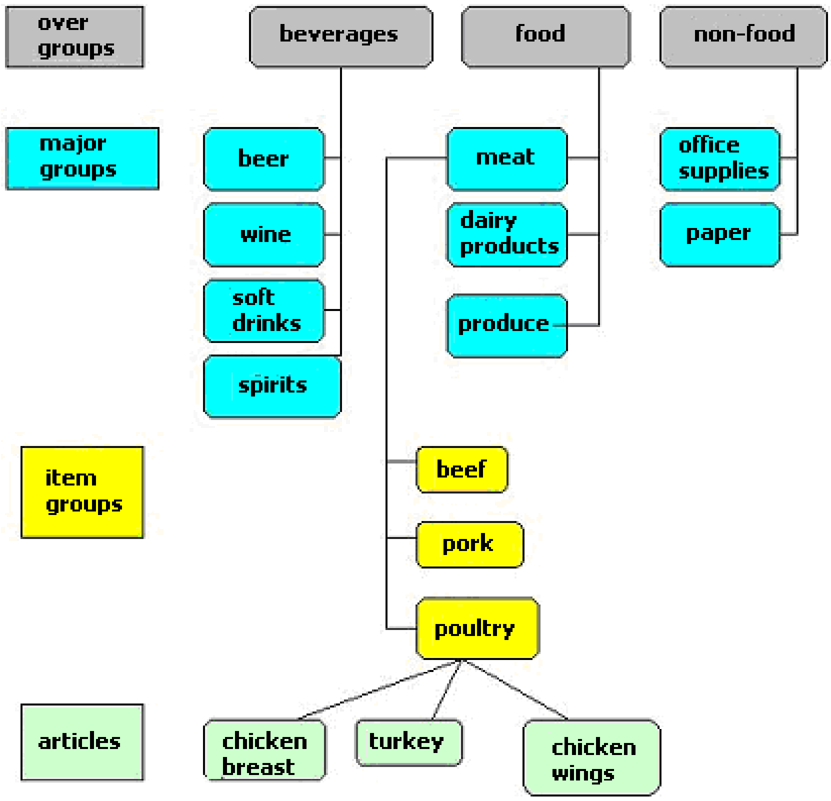
Important

- Hierarchy of the article master data
  - Over Groups
  - Major Groups
  - Item Groups
  - Article
- Hierarchy of expense article master data
  - Expense Over Groups
  - Expense Major Groups
  - Expense Item Groups
  - Articles that create expenses and do not create revenue

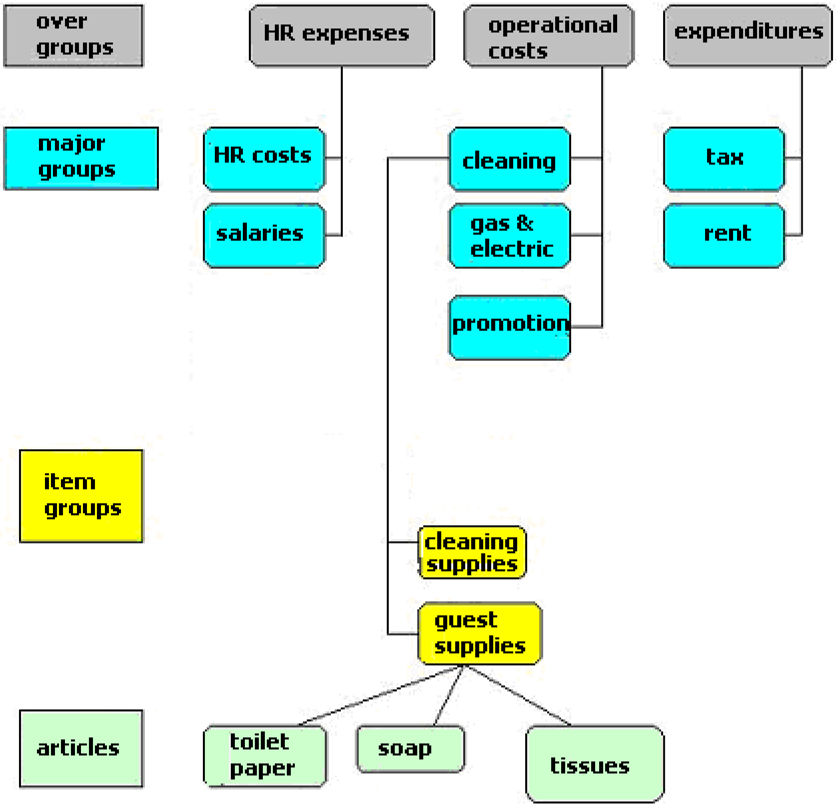
  IDs are created based on the over groups (GOP & NOP).

Example

a) Over Group – Major Group – Item Group - Article


over groups
beverages
food
non-food
major groups
beer
wine
soft drinks
spirits
meat
dairy products
produce
office supplies
paper
item groups
beef
pork
poultry
articles
chicken breast
turkey
chicken wings

b) Expense Over Group – Expense Major Group – Expense Item Group - Expense Article



OVER GROUPS

When defining groups you should start with the highest level, i.e. the over groups.

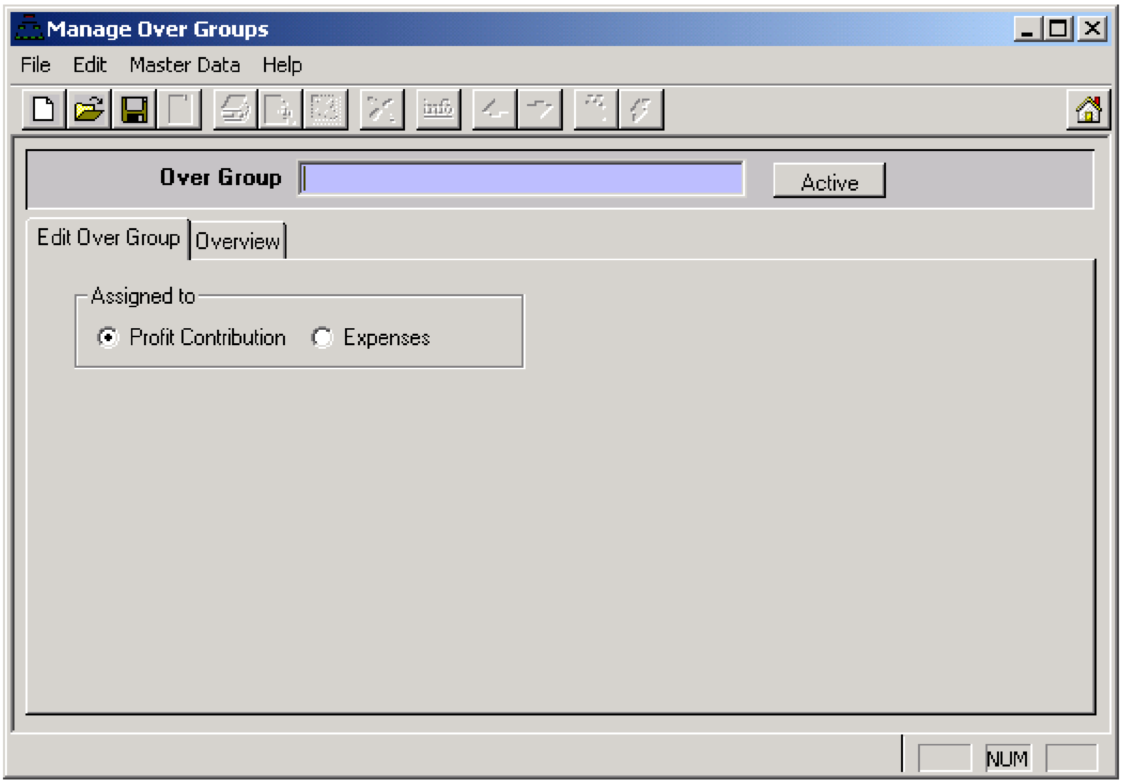
Description

The group structure enables a clear analysis of the departments and item groups. Calculations and results can also be determined based on the groups.
Revenue groups as well as cost groups are defined here.

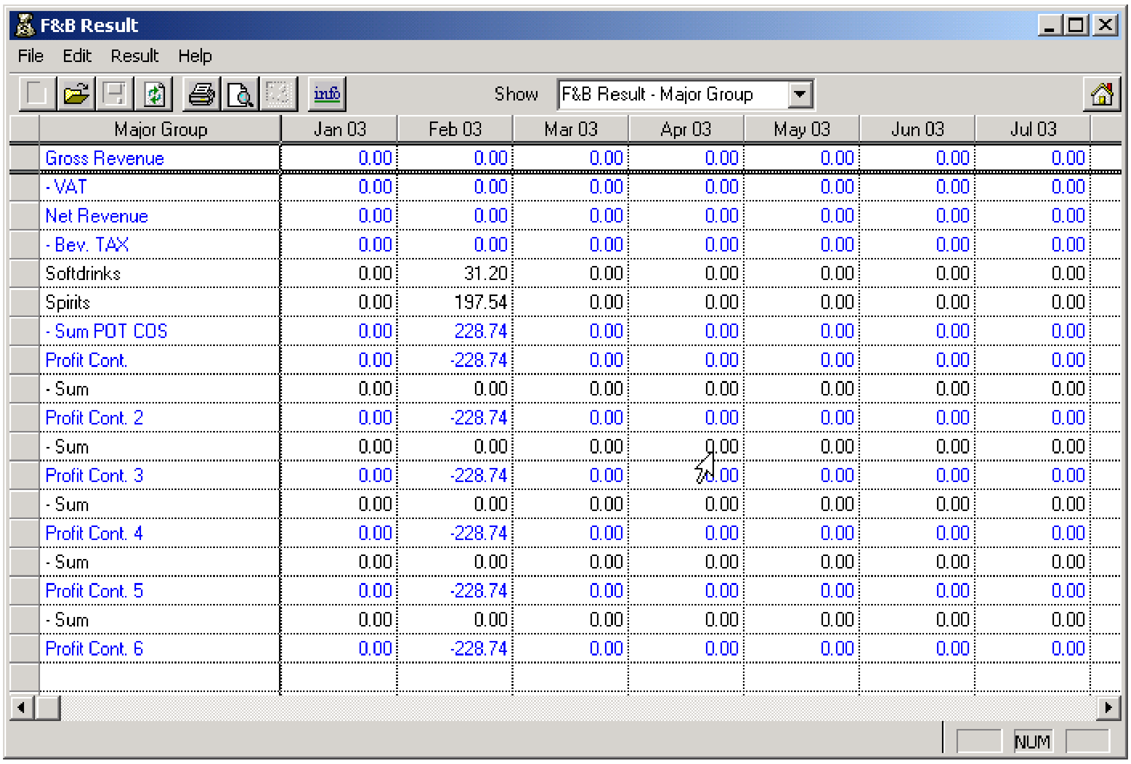
Important

- What groups do you need for articles and revenue?
- What groups do you need as cost groups?
- Users must have the appropriate access rights to use this feature.

Form Description



- **Over Group –** Name of the over group.
- **Active** – As long as a record is not linked to another master data it can be deleted (use the Delete button  to do this). As soon as one master data is linked to another, it can only be deactivated.
- Deactivated master data can be reactivated by clicking on the **Active**/**Inactive** button and saving the changes.
- **Assigned to Profit Contribution/Expenses –** These options determine whether the group belongs to profit contribution or expenses. If you link this over group to **Profit Contribution**, it will be used to calculate Profit Margin 1. If you link this over group to **Expenses**, you can assign the level of the profit margin to calculate in *Major Groups* (DB2-DB6).



Major Group	Jan 03	Feb 03	Mar 03	Apr 03	May 03	Jun 03	Jul 03
Gross Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
- VAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
- Bev. TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Softdrinks	0.00	31.20	0.00	0.00	0.00	0.00	0.00
Spirits	0.00	197.54	0.00	0.00	0.00	0.00	0.00
- Sum POT COS	0.00	228.74	0.00	0.00	0.00	0.00	0.00
Profit Cont.	0.00	-228.74	0.00	0.00	0.00	0.00	0.00
- Sum	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Profit Cont. 2	0.00	-228.74	0.00	0.00	0.00	0.00	0.00
- Sum	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Profit Cont. 3	0.00	-228.74	0.00	0.00	0.00	0.00	0.00
- Sum	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Profit Cont. 4	0.00	-228.74	0.00	0.00	0.00	0.00	0.00
- Sum	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Profit Cont. 5	0.00	-228.74	0.00	0.00	0.00	0.00	0.00
- Sum	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Profit Cont. 6	0.00	-228.74	0.00	0.00	0.00	0.00	0.00

Example

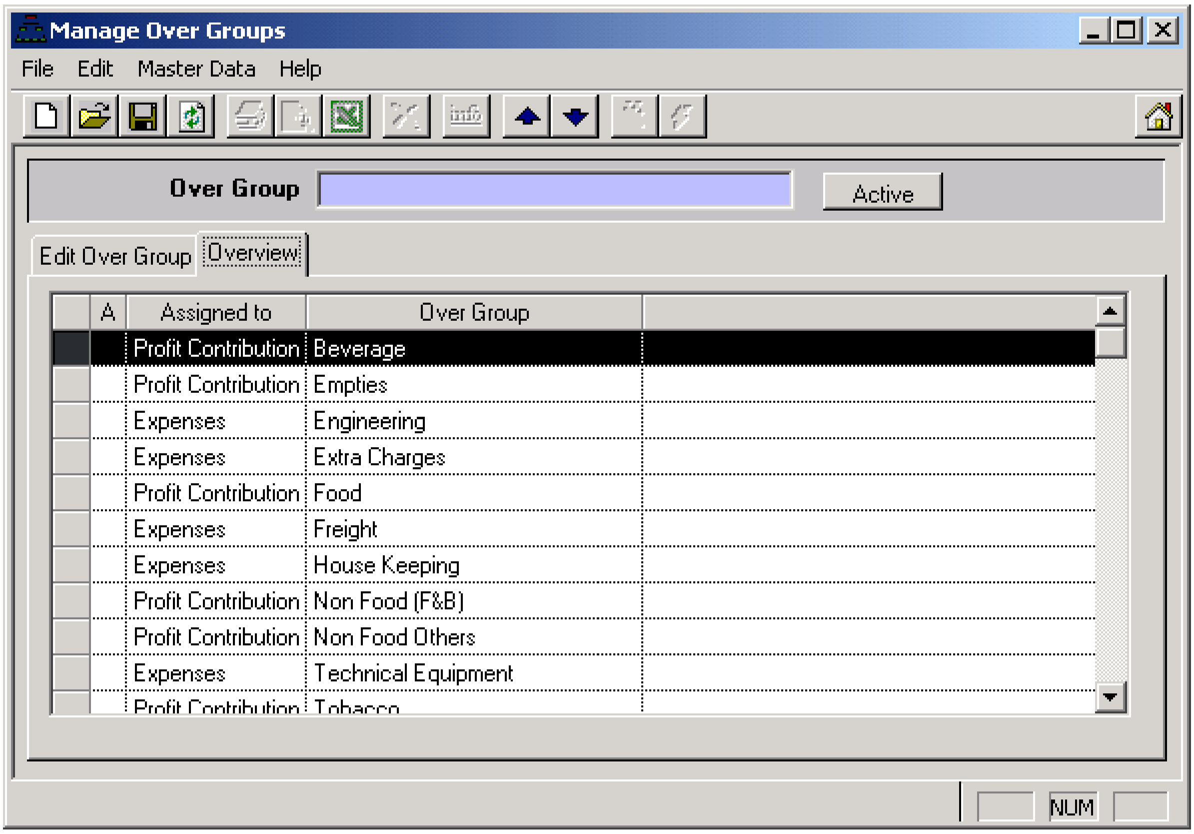
Creating the over group *Food*

1. Open *Over Groups*.
2. Enter the over group name into the blue **Over Group** field.
3. Use the **Tab** key to go to the next field.
4. Select the assignment. In this case, *Food* must be assigned to **Profit Contribution**.
5. Click on the Save icon to save this over group to the system.

OVERVIEW TAB

Click on the **Open** button  to open the *Overview* tab. A Search form displays. Enter the sort and search criteria for the record you want to see. Click on **OK** to open the form on the *Overview* tab.

Form Description



- **Over Group –** Displays the selected over group
- **Table**
- **A –** Active or Inactive; if an over group is inactive, a red **X** displays in this column as well as all other entries in this record's line.
- **Assigned to –** Displays whether the group is assigned to profit contribution or expenses.
- **Over Group –** Name of the over group

MAJOR GROUPS

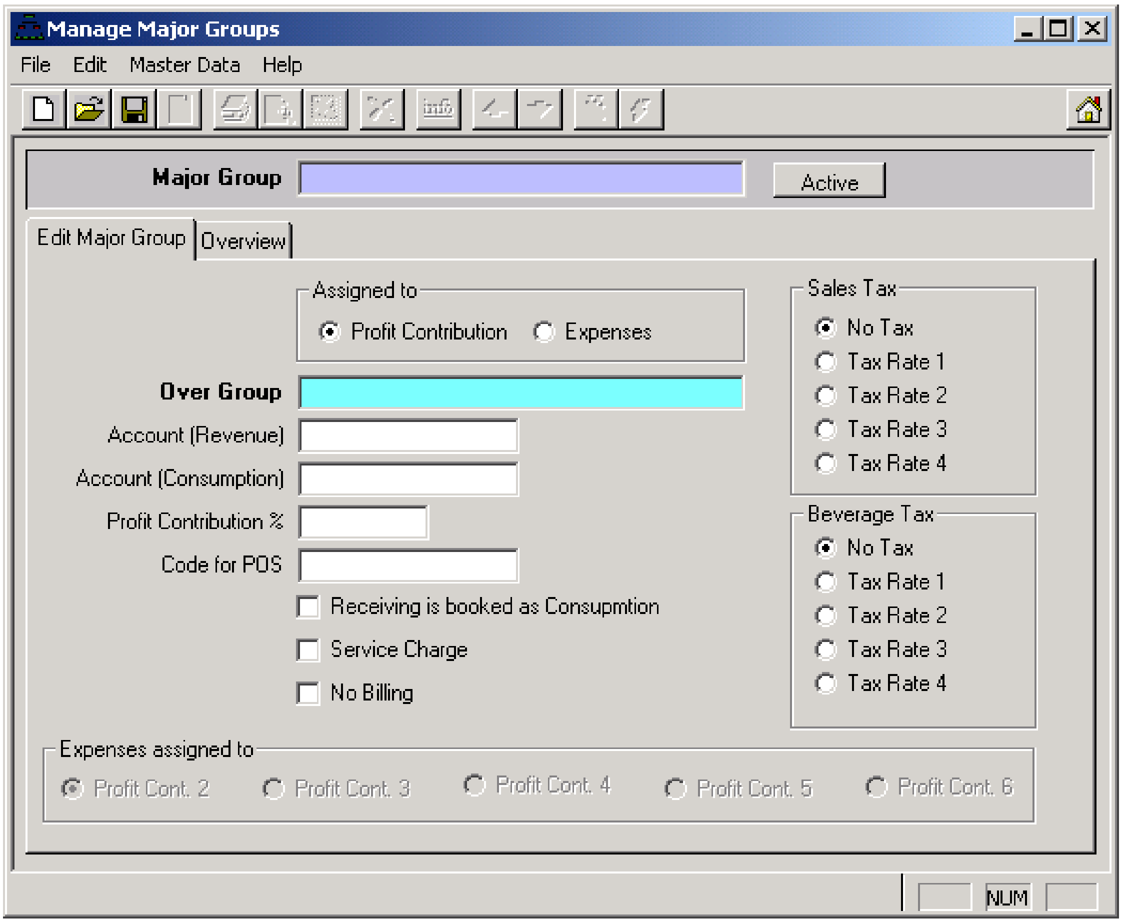
Description

The link between purchase and sales is created with major groups, as well as sales analyses. Major groups are sub-groups of over groups. Article groups, in turn, are sub-groups of major groups.
There are two types of major groups, groups that are used to calculate cost of sales (profit contribution 1) and groups that are used to calculate expenses (profit contributions 2 to 6).

Important

- How is your master data hierarchy defined?
- What major group is linked to which sales tax group?
- Users must have the appropriate access rights to use this feature.

Form Description



- **Major Group –** Enter the name of the major group into this field
- **Active** – As long as a record is not linked to another master data, it can be deleted (use the Delete button to do this). As soon as one master data is linked to another, it can only be deactivated.

Deactivated master data can be reactivated by clicking on the **Active**/**Inactive** button and saving the changes.

- **Assigned to –** Select the type of assignment. The selection in the **Over Group** field will only display over groups that have the same assignment.
- **Over Group –** Select this major group's over group
- **Account (Revenue) –** Account in Back Office System for Revenues
- **Account (Consumption) –** Enter the account number for consumption and receivings in your accounting system (necessary only, if an interface to your accounting system is installed)
- **Profit Contribution %** – Enter the percentage for profit contribution in recipes (*Catering* module only)
- **Code for POS** – Enter your POS system's code for the major group into this field
- **Receiving is booked as Consumption –** Select this option if the costs for purchasing should be added directly to sales expenses in final analyses. This parameter is only active if the major group is linked to profit contribution. Delivered goods are considered instant consumption. You should also select this box if this major group isn't used exactly according to recipes (e.g. A major group for spices in the kitchen).

Caution

Booking purchased goods as usage goods affects the analyses and reports for these goods.

- **Service Charge –** Applicable to Austria only.
- **No Billing –** Applicable to the *Catering* module only (add-on module)
- **Sales Tax –** Select the sales tax in your POS system for the sales over group
- **Beverage Tax –** If a beverage tax (or similar) is used, link the major group to the appropriate tax rate

Example

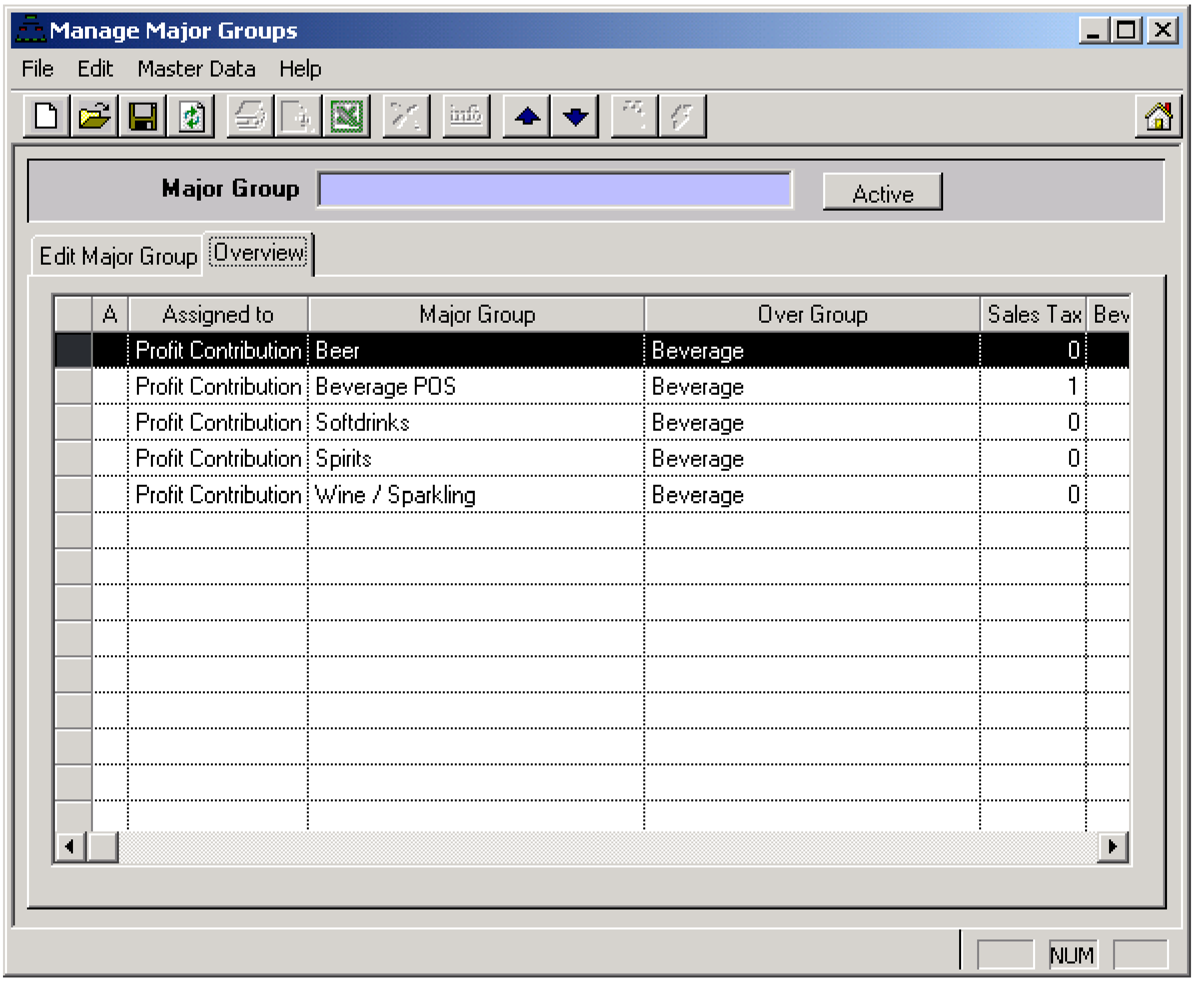
Create major group *Food POS*

1. Open *Major Groups*.
2. Enter the name *Food POS* into the **Major Group** field.
3. Select **Profit Contribution** from the **Assigned to** options.
4. Click on the **Over Group** field and press **Enter**.
5. Select the over group *Food* and click **OK**.
6. Skip the next three fields if you do not have an accounting program interface installed.
7. Enter the code in the POS system for the over group into the **Code for POS** field.
8. Select **No Tax** from the **Sales Tax** options.
9. Click on the **Save** icon to save this major group to the system.

OVERVIEW TAB

Click on the **Open** button to open the *Overview* tab. A Search form displays. Enter the sort and search criteria for the record you want to see. Click on **OK** to open the form on the *Overview* tab.

Form Description



- **Major Group –** Displays the name of the major group
- **Table**
- **A –** Active or Inactive; if a major group is inactive, a red **X** displays in this column as well as all other entries in this record's line.
- **Assigned to –** Displays the cost type the group is assigned to
- **Major Group –** Name of the major group
- **Over Group –** Name of the over group the major group is linked to.
- **Sales Tax Rate –** Linked tax rate
- **Beverage Tax Rate –** Linked tax rate
- **Service Charge –** 1 = Yes, 0 = No.
- **Profit Contribution % –** No longer in use
- **Profit Contribution –** Setting for an operational result
- **Receiving – 1** = Yes, 0 = No (Receiving as Usage)
- **Account (Revenue) –** Account number

- **Account (Consumption) –** Account number
- **No Billing –** 1 = Yes, 0 = No.
- **Changed by –** Name of the user that last modified this record
- **At –** Date of the edit

ITEM GROUPS

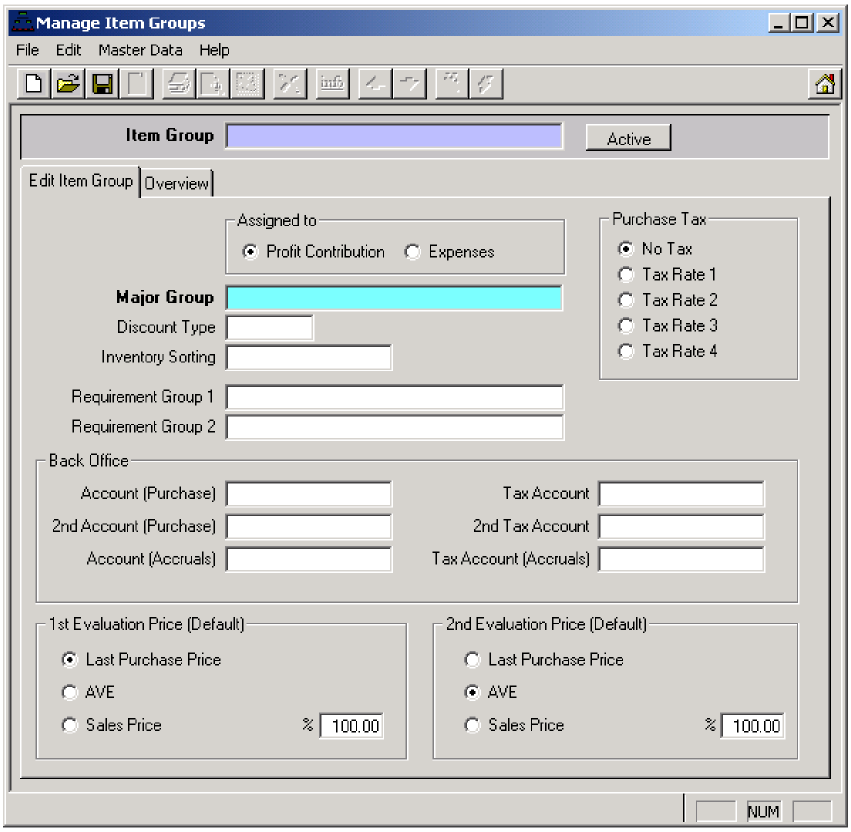
Description

Item groups are important for all purchase and store analyses. Item groups must be linked to purchase taxes and are the link between articles and major groups (the level at which purchase is linked to sales). Every item group is assigned to a major group
There are two types of item groups – item groups and expense item groups.

Important

- How are item groups structured in your business (separately for profit contribution and expenses?)?
- Are major and over groups defined?
- Which purchase tax rates need to be assigned to the item groups?
- Users must have the appropriate access rights to use this feature.

Form Description



- **Item Group –** Enter a name for the item group into this field.
- **Active** – As long as a record is not linked to another master data (article), it can be deleted (use the Delete button to do this). As soon as one master data is linked to another, it can only be deactivated.
  Deactivated master data can be reactivated by clicking on the **Active**/**Inactive** button and saving the changes.
- **Assigned to –** Select the type of assignment. Your selection here will determines the selection from the **Major Group** field.
- **Major Group –** Select the major group for this item group
- **Discount Type –** For the *Catering* module (add-on module)
- **Inventory Setting –** Enter an alphanumeric value for the storing of groups in inventory count sheets. Item groups are sorted alphabetically on inventory count sheets unless you print the list by groups. In this case, the number you enter here is used as sort order. For example, 510 for white wine, 520 for red wine.
- **Requirement Group 1+2 –** This module has limited use in the Menu Planning module (add-on module for canteens)
- **Back Office –**
- **Account (Purchase)** Enter the account number your accounting system uses for this item group in purchasing. This account is used when the item group is linked to cost of sales (necessary only if an accounting interface has been installed).
- **2. Account (Purchase)** – Enter the number that account uses for this item group, if it has been assigned to expenses (only necessary if an accounting interface hast been installed)
- **Account (Accruals) –** Enter financial accounting's account number for accruals
- **Tax Account –** Tax account for stock on hand
- **2. Tax Account –** Tax account for usage
- **Tax Account (Accruals) –** Tax account for accruals
- **Purchase Tax** Select the purchase tax for this item group
- **Evaluation Prices 1 and 2 –** Stock and inventory lists can be calculated with a different value.
- **Last Purchase Price** Items are valued at last purchase price
- **AVE –** The average price is used for calculations
- **Sales Price –** The items sales price is used as a basis for calculation

Example

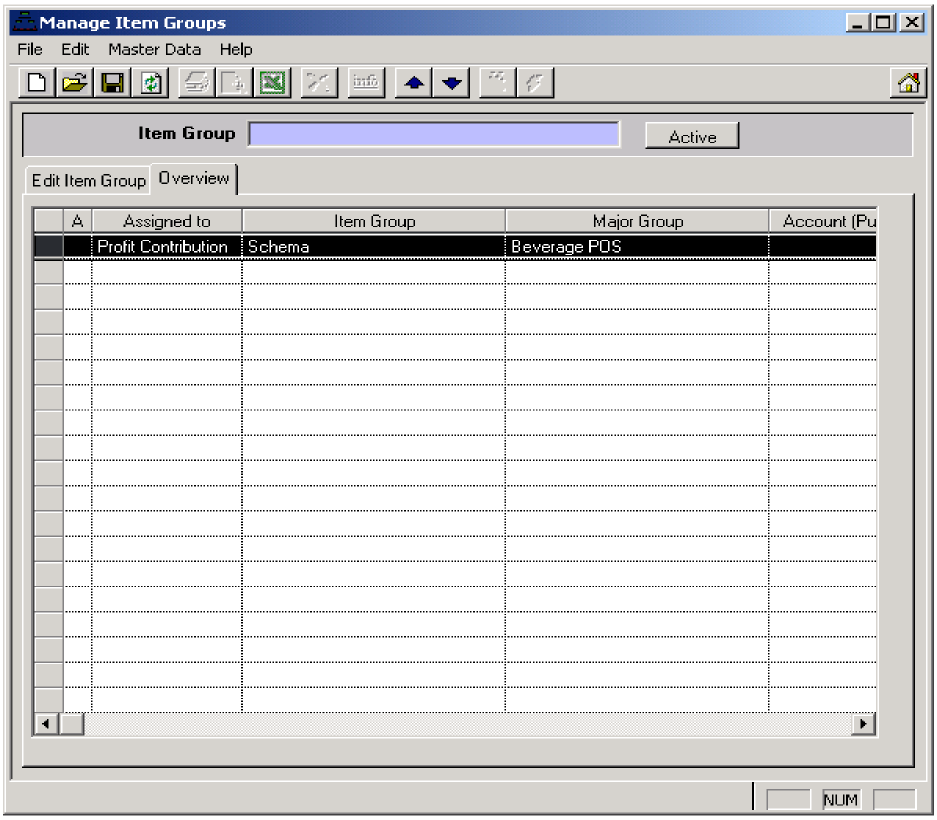
Creating the item group *Cheese*

1. Open *Item Groups*.
2. Enter the name Cheese into the **Item Group** field.
3. Select one of the options under **Assigned to**.
4. Select Milk Products from the **Major Group** field.
5. Leave the **Discount Type** field blank if you do not have the *Catering* add-on module installed.
6. Enter a number to sort this group by on inventory count sheets into the **Inventory Sorting** field.
7. If the add-on module for canteens is not installed, skip the next two fields.
8. Select the purchase tax to assign this item group to from the **Purchase Tax** options (see *Taxes*).
9. Click on the **Save** button to save this group to the system.

OVERVIEW TAB

Click on the **Open** button  to open the *Overview* tab. A Search form displays. Enter the sort and search criteria for the record you want to see. Click on **OK** to open the form on the *Overview* tab.

Form Description



- **Item Group –** This field displays the name of the item group.
- **Table**
- **A –** Active or Inactive; if an item group is inactive, a red **X** displays in this column as well as all other entries in this record’s line.
- **Assigned to –** Displays the expense groups assignment
- **Item Group –** Name of the item group
- **Major Group –** Name of the assigned major group
- **Account (Purchase) 1 and 2 –** Account number
- **Discount Type –** Only used with the add-on module *Catering*
- **Inventory Sorting –** alphanumeric sort code
- **Requirement Group 1 –** Only used with the add-on module for canteens
- **Requirement Group 2 –** Only used with the add-on module for canteens
- **Purchase Tax Rate –** Assigned tax rate
- **Tax Account 1 and 2 –** Account number
- **Account (Accruals) – Account** number
- **Tax Account (Accruals) –** Account number
- **Changed by –** Name of the user that last modified this record
- **At –** Date of the edit

FAQ

Q: What happens if you link an item group to the wrong tax class?

A: Incorrect values will be calculated when you receive items of this group, causing problems in invoicing.

ARTICLES

Description

It is particularly important here to distinguish between profit contribution articles and expense articles. Note also that the purchase unit does not need to be included in the name; however, you can include the base unit's name.

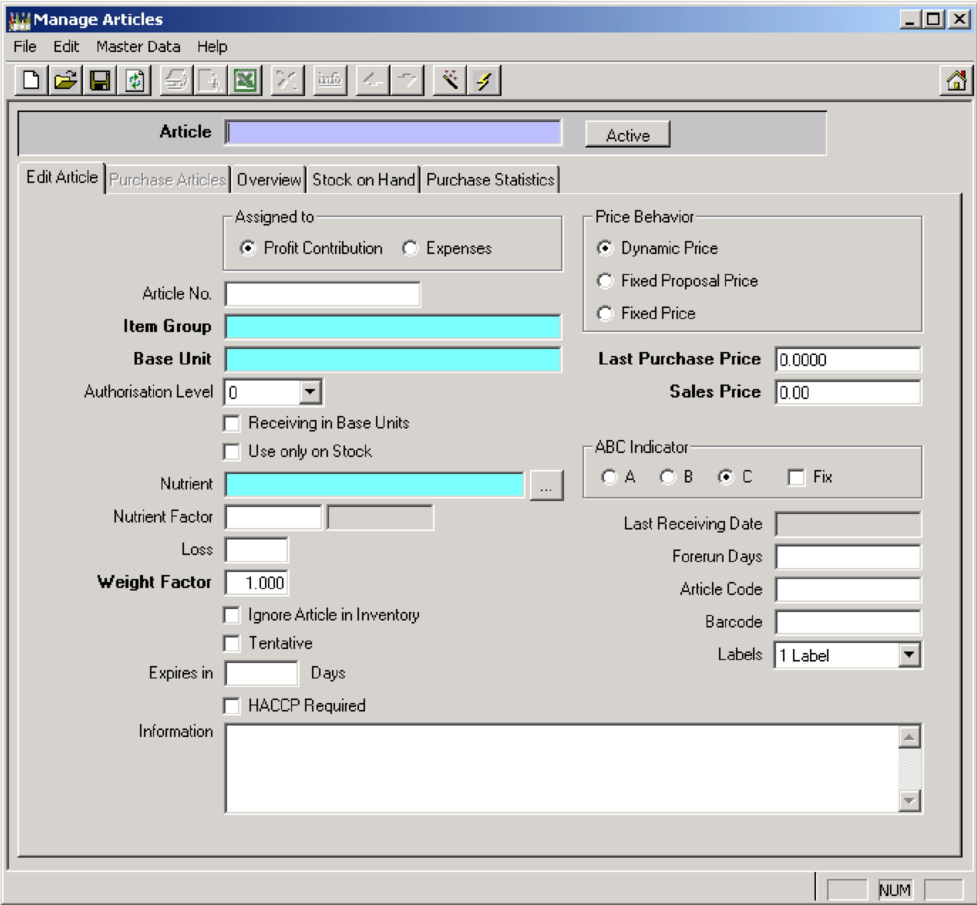
Profit contribution articles are articles that have a projected profit. These articles are purchased, possibly used in production, and then sold again. The opposite of this are articles that only incur expenses, such as decoration, gas and electric, and cleaning supplies.

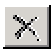
The process of creating expense articles is the same as for creating profit contribution articles, the only difference being the choice of options under **Assigned to**.

Important

- All groups must already have been created and saved in the system
- What is a basic article and what is a container size?
- Which base unit must be assigned to an article? What units will be used for inventory, transfers, and recipes?
- Users must have the appropriate access rights to use this feature.

Form Description



- **Article –** The name of the article (article description). If you have several articles of the same kind but different brand, enter the article description first, then the brand (e.g. *Ketchup Heinz* and *Ketchup Joerg*, but not *Heinz Ketchup* and *Joerg* Ketchup).
  For articles that are booked in their base unit, the name of the base unit should be included in the article description (e.g. *Coca Cola Can/Each*).
- **Active** – As long as an article is not linked to another master data or transactions, it can be deleted (use the Delete button  to do this). As soon as one master data is linked to another, it can only be deactivated.
  Deactivated master data can be reactivated by clicking on the **Active/Inactive** button and saving the changes.
- **Assigned to –** Select the type of assignment. The selection here determines what article groups you may chose from.
- **Article No. –** Internal article number. This number is not used as an external number on, for example, order forms. If you have article numbers specific to certain suppliers you can enter them in *Purchase Statistics* (see *Purchase | Purchase Statistics*).
- **Item group –** Click on this field and press **Enter** to select the appropriate item group from the list box.
- **Base Unit – The** basic unit depends on the usage of this article in recipes and transfer posting. An item can be posted as *each* or in parts of the purchase unit. If the article is only posted as each, assign the unit *Each* to this article. If the article is used in parts of the purchase until, assign a base unit to the article, such as liter or kilogram. In recipe calculations production units are used, that are assigned to this base unit.
  Once a base unit has been assigned to an article it should not be changed anymore.
  Standard units such as kilogram, liter, each, meter, kilowatt, cubic meter, hour, portion, and square meter are already in the system when it is installed and do not need to be created anymore.

Tip

Try to prevent creating two identical articles with different names (e.g. *Fruit Banana* and *Banana Fruit*) Identical articles that are posted in different container units should only be created once as master data (e.g. *Apples 10kg Crate* and *Apples 5kg Crate*).

- **Authorization Level –** Authorization levels for articles (levels 1-6) are determined here. If you give an article authorization level 4 and a user with authorization level 1 wants to or this article, the order will not be authorized. The order must first be authorized by a user with a level 4 authorization or higher before it can be places. Authorization levels influence purchasing, price quotes, and transfers.
- **Receiving in Base Units -** If this option is enabled, the article will always be booked in its base unit (e.g. Liter, each, kilogram) when it is received.
- **Use only on Stock –** If this option is enabled, the article cannot be ordered or posted as received (see Purchase Articles).
- **Nutrient –** Select the nutrients from the *Nutrients* list.
- **Nutrient Factor –** Enter the factor to calculate the nutrient with.
- **Loss –** Enter the percentage of waste. For example, if you buy 10kg of beef filet but only use 90% of it for hamburgers, enter 10 as the factor.
- The waste factor is taken into account in recipe calculation if it applies to an article. The recipe calculation field will not change if you edit the **Loss** field in the article's master date. In this case you can change the appropriate field in the recipe calculation.
- **Weight Factor –** If you use *Each* as the base unit for this article, you can enter the weight of each article in kilograms into this field for later recipe calculation (e.g. one egg = *0.02* = 20 gram).
- **Ignore Article in Inventory –** If you do not want this article included in inventory counts (e.g. if it is a kitchen supply or other expense article), select this option
- **Article is tentative –** custom solution
- **Expires in X Days. –** Enter the average shelf life of this article, in days, after it has been received.
- **HACCP required –** Select this option if the article is managed by HACCP guidelines. When the article is received, you will be prompted for the guidelines and must enter them. (See Batch Processing).
- **Information –** Enter additional information about this article into this field.
- **Price Behavior**
  - **Dynamic Price –** If this option is selected, the article's price will not be fixed and can change every time it is received. The prices in the purchase unit are automatically changed if the article's price changes in an order or when it is received.
  - **Fixed Proposal Price –** If this option is selected, the article will have a fixed price that can still be changed when it is ordered or received. It will not be changed in purchase units. If you change the price quote (Purchase Orders, Receiving), the last price of the article will be updated but not the quote.
  - **Fixed Price –** If this option is selected, you can define fixed prices for an article. The system uses the prices for the purchase unit as purchase price. The price cannot be changed when an article is received. These settings can also be changed in Purchase Units. If you define a fixed price for an article, this price applies to all price quotes for the article.
  - **Last Purchase Price –** The system displays the last purchase price per base unit of the article. When you create an article, you must enter the article's price into this field. The system will use this price for the first inventory count and in recipe calculations before you have purchase the item for the first time. This field will be overwritten when you purchase the article and is linked to the base unit.
- **Sales Price –** Enter the sales price for the article into this field. The information in this field is important to the add-on module *Catering* and if you have enabled the **Use Purchase Price for Transfers** option in *Cost Centers* (see Cost Center/Stores). This price includes tax.
    - **Case 1 (Catering module)** – The article can be sold directly from the warehouse.
    - **Case 2 (Cost Centers)** – (**Use Purchase Price for Transfers** enabled) The cost center containing the article is charged the sales price with the purchase price. The revenue can be analyzed directly.

- **ABC Indicator** Select which ABC-classification for this article the system should display (see *Purchase | ABC Analysis*).
- **Fix –** Currently no function
- **Last Receiving Date –** Show the date at which the article was last received
- **Forerun Days –** Currently no function (*Catering* module)
- **Article Code –** Currently no function
- **Barcode – Barcode** to be used with handhelds
- **Labels –** Select how many different labels to print when the article is received
  - **No Printing –** No labels are printed
  - **1 Label –** One label is printed for the total amount received
- **QTY Ordered** As many labels as articles received are printed


Bacardi White 0,7l
Bottle 0,7l 1,00
Supplier: Mr. Drink
received by: Systemadministrator
approx usage until: 07.06.2002

PURCHASE ARTICLES TAB

Description

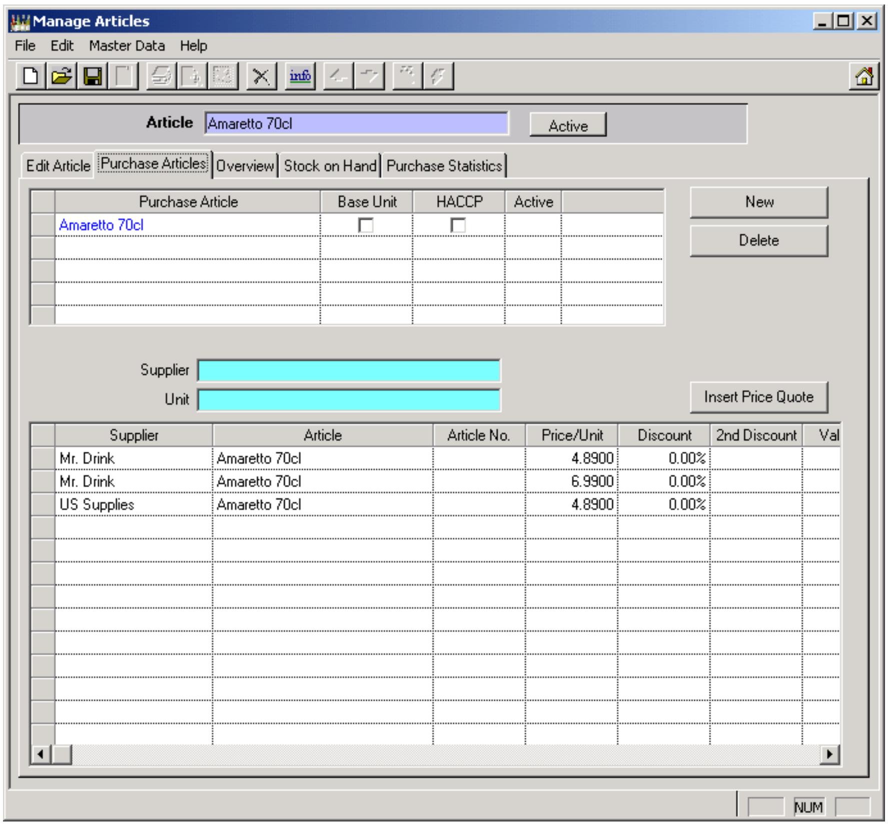
Articles can be used in different ways. You can use an article simply as an article or also as a combined article (purchase/stock article). Articles are used in different ways in purchasing and receiving than in the stock, where they are transferred, used in recipes, counted in inventory). Purchase articles can only be purchased if they are linked to a stock article.

Example store and purchase articles

You want to create a stock article (*Apples*) and two purchase articles that are assigned to it (*Apples Granny* and *Apples Elster*). Open up the Manage Articles form and follow the steps below.

1. First create the stock article – the name of the article should be general (e.g. Apples, Potatoes, Tee bags) since is used as a general description. Be sure to enter the base unit.
2. Switch to the Purchase Articles tab.

Form Description



- **Article** Displays the name of the selected article.
- **Purchase article –** The purchase article is displayed in blue font. Click on the New button New to assign this article to the purchase article. A purchase article's base unit is linked to the stock article. The purchase articles can only be ordered and booked in the *Receiving* module and cannot be selected in inventory counts or when creating recipe.

- **Receive in base unit –** Select this option if the received article is always booked in its base unit (liter, each, kilogram)
- **HACCP –** If this option is enabled, the system prompts for HACCP guidelines for this article when it is received
- **Active –** if this article is inactive, a blue X displays in this column

All defined purchase units are displayed here.

- **Supplier –** Enter the supplier that you receive this article from
- **Unit – Enter** the purchase unit of this article

Select the linked purchase unit in the table. To add the purchase unit to a purchase article, click on the Insert Price Quote button.

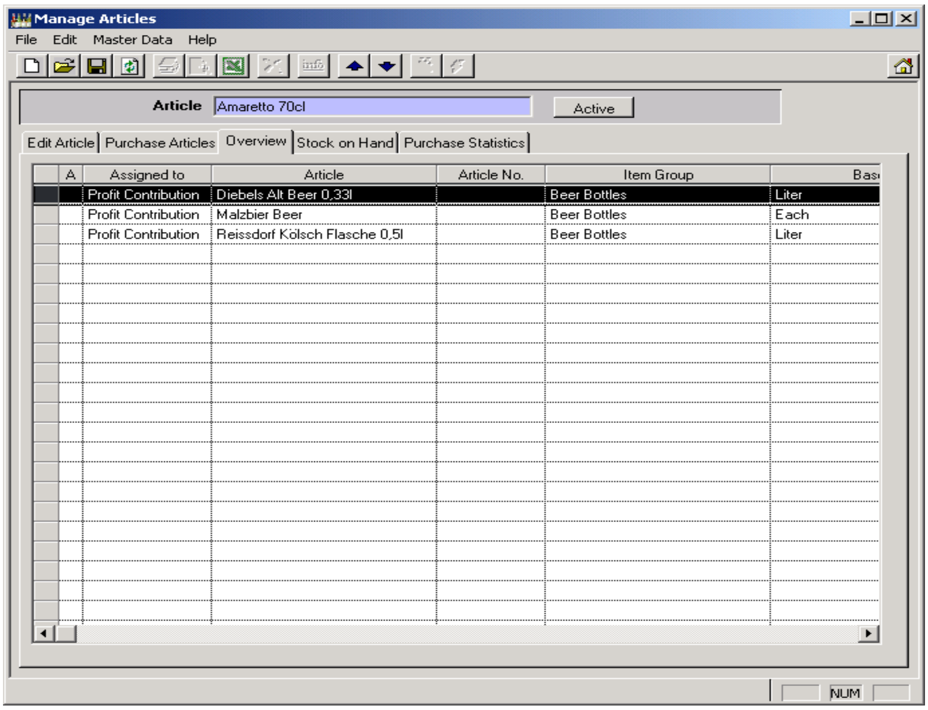
Table Purchase Units

- **Supplier –** Name of the supplier for the base unit
- **Article –** Description of the article
- **Article No. –** Supplier's article number for this article
- **Price/Unit –** Price for this purchase unit (not base unit)
- **Discount –** Discount percentage
- **2nd Discount –** Discount percentage
- **Valid from –** Price is valid from date
- **Valid to –** To date
- **2nd Price –** Second price for this article
- **Price/BU –** Price per base unit of this article
- **Unit –** Article's base unit
- **E/D** Active or Inactive
- **DPQ –** Standard purchase unit
- **SO –** Special offer

OVERVIEW TAB

Click on the **Open** button to open the *Overview* tab. A Search form displays. Enter the sort and search criteria for the record you want to see. Click on **OK** to open the form on the *Overview* tab.

Form Description

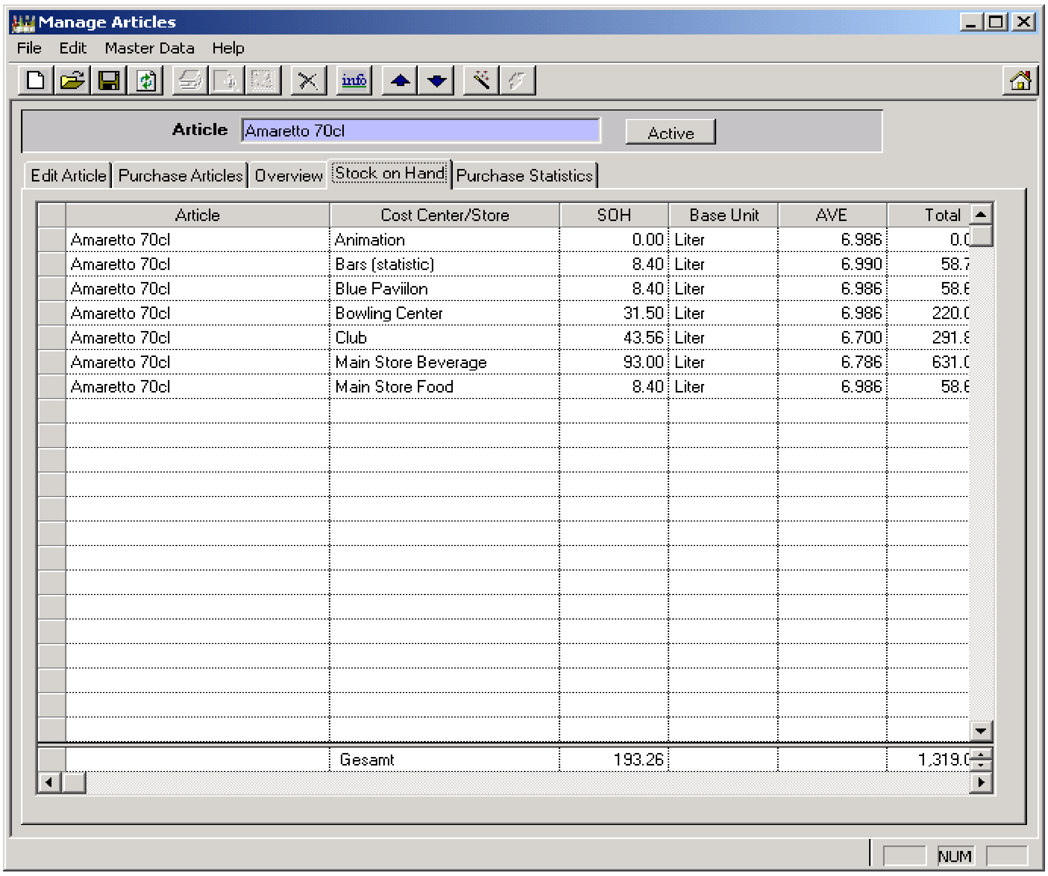


- **Article –** Name of the selected article
- **Table**
- **A –** Active or Inactive; if an article is inactive, a red **X** displays in this column as well as all other entries in this record's line.
- **Assigned to –** Article's assignment
- **Article –** Name of the article
- **Article No. –** Internal article number
- **Item Group –** Name of the assigned article group
- **Base Unit –** Assigned base unit
- **Loss –** Percentage factor for waste
- **Last Purchase Price –** The system displays the last purchase price per base unit
- **Sales Price –** The sales price for this article. The add-on module *Catering* must be active if you have enabled the **Use Sales Price for Transfers** option enabled in Manage Cost Center/Stores.
- **Ignore in Inventory –** 1 = Article cannot be counted in inventory, 0 = Article displays on inventory count sheets.
- **Article Code –** Currently no function
- **Weight Factor –** Displays the weight factor for recipes
- **Barcode –** Assigned barcode
- **Changed by –** Name of the user that last modified this record
- **At –** Date of the edit

STOCK ON HAND TAB

The current stock on hand is displayed by clicking on the  button.

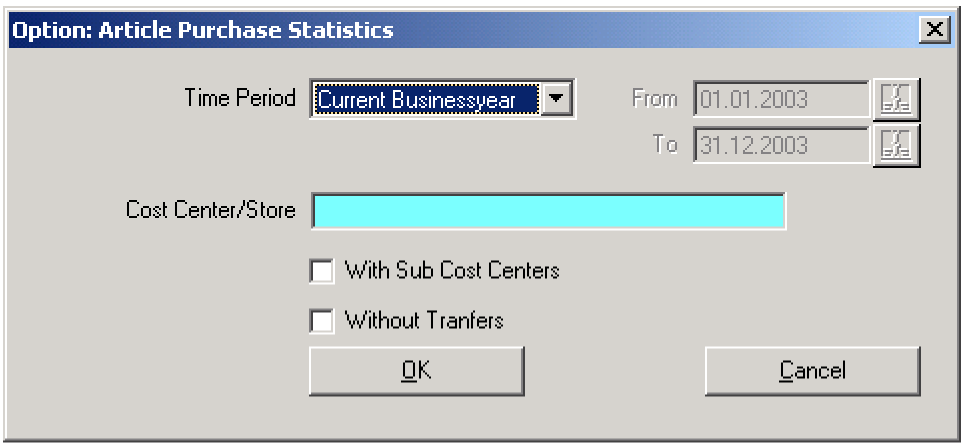
Form Description



- **Article –** Name of the selected article
- **Cost Center/Store –** This column displays all cost centers/stores that contain the selected article
- **SOH –** Stock on hand in the article's base unit
- **Base Unit –** Article's base unit
- **AVE –** Average price of the selected article in the cost center/store
- **Total –** Stock value for the amount on hand (amount x average price).

PURCHASE STATISTICS TAB

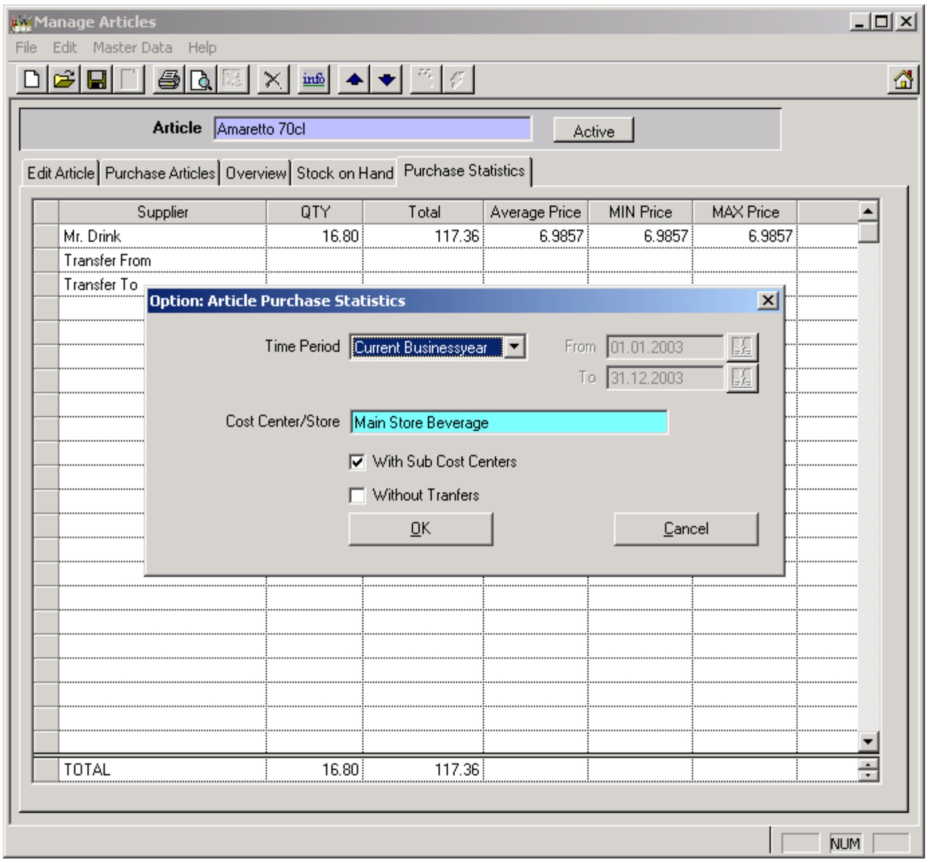
If you have selected an article in *Overview* and click on the *Purchase Statistics* tab, a dialog box displays.



Determine filter and sort options for information in this form.

- **Time Period –** Select the time period to be displayed.
  - **All Data –** Displays all entries from the first entry up to today
  - **Current Businessyear –** Displays all entries for the current business year (see *System | Configurations*)
  - **Current Year –** Displays all entries from January 1 of the current year until today
  - **Current Month –** Displays all entries from the first day of the current month until today
  - **Year before –** Displays all of last year's entries
  - **Month before –** Displays all of last month's entries
  - **User defined –** Displays all entries for a user-defined time period
- **Grouped by –** select the grouping from this drop-down list –
  - **Year –** All data is summarized per year
  - **Quarter –** All data is summarized per quarter
  - **Month –** All data is summarized per month.
- **Cost Center/Store –** Select the cost center that you want to see statistics for
- **With Sub Cost Centers –** If this option is enabled, all sub cost centers of the selected cost centers are included in the statistics. Select this your business as cost center and this option if you want statistic for your entire business including sub cost centers.
- **Without Transfers –** If this option is enabled, transfers will not be displayed in the statistics. If you have selected a cost center that does not receive any direct deliveries from a supplier, no purchase statistics will display.

Form Description



- **Article** Displays the name of the selected article
- **Table**
- **Supplier –** Displays the supplier that this article was received from
- **Amount –** Displays the amount received of this article (in its base unit)
- **Total –** Total value received of the selected article delivered by this supplier
- **Average Price –** Average price of the selected article delivered by this supplier
- **MIN Price –** Minimum price of the selected article and this supplier
- **MAX Price –** Maximum price of the selected article and this supplier
- **Transfer From –** Transfers of this article from this store into a different store
- **Transfers –** Transfers of this article originating from a different store

FAQ

Q: Why does the last purchase price need to be entered when creating a new article?
A: The last purchase price is needed for recipe calculation, even if the article has not yet been purchased. The price in the recipe is constantly updated.

Q: When do I need to use the base unit *Each*?
A: 1. When an article is only booked in its entirety (e.g. an egg).
2. When an article is bought as a whole and can be used in recipes as ½ or ¼ (e.g. avocado, lemon)

Notes

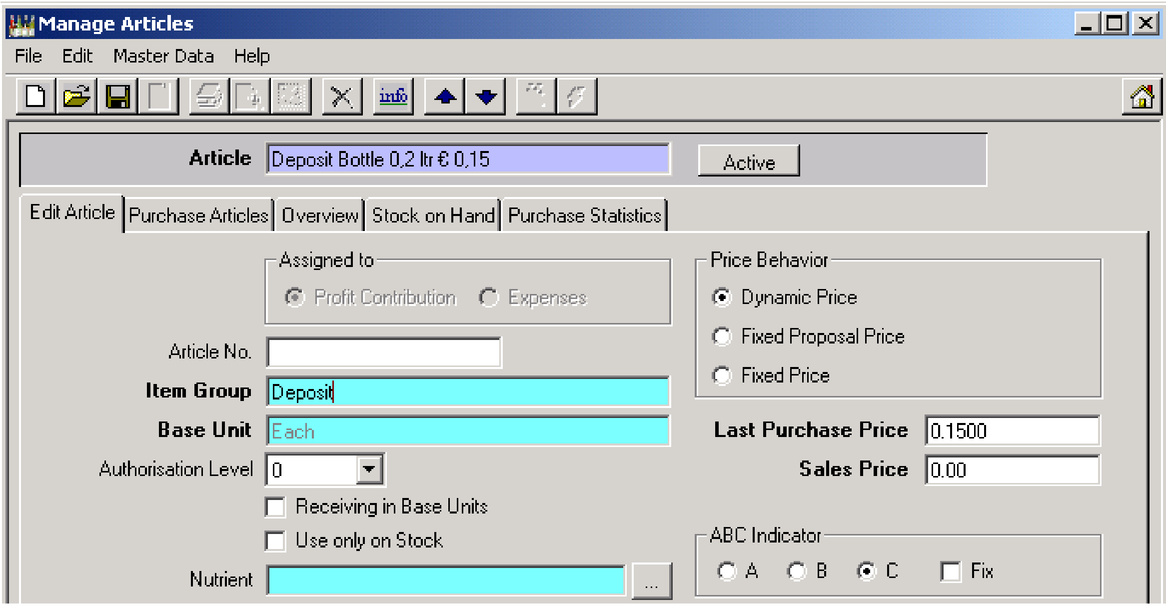
The last purchase price and the purchase price refer directly to the base unit.

DEPOSIT BOOKINGS

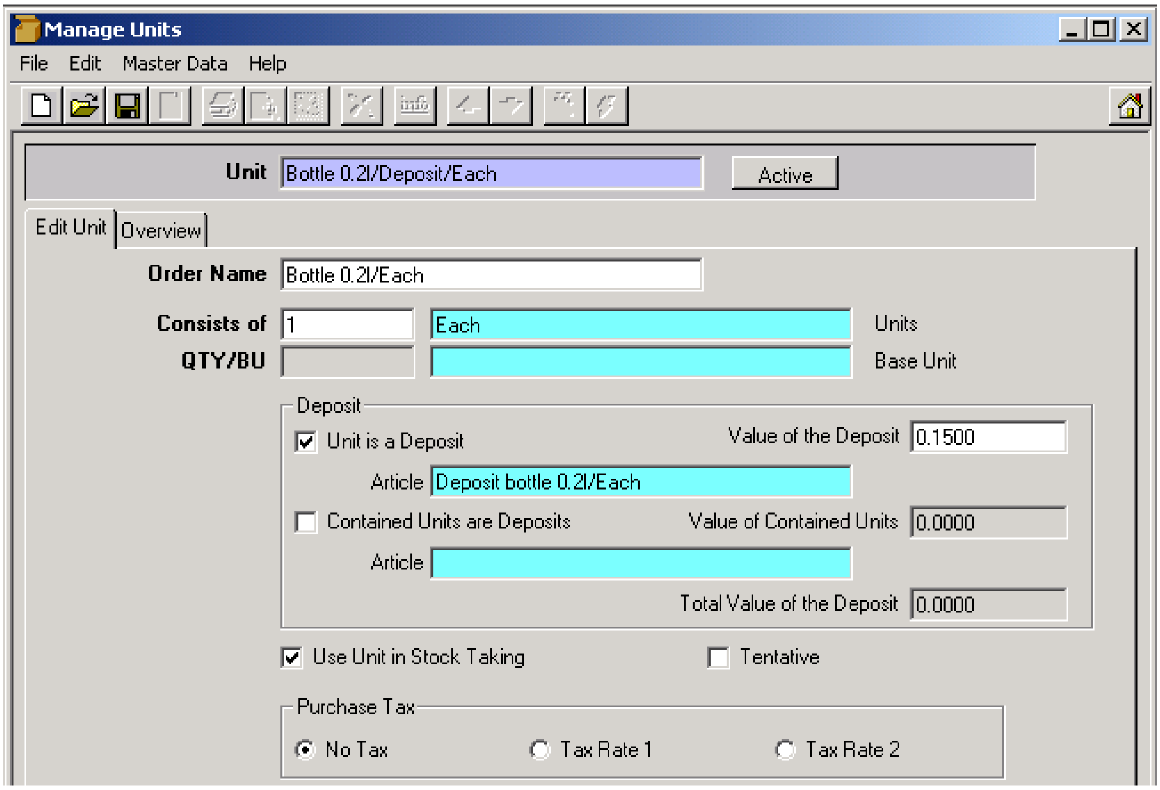
Deposit is configured as an article to enable easier handling of receiving, transfers, purchase orders, and inventories.

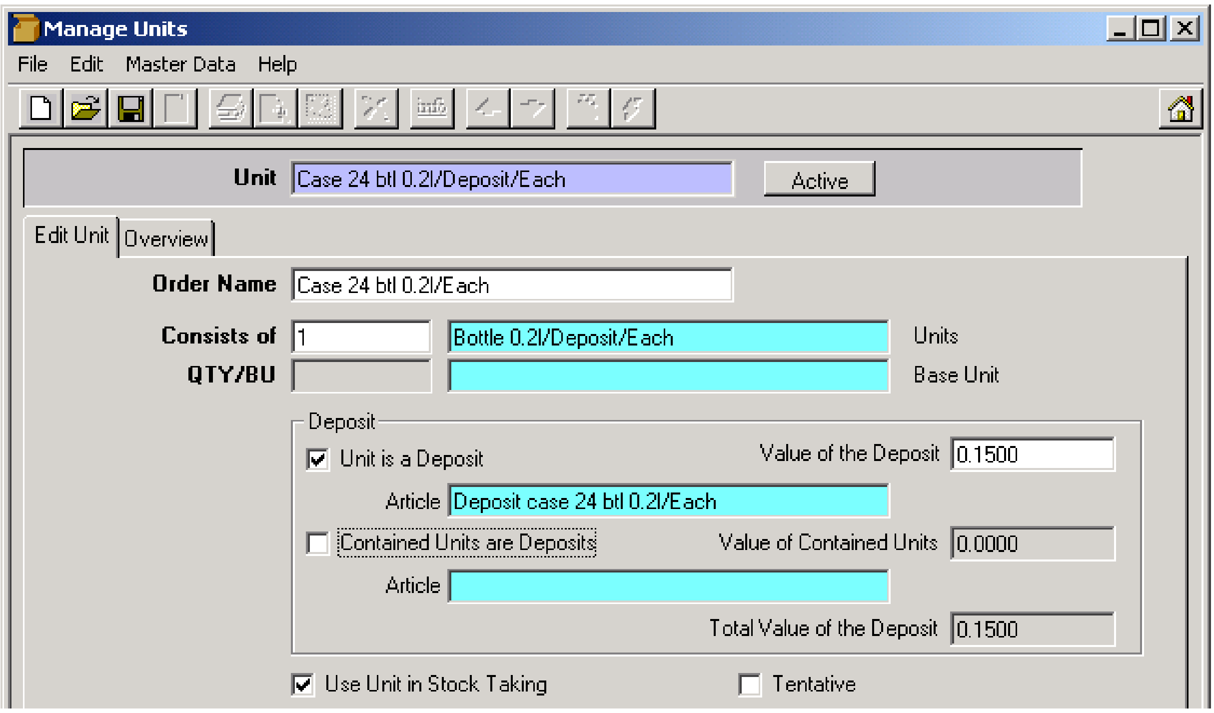
Configuring Deposit-management

First you need to create a deposit like an article.

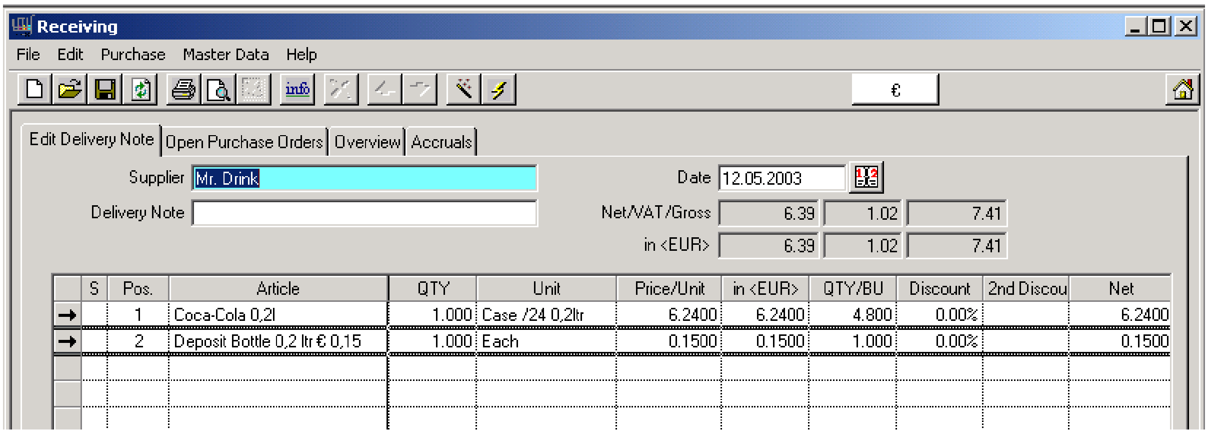


Next a purchase unit needs to be created in *Units*.

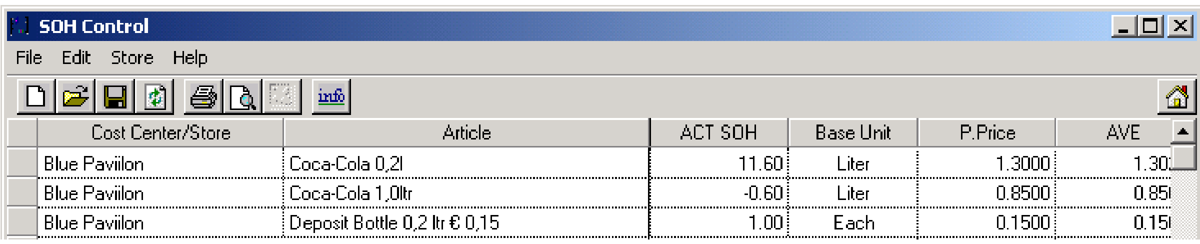


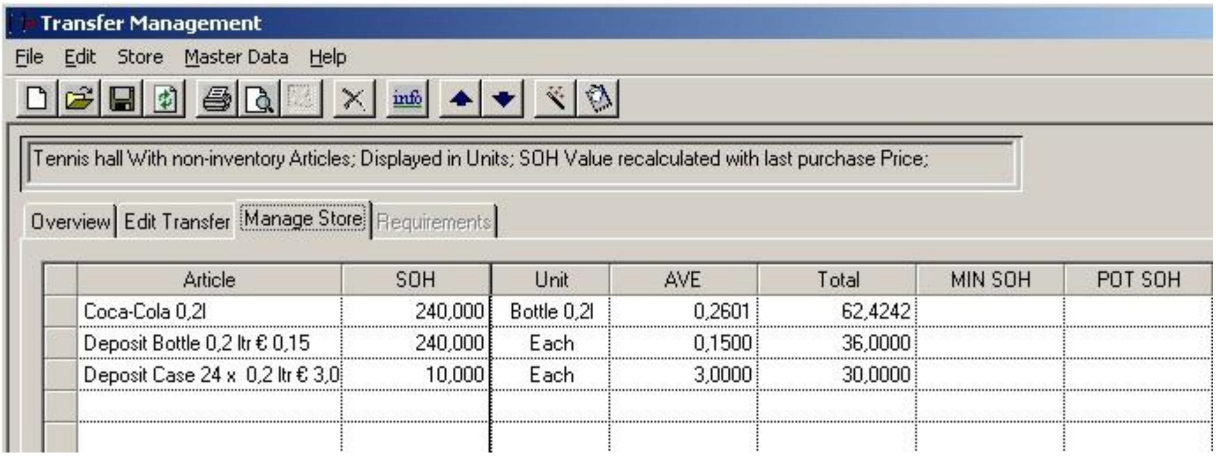


The unit is booked in *Receiving*.



The deposit articles are included in the inventory.

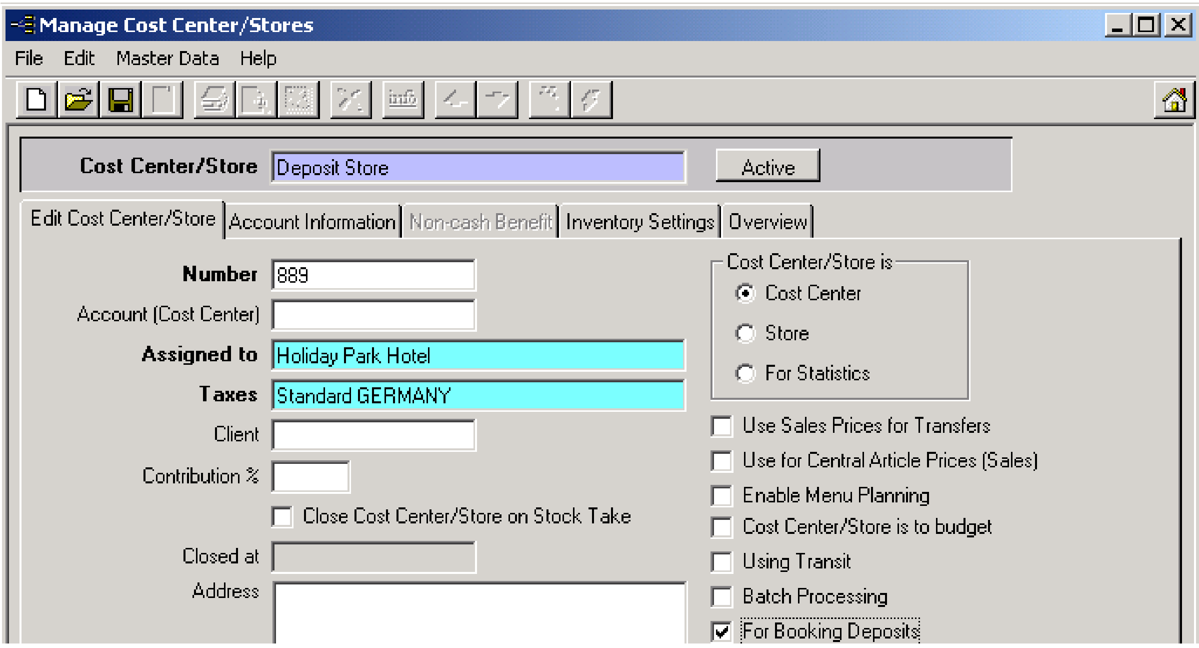




A default deposit store can be defined as well, since deposit usually not managed by cost center or store. When you do this, define the deposit store as a default for booking deposits. Once you have done this, all deposit articles will automatically be booked to this store.

Caution

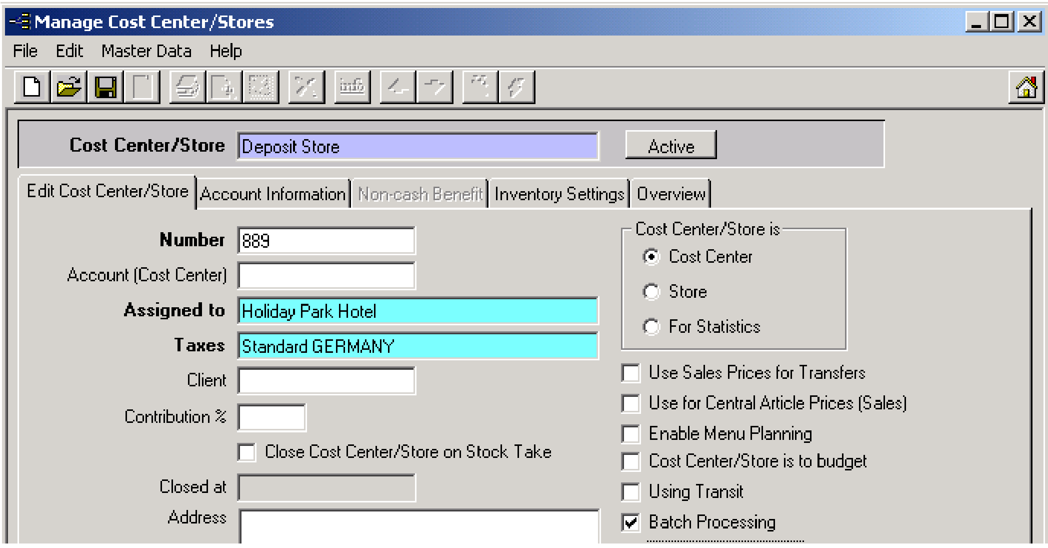
Only one cost center per database can be defined as deposit store.



BATCH PROCESSING

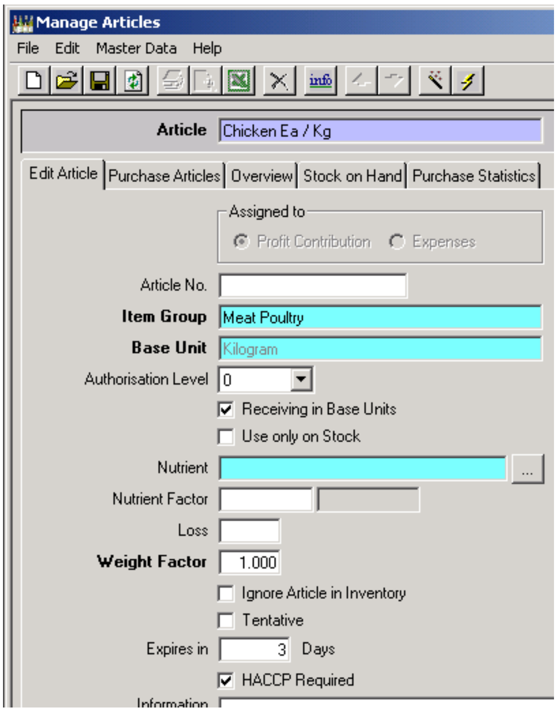
Materials Control has the ability, to control selected articles by HACCP standards. To use this function, the following parameters need to be enabled.

Master Data > Cost Center/Store



Select the **Batch Processing** option to enable the HACCP function for this store.

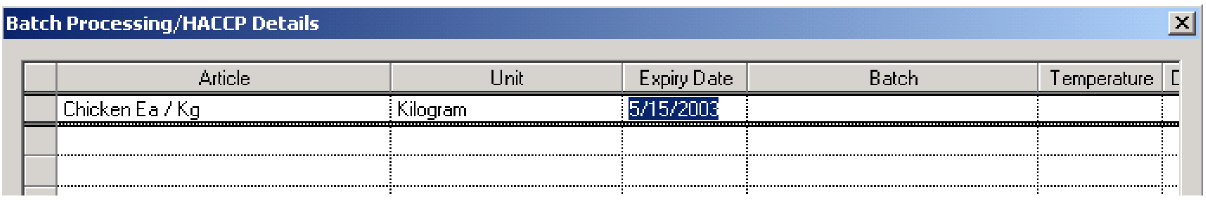
Master Data > Articles



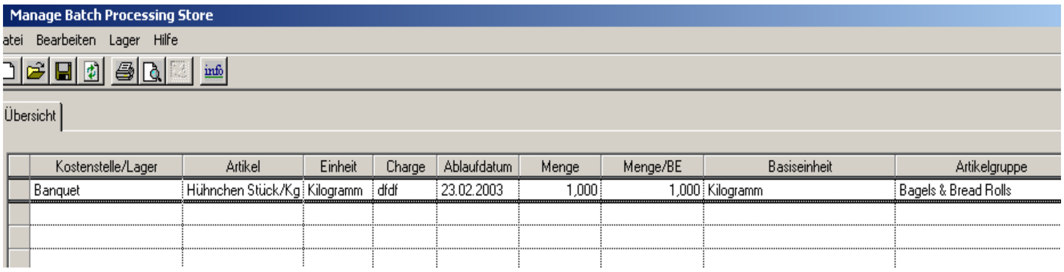
Enter master data for the appropriate articles into the following fields:

- **Expires in X Days** – Defines how many days until this article expires. Enter the amount of days until this article expires.
- **HACCP Required** – HACCP is the abbreviation for Hazard Analysis Critical Control Point. Select this parameter to define the article as an HACCP article

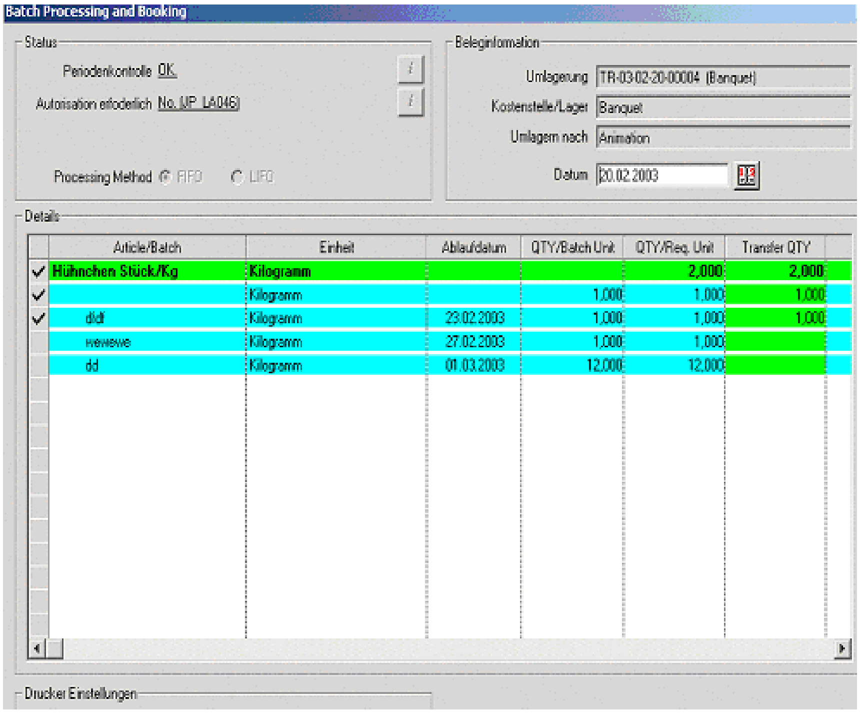
To define an inward goods movement for this article, click on **Book** or press the **F10** key. A new window opens.



Based on the number of days entered in *Master Data* | *Article*, the expiry date is calculated and displays in the **Expiry Date** column. This date can be edited by typing in a new date or pressing the **F4** key to display a calendar.
The next field contains the batch name. Further fields are temperature, delivery data, cooling information, and information (this field can be used for production time information, for example). None of these fields are required fields. Click **OK** to process the booking.
In *Store* | *Transfer* | *Store* you will find a new function named *Manage Batch Processing* Store. When you open this function, the system displays a date filter and the expiry dates and stores are displayed.



When an HACCP article is transferred from the store it was received in, the following form displays:



This example shows the transfer of the article Chicken each/kg. Chicken is displayed as an HACCP article and the system displayed all articles that are available for transfer. The cursor defaults to the line with the nearest expiry date (FiFo). Click on the **Book** button to complete the transaction.

NOTES & REMARKS

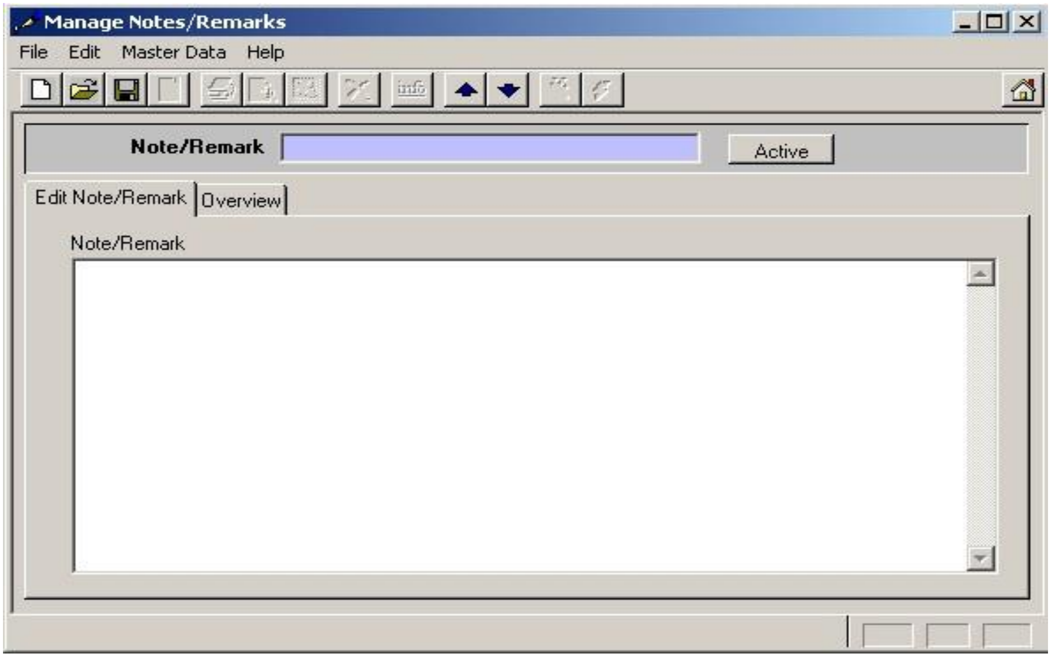
Description

Here you can define text elements which can be used in other parts of the application, e.g. purchase orders, quotation requests, information fields, etc.

Important

- Users must have the appropriate access rights to use this feature.

Form Description



- **Note/Remark –** Enter a name for the text element into this field.
- **Active** – As long as a record is not linked to another master data (article), it can be deleted (use the Delete button to do this). As soon as one master data is linked to another, it can only be deactivated.
  Deactivated master data can be reactivated by clicking on the **Active**/**Inactive** button and saving the changes.
- **Note/Remark –** here you can type in the text element

Example

Creating the text element Letter Footer / Address

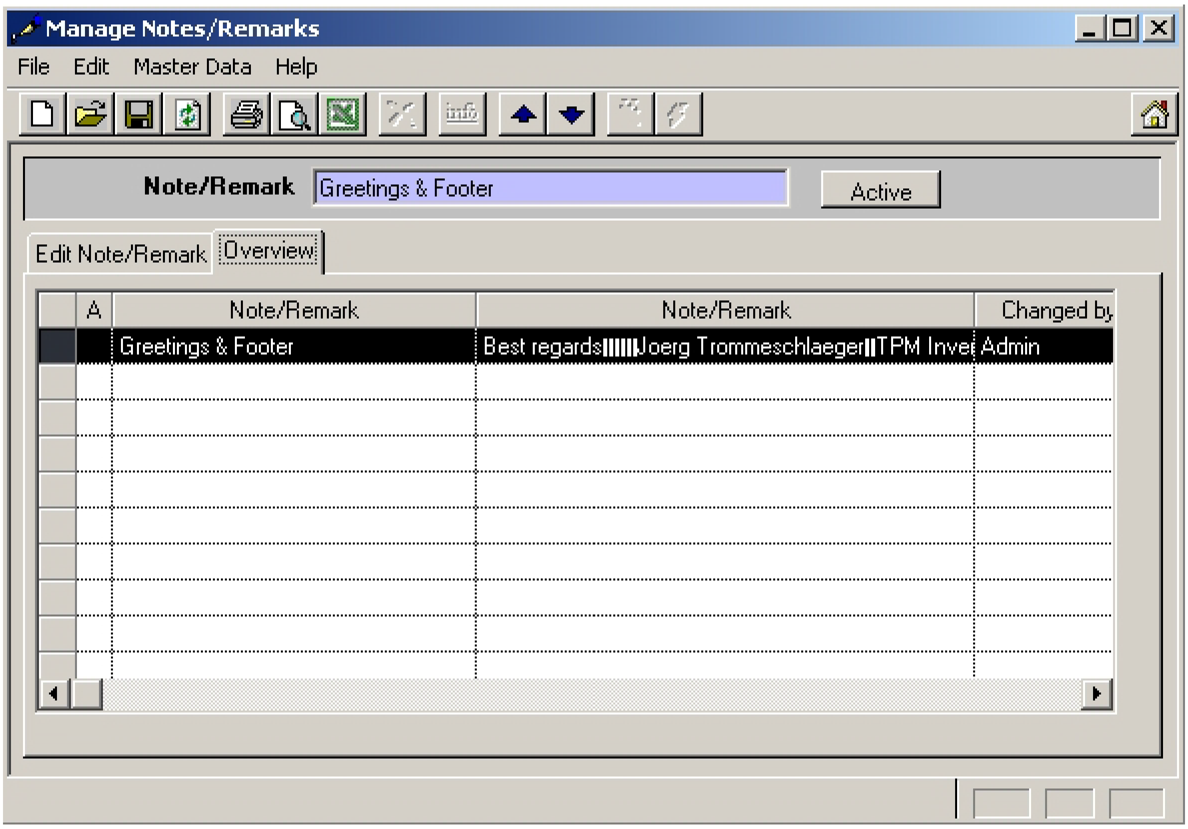
1. Open *Note/Remarks*

2. Enter the name Letter Footer / Address into the blue **Notes/Remarks** field.
3. Type the text into the white box.
4. Click on the **Save** button to save this group to the system.

OVERVIEW TAB

Click on the **Open** button to open the *Overview* tab. A Search form displays. Enter the sort and search criteria for the record you want to see. Click on **OK** to open the form on the *Overview* tab.

Form Description



- **Note/Remark –** This field displays the name of the item group.
- **Table**

  Note/Remark – displays the title of the note
  Note/Remark – displays the short view on the text of the note
  Changed by – name of the user who has done the last change on this note
  at –date and time of last change

Example

How to use Notes & Remarks in purchase orders

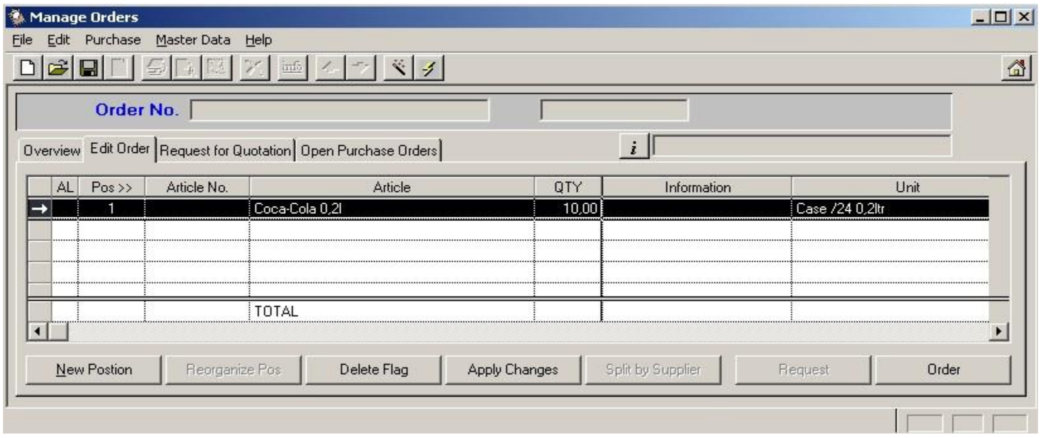
In order to use the above mentioned text elements in the purchase orders to new fields must be defined on the PO form (if they do not exist already). The fields we use here are the following:

New input variables:

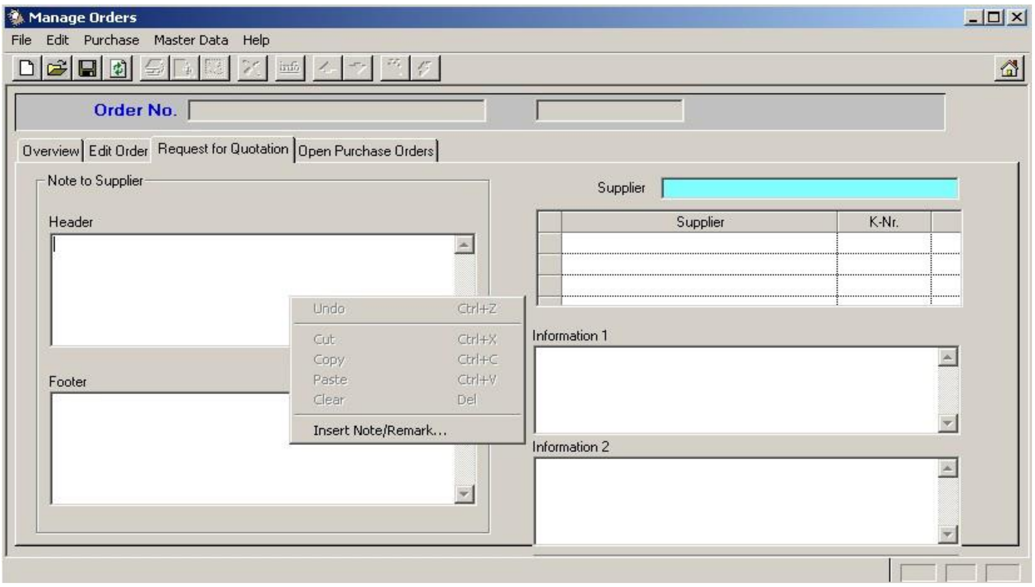
LF_InfoTextHeader	Entry from Purchase Order > Enter items > click on TAB Request to quotation > Note to supplier > Header

LF_InfoTextFooter	Entry from Purchase Order > Enter items > click on TAB Request to quotation > Note to supplier > Footer

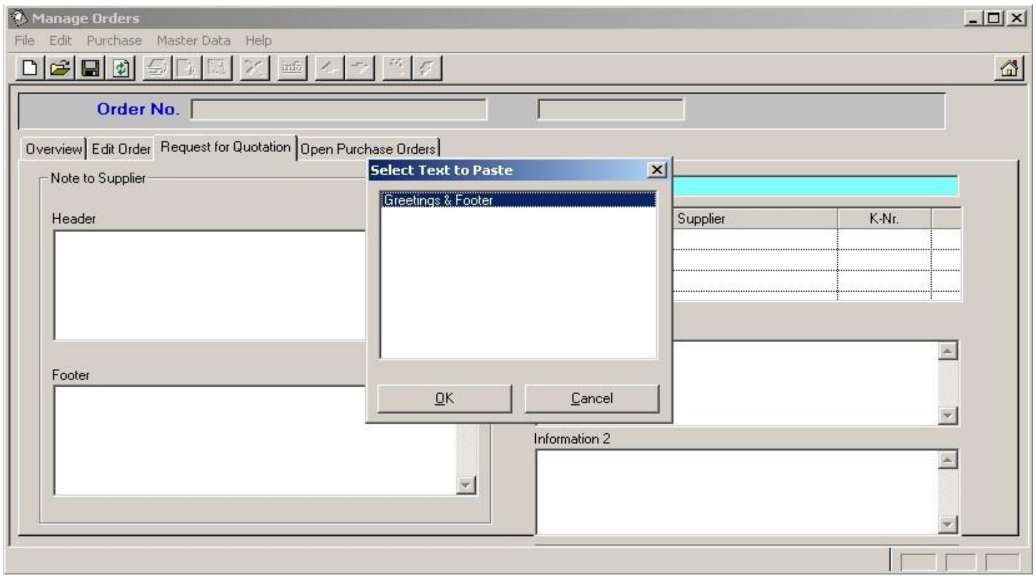
Goto Purchase > Purchase Orders > create a new Purchase Order



Switch to the tab “Request for Quotation” and right-click into the Header / Footer field



Select now “Insert Note/Remark”



The system now offers you all before saved notes and remarks to insert. If you now switch back to the tab “Edit Order” and send the order, this note/remark will be printed on your order sheet.

Purchase

PURCHASE ORDERS

Description

Use this module to order goods from your suppliers. You can print your purchase orders, fax them, or send them directly to the supplier via e-mail (using a fax interface for faxes or MAPI-protocol for e-mails).

Important

- To configure user rights for this module, please review the example for purchasing systems.
- What purchasing system do you use in your business? It is very important to first think through your business' organization of the purchasing system and then create departments and users with the appropriate rights.

Example of a purchasing system for your business

First decide whether every user should be able to order all articles and all units. The rights to do this are

- Purchase
  - Purchase/Receive all articles
  - Make individual Orders
  - Order System: direct Orders

New purchase units can also be assigned with an order if a user has these rights.

Users that do not have the **Purchase Receive all articles** right can only order articles in existing units.

Users that do not have the **Make individual Orders** right can only order articles from existing assortments.

If you employ warehouse clerks and purchase managers in your business, you should grant them the following rights –

Warehouse Clerk Rights – Order
Make individual Orders
Order System: direct Orders
Purchase/Receive all articles
Close Order automatically

The **Order** button is disabled for this user; the **Request** button is enabled.
This way, an order is saved but not considered ordered yet. The order can only be placed by the purchase manager that the warehouse clerk has been assigned to.

Purchase Manager Rights – Order
Purchase/Receive all articles
Make individual Orders
Change purchase Prices
Order System: direct Orders
Change placed Order

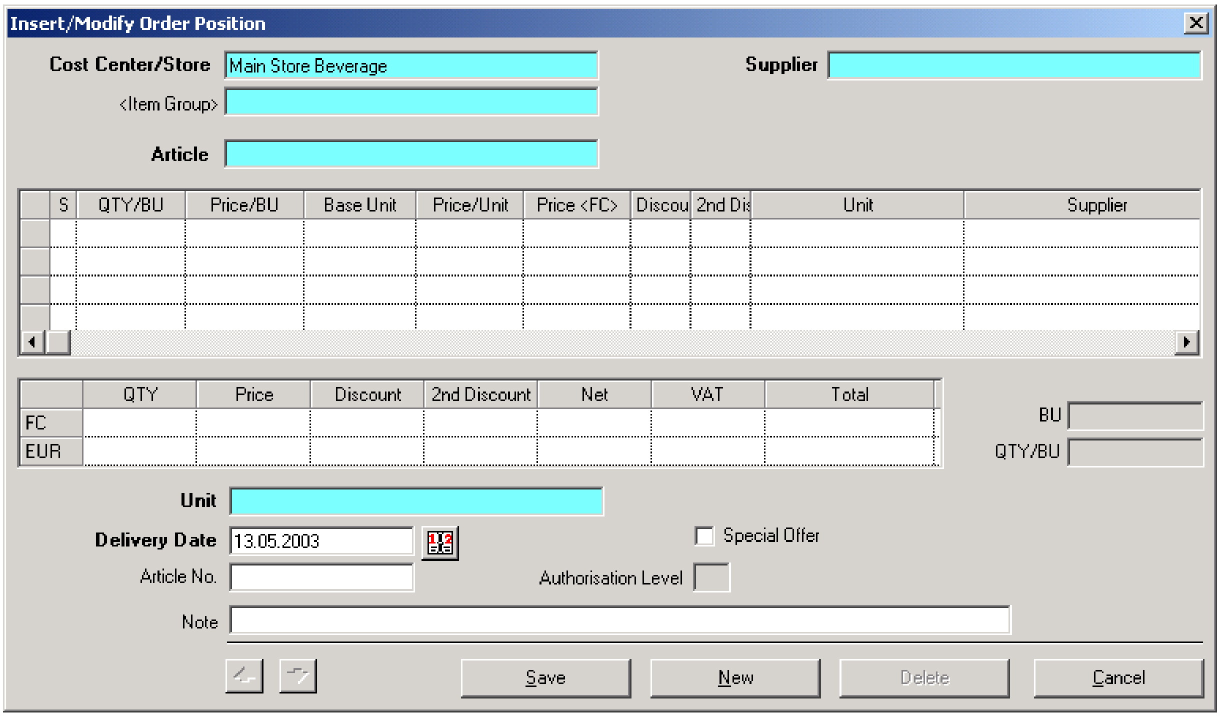
The **Close Order automatically** right must be disabled for the purchase manager or else he will not be able to complete an order.

The **User is Central Purchase Manager** option must be enabled for the user that is purchase manager. The user that is warehouse clerk must be assigned to the purchase manager.

Editing an order of individual articles

1. Click on the *Edit Order* tab.
2. Click on the **New Position** button. The following form displays

Form Description



- **Cost Center/Store** – Displays the cost center that has been assigned to the user as default. You can select a different cost center if you wish.
- **<Item Group> –** Create a filter by selecting an article group in this field.
- **Article** – Select the article that you want to order.
- **Supplier** – The supplier that you purchase the selected article from displays in this field.
- **Table** – Purchase units for the selected article are displayed in the first table.
- **S –** The default purchase units are marked with an **S**.
- **QTY/BE** – Amount of the base unit in relation to the purchase unit
- **Price/BE** – Price of the base unit

- **Base Unit** – Displays this article's base unit
- **Price/Unit** – Price of the base unit
- **Price (FC**) – If the supplier uses a currency different from your system's, it is displayed in this column.
- **Discount** – Assigned Discount.
- **2nd Discount** – Second Discount
- **Unit** – Article's purchase unit.
- **Supplier** – Supplier for the purchase unit.
- **2. Table** – Double click on a line (i.e. an article with its purchase unit) to populate the upper table with the order.
- **QTY** – Enter the unit you want to purchase into this field.
- **Price** – Purchase unit price; this price may can be edited.
- **Discount** – Discount on the order.
- **2nd Discount** – Second discount on the order.
- **Net** – Net order value for the article (amount X price – discounts)
- **VAT** – VAT per supplier/article (see *Taxes*)
- **Total** – Gross total of the order
- **BU** – Displays the base unit
- **QTY/BU** – Ordered quantity in base unit
- Fields under the 2nd table
- **Unit** – Displays the purchase unit. New purchase units can be added here. If the new unit has been assigned to the selected article and supplier, it is added to the purchase units. (see example).
- **Delivery Date** – Date of the delivery.
- **Article No.** – Supplier's article number.
- **Note** – Enter any additional information about the unit (this information is printed on the order).
- **Special Offer** – Select this option if the price of the order is a special price and should not be added to the purchase units.
- **Authorisation Level** – Displays the required authorization level for this article.

Save Saves the article to the order.

New Clears the form to add another article.

Cancel Cancel the order and return to the *Edit Order* form.

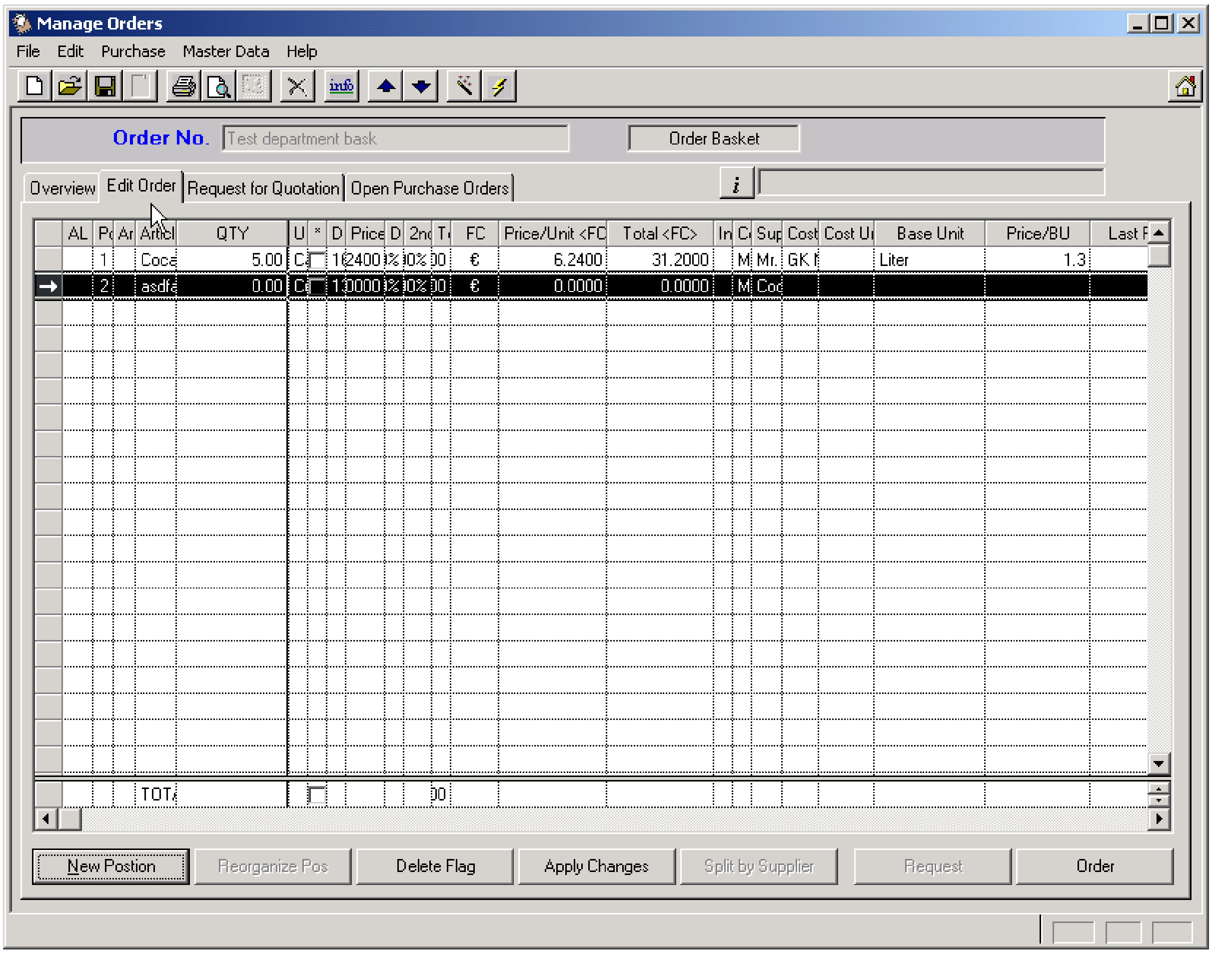
When you leave the order entry form, the order has only been entered but not yet sent to a supplier.

After you have saved the articles to be ordered and left the entry form using Cancel, switch to the *Edit Order* form. The saved articles are displayed in the table.
In the *Reorganize Pos.* form you can select all fields using the **Tab** key. To save your entries, press the **Alt** and **S** key at the same time.
If you want to enter an article that does not yet have a purchase unit assigned, follow the steps below (the **Purchase Receive all Articles** option must be enabled).

1. Enter the receiving cost center
2. Select the article
3. Select the supplier that is delivering this article in the new purchase unit
4. Enter the new unit that should be delivered (the purchase unit must be assigned to the base unit of the article)
5. Enter the amount of the new unit to deliver

New purchase units can be added anytime and are automatically added to the other purchase units.

Form Description

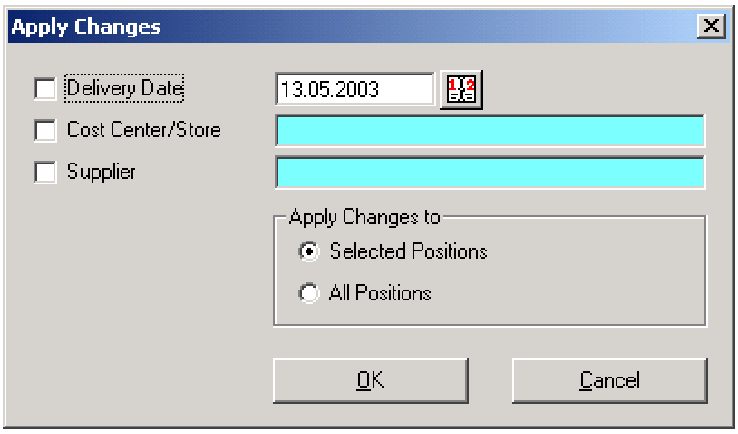


- **AL** – Article's authorization level
- **POS** – Article's position on the order Position
- **Article No.** – Supplier's article number
- **Article** – Article description
- **QTY** – Article's order amount in the purchase unit. You can change the purchase amount in this line.
- **Unit** – Unit this article is being ordered in
- **Date** – Scheduled delivery date for this order
- **Price/Unit** – Price of the purchase unit
- **Discount** – Price discount
- **2nd Discount** – Second price discount
- **Total** – Total of the amount multiplied with the price and minus the discount
- **Information** – Article information for this order (is printed on the order)
- **Supplier** – The supplier for this delivery; several different suppliers can be on one order
- **Base unit** – Article's base unit
- **Price / BU** – Base unit price
- **Last Price** – Price on the last
- **2. Price** – If a second price was defined in the purchase units, it is displayed in this column
- **Valid from** – Second price is valid from
- **Valid to** – Second price is valid to

If you want to add an article to the order, click this button.

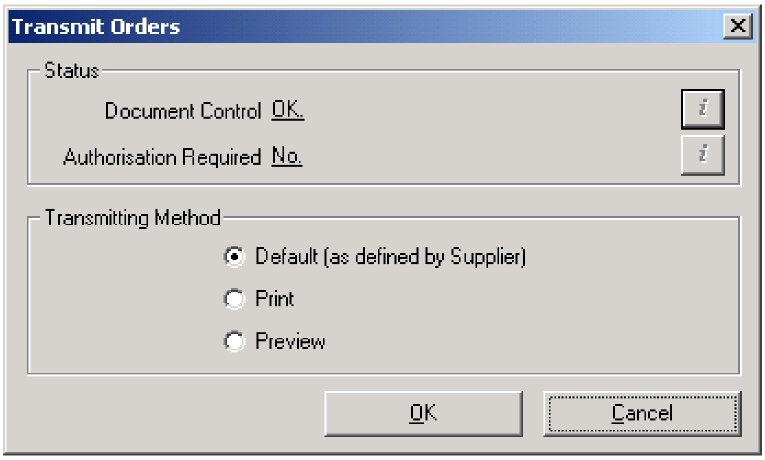
Highlighted lines can be deleted using this button; the order still needs to be saved.

When you click on this button, the following form displays



The delivery date; the receiving cost center and supplier can be edited for this order here. The changes can be saved for all articles (**All Positions**) or for a single article, in which case a new order might be generated.

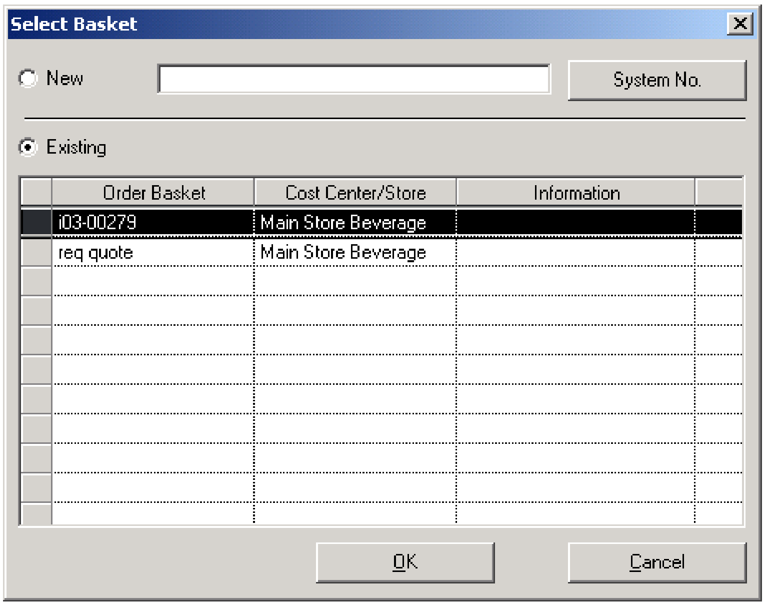
The order is not completed until you have clicked this button or pressed the **F10** key. A user-defined filter form displays to determine how to send the order –



Select the method for your order to be displayed/sent (you need to have appropriate user rights to do this). If you select **View**, you can only view the order. If you want the order to be sent (i.e. to the supplier) you need to print the order out from the *Overview* tab under *Place Orders*.


If you want to be able to edit the order at a later time, you can save it. In the *Overview* tab you can reopen the order and modify it.

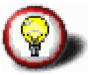
When you save an order, you are prompted for a name for this order or whether you want to replace an existing order (see Options).



If you select the **New** option you need to give the order an order number or name. If you click the **System Nr.** button the system will assign n new order number. If you select the **Existing Order** option and select an order, the selected order will be overwritten with this order.

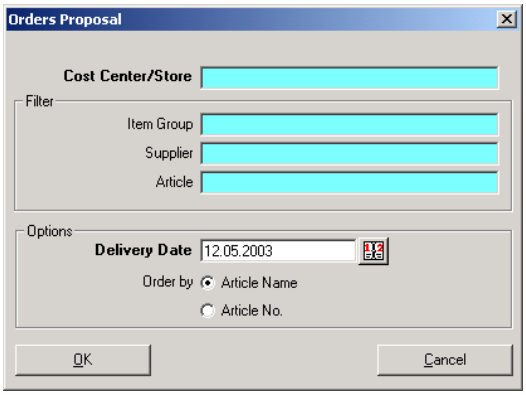
Caution

If you configured orders to be auto saved in options, the order is already in the system and therefore already has an order number.



Tip

If you want a quick way to create orders, click on the magic wand  to open the wizard.

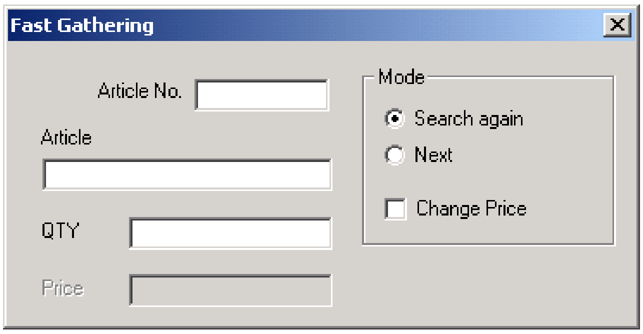


- **Cost Center/Store** – Required entry of the receiving store
- **Filter** – (The entry of a supplier OR an article group is required)
  - **Article Group –** If you select an article group; only articles that belong to the selected group will be displayed
  - **Supplier –** If you select a supplier, only articles that are assigned to this supplier via purchase units will displayed
  - **Article** Select the individual articles

- **Options**
  - **Delivery Date** – Delivery date for this order
  - **Order by** – by article name or the supplier's article numbers

The filtered selection is displayed without quantities in the *Edit Order* table. Quantities need to be added to the order. Only articles that have a purchase unit assigned to them and have been set to active in the field **F/S** are displayed.

Once you have selected the articles, click on the *Create Order* button tab and then on the lightning button . The following form displays:



In this form you can enter quantities and change prices if necessary.

- **Article No.** – Searches for the article by supplier (only from the order)
- **Article** – Search for an article by its name
- **QTY** – Enter the quantity.
- **Price** Enter the price change, if desired.
- **Modus**
  - **New Search** – Search for articles using the selected criteria.
  - **Next** – Calls the next line item.
  - **Change Price** – Selecting this option enables the **Price** field.

ARTICLE ASSORTMENTS

An assortment is a list of regularly ordered articles. An assortment can make creating an order a lot quicker and easier. Select *File* | *Assortment Mode* to enter assortment mode.

Important

- Users must have the access rights **Purchase** and **Purchasing Assortments** to create new assortments. To create assortments for all users, a user must have the right **Create Modifier free Sortiments**.
- What purchase units should be used for the assortments and which supplier should what orders be placed with? Should the assortments be created with the same cost center every time, or should the cost center be user-defined?
- Once you have switched to assortment mode, the words Assortment Mode displays in the menu bar. The program switches to the *Edit Order* tab and the **Order Number** field changes to Assortment. Enter a name for the assortment here.
  Create an order the same way you create a new order. (See Editing an order of individual articles).

Caution

The only difference between creating an order of individual articles and creating an assortment is the order quantity in the assortment should remain 0, incase there are articles you do not want to order at some point. Articles with 0 quantity will not be ordered or printed by the system.

Save the new assortment using the **Save** button . You can now use the new assortment to order. To leave Assortment Mode, select *File* | *Normal Mode*.

Ordering from an Assortment

To order from an assortment, select the assortment in the *Overview* tab and double-click on it. The form switches to the *Edit Order* tab. Enter the desired quantities (you can also use the lightning button to do this) and click the **New Pos.** button to add more articles if you want to. Once you have clicked the **Order** button, the order is saved to the system.

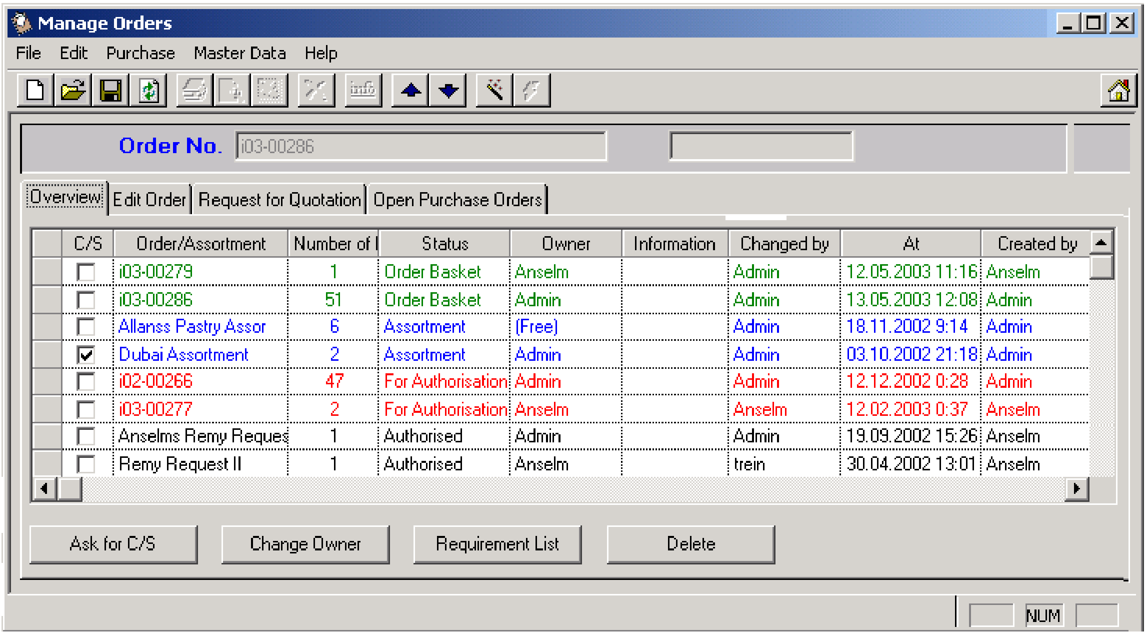
ORDER OVERVIEW

When you click on the module **Purchase Orders**, it opens in the *Overview* tab. This tab gives you an overview of the assortments and incomplete orders. Double-click on an assortment or order to switch to the *Edit Order* tab and modify the assortment or order.

Caution

The content of the display depends on the settings made in *Edit* | *Options*. The options that a user can chose depend on his access rights (see System | Users | Rights).

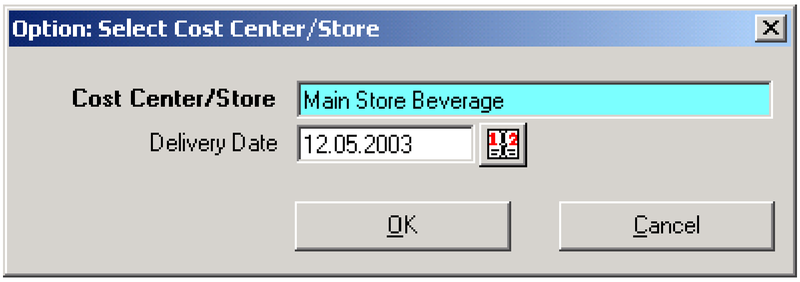
Form Description



- **Green line** – Saved but still open orders.
- **Blue line** – Assortments (see Assortments).
- **Black Line** – Authorized orders

- **Red Line** – Orders that need authorization
- **Yellow Line** – Orders that have been requested but not yet placed (see _Example of a purchasing system_)
- **C/S –** If the order is marked with a ✔ you will be prompted for the receiving cost center
- **Order/Assortment –** Description (order number or name) of the purchase order, request, or assortment
- **Status** – Displays whether this is an order, an assortment, request, or authorization
- **Owner** – **The** user that this assignment or order is assigned to; this can be the person who created the assortment or someone it was sent to. If it is a request the assigned purchase manager is displayed.
- **Information** – Displays information that you entered using the *i* button; this information is not printed on orders.
- **Changed by –** Name of the user that last modified this record
- **At –** Date of the edit
- **Created by** – Name of the user that created the order or assortment
- **At** – Time of creation

Click this button if you want the system to prompt for a cost center/store. When an assortment is opened, you will be prompted for the receiving cost center/store and the delivery date.



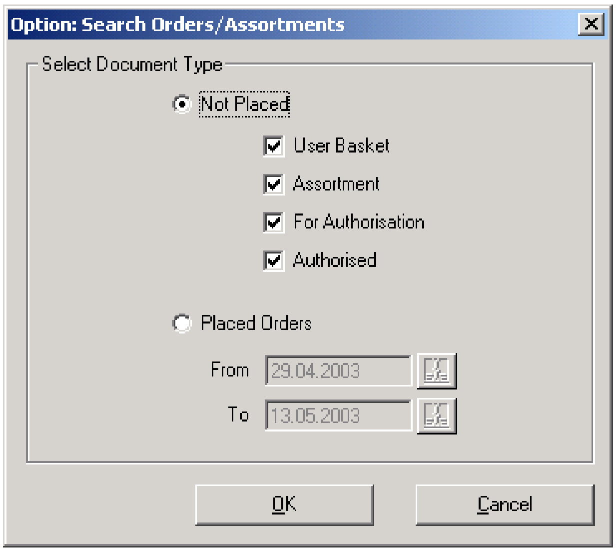
Click this button to change the owner of the order or assortment and send it to another user.

The requirement for a store is determined by minimum/maximum stock

To delete a saved order or assortment, highlight the record and click this button.

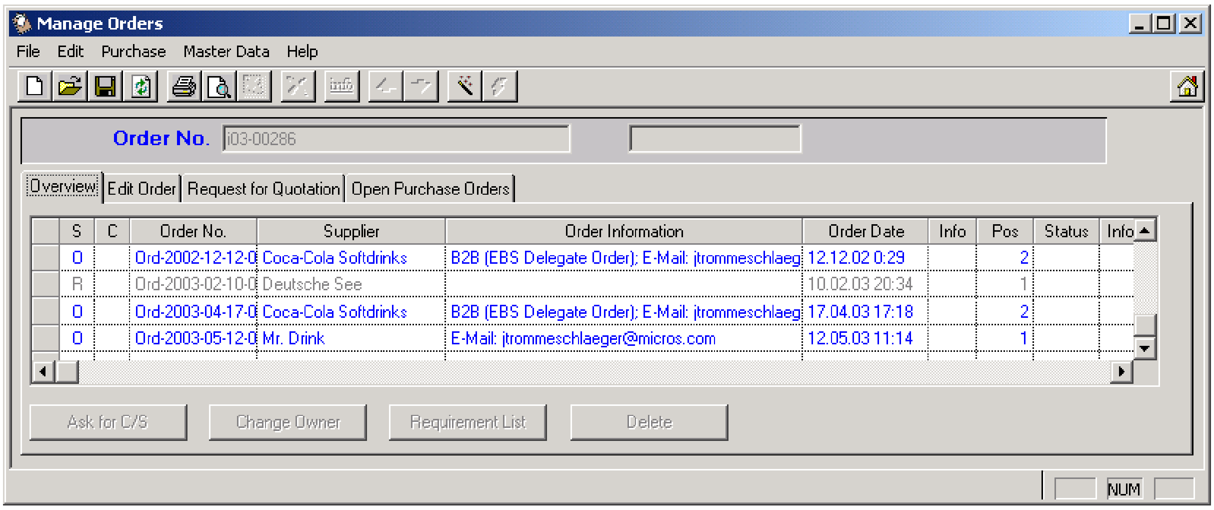
OVERVIEW/EDIT ORDERS

When you click on the **Open** button the following form displays:



- Select Document Type
  - **Not Placed** – If this option is enabled, you can filter the display by the options below this option. Only orders that have not been sent to a supplier will be displayed.
  - **User Basket** – Saved but not yet placed orders
  - **Assortment** – available or user-defined assortments
  - **For Authorisation** – Orders that still need to be authorized
  - **Authorised** – Orders that have already been authorized
- **Placed Orders** – Orders that have already been completed (i.e. placed)
  - **Date range From ..To..** – in a set time period

Table Description



- **S –** Status – **O**= ordered, **R**= received
- **C** – The order has been changed if a red C displays in this field (usually the amount will have been changed)
- **Order No.** – Order number of the receipt
- **Supplier** – The supplier of this order

- **Order Information** – Supplier's e-mail entry (master data)
- **Order Date** – The date the order was created/requested.
- **Info** – If information was entered for the order, it will display in this field.
- **Pos** – Number of articles ordered in this order (see Options)
- **Status –** B2B option
- **Info1 –** B2B option
- **Info 2 –** B2B option
- **Confirmed at** – If the order was first requested and then placed by a purchase manager, the date of the completed order is displayed here.
- **S** – This field displays how the order was sent to the supplier (mail, fax, etc.)

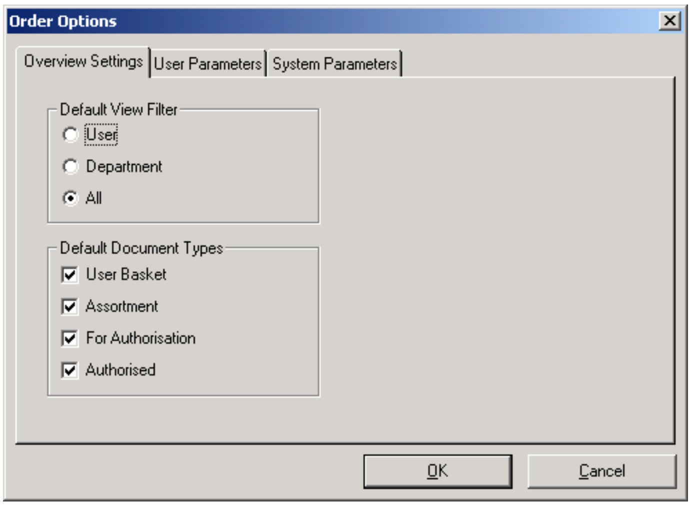
Double-click on an order to open it and change amounts and prices (this can only be done with orders that have not been received).
If you want to resend an order to a supplier, highlight the record line and click on the **Print** button. You will be prompted for the send method. From the prompt window, you can resend or print the order. Orders that have already been received are displayed/printed with zero amounts.
In page view you can review orders that have already been sent (including any additional information that was added to the order).

OPTIONS

Menu bar – Edit | Options

User-defined settings can be made in the menu bar. Click on *Edit* | *Options* to modify your settings.

OVERVIEW SETTINGS TAB

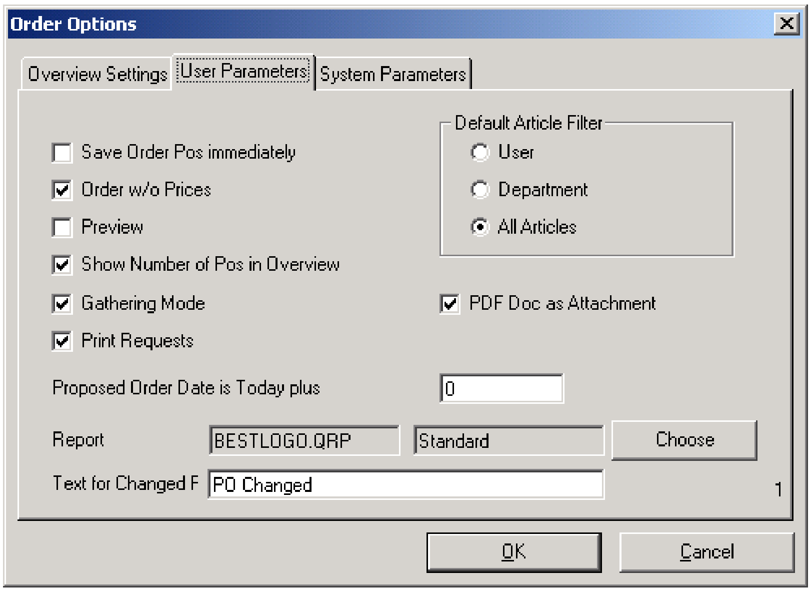


In this form you can define the receipts that are displayed when you click on the *Purchase Order Overview* tab.

- **Default View Filter**
  - **User** – Only orders that are assigned to the user are displayed.
  - **Department – Only** orders that belong to the department to which the user is assigned are displayed.
  - **All –** All orders and assortments are displayed.
- **Default Document Types**
  - **User Basket –** All saved orders are displayed
  - **Assortment –** All assortments are displayed

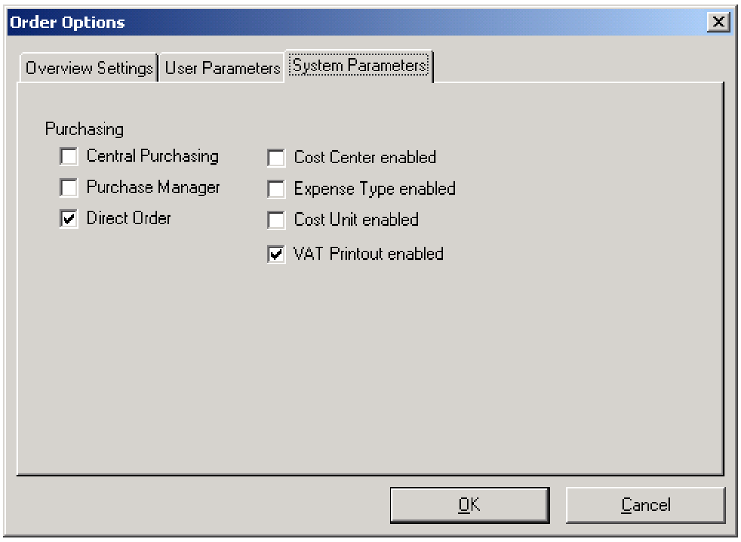
- **For Authorisation –** Displays all orders that still need to be authorized
- **Authorized –** Displays orders that have been authorized.

USER PARAMETERS TAB



- **Save Order Pos immediately** – If this option is enabled, orders are automatically saved with a system number. If the option is not enabled, you will be prompted for a name or number when you save an order. You can also overwrite an existing order with the new order that you are saving.
- **Order w/o Prices –** Prices are not printed on the order.
- **Preview** – If this option is enabled, orders are only displayed but not printed.
- **Show Number of Pos in Overview** – The amount of the ordered articles is displayed in the overview.
- **PDF Doc as Attachment** – If the order is sent to the supplier via e-mail it is sent in form of a PDF attachment
- Proposed Order Date is Today plus
- **Report** – Click the **Select** button to select the report to print. If the report BESTKST.QRP is selected, the receiving cost center's address is printed on the order (one report per cost center). If the report BESTST.QRP is selected, individual cost center's totals are printed on the order.
- **Text for Changed** – When a changed order is reprinted, this text is included on the document (only for the BESTST.QRP report).

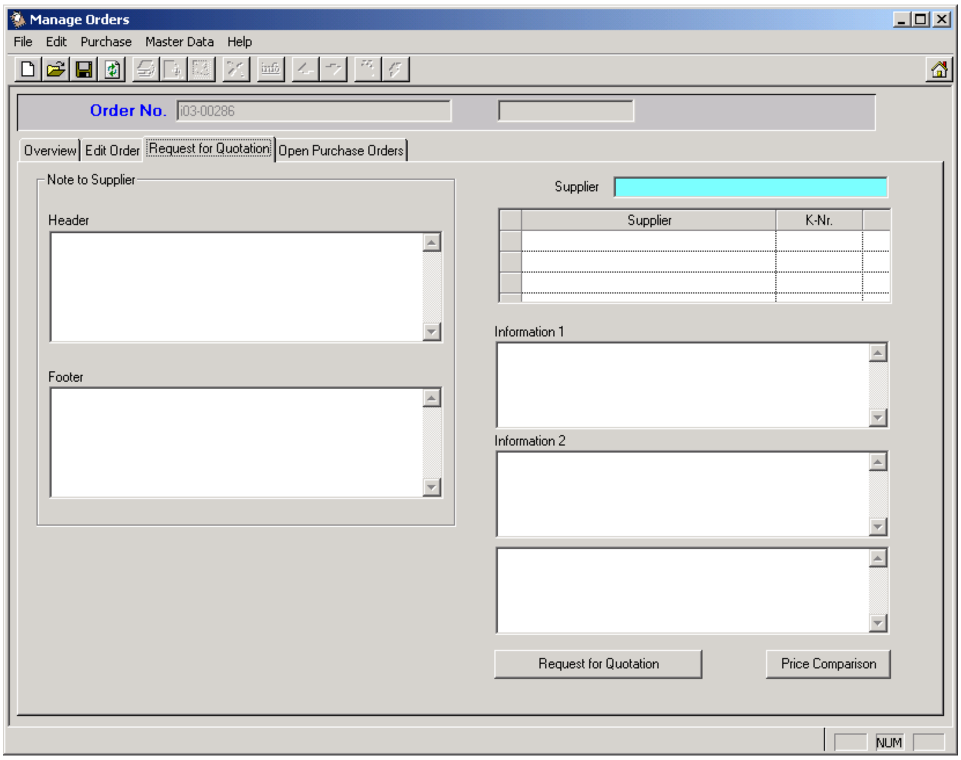
SYSTEM PARAMETERS TAB



No function since only direct orders are processed. These fields are pre-defined and cannot be modified.

REQUEST FOR QUOTATION

Use this function to include information for the supplier on the order document or send price comparisons and quotations to the supplier.



- **Note to Supplier**
- **Header –** The information entered into this field is included in the header on the order document.

◆ **Footer** – The information entered into this field is included underneath the ordered articles.
In the fields **Header** and **Footer** the **Notes / Remarks** from Master Data can be used. Right-click in the fields and select the text element.

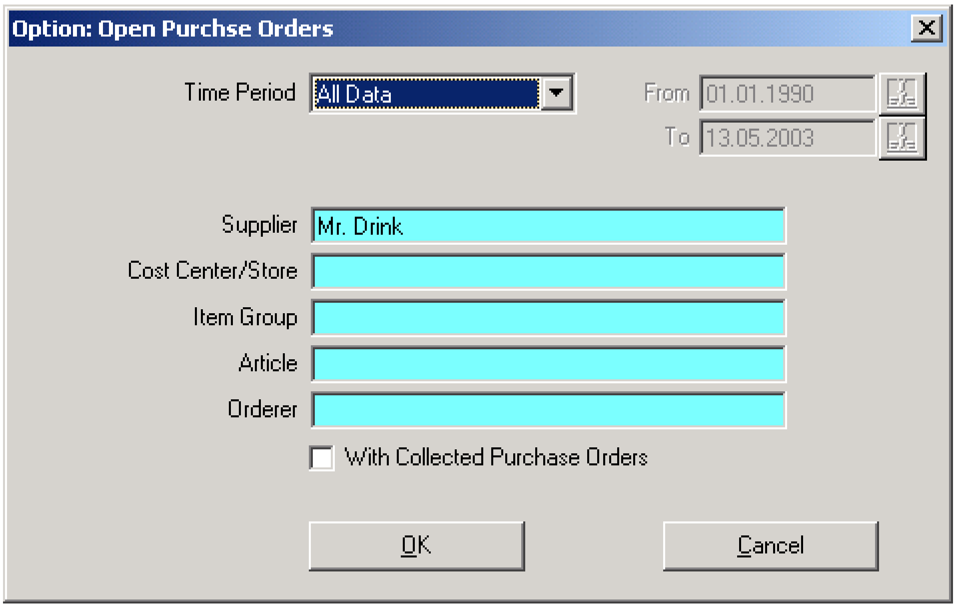
- **Supplier –** Select a supplier for the quotation or price comparison.
- **Table –** Displays the selected supplier.
- **Information 1 und 2 –** Enter information for the supplier into this field (this information is included in the print-out also for normal orders).

Request for Quotation – Click this button to print a document, which can be sent to the supplier. No prices are printed on this document; the supplier can enter his prices so that you can then compare them with other suppliers' prices.

Price Comparison – Click this button to start an Excel export.

Viewing Open Orders

1. Open *Purchase Orders* tab.
2. Click on this tab to display a prompt for a display filter.

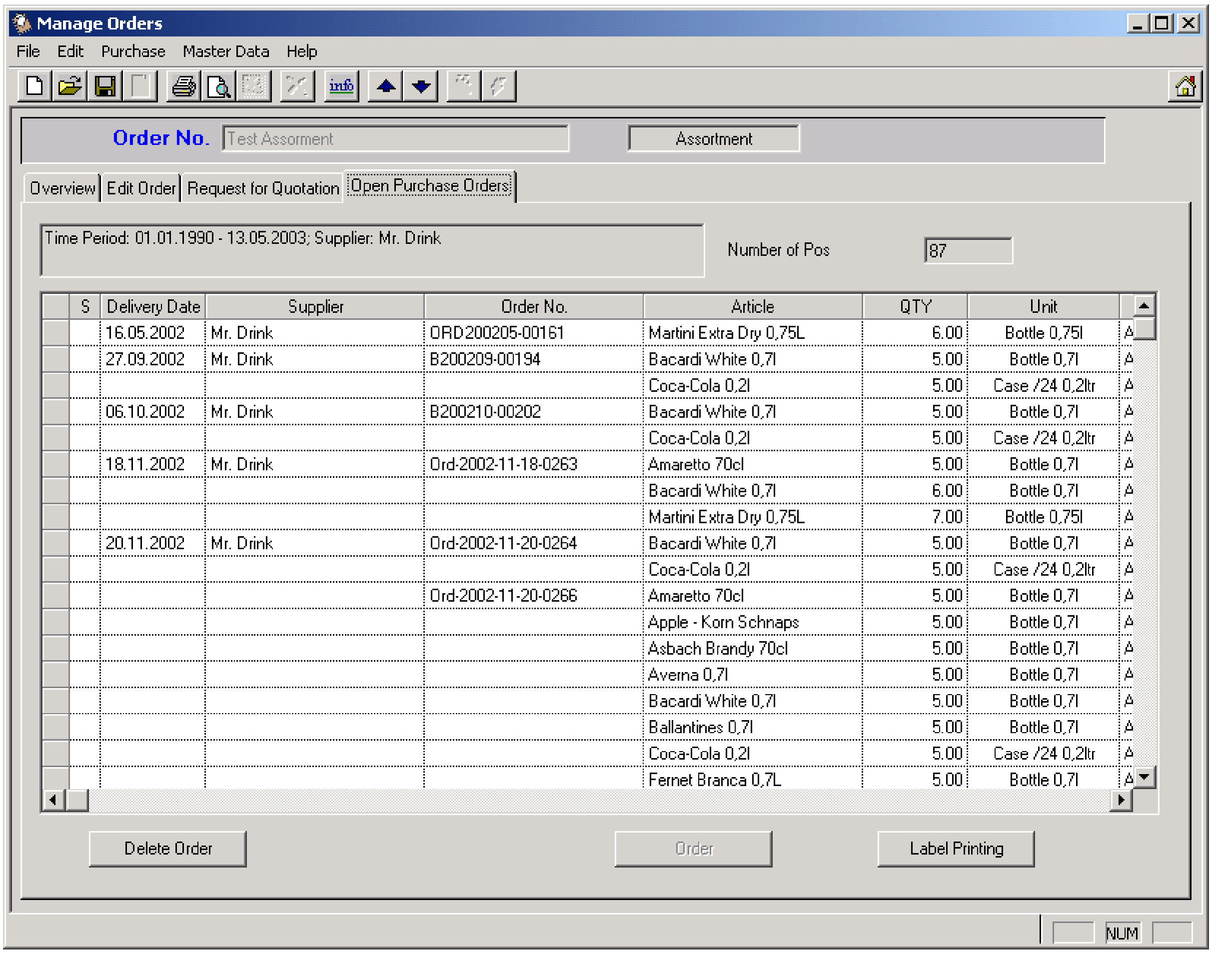


- **Time Period –** Select the time period to be displayed –
  - **All Data –** Displays all entries from the first entry up to today
  - **Current Business year –** Displays all entries for the current business year (see *System | Configurations*)
  - **Current Year –** Displays all entries from January 1 of the current year until today
  - **Current Month –** Displays all entries from the first day of the current month until today
  - **Year before –** Displays all of last year's entries
  - **Month before –** Displays all of last month's entries
  - **User defined –** Displays all entries for a user-defined time period
- **From –** Enter the from date using the calendar button
- **To** – Enter the to date using the calendar button
- **Supplier** – Select a supplier.
- **Cost Center/Store** – Select a cost center/store.
- **Item Group** – Select an item group.
- **Article** –Select an individual article.

- **Orderer** –Select the user that created the order
- With Collected Purchase Orders – Include combined orders

Click **OK** to view the display, click **Cancel** to leave it.

Form Description



- **Window title** – The filter options you have selected are displayed.
- **Number of Pos** – The amount of ordered articles is displayed.
- **S** – Order status; e.g. for changes = *changed*
- **Delivery Date** – The date entered when the order was created.
- **Supplier** – The supplier for the outstanding order.
- **Article**. – Description of the article
- **QTY** – Ordered quantity of the article, in the articles purchase quantity
- **Unit** – Displays the unit to order the article in.
- **Orderer** – The user that created the order.
- **Cost Center/Store** – Receiving cost center/store.
- **Requested** – If an order was requested, the date of the request is displayed here.
- **Ordered** – Date and time the order was created on.

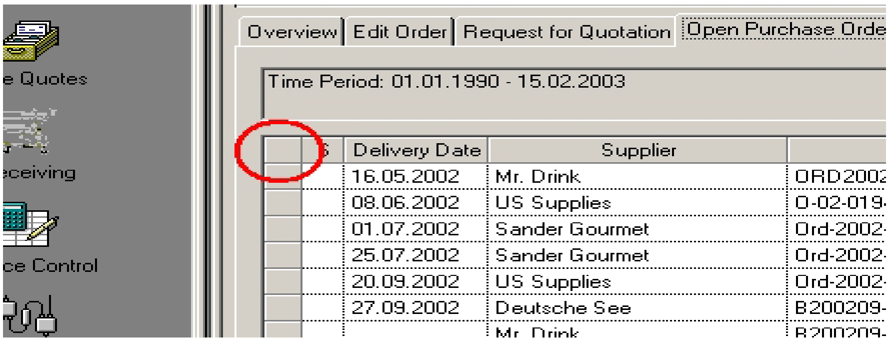
Click on the **Cancel Order** button 

to remove articles from an order. Keep in mind that you still need to send the changed order to the supplier

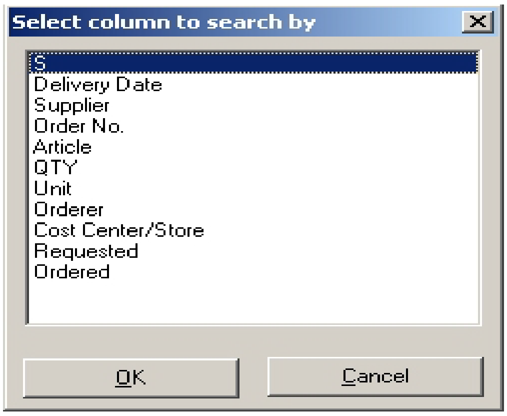
Highlight lines in the open order and click the **Label Printing** button 

(important to handheld functions).

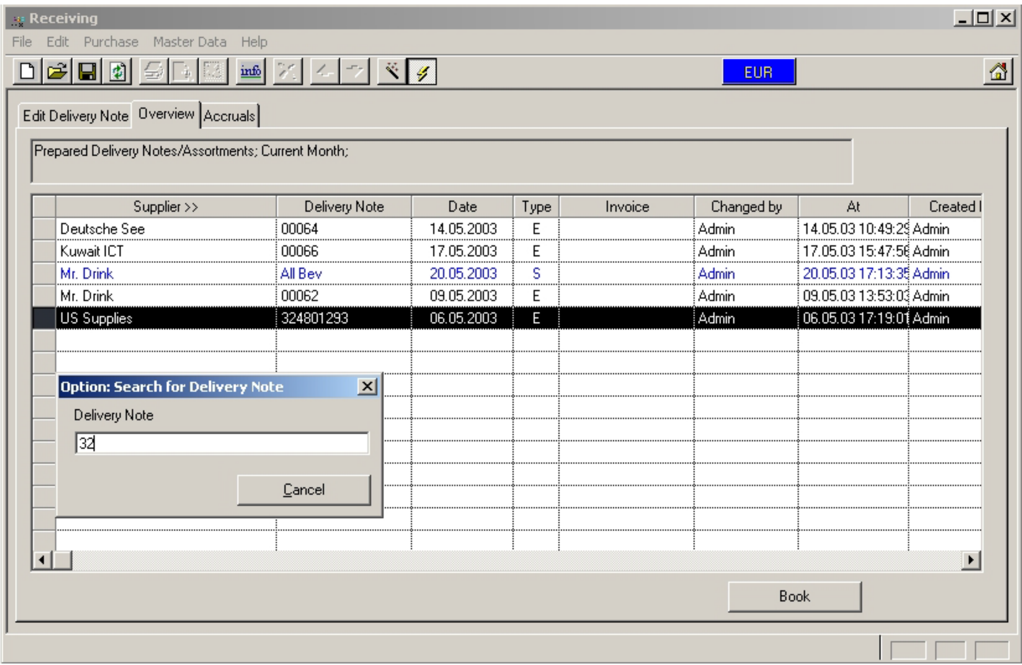
Also the “column content search” is implemented into this screen.
Click into the top left corner of the table:



A list of all used columns in this table is displayed. Select the column you want to search in and click OK.



Now you get a search box where you just can type in the value you are looking for.



PRICE QUOTES

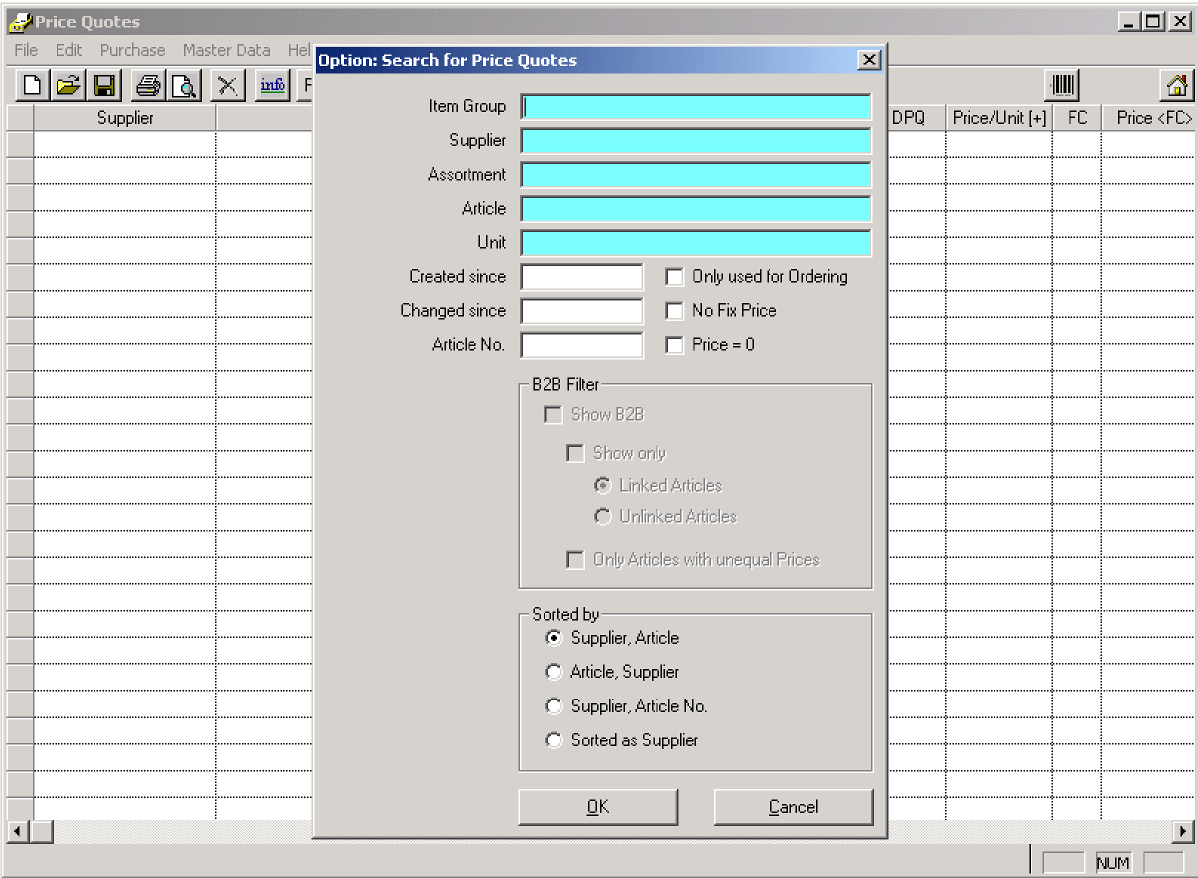
Description

Price quotes are links between suppliers, articles, and units and are created automatically by the system when an article is ordered or received for the first time. In this form you can create purchase units and manage prices.

Important

- Which supplier delivers what article in what unit?
- **Purchase**/**Price Quotes** rights must be enabled to use the Price Quotes module.
- When you double-click on the **Price Quotes** shortcut, a dialog window displays. In this window you can filter the displayed information.

Form Description

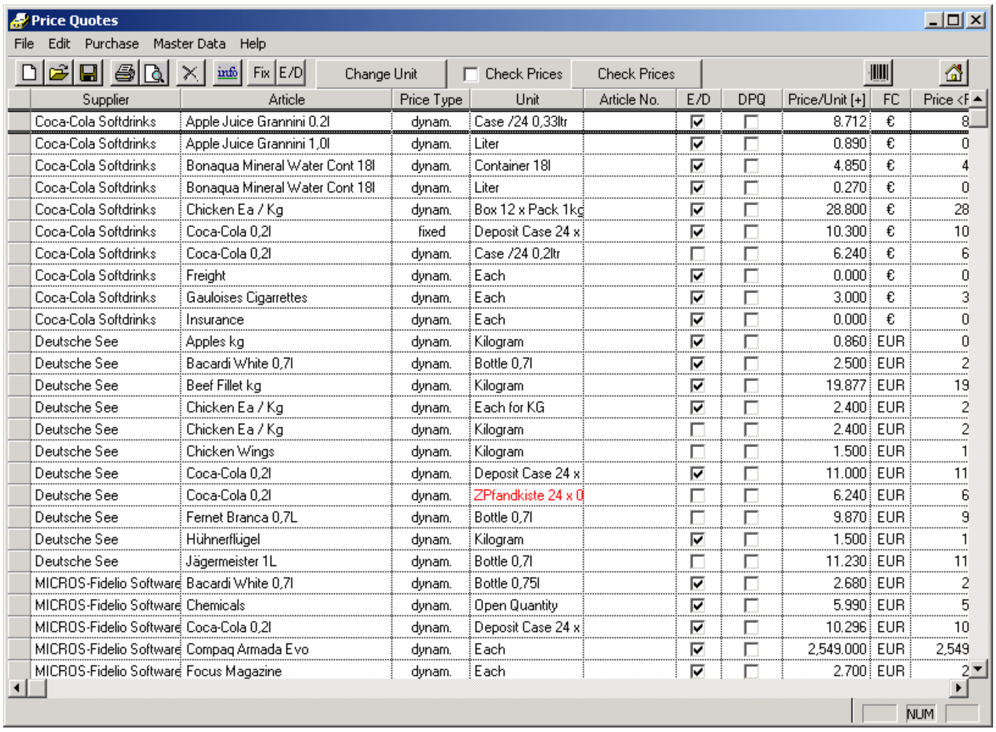


- **Item Group** – Select an item group if you only want to view price quotes for one item group.
- **Supplier** – Select a supplier if you only want to view price quotes from one supplier.
- **Assortment** – Select an assortment if you only want to view price quotes for one assortment (see *Purchase*).
- **Article** – Select an article if you want to view price quotes for a specific article.

- **Unit** – Select a unit, if you want to view price quotes for a specific unit.
- **Created since** – Specify the date of creation (since) to view the resulting information.
- **Changed since** – Specify the change date to view the resulting information.
- **Article No**. – Select the supplier's number for the article to view information for a specific article only. This number is not the internal article number but the number that the supplier uses for the article.
- **Only used for Ordering** – Select this option if you want to limit the display to articles with units that are only used in for orders.
- **No Fix Price** – Select this option if you only want to view articles that have no fixed price (see *Articles*).
- **Price= 0 –** Select this option if you only want to view articles that have a zero price.
- **Show B2B** – Select this option to enable export to other programs like Excel (add-on module)
- **B2B Filter** – Export filter options
    - **Show only**
        - **Linked Articles**
            - **Unlinked Articles**
        - **Only Articles with unequal Prices**
- **Sorted by** – Sort options for results
    - **Supplier, Article** – Sorts by supplier first, then article name
    - **Article, Supplier** – Sorts by article name first, then supplier
    - **Supplier, Article No.** – Sorts by supplier, then article number (supplier's article number)
    - **Sorted as Supplier** – Sorts by the supplier's sort criteria

Click on **OK** [OK] to view the selected price quotes or click on **Cancel** [Cancel] to view an empty price quote form.

Form Description



Supplier	Article	Price Type	Unit	Article No.	E/D	DPQ	Price/Unit [+]	FC	Price <F
Coca-Cola Softdrinks	Apple Juice Grannini 0.2l	dynam.	Case /24 0,33ltr		☑	☐	8.712	€	8
Coca-Cola Softdrinks	Apple Juice Grannini 1,0l	dynam.	Liter		☑	☐	0.890	€	0
Coca-Cola Softdrinks	Bonaqua Mineral Water Cont 18l	dynam.	Container 18l		☑	☐	4.850	€	4
Coca-Cola Softdrinks	Bonaqua Mineral Water Cont 18l	dynam.	Liter		☑	☐	0.270	€	0
Coca-Cola Softdrinks	Chicken Ea / Kg	dynam.	Box 12 x Pack 1kg		☑	☐	28.800	€	28
Coca-Cola Softdrinks	Coca-Cola 0,2l	fixed	Deposit Case 24 x		☑	☐	10.300	€	10
Coca-Cola Softdrinks	Coca-Cola 0,2l	dynam.	Case /24 0,2ltr		☐	☐	6.240	€	6
Coca-Cola Softdrinks	Freight	dynam.	Each		☑	☐	0.000	€	0
Coca-Cola Softdrinks	Gauloises Cigarrettes	dynam.	Each		☑	☐	3.000	€	3
Coca-Cola Softdrinks	Insurance	dynam.	Each		☑	☐	0.000	€	0
Deutsche See	Apples kg	dynam.	Kilogram		☑	☐	0.860	EUR	0
Deutsche See	Bacardi White 0,7l	dynam.	Bottle 0,7l		☑	☐	2.500	EUR	2
Deutsche See	Beef Fillet kg	dynam.	Kilogram		☑	☐	19.877	EUR	19
Deutsche See	Chicken Ea / Kg	dynam.	Each for KG		☑	☐	2.400	EUR	2
Deutsche See	Chicken Ea / Kg	dynam.	Kilogram		☐	☐	2.400	EUR	2
Deutsche See	Chicken Wings	dynam.	Kilogram		☐	☐	1.500	EUR	1
Deutsche See	Coca-Cola 0,2l	dynam.	Deposit Case 24 x		☑	☐	11.000	EUR	11
Deutsche See	Coca-Cola 0,2l	dynam.	ZPfandkiste 24 x 0		☐	☐	6.240	EUR	6
Deutsche See	Fernet Branca 0,7L	dynam.	Bottle 0,7l		☐	☐	9.870	EUR	9
Deutsche See	Hühnerflügel	dynam.	Kilogram		☑	☐	1.500	EUR	1
Deutsche See	Jägermeister 1L	dynam.	Bottle 0,7l		☐	☐	11.230	EUR	11
MICROS-Fidelio Software	Bacardi White 0,7l	dynam.	Bottle 0,75l		☑	☐	2.680	EUR	2
MICROS-Fidelio Software	Chemicals	dynam.	Open Quantity		☑	☐	5.990	EUR	5
MICROS-Fidelio Software	Coca-Cola 0,2l	dynam.	Deposit Case 24 x		☑	☐	10.296	EUR	10
MICROS-Fidelio Software	Compaq Armada Evo	dynam.	Each		☑	☐	2,549.000	EUR	2,549
MICROS-Fidelio Software	Focus Magazine	dynam.	Each		☑	☐	2.700	EUR	2

Fix **–** Highlight a line in the table and click on this button to change the price behavior for this article. You can also highlight several lines.

E/D **–** Click this button to activate a price quote.

Change Unit **–** Units that have not been ordered or received yet can be changed using this feature.

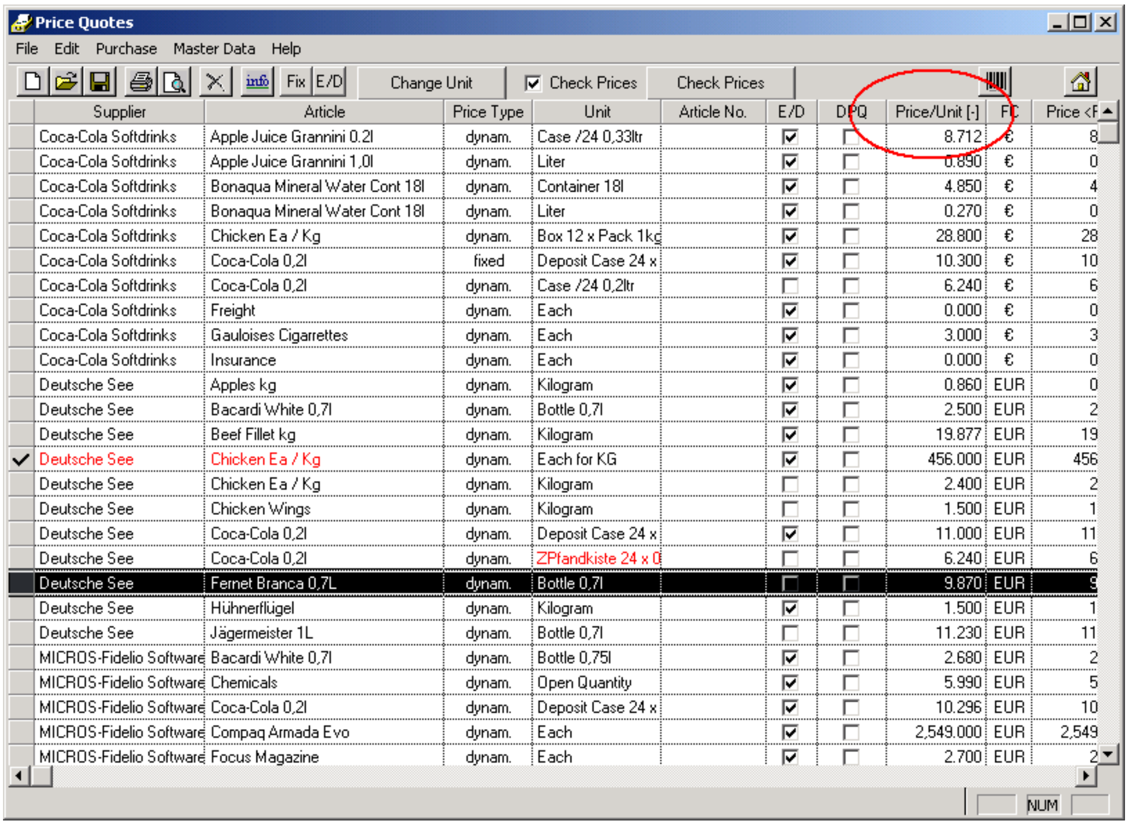
Check Prices **–**If this option is enabled and you change prices in the table, the system will automatically check if there are open purchase orders (ordered but not yet received) for this article. The system will display a message and the line will display with red font if purchase orders with different prices already exist.

Check Prices **–** If you do not have the Check Prices option enabled, you can click on this button to check prices. The system checks for purchase orders with deviating prices and displays the line in red font if they exist.

– Highlight a line and click this button to enter the supplier's bar code for an article (handheld function).

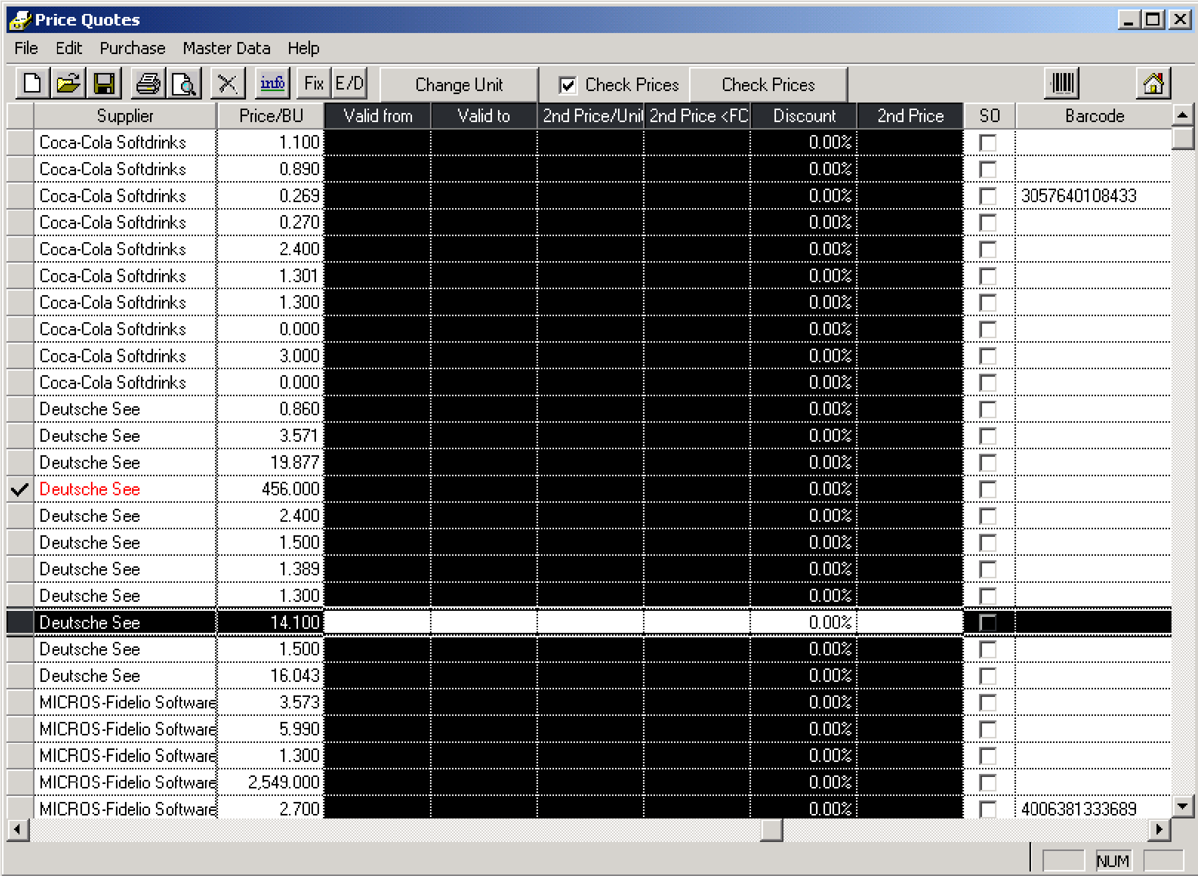
- **Table**
- **Supplier** – Supplier's name
- **Article** – Article Name
- **Price Type** – Article's price behavior (see Articles)
- **Unit** – Unit for this price quote
- **Article No.** – Supplier's article number
- **E/D** – Active / inactive. If the purchase unit is set to active it is displayed in orders and receiving
- **DPQ** – Default price quote; if this field is active, the system will always suggest the purchase unit first.

- **Price/Unit(+)** – Combination price <Supplier->Article->Unit>. Click on the heading of this column to display six more columns.



- **FC** – Supplier's currency abbreviation (also foreign currency) for this article
- **Price FC** – Price in the currency
- **Discount** – Enter the percentage value of the discount. This discount will be used as default in purchase orders.
- **2. Discount** – Enter the second discount, if there is one.
- **Price / Unit** – Net price (price minus discounts)
- **Price / BU** – Price for the article in its base unit.
- **2.Price/BU** – Second price for this article from this supplier
- **SO** – Special offer; this field is for information purposes only and has no function.
- **Barcode** – Supplier's barcode for this purchase unit
- **Sorted as Supplier** You can enter a specific number for the supplier's sort order into this field (B2B import).
- **OPT Price –** Available in a future version
- **MAX Dev. –** Available in a future version
- **MAX Order QT –** Available in a future version
- **MAX Order Value –** Available in a future version

The following six columns are only displayed if you double-click on the header in the **Price/Unit** Price/Unit [+] column



Supplier	Price/BU	Valid from	Valid to	2nd Price/Unit	2nd Price <FC	Discount	2nd Price	SO	Barcode
Coca-Cola Softdrinks	1.100					0.00%			
Coca-Cola Softdrinks	0.890					0.00%			
Coca-Cola Softdrinks	0.269					0.00%			3057640108433
Coca-Cola Softdrinks	0.270					0.00%			
Coca-Cola Softdrinks	2.400					0.00%			
Coca-Cola Softdrinks	1.301					0.00%			
Coca-Cola Softdrinks	1.300					0.00%			
Coca-Cola Softdrinks	0.000					0.00%			
Coca-Cola Softdrinks	3.000					0.00%			
Coca-Cola Softdrinks	0.000					0.00%			
Deutsche See	0.860					0.00%			
Deutsche See	3.571					0.00%			
Deutsche See	19.877					0.00%			
Deutsche See	456.000					0.00%			
Deutsche See	2.400					0.00%			
Deutsche See	1.500					0.00%			
Deutsche See	1.389					0.00%			
Deutsche See	1.300					0.00%			
Deutsche See	14.100					0.00%			
Deutsche See	1.500					0.00%			
Deutsche See	16.043					0.00%			
MICROS-Fidelio Software	3.573					0.00%			
MICROS-Fidelio Software	5.990					0.00%			
MICROS-Fidelio Software	1.300					0.00%			
MICROS-Fidelio Software	2,549.000					0.00%			
MICROS-Fidelio Software	2.700					0.00%			4006381333689

You can create an additional price with expiration date in this section.

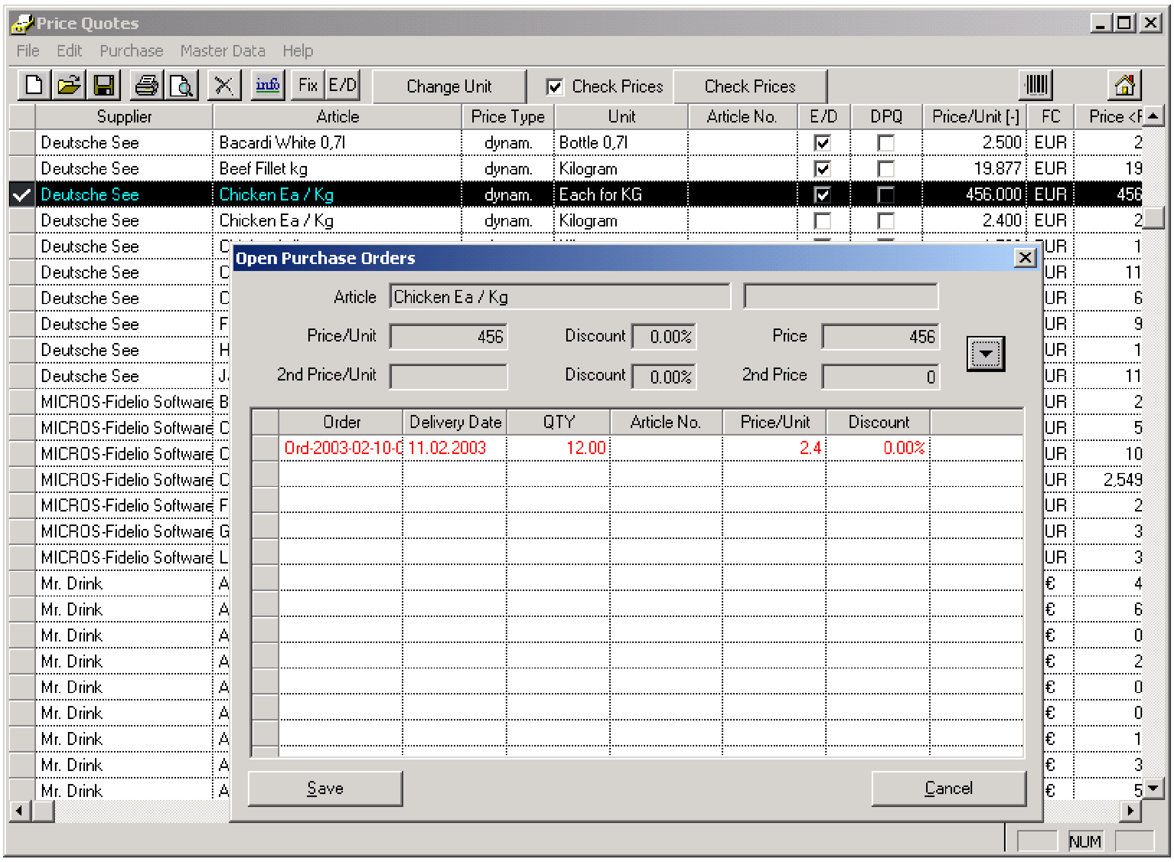
- **Valid from** – Second price's start and end date
- **Valid to** – Second price's end date
- **2nd Price/Unit** – Enter the second price into this field
- **2.Price/FC** – Second price in supplier's currency
- **2nd Discount** – Discount on the second price
- **2nd Price** – Net second price

Click on the **Open** button to filter the displayed information.

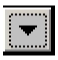
PLACED ORDERS

Double-click to view all open purchase orders for the selected purchase unit.
If you have used the **Check Prices** function and an open purchase order with a different price exists, a message will display and the line for the article in question will display in red font.
Double click on the line with the red font to display the following form.

Form Description



This form displays all open purchase orders for the selected article.

- **Form Headers**
- **Article Name** – Name of the selected article
- **Field next to article** – Supplier's article number for this purchase unit
- **Price/Unit –** Price one for this unit
- **Discount** – Discount value in % for price 1
- **Price** – Net price 1 (price/unit minus discount)
- **2. Price/Unit** – Price 2 for this price quote
- **Discount** – Discount value in % for price 2
- **2. Price** – Net price 2 (price/unit minus discount)
-  **Button** – Click on this button to use these prices instead of new prices for purchase units in purchase orders
- **Table**
- **Order** –Displays this record's order number.
- **Delivery Date** – Displays this record's expected delivery date.
- **Qty** – Displays the ordered quantity for this article in its purchase unit.
- **Article No.** – Displays the supplier's article number for this article.

- **Price/Unit** – Displays the price used for this order.
- **Discount** – Displays the discount used in this order.

To add a new purchase unit, click on the **New Blank Document** button in the menu bar. The following window displays:

Form Description

- **Article** – Select an article (the article must exist as master data)
- **Supplier** – Select a supplier (supplier must exist as master data)
- **Unit** – Select the unit (unit must exist as master data)
- **Article No.** – Enter the supplier's article number for this article.
- **Price/Unit** – Supplier's price for this purchase unit.
- **Barcode** – Barcode for this article.

Once you have completed the field, click on the **OK** button OK. The system switches to the main window and the cursor blinks in the field next to the supplier's article number. Purchase units are automatically created once an order hast been created or received.

TIP

If the required supplier or unit doesn't exist, you do not need to exit the program. Just click on **Master Data** in the menu bar to access the master data. Once you have created the supplier or unit there, you can switch back to price quotes and work with the supplier/unit you just created.

FAQ

Q: What do you mean by Article Number?
A: The number assigned to the article by the supplier.

RECEIVING

Description

Received items are recorded and booked to the store in this module. Items that are recorded without having been ordered differ from items that have been recorded through an order (in which case the order quantity needs to be reconciled with the actual received quantity).
The recorded packing slips form the basis for invoice control.
The items have been received and controlled and you enter the packing slip to book the stock on hand accurately.
In this module you can manage the entry and control of receipts (for users that work with purchasing).

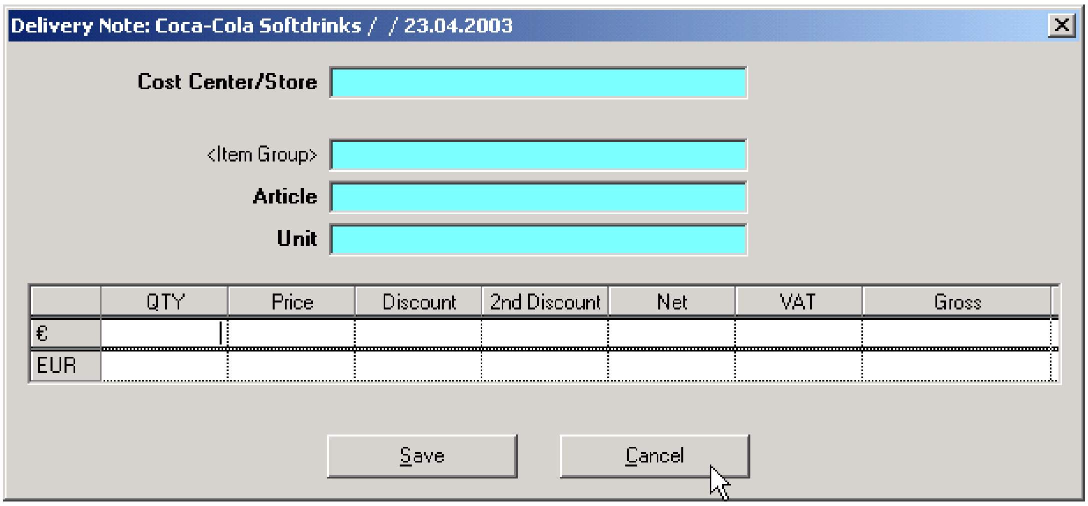
Important

- Has an order been placed for the packing slip at hand?
- The **Purchase/Receiving** right must be enabled to use *Receiving*.

Receiving without Purchase Order

When you double-click on the **Receiving** icon, the *Receiving* form displays.
Click on the **Supplier** field and press the **Enter** key to select a supplier from the list box. Enter the date on the packing slip into the **Date** field and enter the packing slip number into the **Delivery Note** field. The **Net/Vat/Gross** fields will be populated automatically once the articles on the packing slip have been entered.

To enter an article as received, click on the **New Position** button New Postion. The following form displays –



The receiving cost center must be entered into the **Cost Center/Store** field. Cost centers/stores that have been defined as a statistical store are not available for booking.
In the **<Item Group>** field you can select an item group to filter the display of articles.

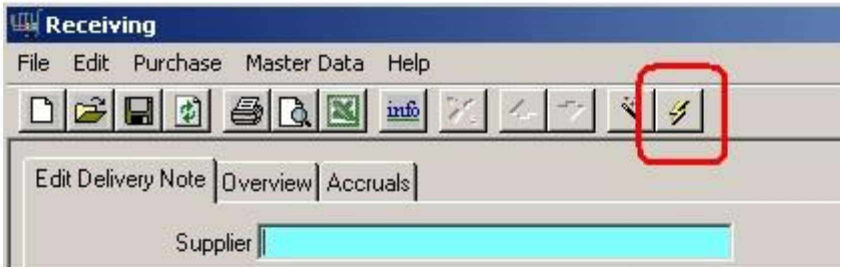
Enter the article that is being delivered with this packing slip, into the **Article** field to filter the display of articles.
The Unit field is automatically populated with the article's active purchase unit (fields **F/S** = „active/inactive" and **DPQ** = Default Price Quote in *Price Quotes*).
If you want to book an article as received in a different unit, you can change the unit (the new unit must exist in *Master Data*). The resulting new combination of articles, units, and suppliers are also saved in *Price Quotes*.

- **Table**
- **Currency** – Displays the supplier's currency
- **QTY** – If an article has been selected, the cursor moves to this field. The field defaults to *1*; you must enter the received quantity of the selected unit.
- **Price** – The last price, base unit in relation to the selected unit, is displayed. This price can be modified.
- **Discount** – Enter the discount on this delivery.
- **2nd Discount** – Enter the 2nd discount, if there is one.
- **Net** – Net total of the delivery. The net total can be modified; the individual article prices will update accordingly.
- **VAT**. – Value added tax combination of supplier and article tax (see Taxes)
- **Gross** – Gross total of the delivery

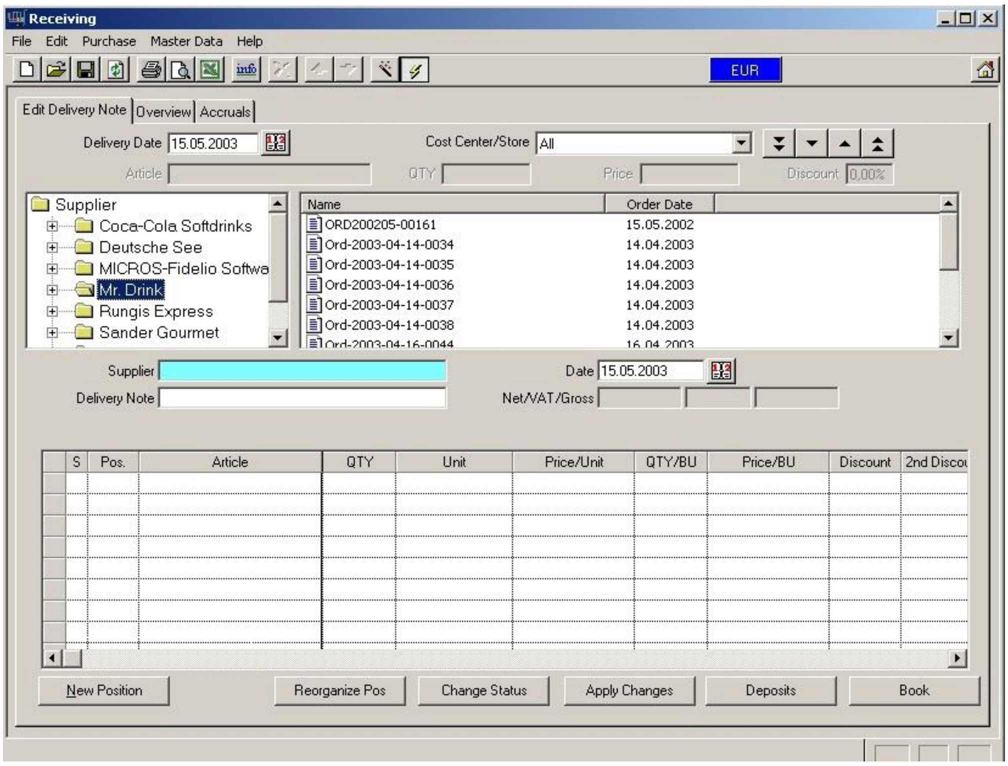
Click **Save** to save the article on the packing slip (you can also press the **ALT**+**S** keys). Even though the article has been saved, it has not yet been booked. The article is read into the *Edit Delivery Note* table. (See *Form Description*).

Click **Cancel** to return to the *Edit Delivery Note* tab without saving your entries.

Receiving with Purchase Order



Click on the  to open the Overview for the orders.



- **Delivery Date** – Enter the delivery date into this field. The resulting display will go by the delivery date. Orders that have been made for a later date will not be displayed.
- **Cost Center/Store** – The display can be filtered by the receiving store. If you select **All**, all open purchase orders will be displayed.

The screen is now splitted in three areas:

Left upper corner:
Here you can see a list of all supplier with open orders to deliver until the selected / displayed date.

Right upper corner:
Here you can see all orders /articles for the marked supplier which are to deliver until the displayed selected date.

Goto Edit > Options

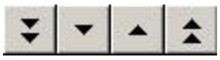
Here you can definewhat should be displayed in this window.

If you tick “Show PO” the system will display the purchase order documents. If you now doubleclick on the purchase order document you can see the detailed article records.

If this box is not ticked it will show all article positions.

Bottom box:
This is the normal delivery note detail box.

Now you can move the orders / article record via drag & drop into the receiving detail window. You also can mark several lines and then use the arrow buttons in the top right corner.



Double arrow down:
Moves all displayed lines into the receiving document

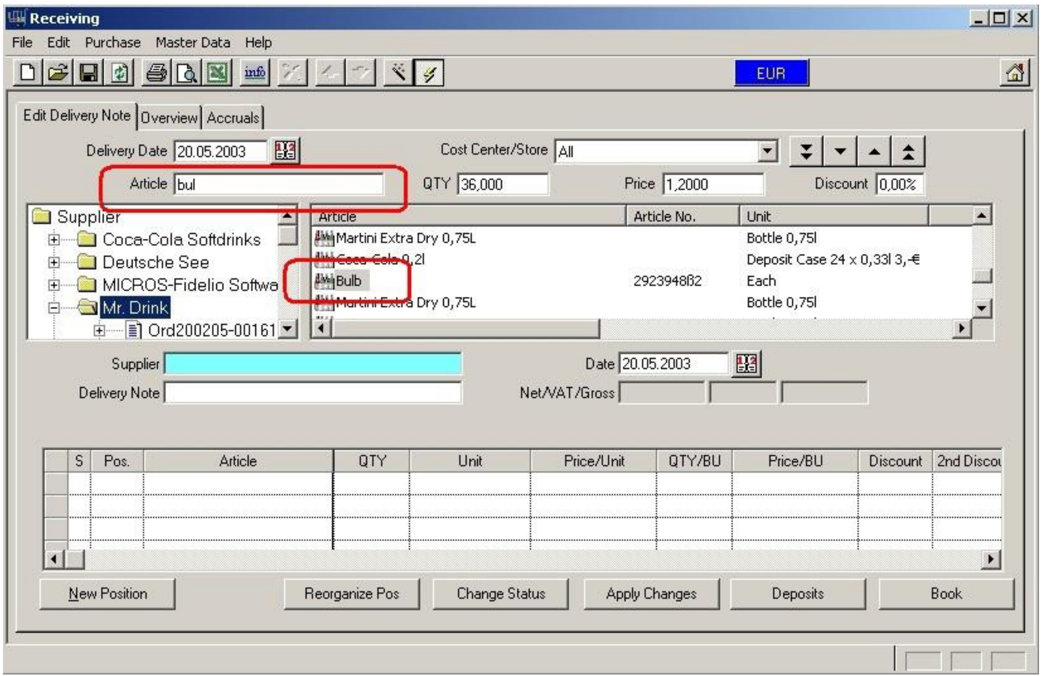
Singe arrow down:
Moves all marked lines into the receiving document

Single arrow up:
Moves all marked lines from the receiving document back to the upper right window

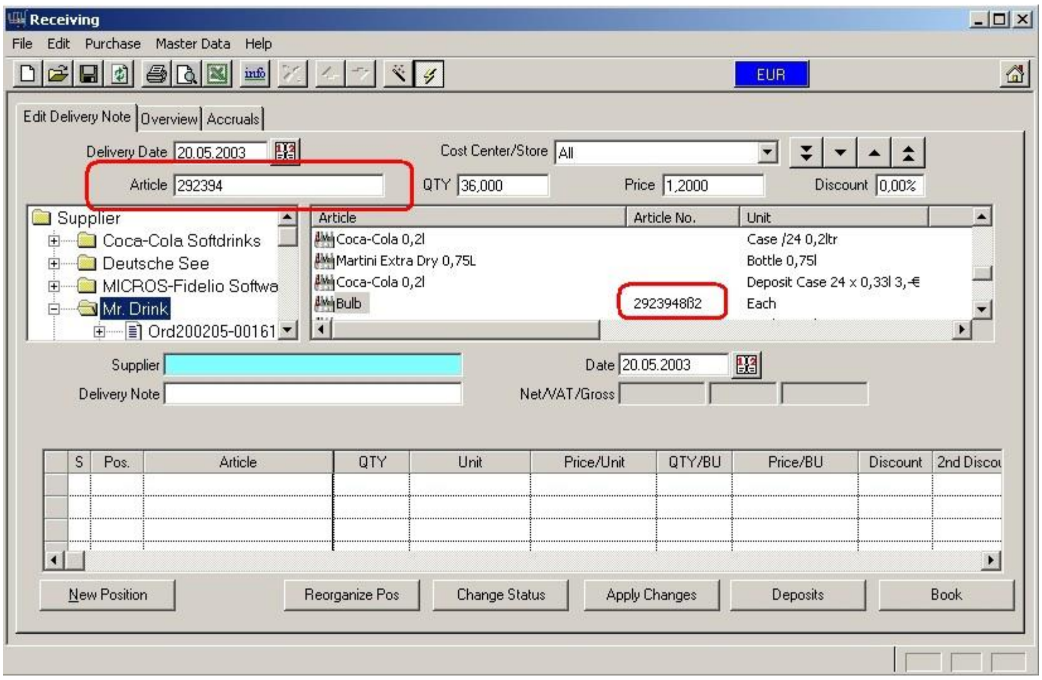
Double arrow up:
Moves all lines from the receiving document back to the upper right window.

Other features:

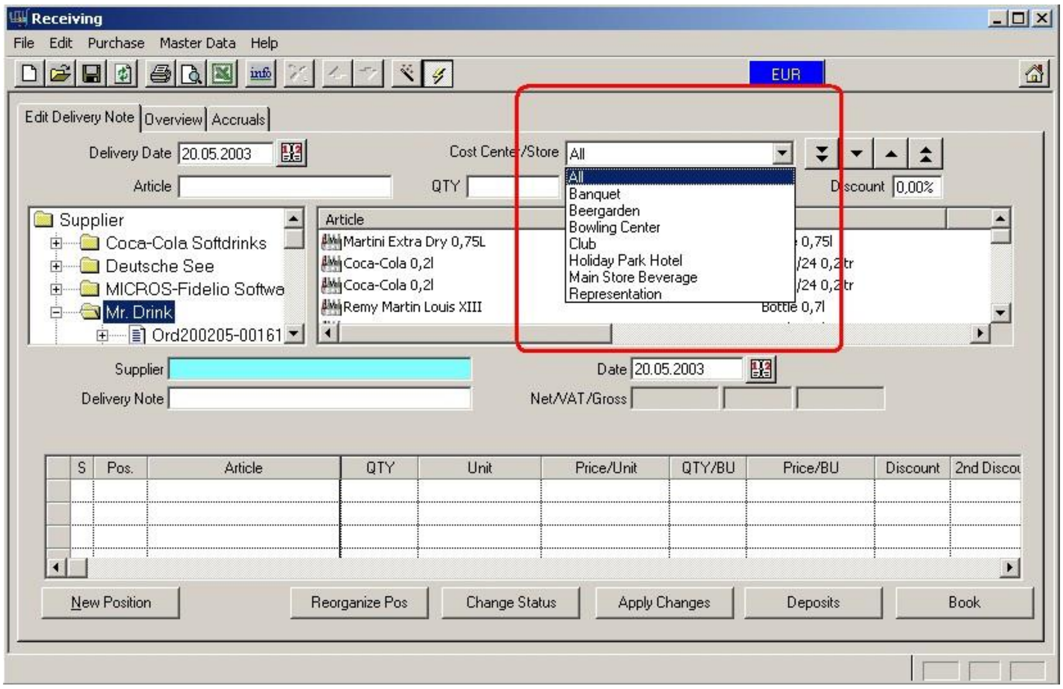
Article search by matchcode:
This function only makes sense in orders with a bigger number of lines or if the Option “Show PO” was not ticked.
Here you can type in the name of the article you are looking for into the “Article” search box and the system will jump to the record.



Article search by suppliers article number:
This function only makes sense in orders with a bigger number of lines or if the Option "Show PO" was not ticked.
Here you can type in the supplier's article number (see > price quotes) you are looking for into the "Article" search box and the system will jump to the record.

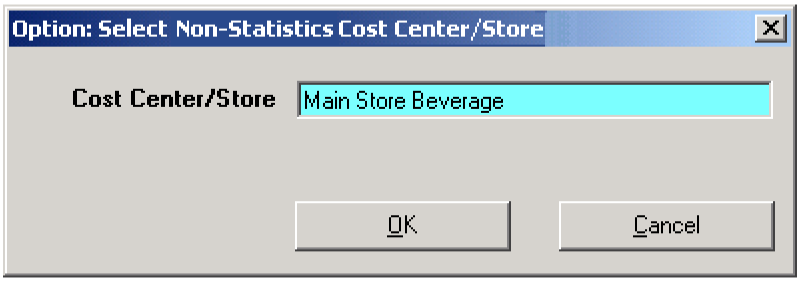


Filter by store:
Using this drop down list you can filter which orders will be shown in the selections.



If the purchase orders are displayed in the right column, you can highlight an order and and move via Drag & Drop to the bottom window to further modify the order in the *Edit Delivery Note* form.

If a statistical store was defined for an order, the following message displays:

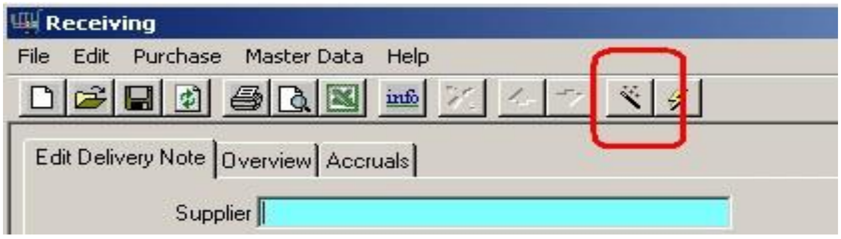


In this case, a new cost center or store needs to be entered so that the delivery can be booked.

Tip

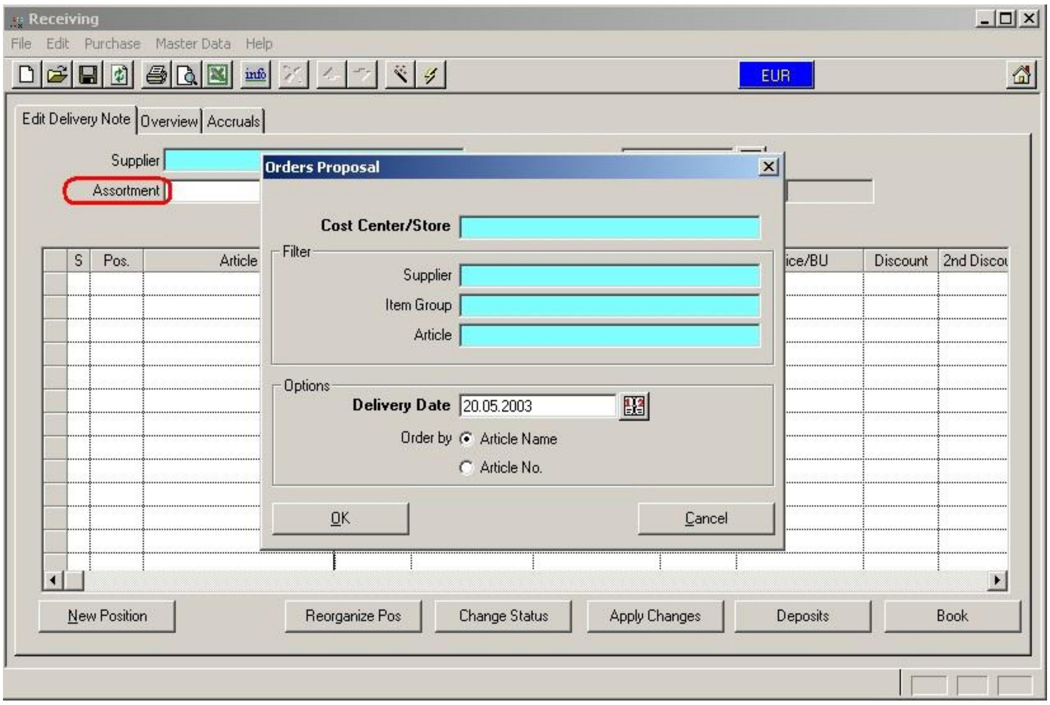
To record the order in the delivery note, the right column of the order needs to be visible and highlighted, not the articles themselves. If individual articles are displayed only the highlighted articles will be entered into the delivery note.

Using the wizard in Receiving

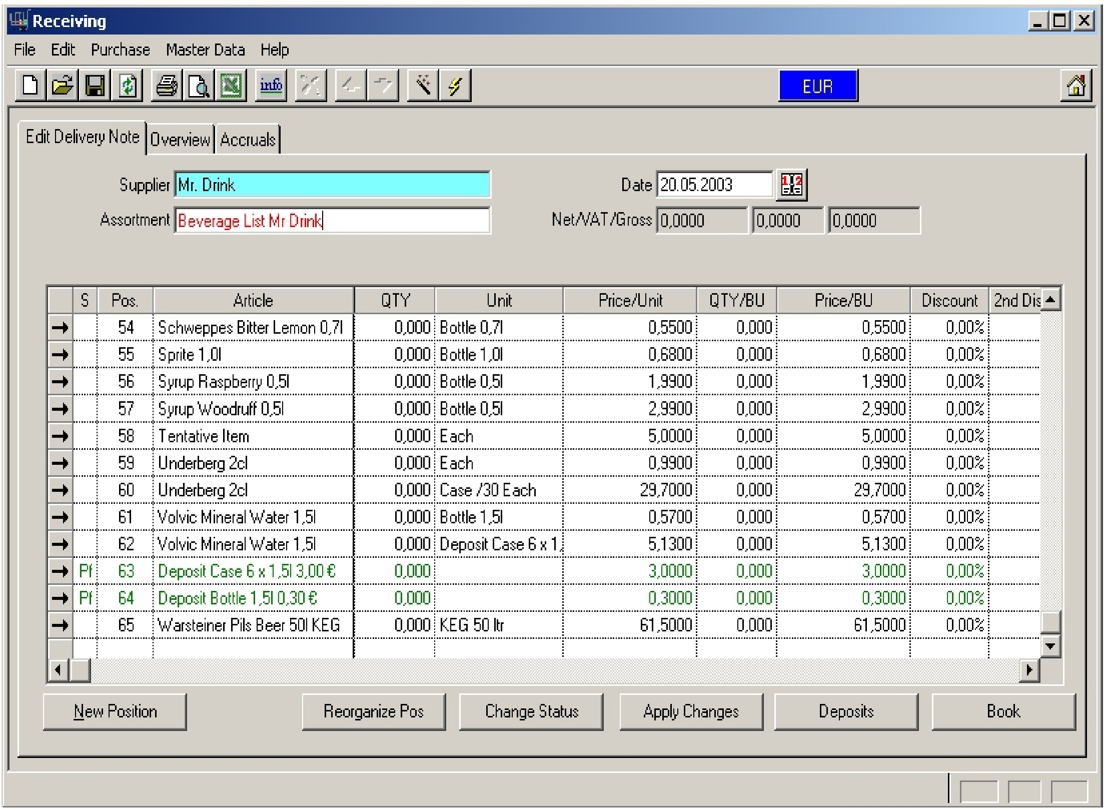


Now it is possible to use a wizard in the receiving module. This wizard can be used to create assortments in a fast and efficient way.

Click on the icon to open the options dialog.



The description of the field “Delivery Note” changes to “Assortment” and the options dialog comes up. Here you can select Cost Center / Store and Supplier. If needed you can also select a specific item group or articles. You can also define the ordering (by article name or article number). Click on OK to create the assortment.



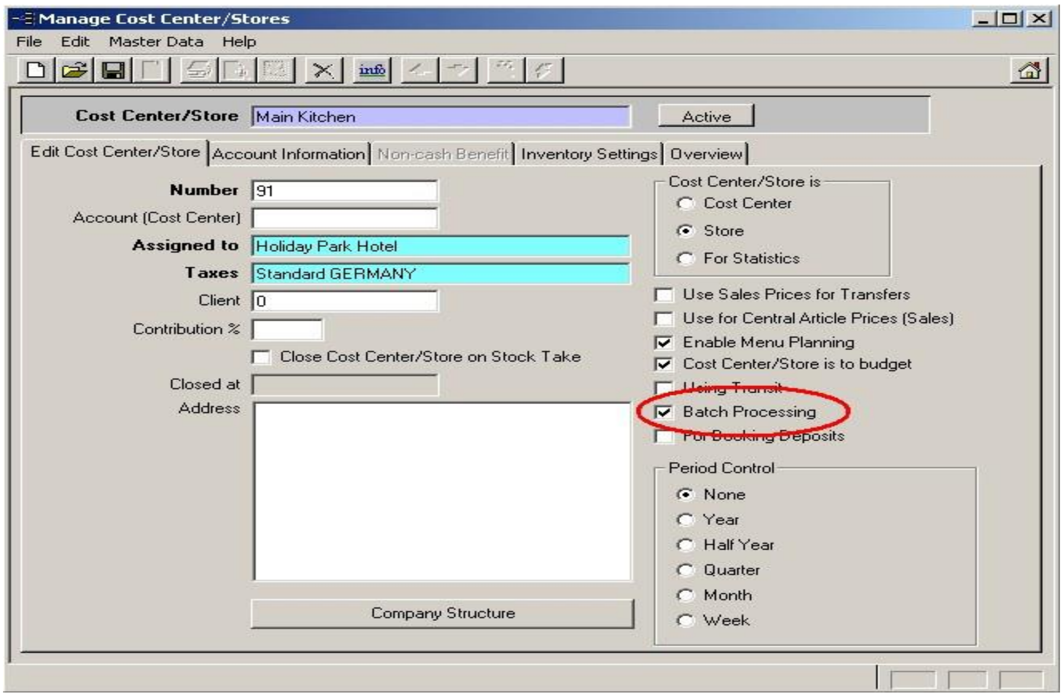
S	Pos.	Article	QTY	Unit	Price/Unit	QTY/BU	Price/BU	Discount	2nd Dis
	54	Schweppes Bitter Lemon 0,7l	0,000	Bottle 0,7l	0,5500	0,000	0,5500	0,00%	
	55	Sprite 1,0l	0,000	Bottle 1,0l	0,6800	0,000	0,6800	0,00%	
	56	Syrup Raspberry 0,5l	0,000	Bottle 0,5l	1,9900	0,000	1,9900	0,00%	
	57	Syrup Woodruff 0,5l	0,000	Bottle 0,5l	2,9900	0,000	2,9900	0,00%	
	58	Tentative Item	0,000	Each	5,0000	0,000	5,0000	0,00%	
	59	Underberg 2cl	0,000	Each	0,9900	0,000	0,9900	0,00%	
	60	Underberg 2cl	0,000	Case /30 Each	29,7000	0,000	29,7000	0,00%	
	61	Volvic Mineral Water 1,5l	0,000	Bottle 1,5l	0,5700	0,000	0,5700	0,00%	
	62	Volvic Mineral Water 1,5l	0,000	Deposit Case 6 x 1,	5,1300	0,000	5,1300	0,00%	
Pf	63	Deposit Case 6 x 1,5l 3,00 €	0,000		3,0000	0,000	3,0000	0,00%	
Pf	64	Deposit Bottle 1,5l 0,30 €	0,000		0,3000	0,000	0,3000	0,00%	
	65	Warsteiner Pils Beer 50l KEG	0,000	KEG 50 ltr	61,5000	0,000	61,5000	0,00%	

Now you can assign a name to this assortment and save it. If required you can also delete articles from this assortment, add new positions or modify the position number (column Pos.). If you do so, please do not forget to click on “Reorganize Pos.” before saving!

Receiving of HACCP articles in a Batch Processing Store

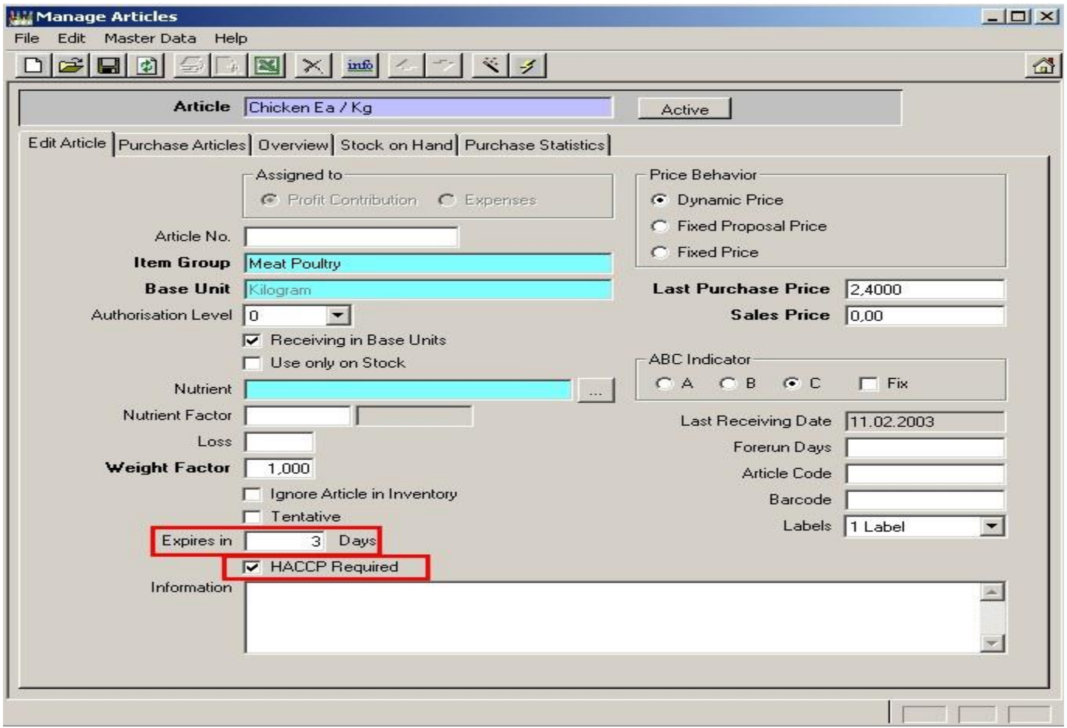
To control expiry dates for specific articles in the receiving store the following settings must be activated:

Go to Master Data > Cost Center



Tick the Box “Batch Processing” to enable the feature for this store. This feature should only be used in the main receiving stores.

Go to Master Data > Articles



There we use two fields:
Expires in …. Days

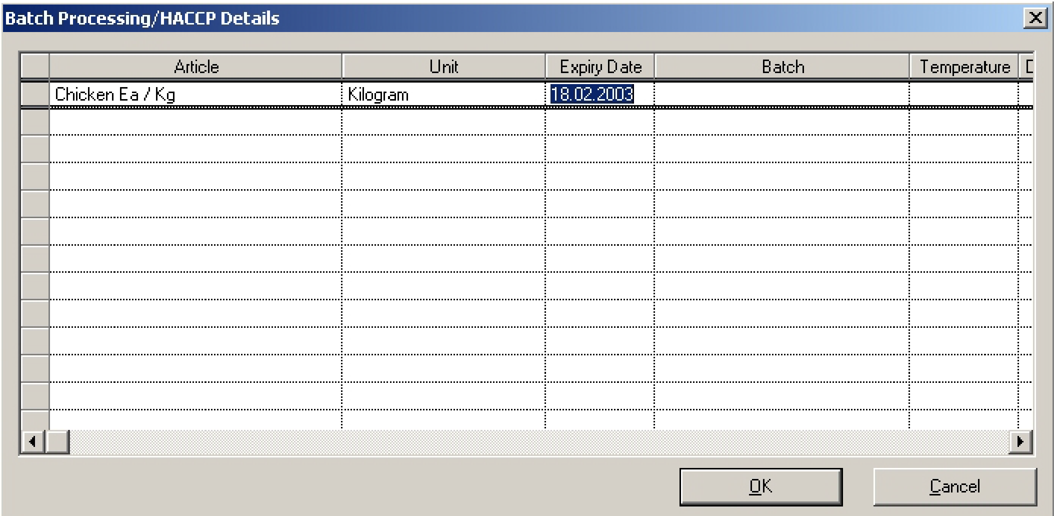
- defines the estimated number of days before expiring after delivery

  Enter the number of days to get a estimated expiry date at receiving.

  HACCP Required

- HACCP means Hazard Analysis Critical Control Point

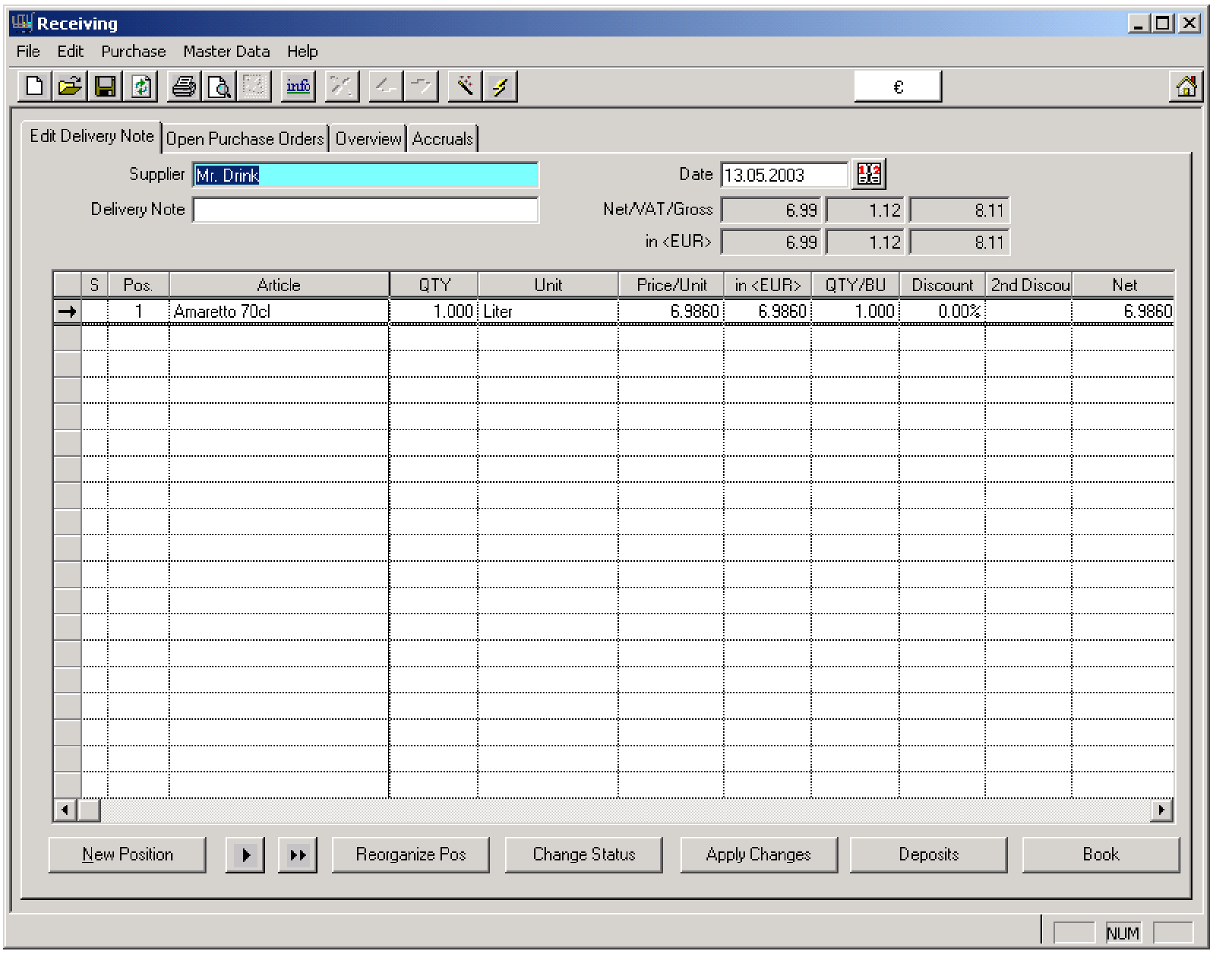
Tick this box to activate the functionality for this article
Do a normal receiving for this articles and click on book (or use F10 for booking) A new screen will appear:



Depending on the entered number of days in Master Data > Article for this item a calculated expiry date will be offered here. It can be replaced by typing in manually or using F4 for the calendar. The next field contains the batch name. Depending on the settings in System > Configuration > FBV8.INI > Batch Processing > STRICTINPUT these fields are mandatory. The following fields as Temperature, Delivery Time, Refrigeration and Info (can be used for Production time for example) can be filled, but don't have to. Click on Ok to book it.

EDIT DELIVERY NOTE TAB

Form Description



Once articles have been entered, i.e. an order entered into the delivery note, the form switches to the *Edit Delivery Note* tab.

- **Supplier** – Selection field; the supplier that this delivery is from
- **Delivery Note** – Enter the delivery note number here
- **Date –** Enter the date this booking should be in effect; this field defaults to today's date.
- **Net/VAT/Gross** – Displays totals
- **Table**
- **S** – Displays the status. If the delivery hast been changed using the **Change Status** button, a **U** for *Under Delivery* will display. Deposit units are displays as **DU**.
- **Pos.** –Displays the number of line items on the delivery note.
- **Article –** Articles that are booked as goods received.
- **QTY** – Quantity in the base unit.
- **Unit –** Article's base unit.
- **Price/Unit** – Price per base unit.
- **QTY/BU** – Goods received in base unit.
- **in <currency>** – Article price in base unit.
- **Discount** – Discount on this delivery
- **2nd Discount –** 2nd discount on this delivery.
- **Net** – Article's net total. The net total of a line item can be changed. This price correlates to the other price fields in the table.

- **VAT**. – VAT tax for the combination of supplier and article. The VAT can be changed here or using the **Change** button. Changes in VAT are only valid for this delivery note and does not overwrite any system settings (*System* | *Manage Taxes*).
- **Gross –** Article's gross total
- **Cost Center/Store** – Receiving cost center/store for this delivery. You can change the receiving store for one or more line items (use the **Change** button).
- **Delivery Info –** Double-click on this line or click on the **Change Status** button to enter delivery information for an article. This information is not displayed or printed.
- **Delivery Info** – This field is for information purposes only and not displayed on orders.
- **Last Price/BU –** The last received price of the article in relation to its base unit.
- **Base Unit** – Article's base unit.

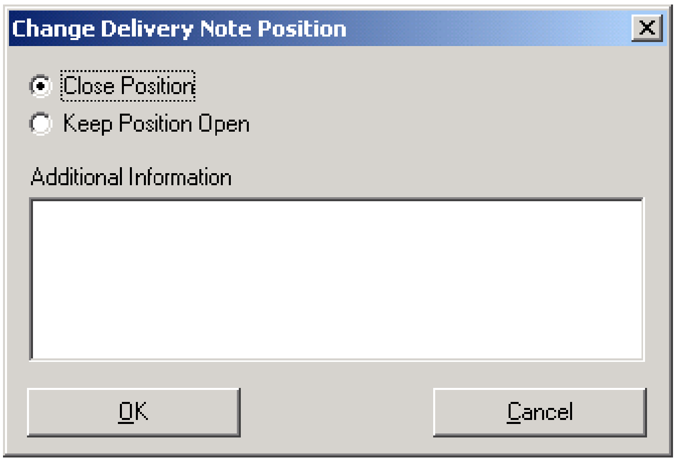
[New Postion] Click this button to add articles to the delivery note.

[▶] When items are received with an order, individual articles cannot be booked. If you highlight an individual article and click on this button, the article will be held back as an open purchase order.

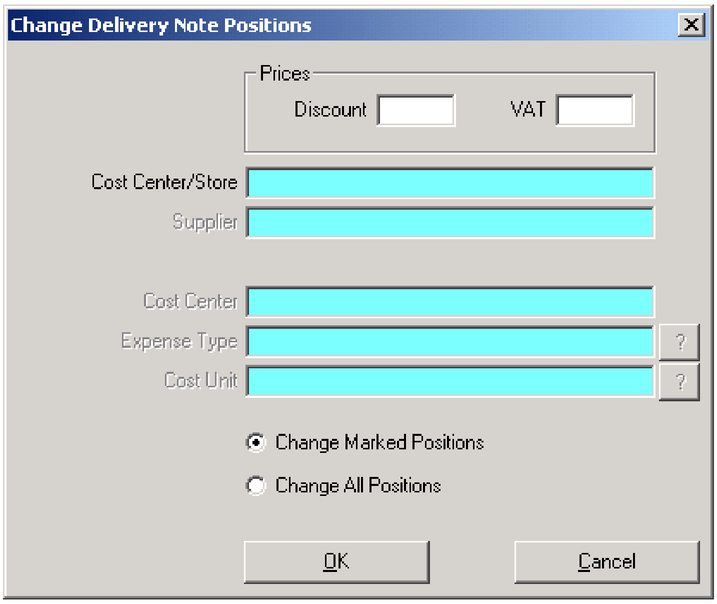
[▶▶] All articles in an order will be held back as open purchase orders if you click on this button.

[Reorganize Pos] Click on this button to reorganize the display of line items in the delivery note.

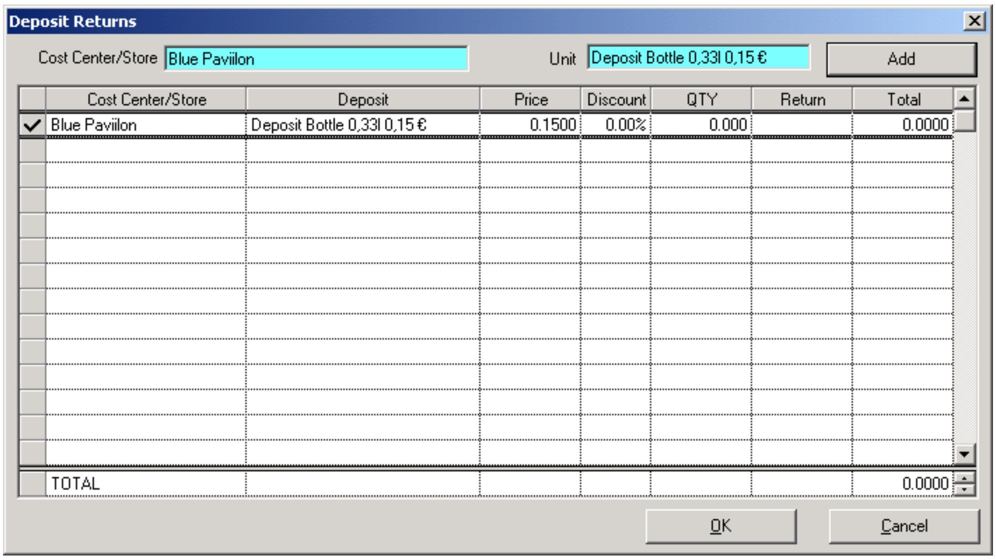
[Change Status] If you highlight a line item on the delivery note and click on this button, you can change information for it. After changing quantities you can also hold an article back as an open purchase order. To do this, the **Close Order Automatically** right must be active. If this right is not active, the order will be closed.



– With this button you can change the receiving store, discount, and VAT tax for a selected article or the entire order.

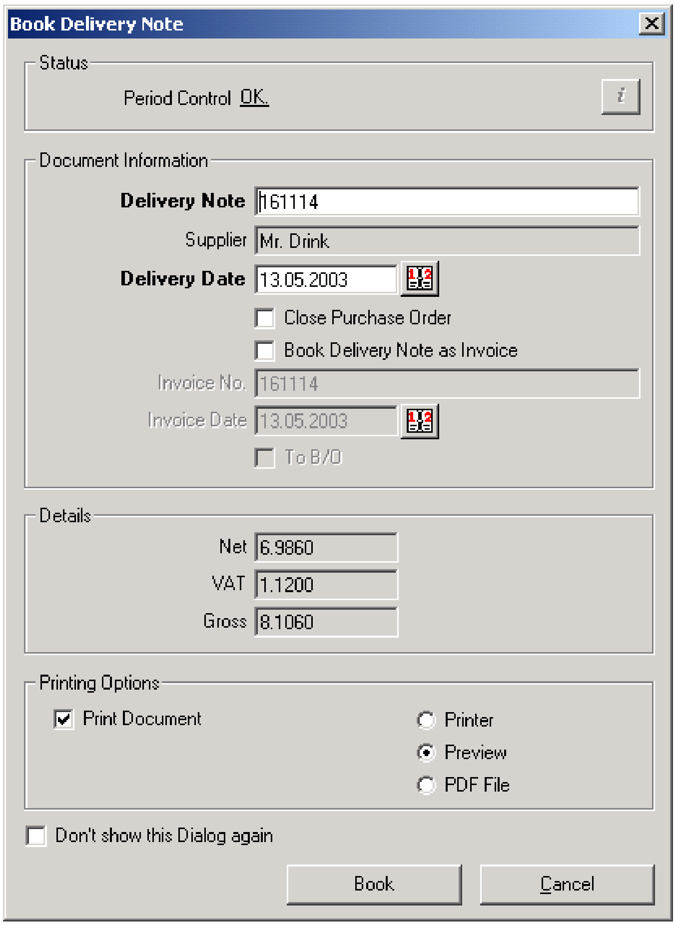


Click this button to enter the deposits (see *Master Data | Deposit Bookings*)



Select the appropriate deposit unit and cost center/store. Click on the **Add** button, and then enter the deposit amount into the **Return** field. Click **OK** to save your entries. Deposits that enter the system through received goods are also displayed; the quantity is displayed in green.

(also **F10** key) – click this button to book a delivery note. The following window displays:

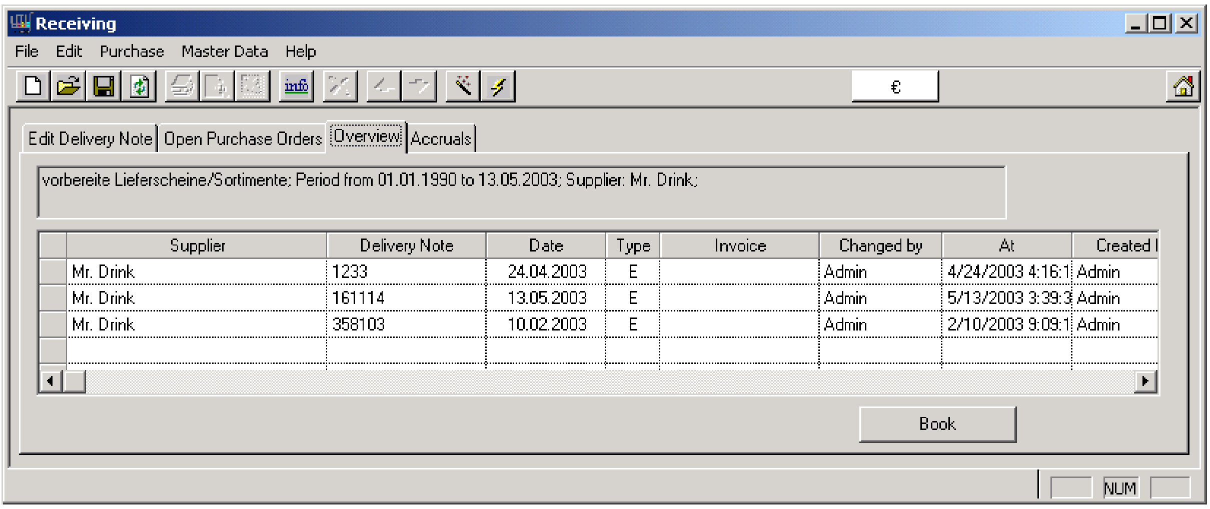


- **Status**
  - **Period Control** – The system checks whether the delivery note to be book is within the inventory period
- **Document Information**
  - **Delivery Note** – Displays the number on the delivery note or the number assigned to the delivery note by the system (a number is automatically assigned if the delivery note does have a number)
  - **Supplier** – Displays the supplier
  - **Delivery Date** – The delivery date can be changed using the calendar button.
  - **Close Purchase Order** – Closes the purchase order for this delivery.
  - **Book Delivery Note as Invoice** – If a user has the **Save Delivery Note as Invoice** right, this option may be selected. If this option is enabled, the three following fields are available. Once a delivery note has been invoiced, no more changes can be made to it.
  - **Invoice No** – Enter the invoice number if the delivery note is also an invoice.
  - **Invoice Date** – Enter the invoice date.
  - **To B/O** – The booked invoice will be forwarded to the Back Office interface if this option is enabled.
- **Details**
  - **Net** – Delivery net total
  - **VAT**. – Delivery VAT total
  - **Gross** – Delivery total

- **Print Options**
  - **Printer** – Select this option to print the delivery note
  - **Preview** – Select this option to view the delivery note in a preview window
  - **PDF File** – Select this option to save the delivery note to a PDF file.
- **Don't show this Dialog again** - If this option is enabled, the *Book Delivery Note* window will not be displayed anymore. If you have enabled direct booking of delivery notes to invoices, you will not be able to enter an invoice number because this window is not available.
  To reactivate this window, select *Edit* | *Options* from the menu bar.
- **Book** – Books the delivery note.
- **Cancel** – The delivery note will be saved but not booked if you click on this button (see Overview Tab).

OVERVIEW TAB

Form Description

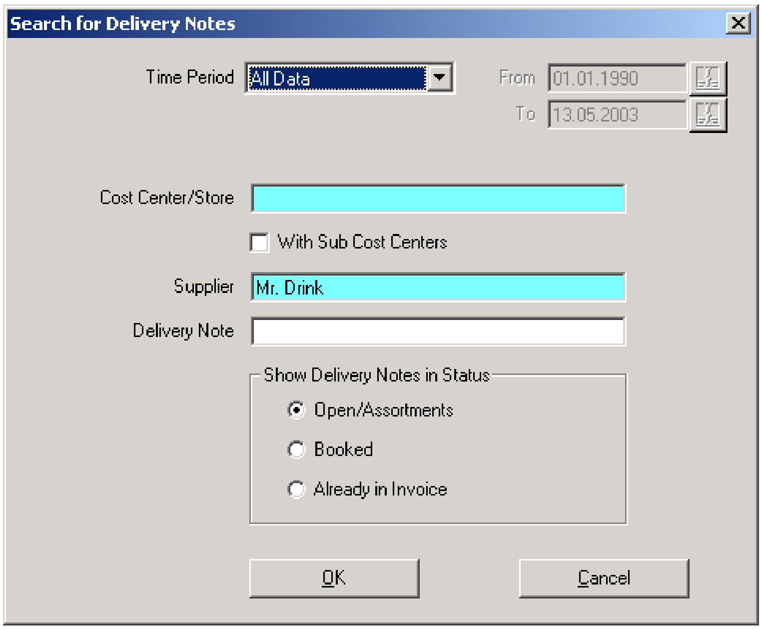


- **Black lines –** Saved delivery notes that have not been booked yet.
- **Blue lines –** Delivery assortments.
- **Supplier –** Supplier for the delivery or assortment.
- **Delivery Note –** Delivery note or assortment name. The delivery note number can still be changed if you double-click on its line.
- **Date** – Creation date of the delivery note.
- **Type**
  - **S –** Assortment
  - **E** – Entered delivery note
  - **Rverb** – Booked invoices (forwarded to accounting)
  - **Rabg** – Reconciled invoices
  - **Rzus** – Summarized invoices
- **Delivery Note** – Delivery notes to be invoiced are displayed with their numbers.
- **Changed by –** Name of the last user to change this information.
- **At –** Date of the change.
- **Created by** – Name of the user that entered the delivery.
- **At** – Date of the entry.

A saved order can be selected and booked using the **Book** button 

. To record the quantity to book in an assortment, double-click on it (*Edit Delivery Note* tab). To delete a saved order, double-click on it, then delete articles using the **Delete** button .

The Overview display can be filtered by clicking on the **Open** button .



- **Time Period** – Select the time period using the drop-down arrow (e.g., **Current Month**, **All Data**, **User-defined**, etc.)
- **From** – Depending on your selection in the **Time Period** drop-down, you can enter the from date here using the calendar button
- **To** – Enter the end date
- **Cost center/Store** – Select the cost center/store that you want to see delivery notes for.
- **With Sub Cost Centers** – If you have selected a statistical cost center, you must select this option to display it.
- **Supplier** – If you select supplier only deliveries from this supplier will be displayed.
- **Delivery Note** – Enter the delivery note number here to display an individual delivery note.
- **Show Delivery Notes in Status**
  - **Open Assortments** – Display saved delivery notes and assortments
  - **Booked** – Display booked but not yet invoiced delivery notes
  - **Already in Invoice** – Display all invoiced delivery notes.

CREATING AND BOOKING RECEIVING ASSORTMENTS

An assortment is a regular delivery of the same articles. Creating an assortment can reduce the time it takes to enter deliveries. Select *File* | *New Assortment* from the menu bar.

Important

- To use the New Assortment function, you must have **Receiving** and **Create Delivery Notes without Orders** rights in *Purchase*. If you want to create assortments for all users, you must also have the **Create Modify Free Sortiments** right.
- With what units, for what cost center and by what supplier should assortments be created?

Once you have switched to *New Assortment* mode, the **Document Number** field changes in the assortment. You can now enter a name for the assortment.

The process of creating an article in an assortment is the same as the process of creating a delivery.

Caution

The only difference between normal entry of individual items is that you leave the delivery quantity as *0*. This way you can prevent receiving items in an assortment automatically that you may not have wanted to order.

Click the **Save** button to save the new assortment.

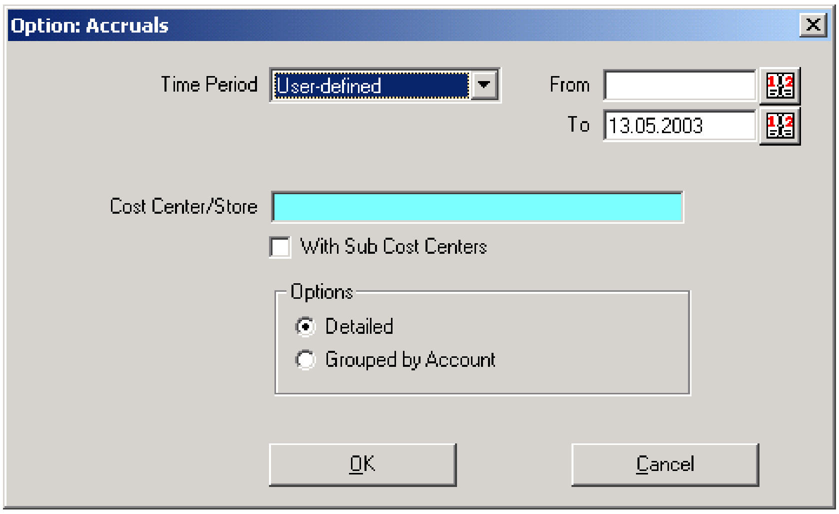
DELIVERY OF AN ASSORTMENT

To create a delivery from an assortment, double-click on the assortment in the *Overview* tab. The Window changes to the *Edit Delivery Note* tab. Now you can enter the desired quantities and add articles using the **New Position** button.
Click on the **Apply Changes** button if you want to change the receiving cost center.
After clicking on the **Book** button, the delivery is booked and you can change the delivery note number in the *Book Delivery Note* window.

If an assortment was open and the quantities changed, clicking on the **Save** button will only save the assortment, not the delivery.

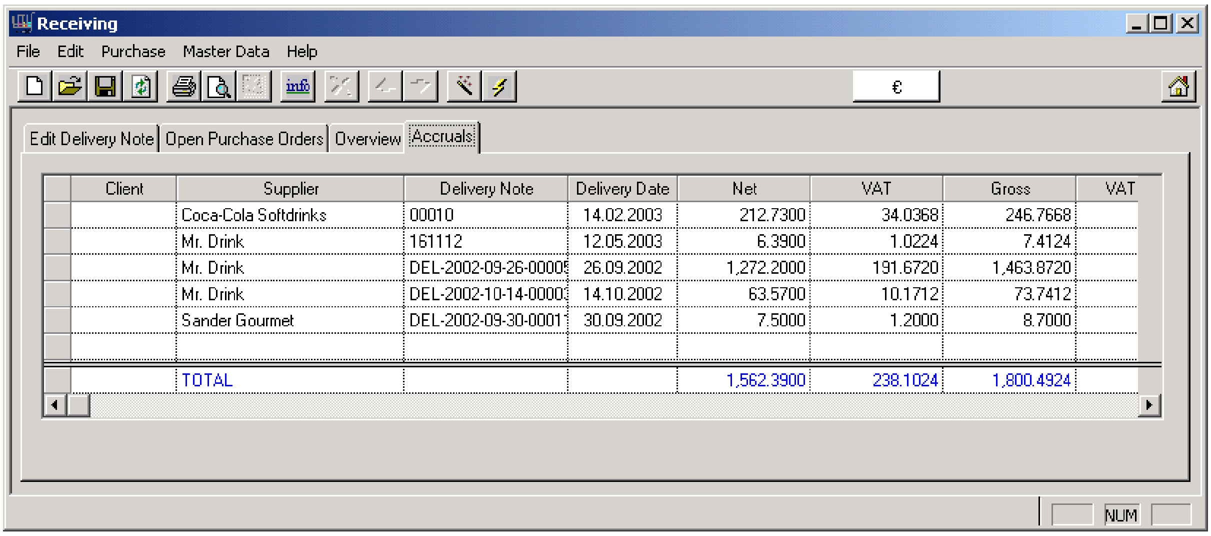
ACCRUALS TAB

To display deliveries that have not been forwarded to accounting yet, click on the *Accruals* tab. The following window display:



- **Time Period** – Select the time period using the drop-down arrow (e.g., **Current Month**, **All Data**, **User-defined**, etc.)
- **From** – Depending on your selection in the **Time Period** drop-down, you can enter the from date here using the calendar button
- **To** – Enter the end date
- **Cost center/Store** – Select the cost center/store that you want to see delivery notes for.
- **With Sub Cost Centers** – If you have selected a statistical cost center, you must select this option to display it.
- **Options**
  - **Detailed** – All deliveries that have not been forwarded to accounting yet will be displayed.
  - **Grouped by Account –** Accounts are displayed in a separate column.

Form Description



Client	Supplier	Delivery Note	Delivery Date	Net	VAT	Gross	VAT
	Coca-Cola Softdrinks	00010	14.02.2003	212.7300	34.0368	246.7668	
	Mr. Drink	161112	12.05.2003	6.3900	1.0224	7.4124	
	Mr. Drink	DEL-2002-09-26-00005	26.09.2002	1,272.2000	191.6720	1,463.8720	
	Mr. Drink	DEL-2002-10-14-00003	14.10.2002	63.5700	10.1712	73.7412	
	Sander Gourmet	DEL-2002-09-30-0001	30.09.2002	7.5000	1.2000	8.7000	
	TOTAL			1,562.3900	238.1024	1,800.4924	

- **Client** – Supplier's client
- **Supplier –** The supplier that the order was placed with
- **Delivery Note** – Delivery note number
- **Delivery Date** – The date the delivery note was booked
- **Account (Accruals)** – Item group's accrual account
- **Account** – Item group's account
- **Net** – Delivery net total
- **VAT**. – Delivery note's VAT tax
- **Gross** – Gross total
- **VAT % –** VAT percentage for this booking
- **B/O Code 1 to 8** – Account information for cost centers in Master Data
- **Blue line** – Sum total

Accruals can be printed using the **Print** button . You will see a total for every accrual account (only valid if the **Grouped by Account** option is enabled).

INVOICE CONTROL

Description

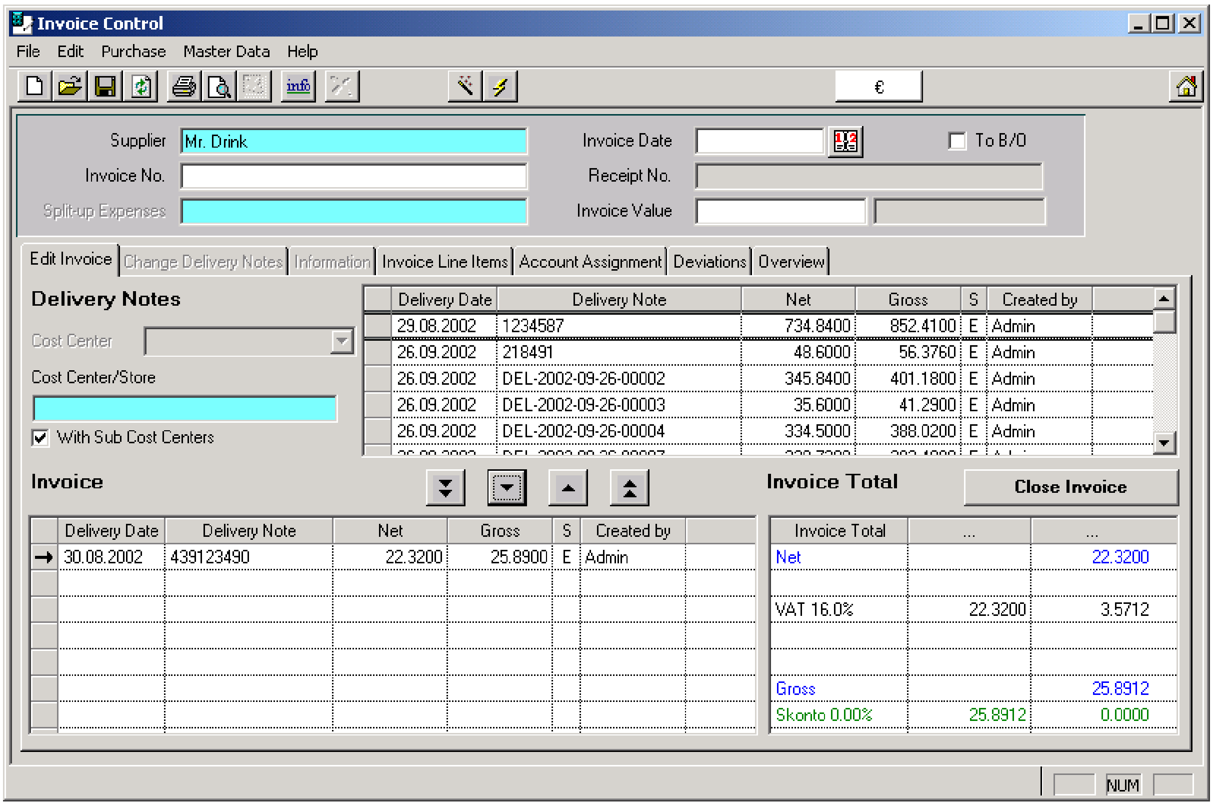
In Invoice Control delivery notes that have been checked and booked can be summarized to one invoice. You can also make corrections and add items to delivery notes if necessary. Invoice control is the basis for an accounting interface.

The invoice line items are individual, complete delivery notes.

Important

- Has the delivery note that matches the invoice on hand been booked?
- With what delivery note number was the delivery note booked?
- To use *Invoice Control,* the **Purchase/Invoice Control** right must be active.

Form Description



- **Supplier** – Select supplier for the invoice/delivery document
- **Invoice No.** – Enter the invoice number
- **Split up Expenses** – This function is not available.
- **Invoice Date** – Enter the invoice date.
- **To B/O** – If this option is enabled, the invoice will be forwarded to accounting.
- **Receipt No**. – After an invoice is saved, the system assigns a booking number to it. This number cannot be changed.
- **Invoice Value** – Enter the gross total of the invoice.

EDIT INVOICE TAB

- **Cost Center/Store** – Select a cost center/store from the drop-down if you want to filter the display of open delivery notes.
- **With Sub Cost Centers** – Select this option to include sub cost centers in the display
- **Table of open delivery notes** –This table displays all delivery notes from the selected supplier that have not been invoiced yet.
- **Delivery Date** – Date of the booked delivery note
- **Delivery Note** – Delivery note number
- **Net –** Delivery note's net total
- **Gross –** Delivery note's gross total
- **S** – Delivery Note Status
  - **E** = Entered delivery note
  - **L** = Checked note
  - **R** = Return delivery note
- **Created by** – User that booked this delivery note

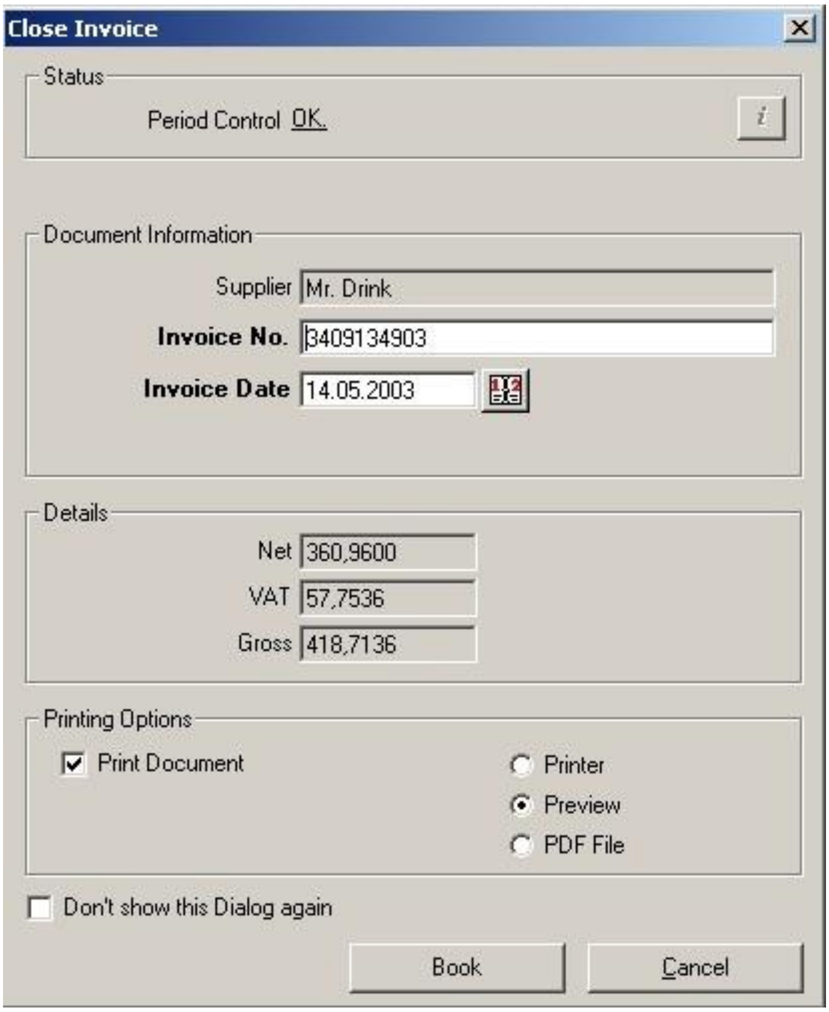
If one or more delivery notes are marked in the table as open and the button is clicked, they will be moved to the Invoice table. If all displayed delivery notes should be invoiced, click the button.

- Invoice Table
- **Delivery Date –** Date of the delivery note to be invoiced
- **Delivery Note** – Delivery note number
- **Net –** Net total of the delivery note for this delivery note
- **Gross** – Gross total of the delivery note for this delivery note
- **S** – Delivery note status
- **Created by** – User that booked this delivery note
- Invoice Total
- **Net** – Net total of the invoice
- **VAT**. – VAT tax rate and net total per rate with the VAT amount
- Gross – Gross total of the invoice
- **Skonto %** – Skonto of the invoice

Click on the **Save** button to save your entries. The invoice can be reviewed in the *Overview* tab.

If the entries agree with the invoice total, you can click on the **Close Invoice** button

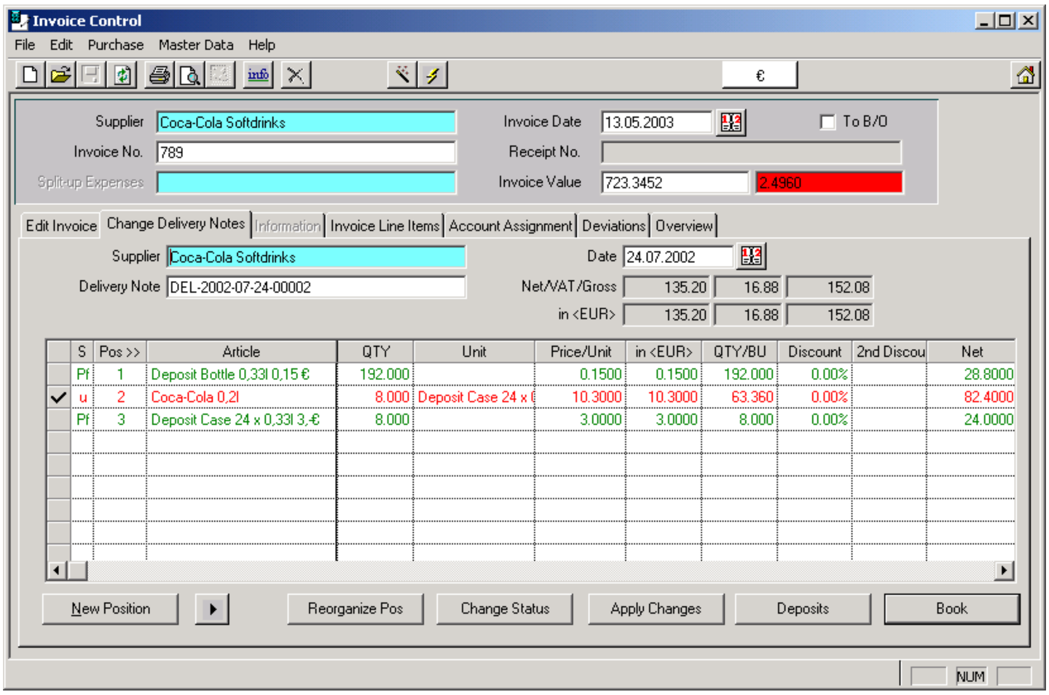
Close Invoice to complete the invoice. The following form displays:



- **Status –** Checks the booking in relation to the inventory period
- Invoice Information
- **Supplier** – Displays the invoice's supplier
- **Invoice Number –** Displays the entered invoice number. This field cannot be changed.
- **Invoice Date** – Displays the date entered for the invoice. This date can be changed using the calendar button.
- **Details**
- **Net** – Invoice's net total
- **VAT**. – Invoice's VAT total
- **Gross** – Invoice's gross total
- **Print Settings**
  - **Printer** – Select this option to print the invoice
  - **Preview** – Select this option to view the invoice in a preview window
  - **PDF File** – Select this option to save the invoice to a PDF file.
- **Do not display this window** – If this option is enabled, the window to check entries will not display. To reactivate this window, select *Edit* | *Options* from the menu bar.
- **Book –** Books the invoice
- **Cancel** – Returns to the *Edit Invoice* form.

If discrepancies are found before you complete the invoice by clicking **Close Invoice**, you can open a delivery note by double clicking it in the *Invoice* table. This will bring you to the *Change Delivery Note* form.

CHANGE DELIVERY NOTES TAB



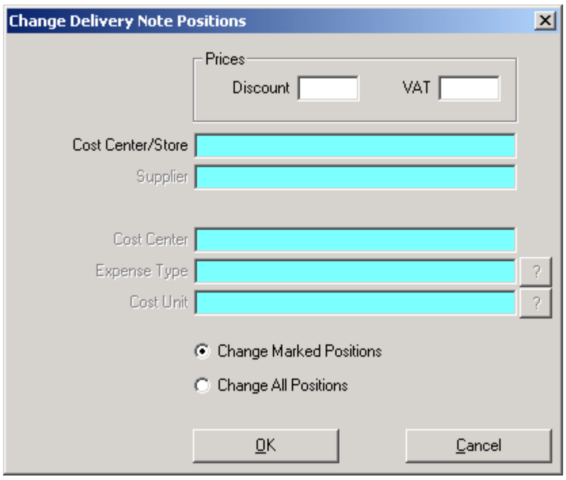
The header information for invoice control remain (Supplier, Delivery Note, Invoice No.). In this form you can change quantities and prices. To do this, click on the **Quantity**, **Price/Unit**, or **Net** fields and change their contents.

Click this button to add articles to the delivery note

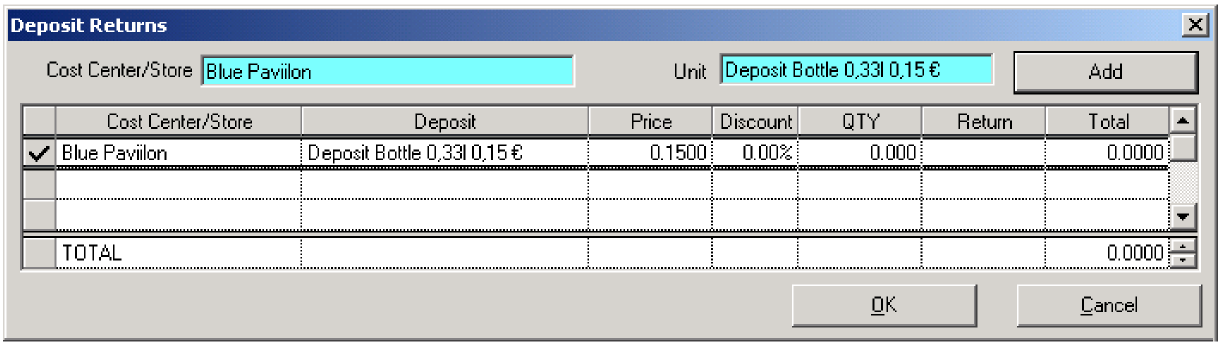
Click this button to reorganize the line display on the delivery note

If you have highlighted a line item in a delivery note, you can click this button to add information to the line item. After changes in quantity you can also keep this article open.

Click this button to change the receiving cost center, discount, or VAT tax rate for a highlighted article or the entire delivery.



Enter the return deposit

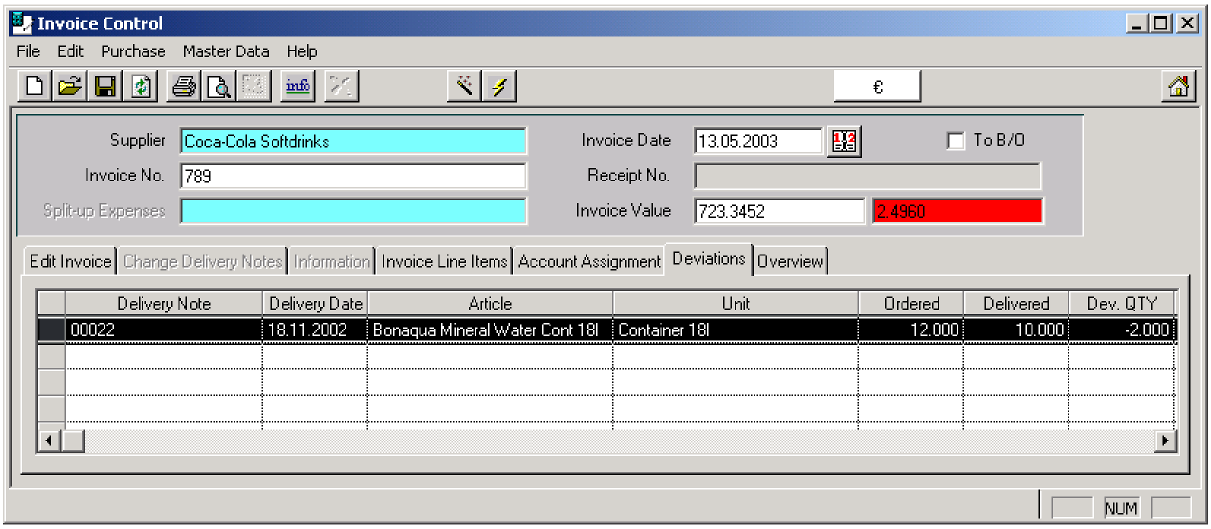


Select the appropriate deposit unit and cost center/store. Click on the **Add** button. Now you can enter the deposit into the **Return** field. Save your entry by clicking **OK**. Deposits recorded in *Receiving* are displayed, the quantity is marked green.

Click this button to book the changes to this invoice.

A new printout or preview displays the modified delivery note with the comment *Changed*.
If changes have been made to the quantity and the **Book** button has been clicked, you can review your changes in the *Deviations* tab.

Form Description



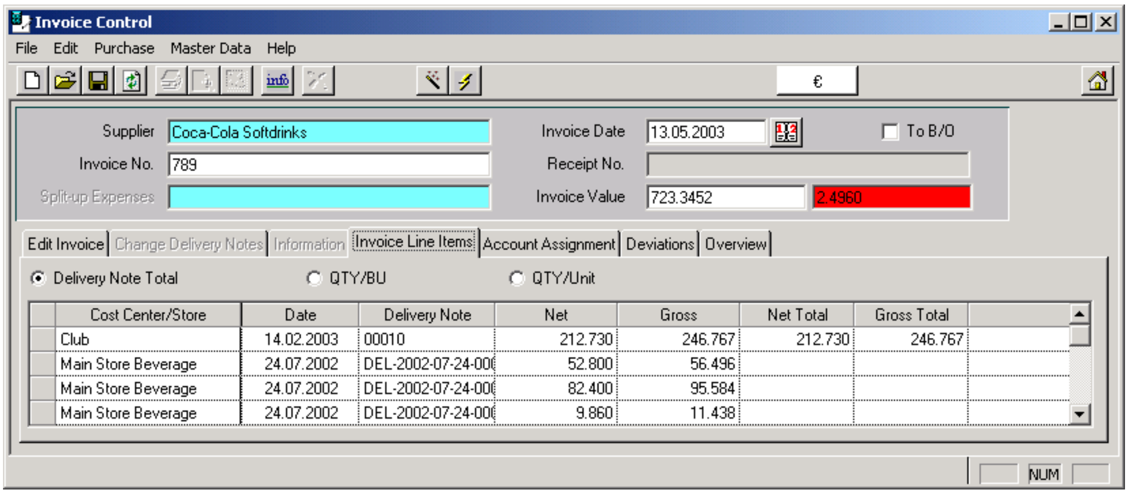
- **Table**
- **Delivery Note** – Delivery note number of the changed delivery note
- **Delivery Date** – Date on the delivery note
- **Article** – Article that has been changed
- **Unit** – Unit the article was received in
- **Ordered** – Original quantity of the delivery
- **Delivered** – Quantity that was changed on he delivery
- **Dev. Quantity** – Deviation between the original and changed quantity
- **Price** – Total value of the delivery
- **Dev. Value** – Deviation between the original and the changed quantity

You can click on the **Print** button to print a receipt of changes and discrepancies.

INVOICE LINE ITEMS TAB

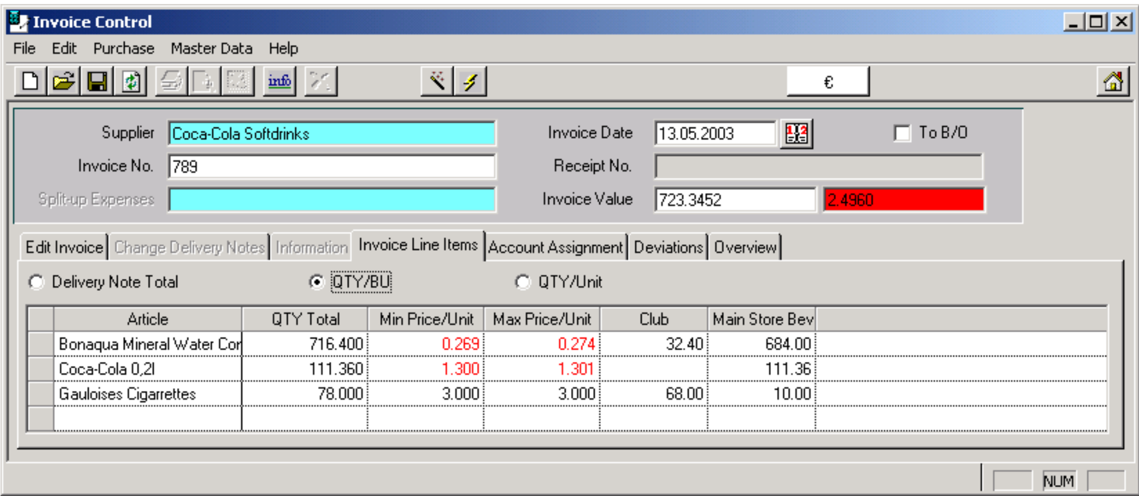
- **Radio buttons**
- **Delivery Note Total –** Display the delivery notes with cost centers and total per cost center
- **Quantity /BU –** Display articles on the invoice in reference to their base unit
- **QTY/Unit** – Display articles on the invoice in reference to their purchase unit

TABLE DELIVERY NOTE TOTAL



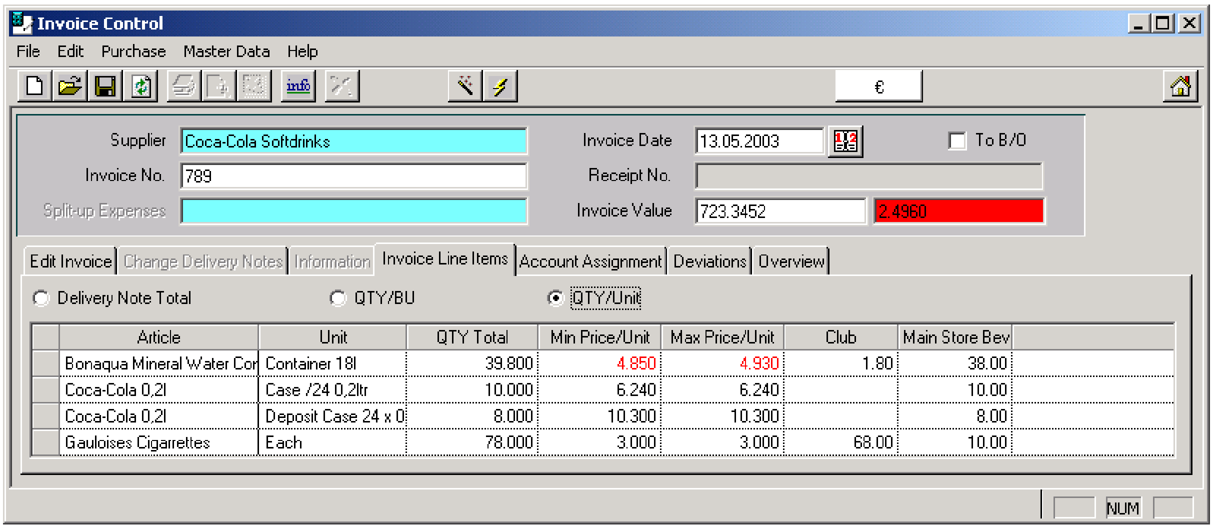
- **Cost Center/Store** – Name of the receiving cost center/store
- **Date** – Date of the delivery
- **Delivery Note** – Delivery note number
- **Net Delivery** – Note net total
- **Gross** – Delivery note gross total
- **Net Total** – Net total per cost center
- **Gross Total** – Gross total per cost center

Table Quantity/BU



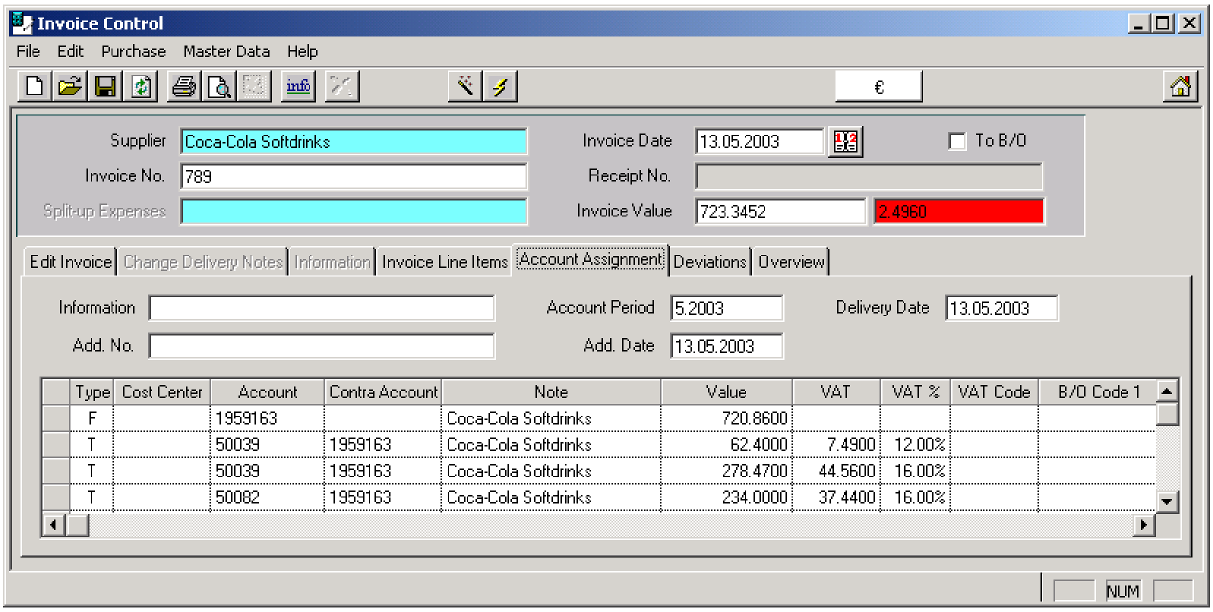
- **Article** – Delivered articles on the invoice
- **QTY Total** – Delivered quantity of all delivery notes in reference to the base unit
- **Min Price/Unit** – Minimum price on the invoice for this article
- **Max Price/Unit** – Maximum price on the invoice for this article
- **Cost centers –** Delivered quantity per cost center

Table QTY/Unit



- **QTY Total** – Total quantity delivered in reference to the purchase unit
- **Min Price/Unit** – Minimum price of the purchase unit for this article
- **Max Price/Unit** – Maximum price of the purchase unit for this article
- **Cost centers –** Delivered quantity per cost center in the purchase unit

ACCOUNT ASSIGNMENT TAB

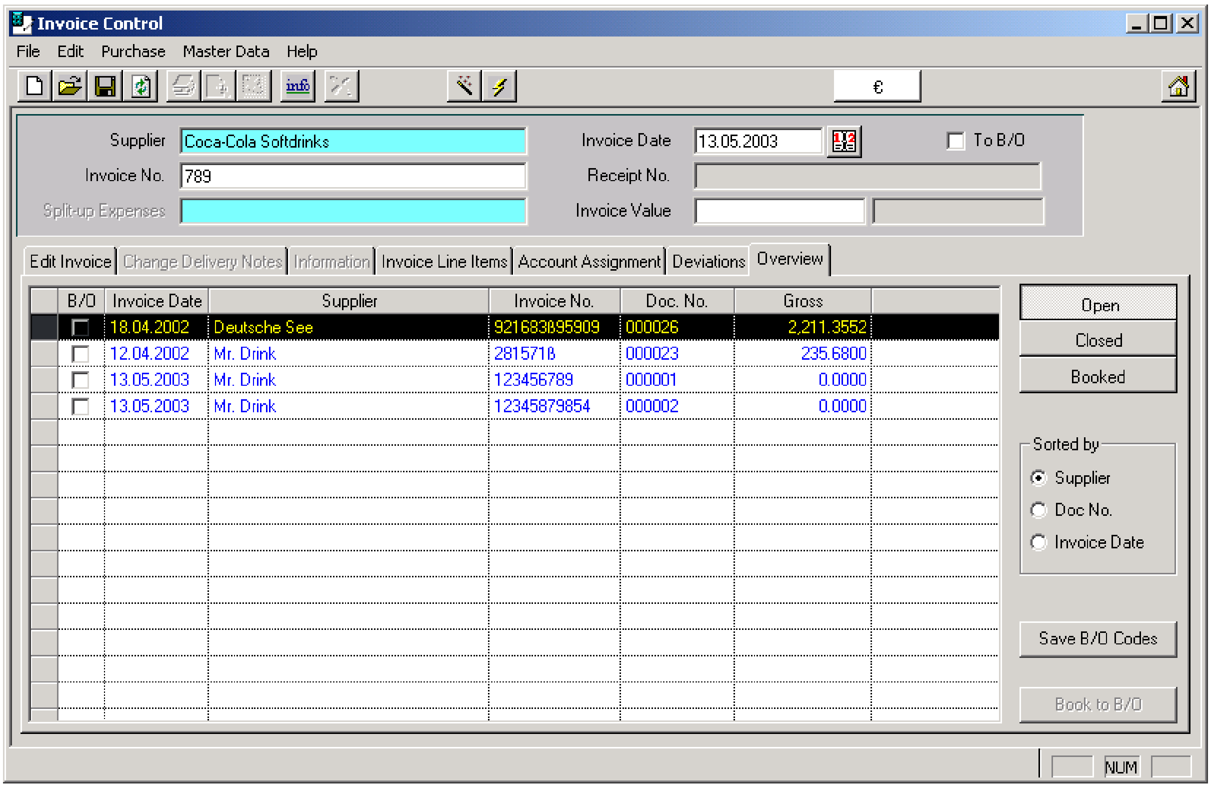


- **Information** – Specific to some FiBu systems
- **Add. No.** – Specific to some FiBu systems
- **Account Period** – Inventory period relevant to the booking
- **Add. Date** – Specific to some FiBu systems
- **Delivery Date** – Specific to some FiBu systems
- **Table**
  In the uppermost line, the total for the supplier account (to be paid) is listed. The following lines display the assigned accounts and item groups in accordance with the different VAT taxes. In the lower lines the VAT accounts are displays.
  In the above example, the deposit was returned with different VAT tax rates.

- **Type**
  - **F**= Lead-booking, Total amount for the supplier account
  - **T**= Partial booking, Stock value in reference to the account and the item group
  - **U**= Sales tax
- **Cost center** – Specific to some FiBu systems
- **Account** – The account that will be booked to according to the supplier or item group (see Master Data).
- **Contra account** – Contra account to the charge account
- **Note** – The supplier for the booking
- **Value** – Booking value per account
- **VAT.** – VAT tax on the booking
- **VAT %** – VAT tax rate on the booking
- **VAT Code** – VAT tax code
- **B/O Code 1 to 8** – For accounting interfaces (customer-specific)

OVERVIEW TAB

In the *Overview* tab you can review saved invoices and close them. Closed invoices are booked to accounting through the *Overview* tab. You can also view invoices from *History* here.



Once you have clicked on the *Overview* tab, all saved but not closed invoices are displayed. Double-click on an invoice to edit it or open it in order to close it. The form switches to the *Edit Invoice* tab.

- **Table**
- **B/O** – If this option is selected, the invoice will be forwarded to accounting.
- **Invoice No.** – Displays the entered invoice number
- **Supplier** – Displays the supplier on the invoice
- **Invoice No.** – Displays the entered invoice number
- **Receipt Nr.** – Displays the system's receipt number
- **Gross** – Invoice's gross total

Open saved but not yet closed invoices

Click this button to display invoices that have been closed using the **Close Invoice** button. These invoices can be booked in the invoice tab using the **Book B/O**

Select several invoices and click the **Book B/O** button to book all invoices.

Click here to view booked invoices. The following form displays:

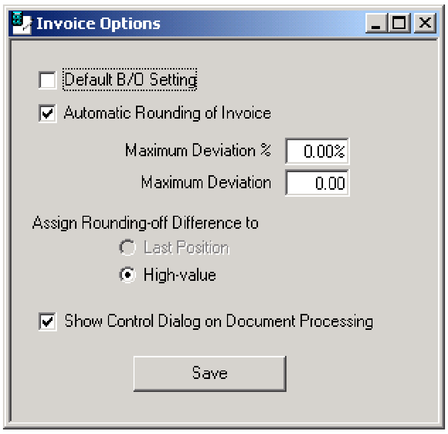
Use this form to display invoices from a defined time period or supplier.

Only booked invoices from accruals in goods received are excluded.
Closed invoices are still included in accruals (see *Accruals*).

- **Sort by** – Radio buttons for filtering
- **Supplier** – Sort by supplier
- **Doc. No.** – Sort by document number
- **Invoice Date** – Sort by invoice date

INVOICE OPTIONS

In Invoice Control you can select *Edit* | *Options* from the menu bar to set option for the logged in user. The user must have the **Purchase/Invoice Optio**n right to be able to select *Options*.



- **Default B/O Setting** – Select this option to prepare invoices for export to an accounting program.
- **Automatic Rounding of Invoice –** The invoice will automatically be rounded if there are discrepancies. Manual corrections are not necessary. Only one article's price will be rounded.
  - **Maximum Deviation %** – The maximum deviation percentage between the calculated system total and the manually entered total. If this deviation is exceeded, the invoice cannot be closed. Totals will be rounded automatically if the discrepancy is less than the maximum deviation.
  - **Maximum Deviation** – Maximum deviation amount in the system's currency.

- **Assign Rounding-off Difference to**
  - **Last Position** – not active
  - **High-value** – The discrepancy is booked to the article with the highest value.
- **Show Control Dialog on Document Processing** – If this option is enabled, a control window is displayed when invoices are closed. If the control window has been disabled, it can be reactivated here if the user has the **Invoice Options** right.

B/O INTERFACE

This module is used to transfer your totals to accounting.

Important

In order to use the B/O Interface module, users must have the **Back Office IFC** right.

Please contact MICROS support for detailed information about interfaces, or refer to your manual for accounting interfaces. Refer to the appropriate documentation for your accounting program.

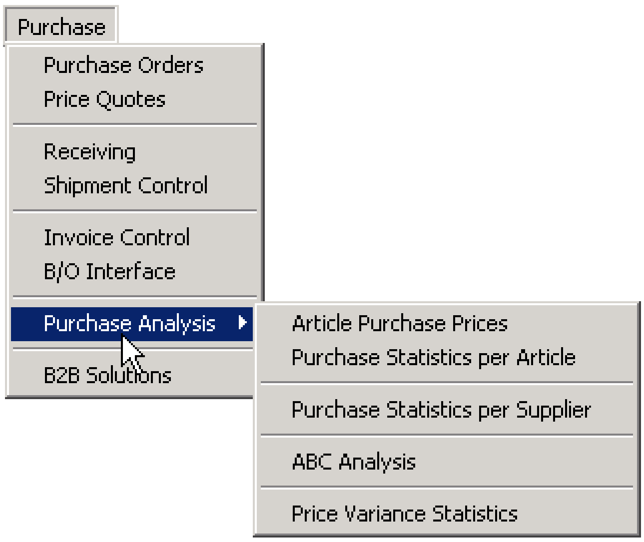
PURCHASE ANALYSIS

To display purchases concisely, use the various purchase analyses. Purchases can be displayed based on the individual articles' purchase prices or by suppliers. You can also run an ABC analysis.

Important

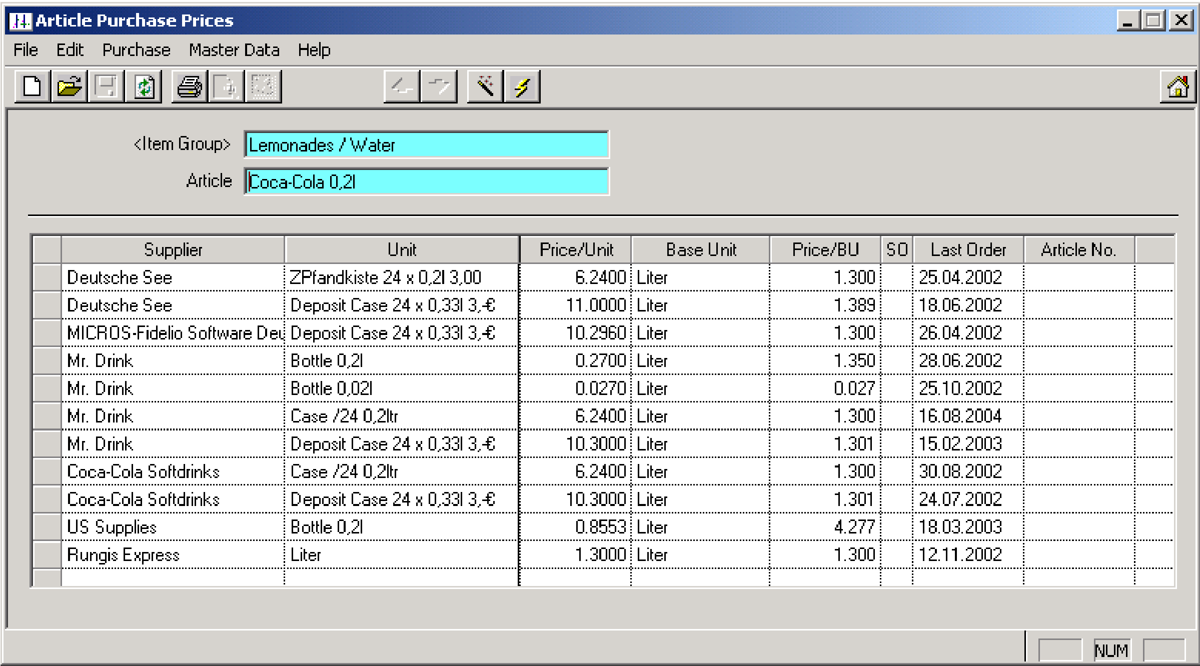
- To use the Purchase Analysis function you must have the appropriate rights in *Purchase Analysis*.

Purchase Analysis is selected from the menu bar. Select the following:



To run a price comparison of an article from different suppliers, select *Article Purchase Prices.*

Form Description



Article Purchase Prices

File Edit Purchase Master Data Help

<Item Group> Lemonades / Water

Article Coca-Cola 0,2l

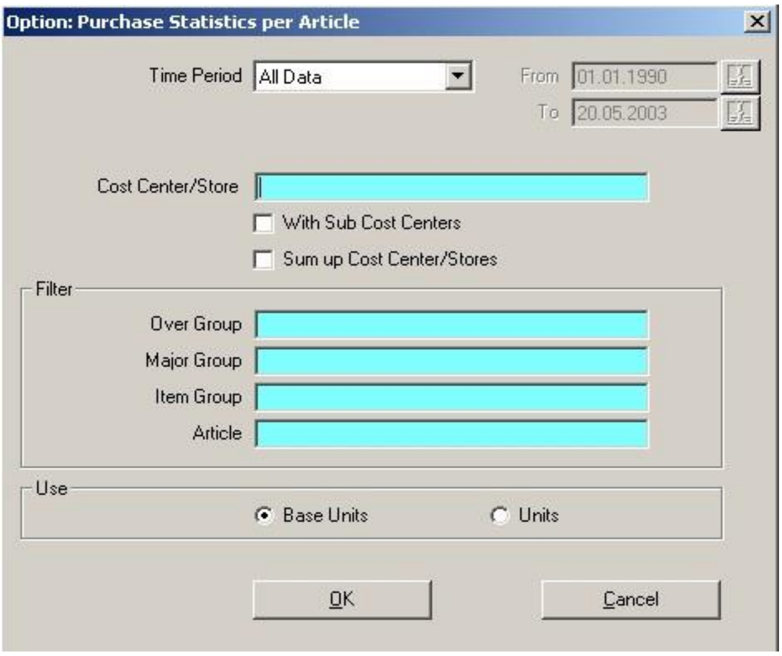
Supplier	Unit	Price/Unit	Base Unit	Price/BU	SO	Last Order	Article No.
Deutsche See	ZPfandkiste 24 x 0,2l 3,00	6.2400	Liter	1.300		25.04.2002	
Deutsche See	Deposit Case 24 x 0,33l 3,-€	11.0000	Liter	1.389		18.06.2002	
MICROS-Fidelio Software Deu	Deposit Case 24 x 0,33l 3,-€	10.2960	Liter	1.300		26.04.2002	
Mr. Drink	Bottle 0,2l	0.2700	Liter	1.350		28.06.2002	
Mr. Drink	Bottle 0,02l	0.0270	Liter	0.027		25.10.2002	
Mr. Drink	Case /24 0,2ltr	6.2400	Liter	1.300		16.08.2004	
Mr. Drink	Deposit Case 24 x 0,33l 3,-€	10.3000	Liter	1.301		15.02.2003	
Coca-Cola Softdrinks	Case /24 0,2ltr	6.2400	Liter	1.300		30.08.2002	
Coca-Cola Softdrinks	Deposit Case 24 x 0,33l 3,-€	10.3000	Liter	1.301		24.07.2002	
US Supplies	Bottle 0,2l	0.8553	Liter	4.277		18.03.2003	
Rungis Express	Liter	1.3000	Liter	1.300		12.11.2002	

NUM

- **<Item Group>** – To filter the entry of articles, select an item group here. Only articles belonging to the selected item group will be displayed.
- **Article** – Select the articles you want to see the purchase price overview for.
- Table
- **Supplier** – The supplier that delivered this article.
- **Unit** – Purchase unit this article is was delivered in.
- **Price/Unit** – Supplier's last price in purchase unit.
- **Base Unit** – Article's base unit.
- **Price/BU** – Last base unit price of this article from the selected supplier. This information allows for an exact price comparison for this article.
- **SO** – Special offer price for this delivery/purchase order.
- **Last Order** – Date of the last order/delivery of the combination of supplier, article, and purchase unit.
- **Article No.** – Supplier's article number for this combination.

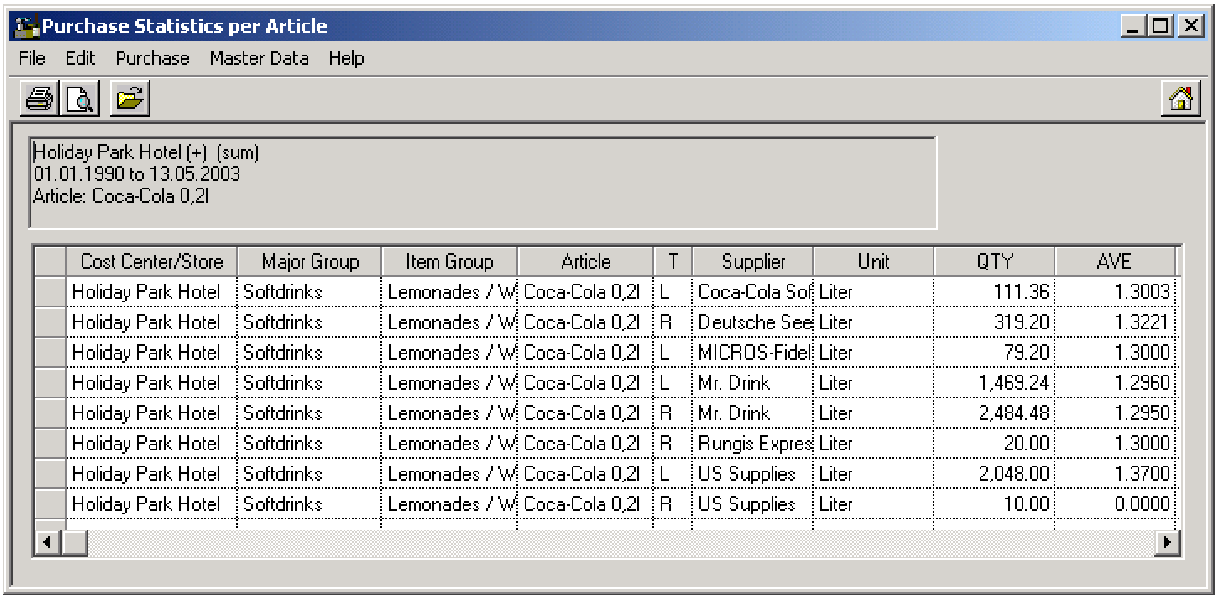
PURCHASE STATISTICS PER ARTICLE

To view deliveries of an article, select *Purchase Statistics per Article*. The following form displays with filter options:



- **Time Period –** Select the time period to be displayed.
  - **All Data –** Displays all entries from the first entry up to today.
  - **Current Business year –** Displays all entries for the current business year (see *Configuration | Business Year*).
  - **Current Year –** Displays all entries from January 1 of the current year until today.
  - **Current Month –** Displays all entries from the first day of the current month until today.
  - **Year before –** Displays all of last year's entries.
  - **Month before –** Displays all of last month's entries.
  - **User defined –** Displays all entries for a user-defined time period.
- **From –** Enter the **from** date using the calendar button.
- **To** – Enter the **to** date using the calendar button.
- **Cost center/Store** – Select the cost center/store that you want to see information for. If you want all purchases displayed, select your business as the cost center.
- **With Sub Cost Centers** – If you have selected a statistical cost center, you must select this option to display it.
- **Sum up Cost Centers/Stores** – If this option is enabled, one line per transaction type and supplier will be displayed. If the field is not enabled, every sub cost center will be displayed in detail.
- **Filter**
  - **Over Group** – All articles in the selected over group will be displayed.
  - **Major Group** – All articles in the selected major group will be displayed.
  - **Item group** – All articles in the selected item group will be displayed.
  - **Article** – All purchases of this article will be displayed.
- **Use Base Units / Units**
  - **Base Units** – All articles be displayed in base units.
  - **Units** – All articles will be displayed in preferred units.

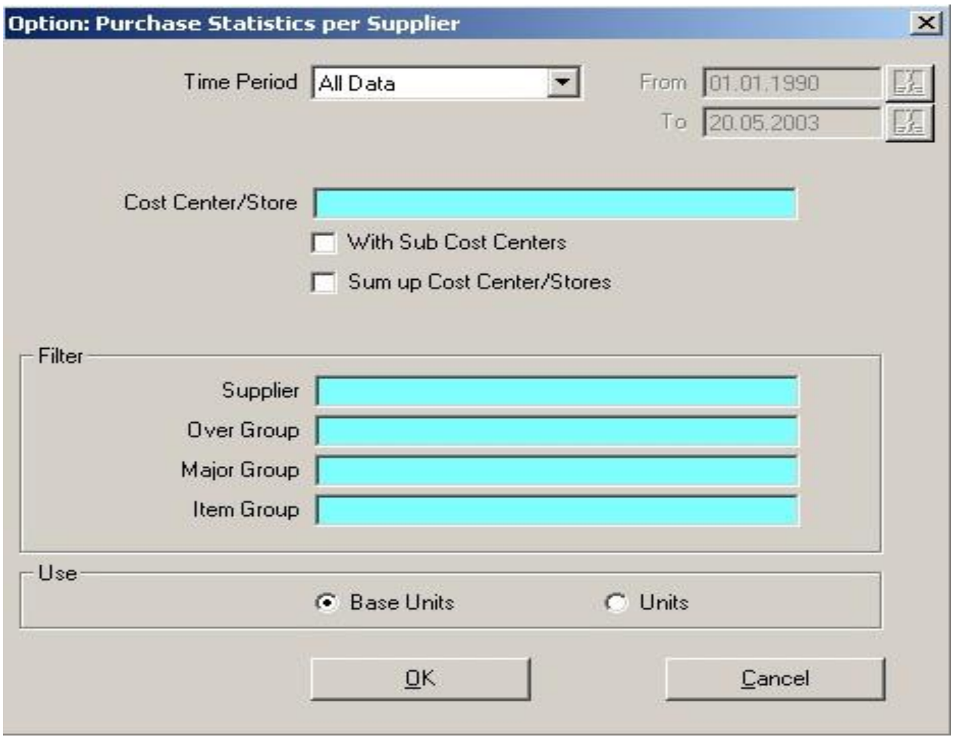
Form Description



- **Cost Center/Store** – Receiving cost center
- **Major Group** – Article’s major group
- **Item Group** – Article’s item group
- Article – Article
- **T** – Transaction type, **L** = Delivery, **R** = Receipt
- **Supplier** – Article’s supplier to this cost center
- **Unit** – Article’s base unit
- **QTY** – Delivered quantity
- **AVE** – Article’s average price in this cost center and from this supplier
- **Price** – Article’s last purchase price
- **Min. Price** – Minimum price for the combination of article, supplier, and store
- **Max. Price** – Maximum price for the combination of article, supplier, and store
- **Net** – Net total for the deliveries
- **VAT** – VAT tax on the deliveries
- **Gross** – Gross total of the deliveries

PURCHASE STATISTICS PER SUPPLIER

To view the deliveries of one supplier, select *Purchase Statistics per Supplier*. The following window displays with filter options:



- **Time Period –** Select the time period to be displayed.
  - **All Data –** Displays all entries from the first entry up to today.
  - **Current Business year –** Displays all entries for the current business year (see *System | Configurations*).
  - **Current Year –** Displays all entries from January 1 of the current year until today.
  - **Current Month –** Displays all entries from the first day of the current month until today.
  - **Year before –** Displays all of last year's entries.
  - **Month before –** Displays all of last month's entries.
  - **User defined –** Displays all entries for a user-defined time period.
- **From –** Enter the **from** date using the calendar button.
- **To** – Enter the **to** date using the calendar button.
- **Cost center/Store** – Select the cost center/store that you want to see information for. If you want all purchases displayed, select your business as the cost center.
- **With Sub Cost Centers** – If you have selected a statistical cost center, you must select this option to display it.
- **Sum up Cost Centers/Stores** – If this option is enabled, one line per transaction type and supplier will be displayed. If the field is not enabled, every sub cost center will be displayed in detail.
- **Filter**
  - **Supplier** – Only receivings for this specific supplier will be displayed.
  - **Over Group** – All articles in the selected over group will be displayed.
  - **Major Group** – All articles in the selected major group will be displayed.
  - **Item group** – All articles in the selected item group will be displayed.
- **Use Base Units / Units**
  - **Base Units** – All articles be displayed in base units.
  - **Units** – All articles will be displayed in preferred units.

MC MICROS - FIDELIO Materials Control

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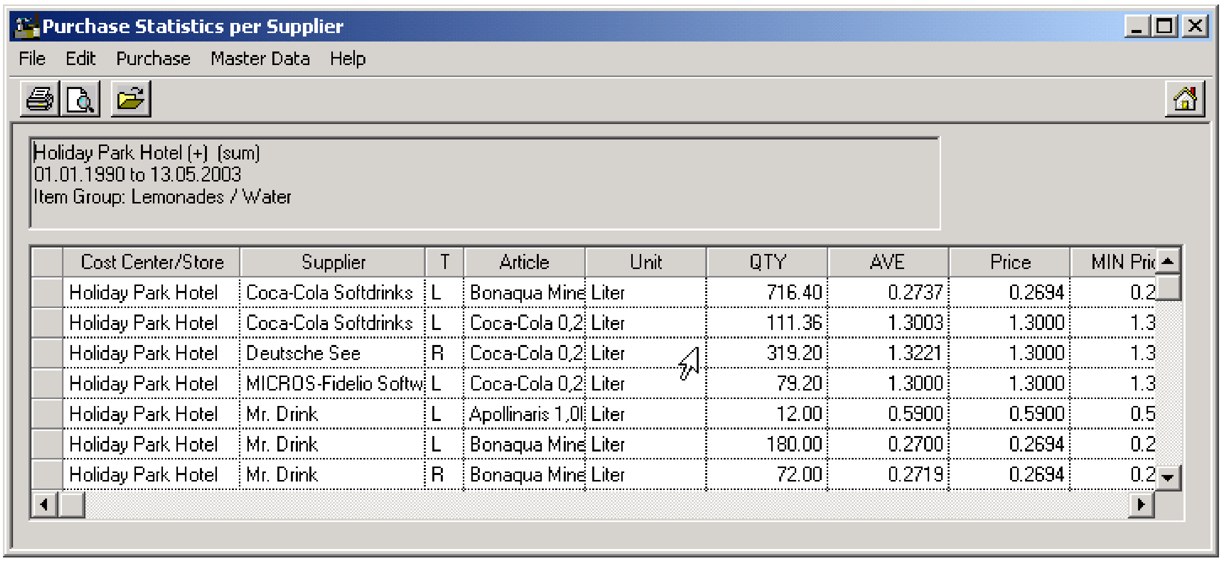
Form Description


Purchase Statistics per Supplier

File Edit Purchase Master Data Help

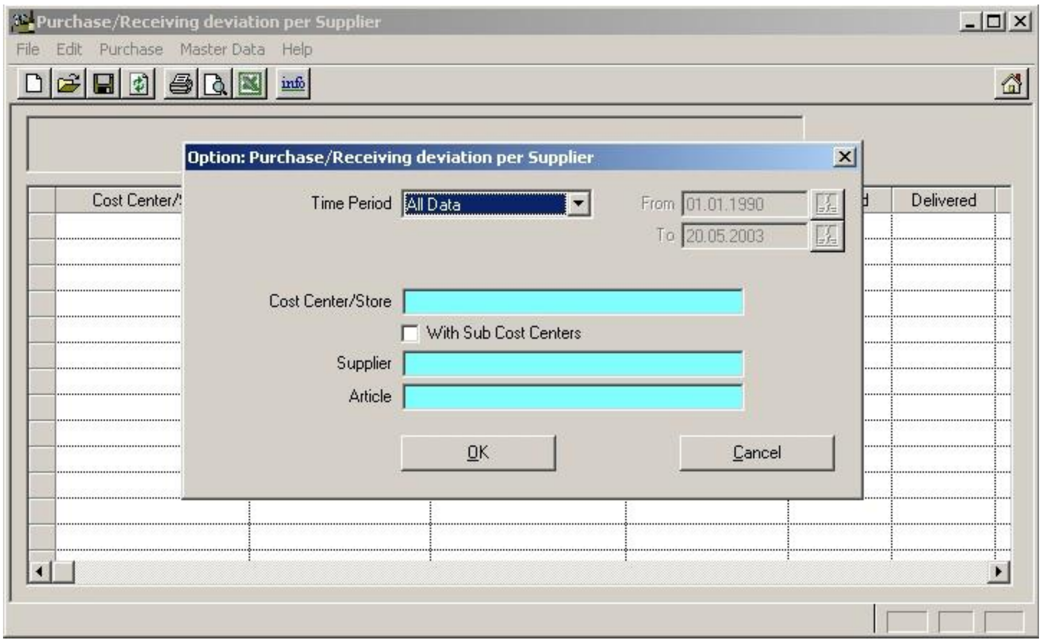
Holiday Park Hotel (+) (sum)
01.01.1990 to 13.05.2003
Item Group: Lemonades / Water

Cost Center/Store	Supplier	T	Article	Unit	QTY	AVE	Price	MIN Pric
Holiday Park Hotel	Coca-Cola Softdrinks	L	Bonaqua Mine	Liter	716.40	0.2737	0.2694	0.2
Holiday Park Hotel	Coca-Cola Softdrinks	L	Coca-Cola 0,2	Liter	111.36	1.3003	1.3000	1.3
Holiday Park Hotel	Deutsche See	R	Coca-Cola 0,2	Liter	319.20	1.3221	1.3000	1.3
Holiday Park Hotel	MICROS-Fidelio Softw	L	Coca-Cola 0,2	Liter	79.20	1.3000	1.3000	1.3
Holiday Park Hotel	Mr. Drink	L	Apollinaris 1,0	Liter	12.00	0.5900	0.5900	0.5
Holiday Park Hotel	Mr. Drink	L	Bonaqua Mine	Liter	180.00	0.2700	0.2694	0.2
Holiday Park Hotel	Mr. Drink	R	Bonaqua Mine	Liter	72.00	0.2719	0.2694	0.2

- **Cost Center/Store** – Receiving cost center
- **Major Group** – Article's major group
- **Item Group** – Article's item group
- **Article** – Article
- **T** – Transaction type, L = Delivery, **R** = Receipt
- **Supplier** – Article's supplier to this cost center
- **Unit** – Article's base unit
- **QTY** – Delivered quantity
- **AVE** – Article's average price in this cost center and from this supplier
- **Price** – Article's last purchase price
- **Min. Price** – Minimum price for the combination of article, supplier, and store
- **Max. Price** – Maximum price for the combination of article, supplier, and store
- **Net** – Net total for the deliveries
- **VAT.** – VAT tax on the deliveries
- **Gross** – Gross total of the deliveries

PURCHASE/RECEIVING DEVIATION PER SUPPLIER

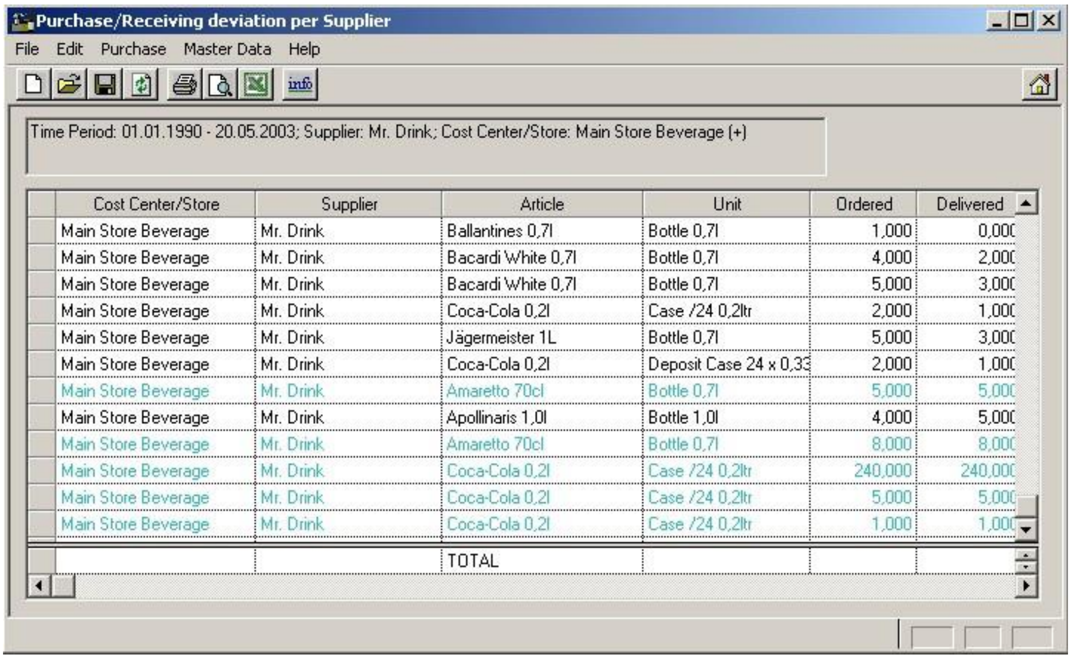
This report shows the deviation between a placed order and the receiving document for orders.



- **Time Period –** Select the time period to be displayed.
    - **All Data –** Displays all entries from the first entry up to today.
    - **Current Business year –** Displays all entries for the current business year (see *System | Configurations*).
    - **Current Year –** Displays all entries from January 1 of the current year until today.
    - **Current Month –** Displays all entries from the first day of the current month until today.
    - **Year before –** Displays all of last year's entries.
    - **Month before –** Displays all of last month's entries.
    - **User defined –** Displays all entries for a user-defined time period.
- **From –** Enter the **from** date using the calendar button.
- **To** – Enter the **to** date using the calendar button.
- **Cost center/Store** – Select the cost center/store that you want to see information for. If you want all purchases displayed, select your business as the cost center.
- **With Sub Cost Centers** – If you have selected a statistical cost center, you must select this option to display it.
- **Filter**
    - **Supplier** – Only receivings for this specific supplier will be displayed.
    - **Articles** – All articles in the selected over group will be displayed.

Form Description

Records displayed in black: Deviation in quantity
Records displayed in blue: Deviation in price


Purchase/Receiving deviation per Supplier

File Edit Purchase Master Data Help

Time Period: 01.01.1990 - 20.05.2003; Supplier: Mr. Drink; Cost Center/Store: Main Store Beverage (+)

Cost Center/Store	Supplier	Article	Unit	Ordered	Delivered
Main Store Beverage	Mr. Drink	Ballantines 0,7l	Bottle 0,7l	1,000	0,000
Main Store Beverage	Mr. Drink	Bacardi White 0,7l	Bottle 0,7l	4,000	2,000
Main Store Beverage	Mr. Drink	Bacardi White 0,7l	Bottle 0,7l	5,000	3,000
Main Store Beverage	Mr. Drink	Coca-Cola 0,2l	Case /24 0,2ltr	2,000	1,000
Main Store Beverage	Mr. Drink	Jägermeister 1L	Bottle 0,7l	5,000	3,000
Main Store Beverage	Mr. Drink	Coca-Cola 0,2l	Deposit Case 24 x 0,33	2,000	1,000
Main Store Beverage	Mr. Drink	Amaretto 70cl	Bottle 0,7l	5,000	5,000
Main Store Beverage	Mr. Drink	Apollinaris 1,0l	Bottle 1,0l	4,000	5,000
Main Store Beverage	Mr. Drink	Amaretto 70cl	Bottle 0,7l	8,000	8,000
Main Store Beverage	Mr. Drink	Coca-Cola 0,2l	Case /24 0,2ltr	240,000	240,000
Main Store Beverage	Mr. Drink	Coca-Cola 0,2l	Case /24 0,2ltr	5,000	5,000
Main Store Beverage	Mr. Drink	Coca-Cola 0,2l	Case /24 0,2ltr	1,000	1,000
		TOTAL			

- **Cost Center/Store** – Receiving cost center
- **Supplier** – Article's supplier to this cost center
- **Article** – Article
- **Unit** – Used unit in this document
- **Ordered** – Ordered quantity in displayed unit
- **Delivered** – Delivered quantity
- **Dev. Qty** – Deviation in Quantity
- **PO Price** – Price used in Purchase Order
- **Price** – Price used in Receiving
- **Dev Value** – Deviation in Value
- **Order Number** – Used Order Number
- **Delivery Note** – Used Delivery Number
- **Delivery Date** – Delivery Date
- **Invoice No** – Entered Invoice Number
- **Receipt No** – Receipt Number
- **Invoice Date** – Invoice Date

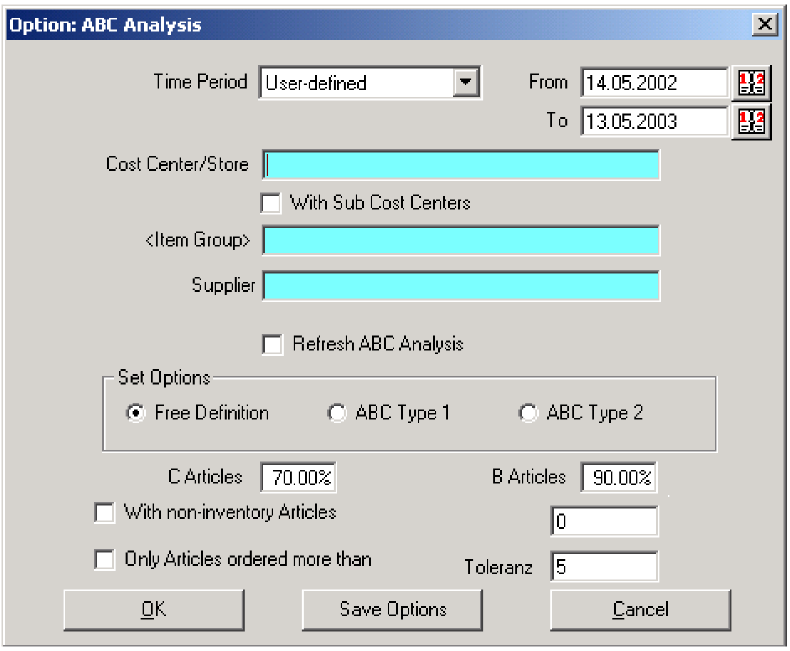
ABC ANALYSIS

Description

The ABC analysis determines which articles made the most revenue, i.e. how many of an article was sold in a defined time frame. ABC Analysis is also known as the 80 – 20 rule, meaning that 80% of purchases are made with 20 % of the article.

Price negotiations with suppliers make the most sense for the articles that are strongest in sales. That's why the ABC analysis is very important.

To run an ABC analysis (of an item group), select ABC Analysis. The following form displays with filter options:



- **Time Period –** Select the time period to be displayed.
  - **All Data –** Displays all entries from the first entry up to today.
  - **Current Business year –** Displays all entries for the current business year (see *System | Configurations*).
  - **Current Year –** Displays all entries from January 1 of the current year until today.
  - **Current Month –** Displays all entries from the first day of the current month until today.
  - **Year before –** Displays all of last year's entries.
  - **Month before –** Displays all of last month's entries.
  - **User defined –** Displays all entries for a user-defined time period.
- **From –** Enter the **from** date using the calendar button.
- **To** – Enter the **to** date using the calendar button.
- **Cost center/Store** – Select the cost center/store that you want to see information for. If you want all purchases displayed, select your business as the cost center.
- **With Sub Cost Centers** – If you have selected a statistical cost center, you must select this option to display it.
- **Refresh ABC Analysis** – If the ABC analysis was open while purchases were booked, you can refresh it by selecting this option.
- **Set Options**
  - **Free Definition** – If this option is enabled you can define where the A-articles end/the B-articles begin

- **ABC-Type 1 –** Not-inventoried articles are included in the analysis; only analysis percentages can be entered, all other fields are disabled
- **ABC-Type 2 –** Articles that have been ordered more than once are included; all other prompts are disabled

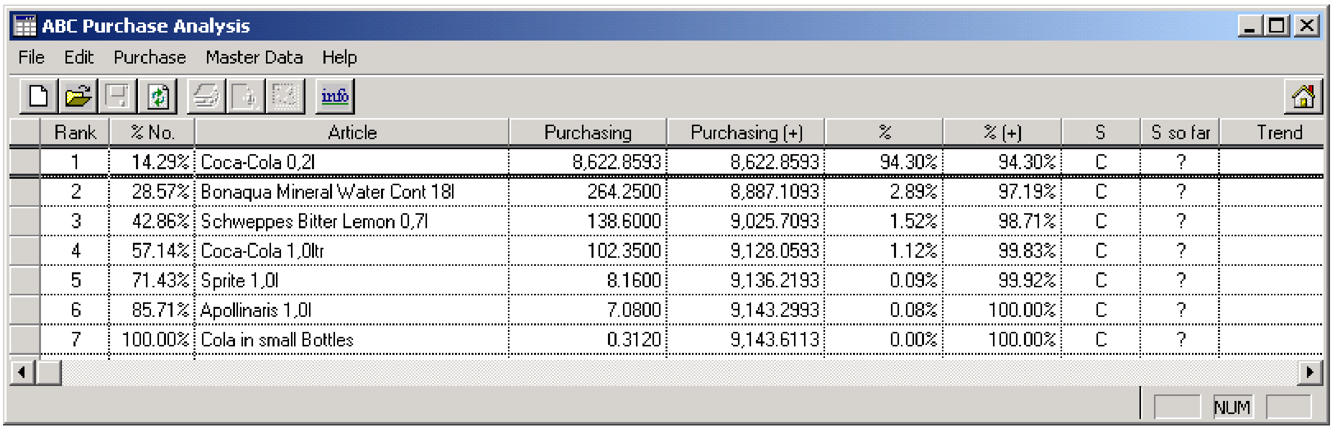
- **A-Article –** Select the percentage in total purchases, to which the articles are defined as A-articles. Articles that 70 % of purchases were made with are default A-articles in Materials Control.
- **B-Article** – Select the percentage in total purchases, to which the articles are defined as A-articles. Articles that 90 % of purchases were made with are default B-articles in Materials Control.
- **With non-inventory Articles** – Articles that did not appear in inventory lists are also included if this option is enabled (*Master Data* | *Articles* field **Do not include in inventory**).
- **Only articles ordered more than** – If this option is enabled you can enter how often the article was ordered. This way you can filter out articles that were only purchased once at a high purchase price (e.g. if you ordered caviar for new year's eve, it could be counted as an A-article; this way it would not display in the analysis).

OK — Opens the selected display.

Save Options — Saves the free definition filter for analyses at a later time.

Cancel — Cancel the ABC analysis.

Form Description



ABC Purchase Analysis

File Edit Purchase Master Data Help

Rank	% No.	Article	Purchasing	Purchasing (+)	%	% (+)	S	S so far	Trend
1	14.29%	Coca-Cola 0,2l	8,622.8593	8,622.8593	94.30%	94.30%	C	?	
2	28.57%	Bonaqua Mineral Water Cont 18l	264.2500	8,887.1093	2.89%	97.19%	C	?	
3	42.86%	Schweppes Bitter Lemon 0,7l	138.6000	9,025.7093	1.52%	98.71%	C	?	
4	57.14%	Coca-Cola 1,0ltr	102.3500	9,128.0593	1.12%	99.83%	C	?	
5	71.43%	Sprite 1,0l	8.1600	9,136.2193	0.09%	99.92%	C	?	
6	85.71%	Apollinaris 1,0l	7.0800	9,143.2993	0.08%	100.00%	C	?	
7	100.00%	Cola in small Bottles	0.3120	9,143.6113	0.00%	100.00%	C	?	

NUM

- **Rank** – The individual articles are counted and the resulting numbering is displayed.
- **% No.** – Article numbering in percentage to all articles (all articles = 100%, this article = x %)
- **Article** – Article name
- **Purchasing** – Total purchases of this article within the defined time frame
- **Purchasing (+)** – The individual purchases are added up.
- **%** – Purchase value in percent in relation to total purchases. Based on this percentage a classification is made. (total purchases of all displayed articles= 100 %, purchase of this article = X %)
- **% (+)** – Purchase (+) total purchases.
- **S** – Classification into A-, B-, and C-articles according to the percentages.
- **S so far**. – Previous classification of this article.
- **Trend** – Displayed + or -. If this article has been ordered often, it is expected to rise in class (+).

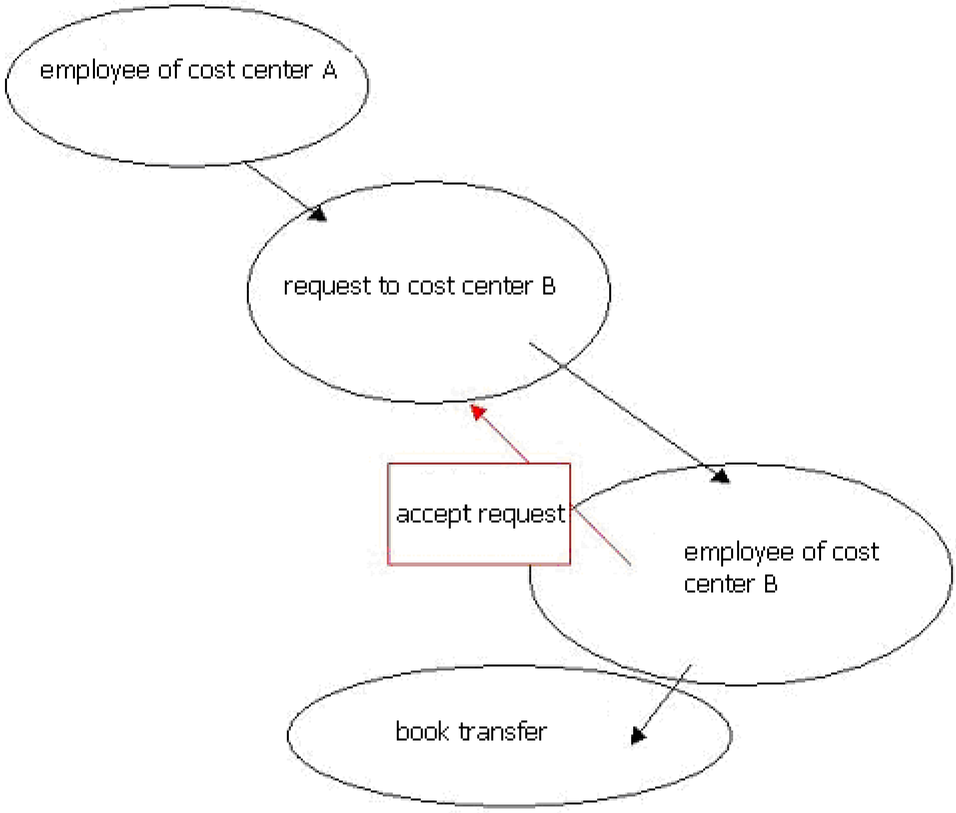
Store

ISSUE REQUESTS

In Issue Requests you can place requests for individual stores to another cost center/store and manage the cost centers' units.

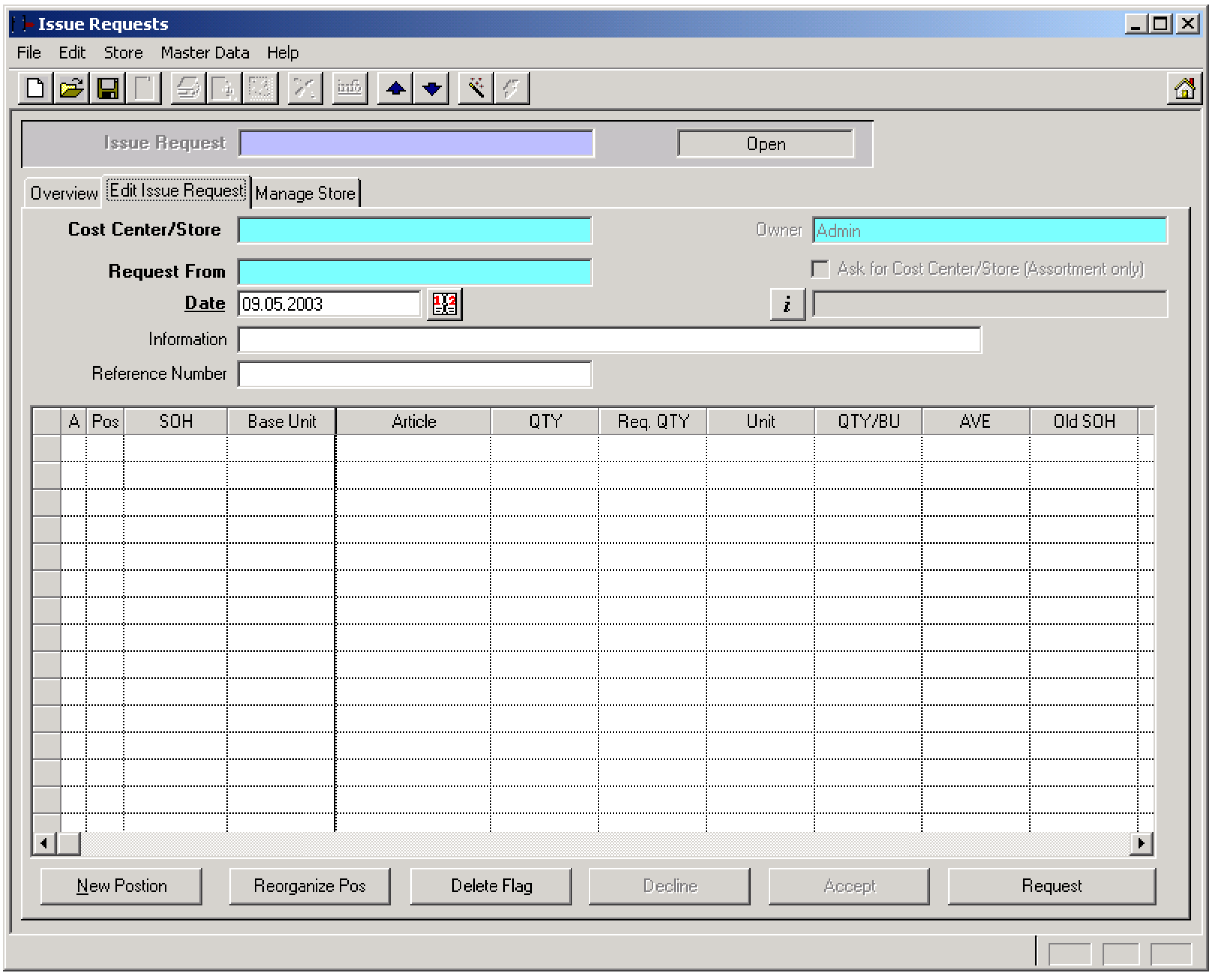
Important

- The **Issue Request** right under *Store* must be active to use this module.
- In what unit are items transferred between stores?



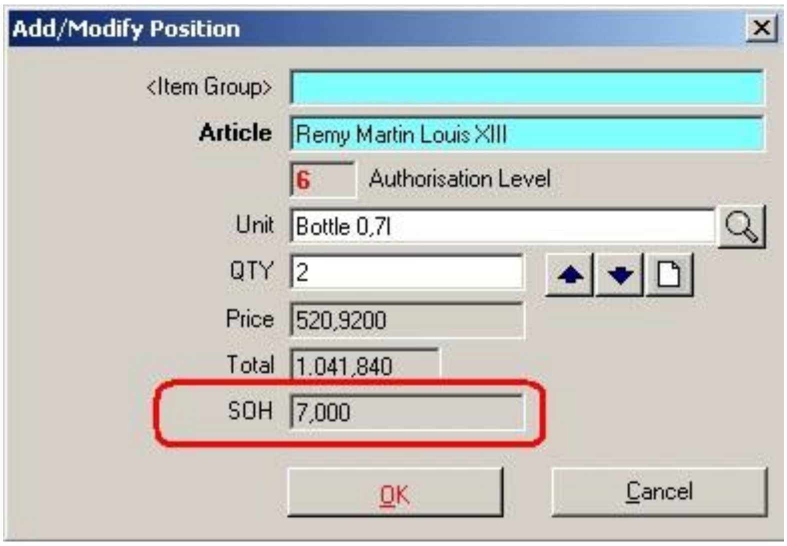
To place an issue request to another store, click on the *Edit Issue Request* tab.

Form Description



- **Issue Request** – The number that the system assigns to the saved request or assortment name is displayed here.
- **Cost Center/Store** – Enter the receiving store
- **Request From** – Enter the delivering store
- **Date** – Date of the request, this field defaults to today's date.
- **Information** – Information about the request, this information is displayed later on
- **Owner** – The user creating the request
- **Ask for Cost Center/Store (Assortment only) –** If assortments are being created, the cost center can be prompted for when the assortment is retrieved.
- **Table**
- **A – Authorized** – YES/NO
- **POS – Article** position in the issue request
- **SOH – Current** stock on hand for the article that will be delivered, in the article's base unit
- **Base Unit –** Article's base unit
- **Article – Article** name
- **QTY – Requested** quantity in the purchase unit
- **Req. QTY – Entered** requested quantity
- **Unit –** Purchase unit that is being requested
- **QTY/BU –** Requested quantity in base unit
- **AVE –** Average stock price for the article in the dispatching stock locations
- **Old SOH –** Article's stock on had in the dispatching stock location
- **Total –** Value of the request for this article (quantity/BU x AVE)
- **Information –** Text-Information
- **Article No. –** Internal article number (stock article number)

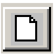
To add articles to a request, click on this button. The following form displays.



- **<Item Group> –** Enter an article group to filter the display by articles.
- **Article –** Enter the article to be requested
- **Authorization Level –** Displays this article's authorization level.
- **Unit –** Enter the unit to request.
- **QTY –** Enter the quantity to request (in the previously selected unit)
- **SOH –** actual Stock on Hand is displayed here


Switch to the previous article


Switch to the next article


Do not save changes, enter a new article

- **Price –** Current average stock price for the store that the request is being issued to. The booking to the store will be made with the average stock price of the store that is delivering the article.
- **Total –** Sum of quantity and price

Click here to reorganize the positions of the articles in the requests.

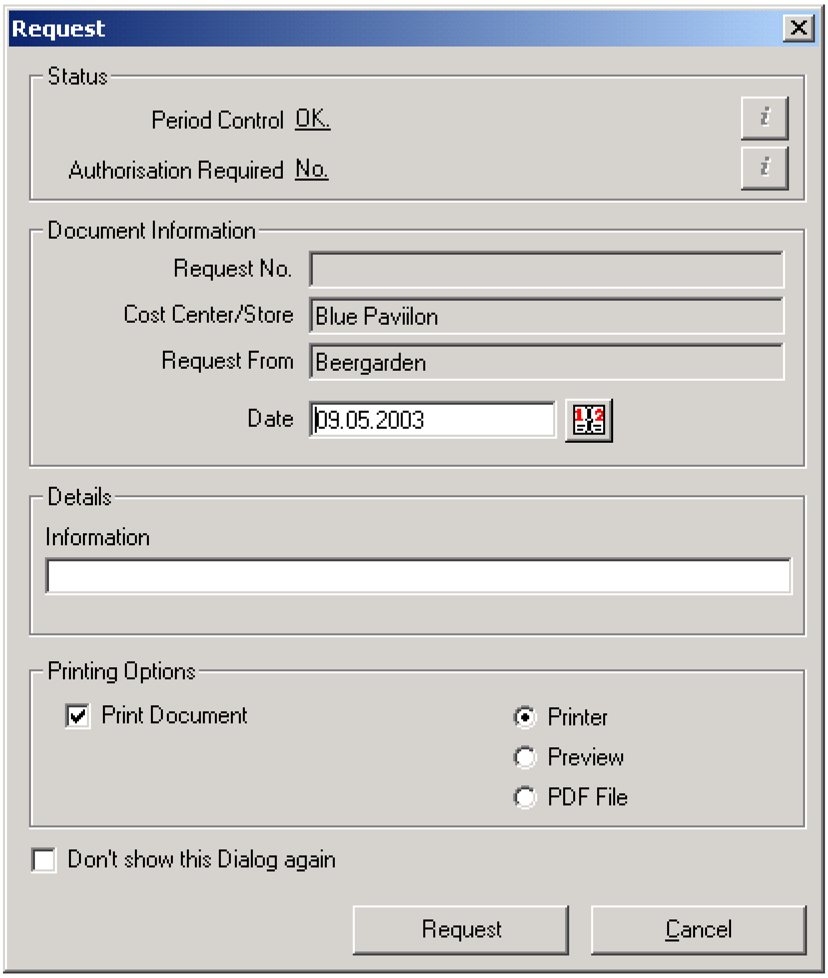
Highlighted lines in a request cannot be deleted with this button.

If a request has been created for a button that has the **Use Transfer** option (*Master Data* | *Cost Center/Stores*) enabled, the request must be accepted. With this function you can determine that the responsible person for a store must confirm requests and transfers.

Click here to reject an issue request.

Click here to accept an issue request.

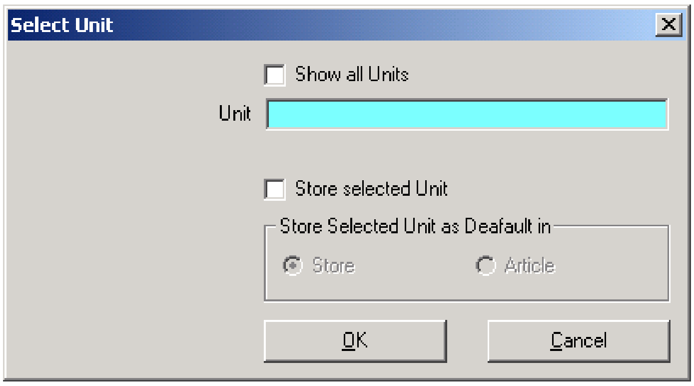
Click here to book the issue request. The following form displays:



- **Status**
  - **Period Control –** Checks the date regarding inventory periods
  - **Authorization Required –** Checks whether authorizations are required for his issue request. If an issue request includes article that need to be authorized, the articles in question are displayed when you click on the **Information** button.
- **Document Information**
  - **Request No. –** The request number is generated by the system and cannot be changed.
  - **Cost Center/Store –** The receiving cost center for this request.
  - **Request From –** The delivering cost center for this request.
  - **Date –** Change date (can be modifies using the calendar button).
- **Details**
  - **Information –** Information about the request. This information is included in printouts and can be changed in this form.
- **Printing Options**
  - **Print Document –** If this field is enabled you can select the print-type.
  - **Printer –** Document is printed.
  - **Preview –** Document is displayed in a preview window.
  - **PDF File –** Document is saved to a PDF File.
- **Don't show this Dialog again –** Select this option if you do not want this window to display again. The window can be reactivated in *Edit* | *Options* in the menu bar.

CHANGING UNITS IN ISSUE REQUESTS

If the request is for a unit different from the default unit, click on the magnifying glass to change it. The following form displays –

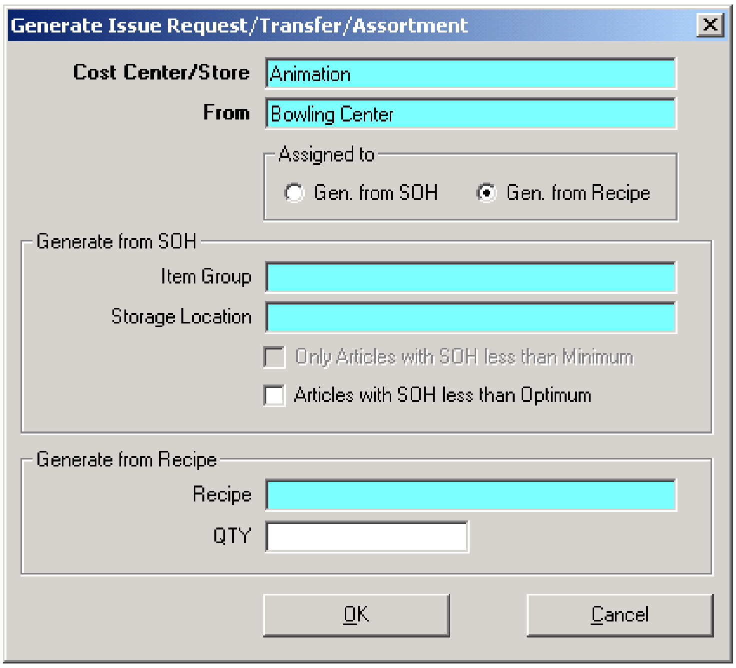


- **Display all units –** Click this button to display all units that are compatible with the base unit for this article. New purchase units can be created for this article using this from. If this field is not enabled, only units that this article has been booked in are displayed (see *Manage Store*).
- **Unit –** Select the unit that should be booked.
- **Store selected unit –** New units can also be stored to store management.
- **Store –** The selected unit is stored as default unit in the store.
- **Article –** The selected unit is stored as default for this article.

Tip

Use the magic want to speed up creating requests.

If you click on the magic wand on the *Edit Issue Request* tab, the following form displays:



- **Cost Center/Store –** Required entry of the receiving cost center

- **From –** Required entry of the delivering cost center
- **Filter**
  - **Item Group – If** you select an item group, only items belonging to that group will be displayed.
  - **Storage Location – If** you select the storage location of the receiving cost center only articles that are assigned to that storage location will be displayed.
- **Only Articles with SOH less than Minimum – Articles** with a stock on hand less than or equal to the minimum amount will be displayed if this option is selected. The selection displays without quantities in *Edit Issue Request*. Enter the quantities and save or request the issue request.

CREATING AND EDITING ISSUE REQUEST ASSORTMENTS

An assortment is a regularly placed issue request with the same articles. Using an assortment can speed up issue requests for you. Select *File* | *Assortment Mode* from the menu bar.

Important

- What articles are being requested?
- In what units are the articles delivered from the delivering cost center to the requesting cost center?
- Should the assortment be created with the same cost center or should the cost center be user-defined each time?

Once you have changed to *Assortment Mode*, the menu bar displays Assortment Mode in red font. The program switches to the *Edit Issue Request* tab and the field **Issue Request** changes to **Assortment**. Enter a name for the assortment.

Add articles to the assortment the same way you add articles to an issue request. If you want users to be prompted for the receiving cost centers when they place a request, enable the **Ask for Cost Center/Store (Assortment Only)** option. The following form will display when assortments are opened:

Caution

The only difference between creating a request of individual articles and creating an assortment is the quantity in the assortment should remain 0, in case there are articles you do not want to request at some point. Articles with 0 quantity will not be included in the request or printed by the system.

Save the new assortment using the **Save** button. The new assortment can be used for ordering. To leave *Assortment Mode*, select *File* | *Normal Mode* from the menu bar.

BOOK ISSUE REQUESTS FROM AN ASSORTMENT

To create an issue request using an assortment, select the assortment from the *Overview* tab and double-click on it. The form changes back to the *Edit Issue Request* tab. Here you can enter the desired quantities and add articles using the **New Position** button.
Click the **Request** button to save and place the request.

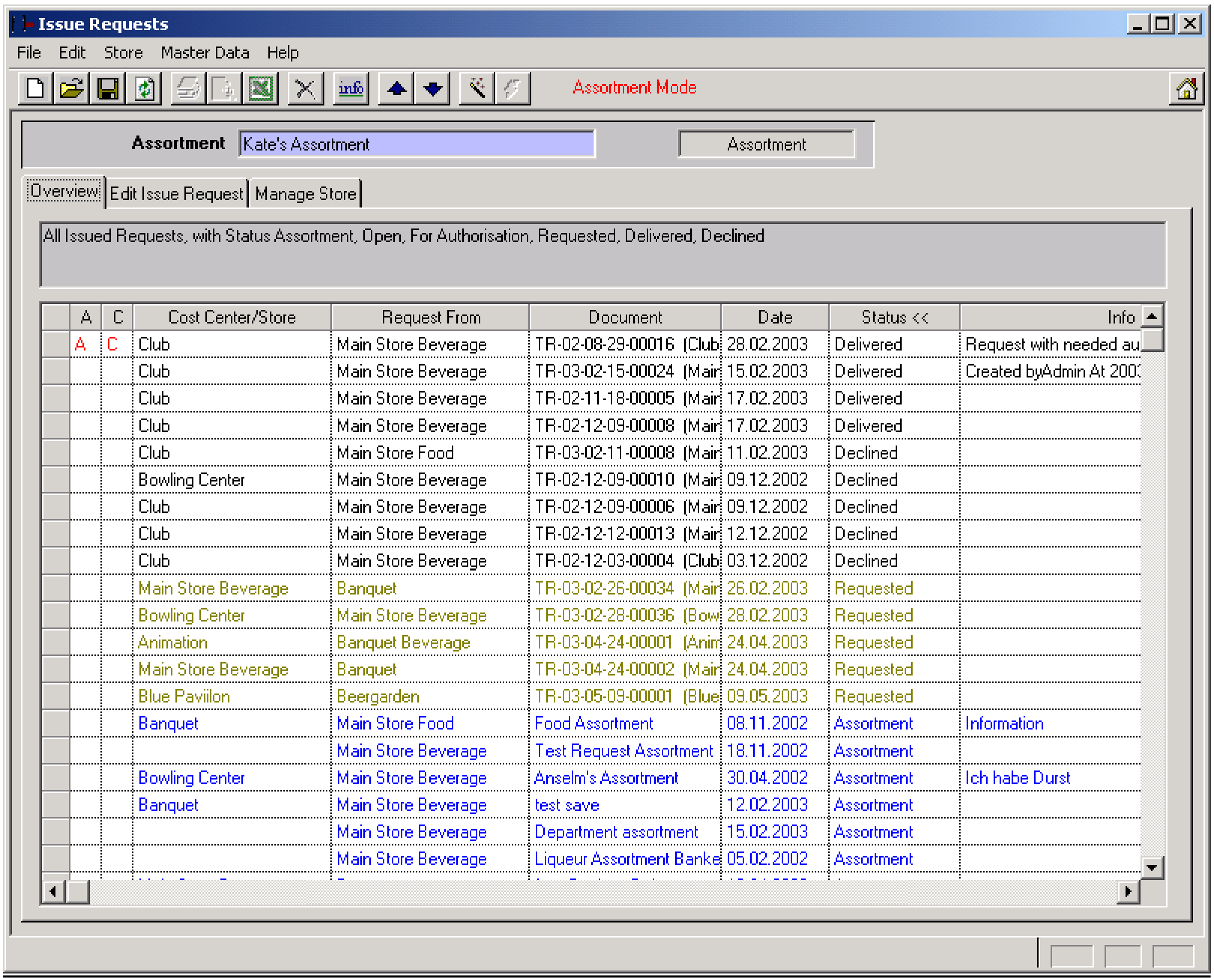
ISSUE REQUESTS OVERVIEW TAB

When you double-click on the **Issue Request** shortcut, the module opens in the *Overview* tab. The *Overview* tab displays assortments and issue requests that are still open. Double-click on a line to switch to the *Edit Issue Request* and modify a request or assortment.

Caution

The details in the display depend on the settings in *Edit* | *Options* on the menu bar.

Form Description

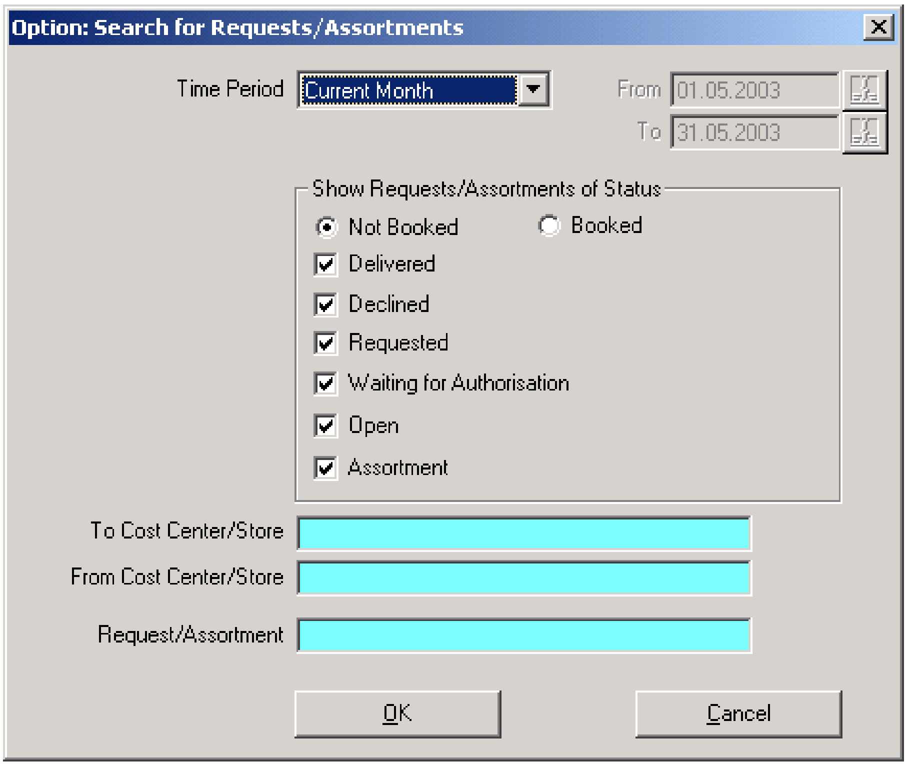


A	C	Cost Center/Store	Request From	Document	Date	Status <<	Info
A	C	Club	Main Store Beverage	TR-02-08-29-00016 (Club	28.02.2003	Delivered	Request with needed au
		Club	Main Store Beverage	TR-03-02-15-00024 (Mair	15.02.2003	Delivered	Created byAdmin At 200:
		Club	Main Store Beverage	TR-02-11-18-00005 (Mair	17.02.2003	Delivered	
		Club	Main Store Beverage	TR-02-12-09-00008 (Mair	17.02.2003	Delivered	
		Club	Main Store Food	TR-03-02-11-00008 (Mair	11.02.2003	Declined	
		Bowling Center	Main Store Beverage	TR-02-12-09-00010 (Mair	09.12.2002	Declined	
		Club	Main Store Beverage	TR-02-12-09-00006 (Mair	09.12.2002	Declined	
		Club	Main Store Beverage	TR-02-12-12-00013 (Mair	12.12.2002	Declined	
		Club	Main Store Beverage	TR-02-12-03-00004 (Club	03.12.2002	Declined	
		Main Store Beverage	Banquet	TR-03-02-26-00034 (Mair	26.02.2003	Requested	
		Bowling Center	Main Store Beverage	TR-03-02-28-00036 (Bow	28.02.2003	Requested	
		Animation	Banquet Beverage	TR-03-04-24-00001 (Anim	24.04.2003	Requested	
		Main Store Beverage	Banquet	TR-03-04-24-00002 (Mair	24.04.2003	Requested	
		Blue Pavilion	Beergarden	TR-03-05-09-00001 (Blue	09.05.2003	Requested	
		Banquet	Main Store Food	Food Assortment	08.11.2002	Assortment	Information
			Main Store Beverage	Test Request Assortment	18.11.2002	Assortment	
		Bowling Center	Main Store Beverage	Anselm's Assortment	30.04.2002	Assortment	Ich habe Durst
		Banquet	Main Store Beverage	test save	12.02.2003	Assortment	
			Main Store Beverage	Department assortment	15.02.2003	Assortment	
			Main Store Beverage	Liqueur Assortment Banke	05.02.2002	Assortment	

- **Green lines** – Saved but still open requests (not yet printed)
- **Blue lines** – Assortments (see *Creating Assortments*)
- **Black lines** – Requests that have already been delivered
- **Yellow lines** – Requests that have not been delivered yet
- **Red lines** – Requests that still need to be authorized

- **A –** Authorization; Requests that need to be authorized are marked with an A
- **C –** Delivered requests that were changed are marked with a C
- **Cost Center/Store –** Receiving cost center; if no cost center is defined in an assortment, the user is prompted for an assortment when it is opened
- **Request From –** The delivering cost center
- **Document –** Document number of the request or assortment name
- **Date –** Date of the request
- **Status –** Displays the status of the request (see colored lines)
- **Info –** Edit information in the requests Info field
- **Owner –** The owner of the request; the assigned purchase manager is displayed
- **Changed by –** The last user to modify the request or authorize it
- **At –** Date of the change.
- **Created by –** Name of the user that created the request or assortment.
- **At –** Creation date.

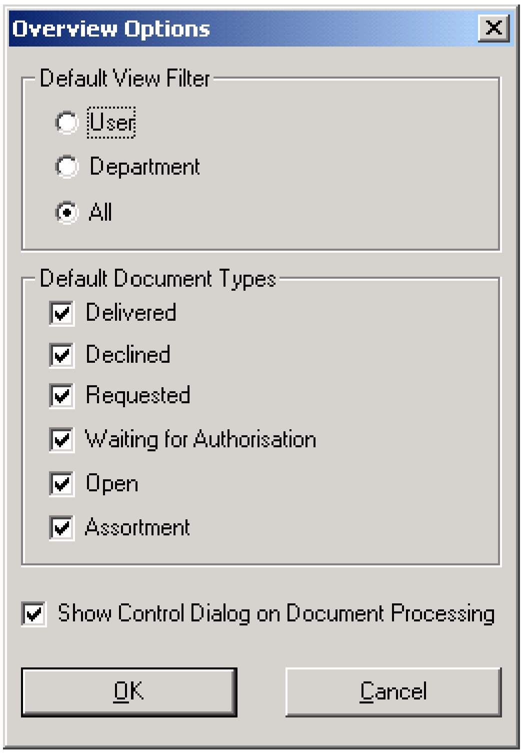
Double-click on a request to open it. Request that have only been saved (status – open) can still be modified. If you click on the on the **Open** button in the *Overview* tab, the following form displays:



- **Time Period – Select** a time period for the overview
- **Show Requests/Assortments of Status**
  - **Not Booked –** All requests that have not yet been booked are displayed
  - **Delivered –** Requests that have already been delivered are included in the overview
  - **Declined –** Requests that were not accepted by the purchase manager are displayed
  - **Requested –** All placed requests are displayed
  - **Waiting for Authorization –** Requests that are still awaiting authorization are displayed
  - **Open –** Saved but not placed requests are displayed
  - **Sortiment –** Created assortments are displayed.
  - **Booked –** All delivered and booked assortments are displayed.
- **To Cost Center/Store –** All requests made and booked to a selected cost center are displayed
- **From Cost Center/Store –** All requests made from a selected cost center are displayed.
- **Request/Assortment** Select a specific assortment or request (by system number or assortment name) to display.

OPTIONS FOR ISSUE REQUESTS

Select *Edit* | *Options* from the menu bar to set user-specific options.

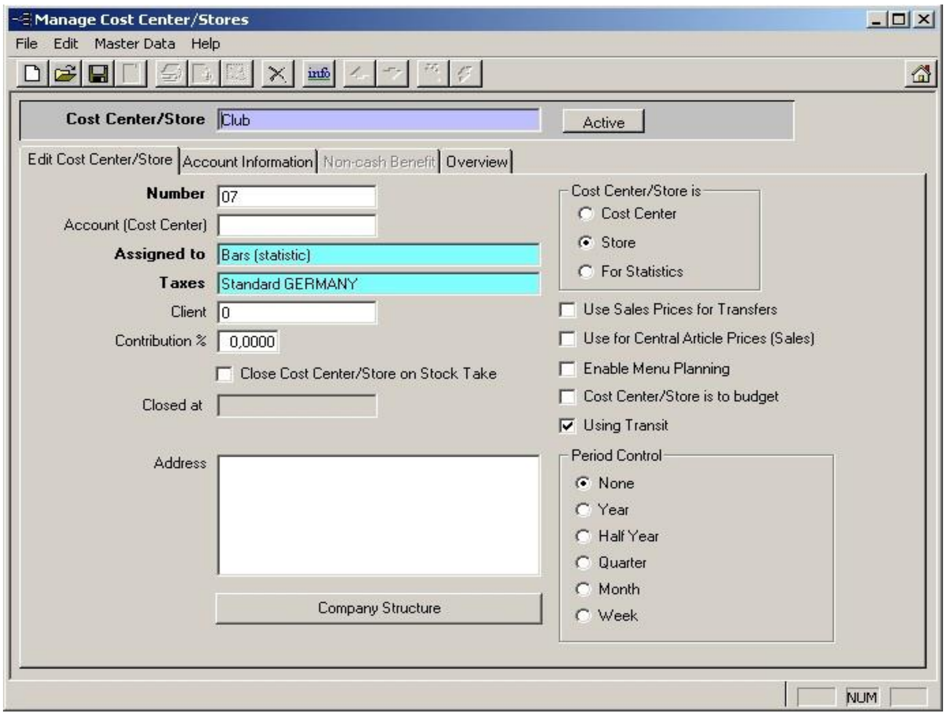


In this form you can define which documents are displayed when opening *Overview* tab.

- **Default View-Filter**
  - **User –** Only requests that are assigned to the user are displayed
  - **Department –** Only requests for departments that the user is assigned to are displayed
  - **All –** All requests and assortments are displayed
- **Default Document Types**
  - **Delivered –** Requests that have already been delivered are displayed
  - **Declined –** Requests that have not been accepted by the purchase manager are displayed
  - **Requested –** All requests that have been placed are displayed
  - **Waiting for Authorization –** Requests that are waiting for authorization are displayed
  - **Open –** Saved but not yet placed requests are displayed
  - **Assortment** All created assortments are displayed

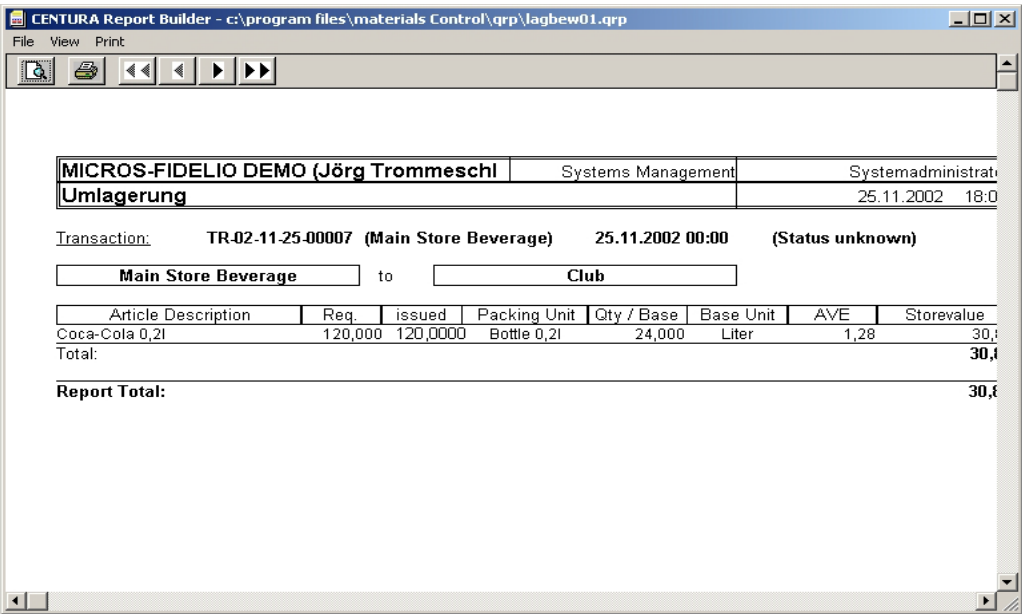
ACCEPT & DECLINE / TRANSIT OPTION FOR ISSUE REQUESTS

If the user should confirm the delivery of a transfer document from other stores you can activate the **Transit** function.
Select Master Data -> Cost Centers, select existing Cost Center (Restaurant)
Click in the check box **Using Transit** to activate this feature for a store.



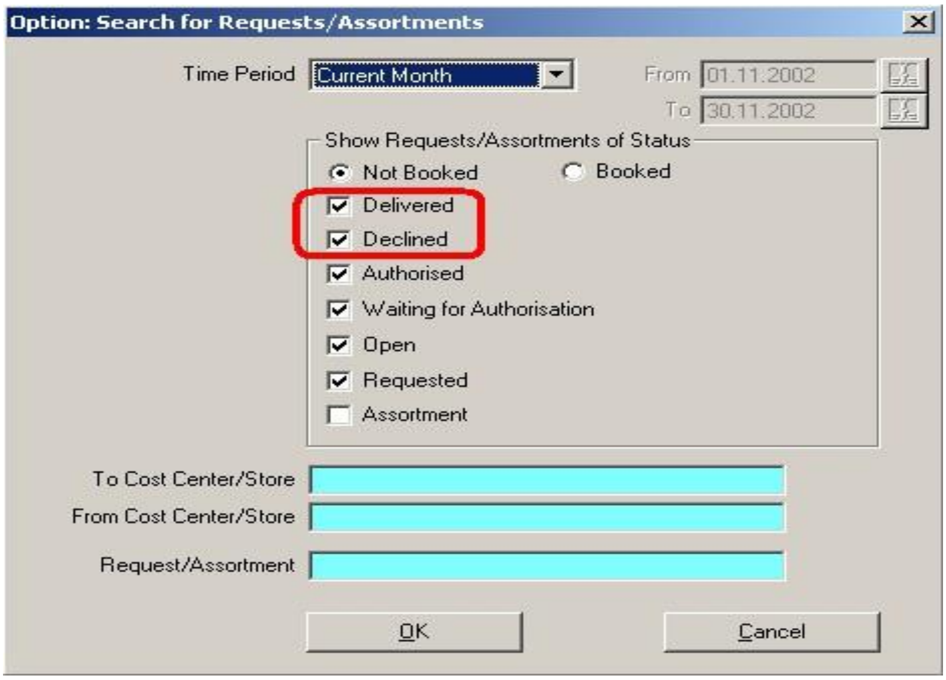
If you activate this button in a receiving store the following procedure will be activated:

A transfer is created at the source store. Click on “Book” to send this transfer. This document will have a statement “Status unknown” on the printout.

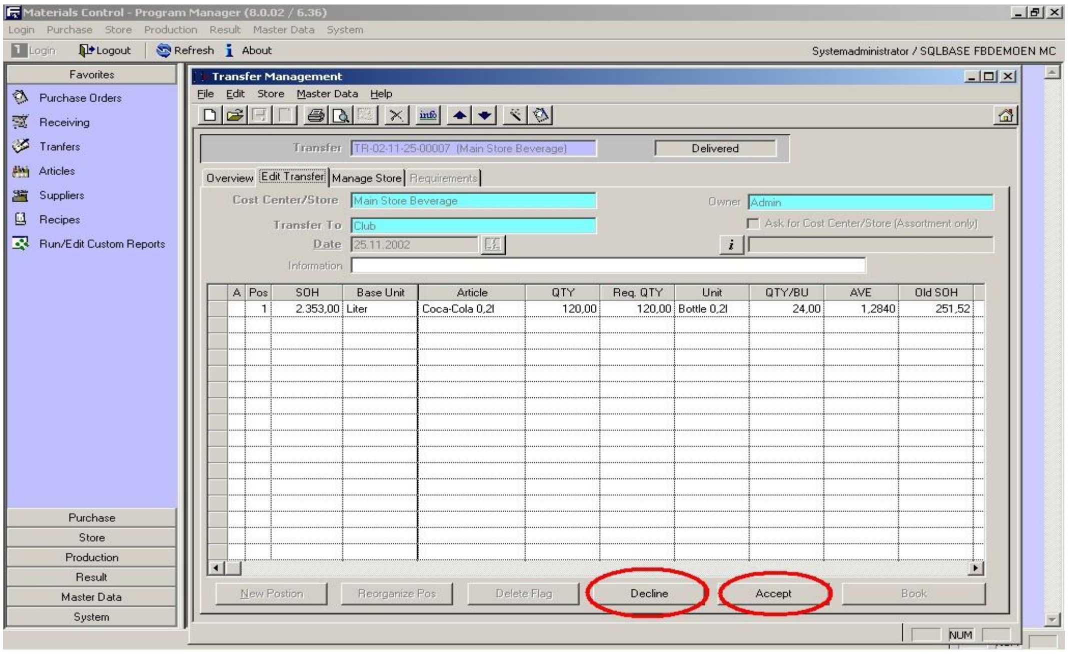


If you open the issue request module you will see the previous booked transfer as delivered.

To check the configuration settings made before you can click on Edit -> Options and check the documents to show.



If you now select the “delivered” document and doubleclick it, you will have the option to accept or decline it. You will not have the option to change anything on this document. If you can not accept for example the quantity you can decline the document.



If you accept the document (and click on accept) the transfer will be booked and the status will be changed to “Booked Transfer”.
If a store has declined a document it is visible as a declined document in the transfer management. There it can be changed and “re-send”.

MANAGE STORE TAB

Because articles are created in base units, the articles should be assigned actually used units in cost centers so that you can manage them better. Units are defined for each article in each store. The assigned units are available for internal transfers and inventory. You can also define minimum and maximum stock of articles in cost centers in this function. Storage locations can also be assigned to stores in *Manage Store.*

Important

- With what unit are articles booked between cost centers?
- Have minimum and maximum stocks for articles been defined?

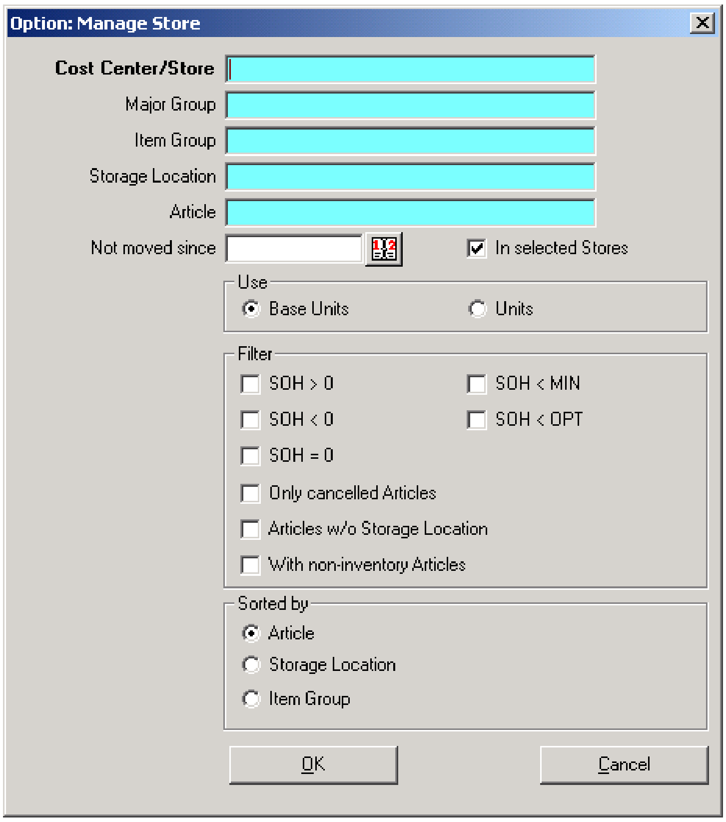
Caution

In the *Manage Store* tab you can also change the stock on hand and average stock price of an article. These changes are store as stock modification. Changes should be reviews thoroughly.

To modify stores in the *Manage Store* tab, users must have the appropriate rights under *Store Options*.

Modification rights under *Store Options*:
- **Change Control SOH** – Define minimum and maximum stock on hand
- **Change Storage Locations**
- **Change SOH** – Change current stock on hand
- **Change Unit** – Change default storage unit for an article
- **Change AVE** – Change article's average price in a storage location
- **Delete Articles from Store**
- **Cancel Articles**

Click on the *Manage Store* tab and define the display using the **Open** button . The following form displays:

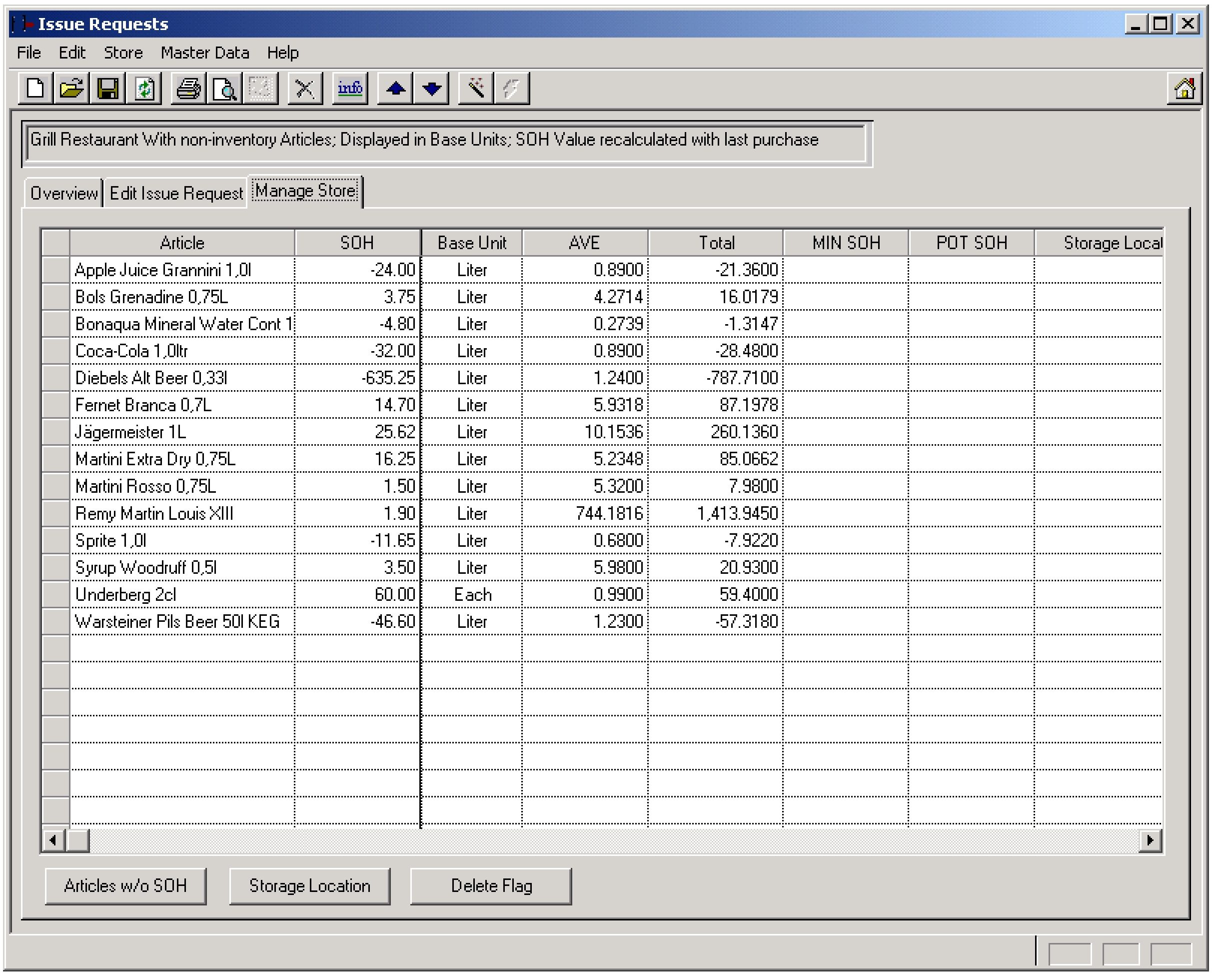


- **Cost Center/Store –** Required field; select the store that you want to manage
- **Item Group –** Select an item group if you only want to view articles belonging to this group
- **Storage Location –** Select a storage location; storage locations are used as sub groups of stores. For example, the Beverage store contains the storage locations Soft Drink Cold Room, Beer Cold Room, Wine Storage, etc.
- **Article –** Display individual articles in this store
- **Not moved since –** Calendar function; select the date since which the articles have not been booked
- **In selected Stores –** If this option is not enabled, articles in the selected store that have not been moved are not displayed. If this option is enabled, the system will include all movements in the store.
- **Use**
  - **Base Units –** Display articles in base units
  - **Units –** Display articles in the articles default unit for the store
- **Filter**
  - **SOH>0 –** Only articles with a stock on hand greater than 0 are displayed
  - **SOH <0 –** Only articles with a negative stock on hand are displayed
  - **SOH =0 –** Only articles with a 0 stock on hand are displayed. These are articles that have been booked to the store; only articles that had a stock on hand value greater than 0 some point are displayed.
  - **SOH < MIN –** If you are using minimum stock on hand, articles that have a stock on hand lower than the minimum are displayed.
  - **SOH <POT –** Articles with a stock on hand lower than the maximum are displayed.
  - **Only cancelled Articles -** Only articles that have been set to inactive in Master Data are displayed
  - **Articles w/o Storage Location –** Articles without an assigned storage location are displayed. Undefined articles can be assigned quickly this way.
  - **With non-inventory Articles –** Articles that are not used in inventory are displayed.

- **Sorted by**
  - **Article –** Alphabetical display of the articles
  - **Storage Location –** Sort by storage location
  - **Item Group –** Articles are displayed by item group

When you click the **OK** button, the following table displays. In this table you can manage assignments.

Form Description


Issue Requests
File Edit Store Master Data Help
Grill Restaurant With non-inventory Articles; Displayed in Base Units; SOH Value recalculated with last purchase
Overview | Edit Issue Request | Manage Store

Article	SOH	Base Unit	AVE	Total	MIN SOH	POT SOH	Storage Locat
Apple Juice Grannini 1,0l	-24.00	Liter	0.8900	-21.3600			
Bols Grenadine 0,75L	3.75	Liter	4.2714	16.0179			
Bonaqua Mineral Water Cont 1	-4.80	Liter	0.2739	-1.3147			
Coca-Cola 1,0ltr	-32.00	Liter	0.8900	-28.4800			
Diebels Alt Beer 0,33l	-635.25	Liter	1.2400	-787.7100			
Fernet Branca 0,7L	14.70	Liter	5.9318	87.1978			
Jägermeister 1L	25.62	Liter	10.1536	260.1360			
Martini Extra Dry 0,75L	16.25	Liter	5.2348	85.0662			
Martini Rosso 0,75L	1.50	Liter	5.3200	7.9800			
Remy Martin Louis XIII	1.90	Liter	744.1816	1,413.9450			
Sprite 1,0l	-11.65	Liter	0.6800	-7.9220			
Syrup Woodruff 0,5l	3.50	Liter	5.9800	20.9300			
Underberg 2cl	60.00	Each	0.9900	59.4000			
Warsteiner Pils Beer 50l KEG	-46.60	Liter	1.2300	-57.3180			

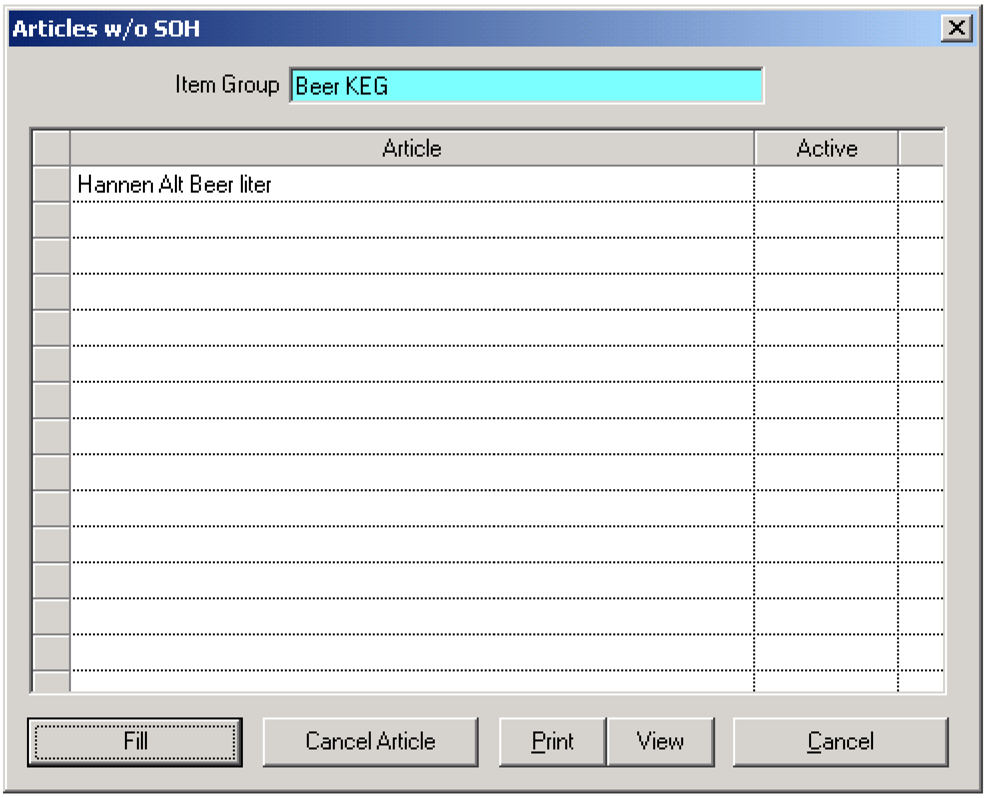
Articles w/o SOH | Storage Location | Delete Flag

- **Article –** Article name.
- **SOH –** Article's current stock on hand based on the selected unit (base unit or default unit for this store). To change the SOH, click on the field. A store modification will be noted in inventory.
- **Base Unit –** This store's base unit or default unit.
- **AVE –** Average store price of the article fro the selected unit. The average price can be modified. A store modification will be created.
- **Total –** Article's current stock value.
- **MIN SOH –** Click on this field to modify the minimum stock on hand for this article in the store. Orders and requests can be created based on the minimum stock on hand.
- **POT SOH –** The target inventory for an article can be defined here. The stock on hand will be set achieve target stock on hand when a request is placed.
- **Storage Location –** Displays storage locations. Click on the Storage Location button 

to change it.
- **Last Inventory –** Displays the date of the last inventory.
- **Evaluation Prices**
- **S –** Status – **0** = free entry, **1** = Last price, **2** = Average price, **3** = Sales price

- **% –** Extra charge to price for EP1
- **EP1 –** Estimated price of the article, e.g. for inventory evaluation
- **S –** Status – **0** = free entry, **1** = Last price, **2** = Average price, **3** = Sales price
- **% –** Extra charge to price for EP2
- **EP2 – second** evaluation price

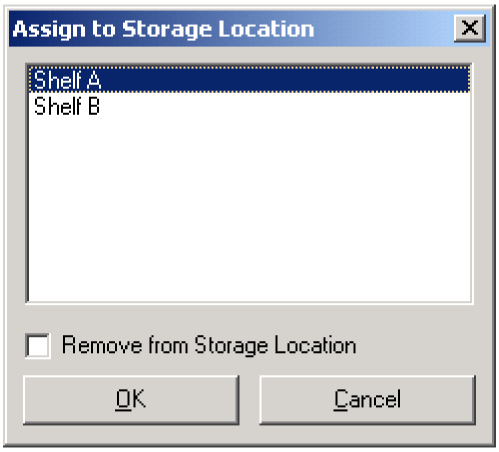
Click on the Articles w/o SOH to display the following form –



- **Item Group –** Select an item group to filter articles in the display.
- **Fill –** Click on this button to display all articles that have no stock on hand
- **Cancel Article –** Click on this button to cancel articles that have never been booked. The cancelled articles are set to **inactive** in *Master Data* | *Articles*.
- **Print –** Prints the displayed list.
- **View** Page preview of the list.
- **Cancel – Exit** this window.

Articles displayed in Red are inactive.

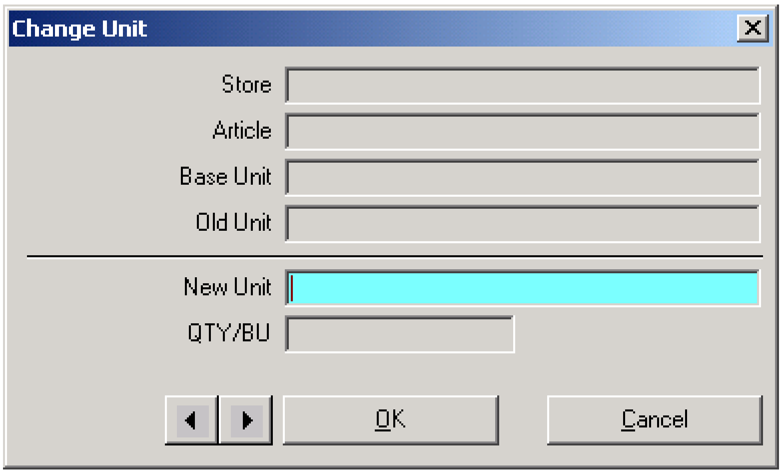
If you highlight a line item and click this button, you can assign it to a storage location (see *Storage Locations*).



Select a storage location and click **OK**. To cancel a storage location that has already been assigned, select the **Remove from Storage Location** option.

A highlighted article can be removed from a storage location by clicking this button (user right **Delete Articles from Store**). If articles are deleted, a modification is noted in inventory. If you click on the **Delete Flag** Button, a displays next to the highlighted line. The article is not deleted from the storage location until you have saved your changes.

Double-click on a line to change or assign an article's default unit for the storage location.



- **Store –** Displays the storage location.
- **Article –** Displays the selected article.
- **Base Unit –** Display's the article's base unit.
- **Old Unit –** The default unit currently assigned to the article in the storage location.
- **New Unit –** Enter the new default unit; only units that are assigned to the article's base unit are available.
- **QTY/BU –** Quantity of the new unit in the article's base unit.

TRANSFERS

In this module issue requests and transfers between stores can be booked.

Important

- To use Transfers the **Transfers** right must under *Store* must be active.
- In what units are items transferred between stores?

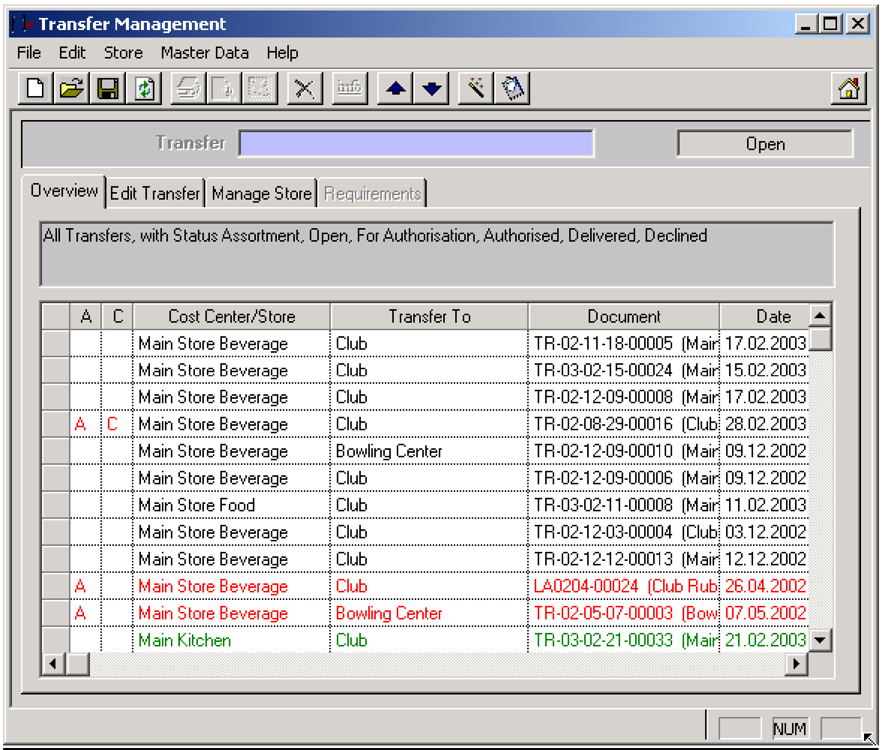
OVERVIEW TAB

When you double-click on the **Transfers** shortcut, the form opens up in the *Overview* tab. The overview displays assortments, saved transfers, and transfers that are still open. To open an individual transfer in the *Edit Transfer* tab, double click on a line item.

Caution

The detail of the display depends on your settings in *Edit* | *Options* on the menu bar.

Form Description

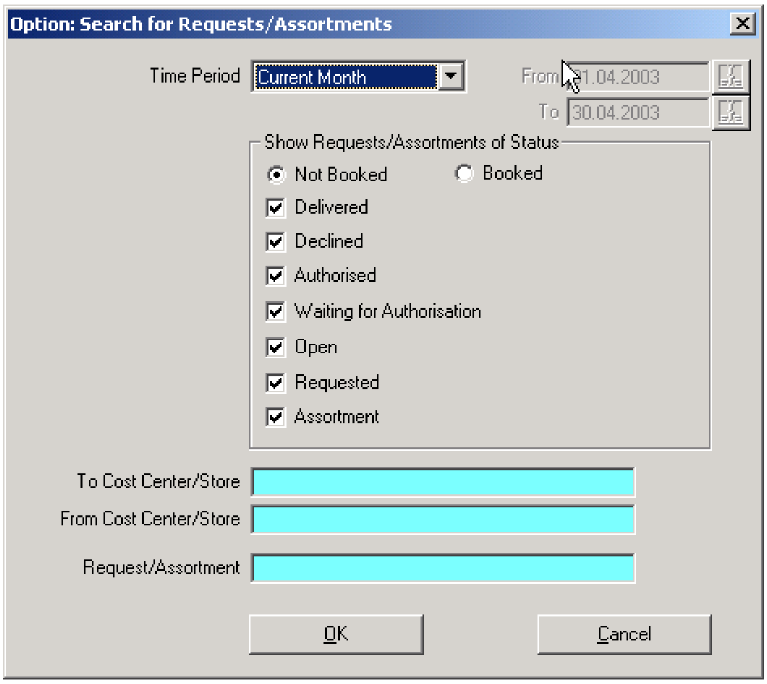


- **Green lines –** Saved but not yet booked transfers.
- **Blue lines – Assortments (see *Creating Assortments*)**
- **Black lines –** Requests that have already been delivered. If the receiving store has been defined as **Using Transit**, the transfer is only delivered but not booked until the **Accept** button is clicked.

- Yellow lines **–** Requests that have not been delivered yet.
- **Red lines –** Requests that still need to be authorized.
- **A –** Transfers that have been authorized are marked with an **A**.
- **C –** Delivered transfers that have been modified are marked with a **C**.
- **Cost Center/Store –** Transferring cost center/store. If no cost center was specified when the assortment was made, you will be prompted for one.
- **Transfer to –** Receiving cost center. If no cost center was specified when the assortment was made, you will be prompted for one.
- **Document –** Document number for the transfer/issue request or assortment name.
- **Date –** Request date
- **Status –** Displays the status of the request (see previous description of colored lines).
- **Info –** Information in the Info field of the transfer or request.
- **Owner –** Owner of the request. The assigned purchase manager is displayed.
- **Changed by –** The last user to modify or authorize this record.
- **At –** Date of the change.
- **Created by –** Name of the user that created this transfer.
- **At –** Creation date.

Double-click on a line to reopen a request/transfer. The form switches to the *Edit Transfer* tab. The actual received quantity can still be changed in requests.

When you click on the **Open** button in the *Overview* tab, the following window displays:

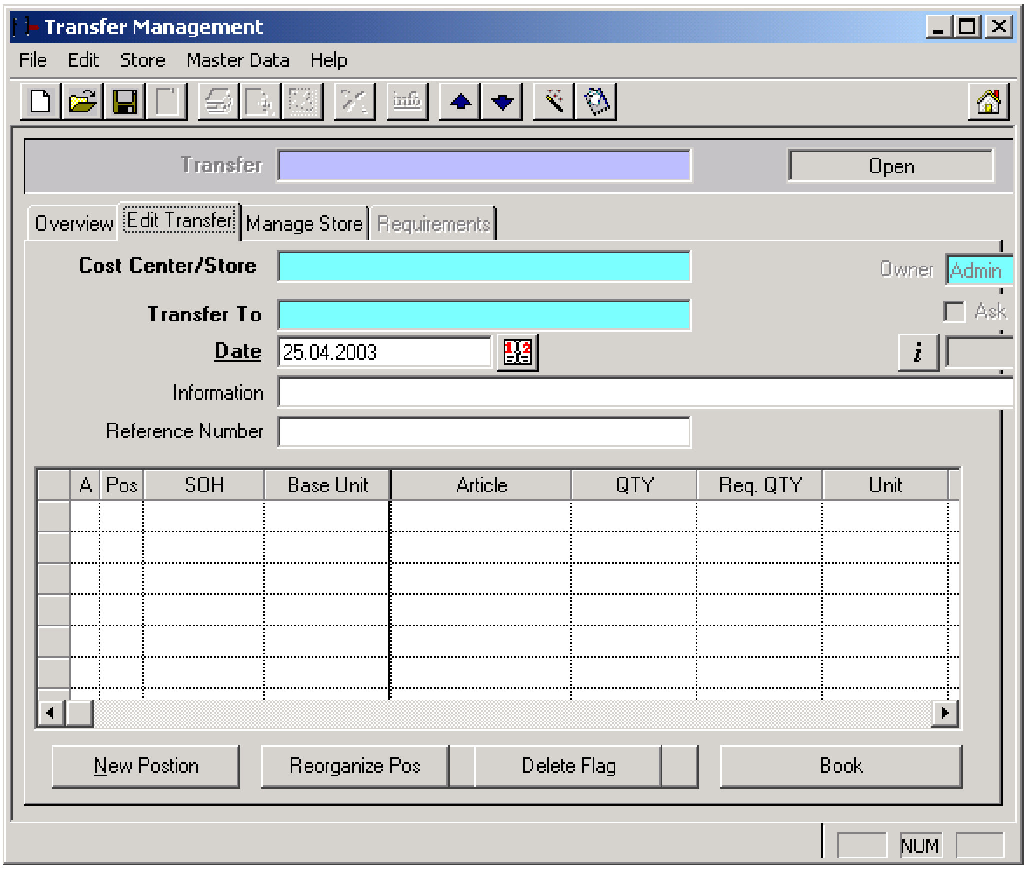


- **Time Period –** Select a time period for the overview
- **Show Requests/Assortments of Status**
  - **Not Booked –** All requests that have not yet been booked are displayed
  - **Delivered –** Requests that have already been delivered are included in the overview
  - **Declined –** Requests that were not accepted by the purchase manager are displayed
  - **Requested –** All placed requests are displayed
  - **Waiting for Authorisation –** Requests that are still awaiting authorization are displayed
  - **Open –** Saved but not placed transfers are displayed
  - **Sortiment –** Created assortments are displayed.
  - **Booked – All** delivered and booked transfers are displayed.
- **To Cost Center/Store –** All requests/transfers made and booked to a selected cost center are displayed
- **From Cost Center/Store –** All requests/transfers made from a selected cost center are displayed.

- **Request/Assortment –** Select a specific assortment, request, or transfer (by system number or assortment name) to display

EDIT TRANSFER TAB

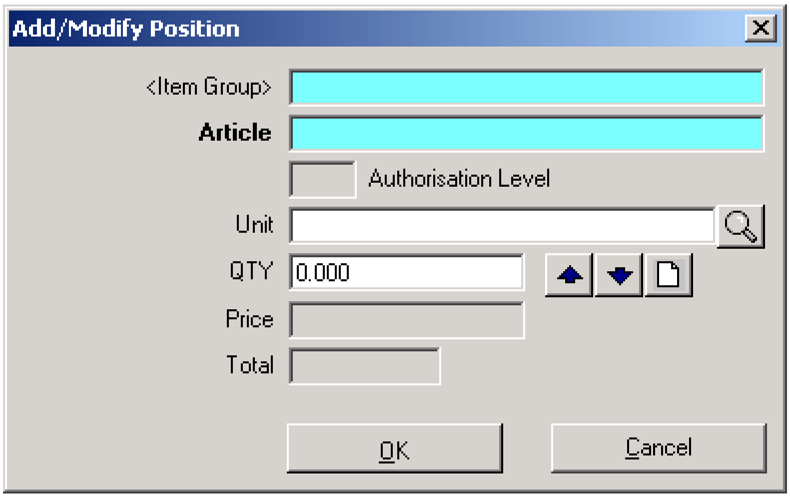
Form Description



- **Transfer –** The issue request number assigned by the system is displayed for saved issue requests.
- **Cost Center/Store –** Enter the delivering store; stores that have been defined as statistical store will not be shown for bookings.
- **Transfer to –** Enter the receiving store.
- **Date –** Date of the booking.
- **Information –** Information field.
- **Owner –** The user that created the tranfer; this field cannot be modified.
- **Ask for Cost Center/Store (Assortment only) –** If assortments are being created, the cost center can be prompted for when the assortment is retrieved.
- **Table**
- **A –** Article must be authorized.
- **POS –** Article position in the transfer.
- **SOH –** Article's current stock on hand in the sending store, in the article's base unit.
- **Base Unit –** Article's base unit.
- **Article –** Article name.
- **QTY –** Requested quantity in the purchase unit.
- **Req. QTY –** Entered requested quantity.
- **Unit –** Purchase unit for this transfer.
- **QTY/BU –** Requested quantity in base unit.
- **AVE –** Average stock price for the article in the dispatching stock location.
- **Old SOH** – Article's stock on had in the dispatching stock location.

- **Total –** Value of the request for this article (quantity/BU x AVE).
- **Information –** Text-Information.
- **Article No. –** Internal article number (stock article number).

New Postion To add articles to a transfer, click on this button. The following form displays.



- **<Item Group> –** Enter an article group to filter the display by articles.
- **Article –** Enter the article to be requested.
- **Authorization Level –** Displays this article's authorization level.
- **Unit –** Enter the unit to request.
- **QTY –** Enter the quantity to request (in the previously selected unit).

Switch to the previous article

Switch to the next article

Do not save changes, enter a new article

- **Price –** Current average stock price in the dispatching store. The booking to the store will be made with the average stock price of the store that is delivering the article.
- **Total –** Sum of quantity and price

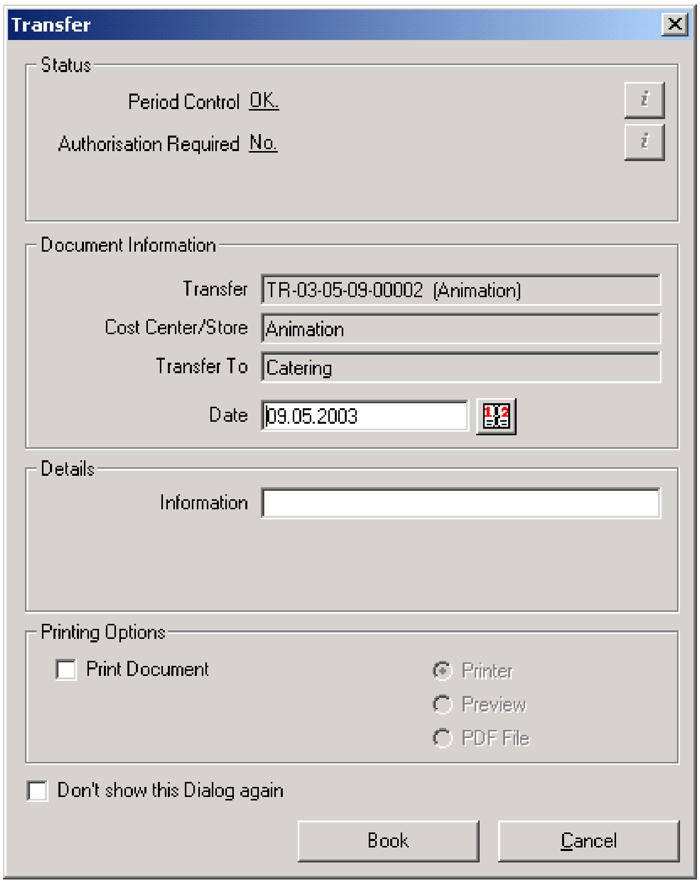
Reorganize Pos Click here to reorganize the positions of the articles in the requests.

Delete Flag Highlighted lines in a request can be deleted with this button. The deletion is not in effect until after the form has been saved.

Decline Decline the transfer. If the transfer is declined it remains with delivered status and can still be modified before it is accepted.

Accept Accept delivered but not yet saved transfers. Transfers are not considered booked until after they have been accepted.

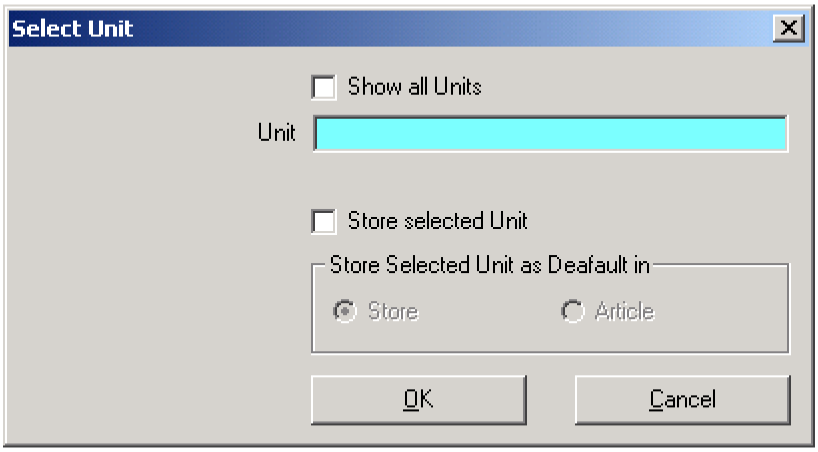
Click here to book the request/transfer (or press the F10 key). The following form displays:



- **Status**
  - **Period Control –** Checks the date regarding inventory periods
  - **Authorization Required –** Checks whether authorizations are required for the articles in this transfer. If an issue request includes articles that need to be authorized, the articles in question are displayed when you click on the **Information** button.
- **Document Information**
  - **Transfer –** The transfer number is generated by the system and cannot be changed.
  - **Cost Center/Store –** The dispatching cost center for this transfer.
  - **Transfer to –** Receiving cost center.
  - **Date –** Change date (can be modified using the calendar button).
- **Details**
  - **Information –** Information about the transfer. This information is included in printouts and can be changed in this form. You can also enter descriptions of transfers here.
- **Printing Options**
  - **Print Document –** If this field is enabled you can select the print-type.
  - **Printer –** Document is printed.
  - **Preview –** Document is displayed in a preview window.
  - **PDF File –** Document is saved to a PDF File.
- **Don't show this Dialog again –** Select this option if you do not want this window to display again. The window can be reactivated in *Edit* | *Options* in the menu bar.

CHANGING UNITS IN A TRANSFER

If you want to create a transfer with different unit, click on the magnifying glass in the *Add/Modify Position* form. The following form displays:

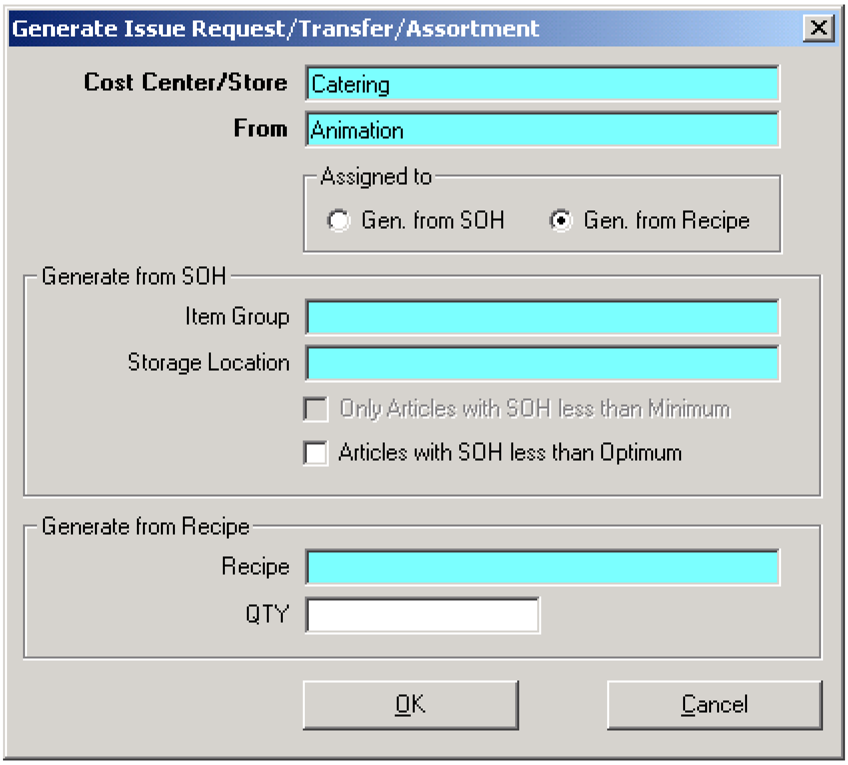


- **Show all Units –** All units that are compatible to the base unit are displayed in the selection form when you click on this field. New purchase units can be created for this article (see also *Manage Store*).
- **Unit –** Select the unit to book.
- **Store selected Unit –** New units can also be stored to Store Management.
  - **Store –** The selected unit is stored as default unit in the storage location.
  - **Article –** The selected unit is stored as default unit for this article.

Tip

Click on the magic wand if you want a quick way to create transfers. You can also use it to call articles in a recipe and transfer them.

If you click on the magic wand in the Edit Transfer tab, the following form displays:

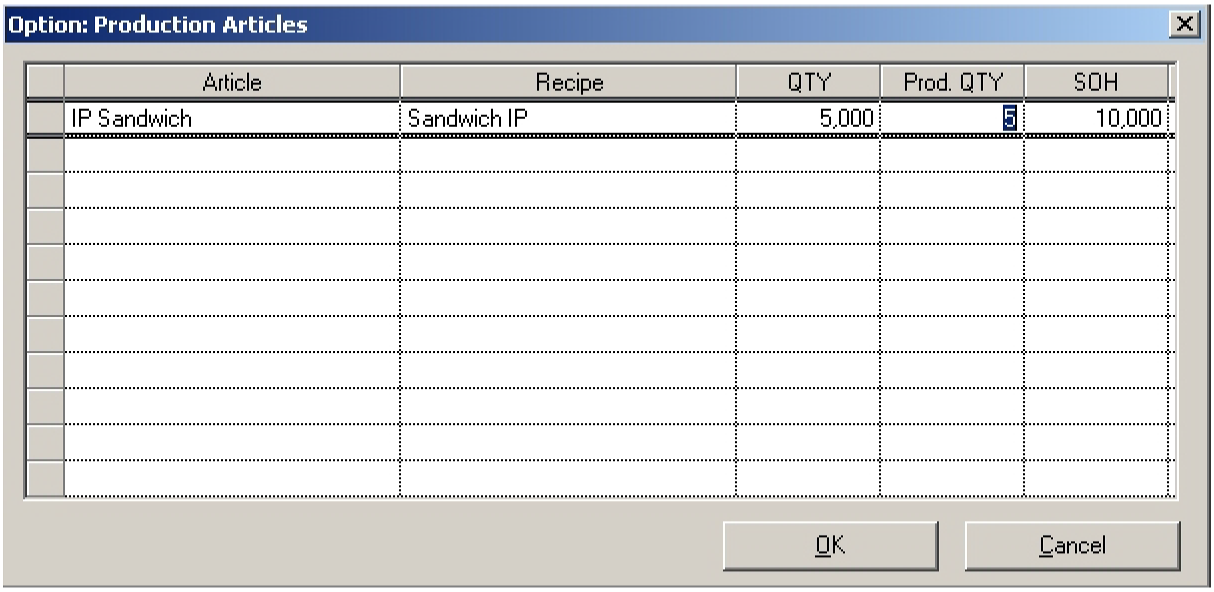


- **Cost Center/Store –** Required entry of the receiving cost center.
- **From –** Required entry of the dispatching cost center.
- **Assigned to**
  - **Gen. From SOH** Select item group or storage location.
  - **Gen. From Recipe –** Select recipe to transfer articles to a recipe.
- **Generate from SOH**
  - **Item Group –** here you can select an item group; only articles that belong to the group will be displayed.
  - **Storage Location –** Select the receiving cost centers storage location. Articles that are assigned to this storage location will be displayed.
  - **Only Articles with SOH less than Minimum –** Articles with a stock on hand less than or equal to the minimum amount will be displayed if this option is selected.
  - **Generate from Recipe**
  - **Recipe –** Select a recipe to transfer ingredients in this recipe.
  - **QTY –** Enter the quantity of the recipe so that article quantities can be created.

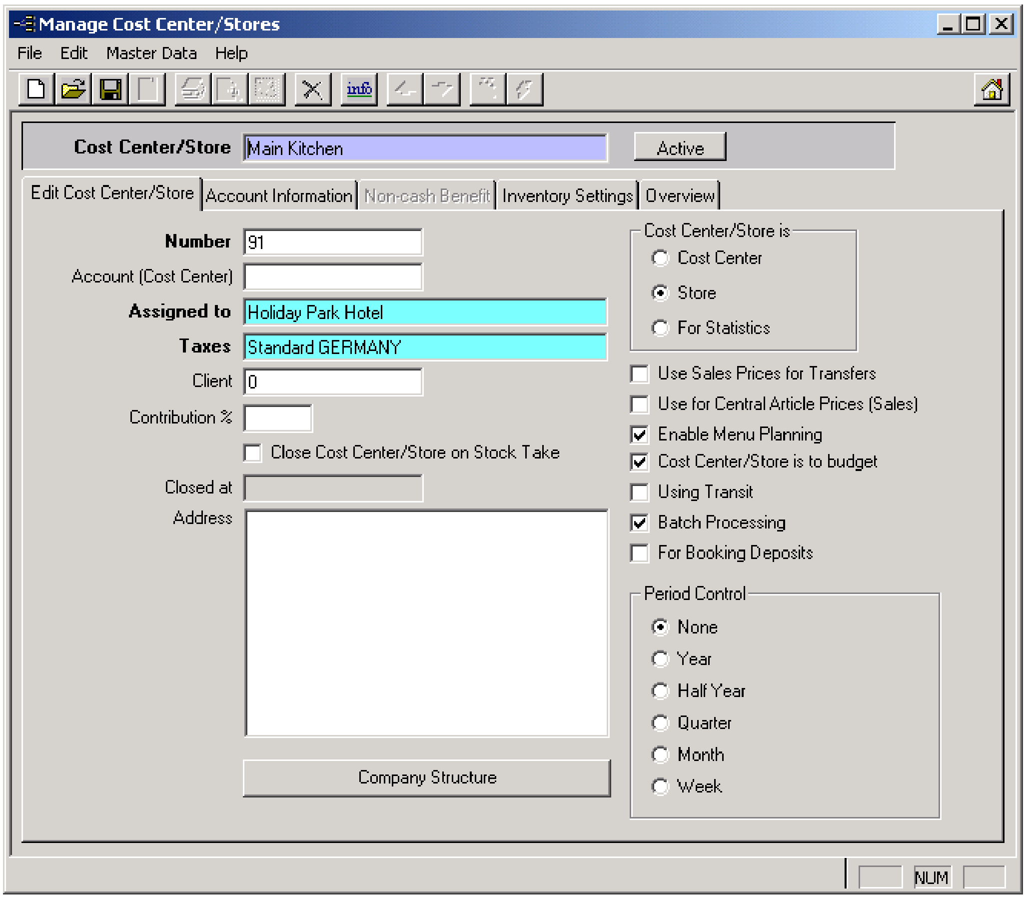
The selection is displayed in the *Edit Transfer* table. Enter the quantities and save or book the transfer.

TRANSFERRING PRODUCTION ARTICLES

A recipe must be created first. This recipe can be used for stock reduction in sales (see *Recipes*). But how is the article transferred?
Since only stock articles can be transfers, a so-called PA (Production Article) must be created. A production article can be linked to a recipe and used for transfers. When this article is used in a transfer, the following form displays:



- **Article** – Displays the stock article
- **Recipe** – Displays the recipe
- **QTY** – Displays the quantity of recipes to be transferred
- **Product QTY** – Displays the quantity of the recipe that needs to be produced for the transfer. This field defaults to the complete quantity to be transferred. The system will then "produce" the internally requested quantity before the transfer. The ingredients are depleted from stock.
  If the production quantity is zero, the recipe cannot transfer ingredients. PA articles are used for this. The quantity can be split up (e.g. QTY 1 = 1 PA article is transferred; 1 x ingredient of the produced PA article is depleted from the store).
- **SOH** – stock on hand of the recipe in the dispatching store. This function can only be used if the dispatching store is defined as follows:

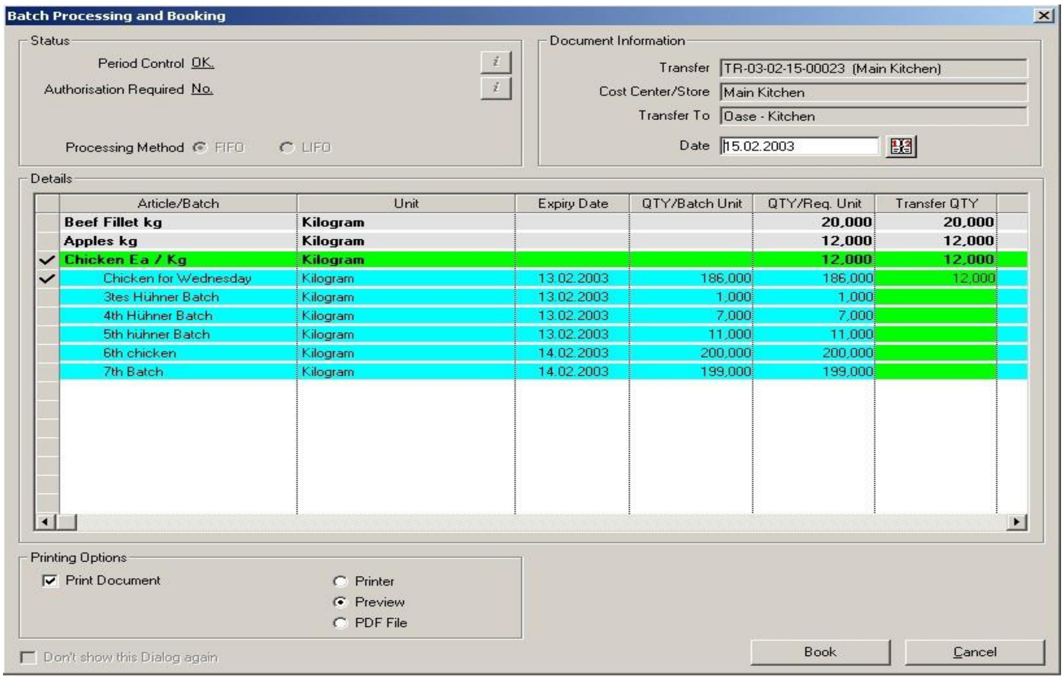


The **Enable Menu Planning** option must be enabled

BOOKING TRANSFERS OUT OF BATCHES

If one or more articles in the transfer are marked as HACCP articles and the delivering store is marked as batch processing store the user must select from which batch the articles should be reduced.

When you do a transfer out of the receiving store for a HACCP article the following screen will appear at booking:



The example displays here a transfer for three articles. Beef Fillet and Apples are not marked as HACCP items. The chicken is marked as HACCP item and the system displays all available batches which can be used for transferring. The system always places the cursor on the line with the closest expiry date (FiFo). If needed the user can select a different batch or split up the quantity to multiple batches.

Click on Book to complete the transaction.

CREATING AND EDITING ASSORTMENT TRANSFERS

An assortment is repeated transfer of the same items. Select *File* | *Assortment Mode* from the menu bar.

Important

- What articles are being requested?
- In what unit are articles transferred from the dispatching cost center to the receiving cost center?
- Should the assortments always use the same cost centers or should the cost center be user-defined?

Once you have switched to *Assortment Mode*, the menu bar displays Assortment Mode in red font. The program switches to the Edit Transfer tab and the field **Transfer** is now **Assortment**. Enter a name for the assortment.

Entering articles into an assortment works the same way as creating a transfer. If you want users to be prompted for a cost center each time they call the assortment, select the **Ask for Cost Center/Store** (Assortment only) option.

Caution

The only difference between creating a transfers of individual articles and creating an assortment is the quantity in the assortment should remain 0, in case there are articles you do not want to transfer at some point. Articles with 0 quantity will not be included in the request or printed by the system.

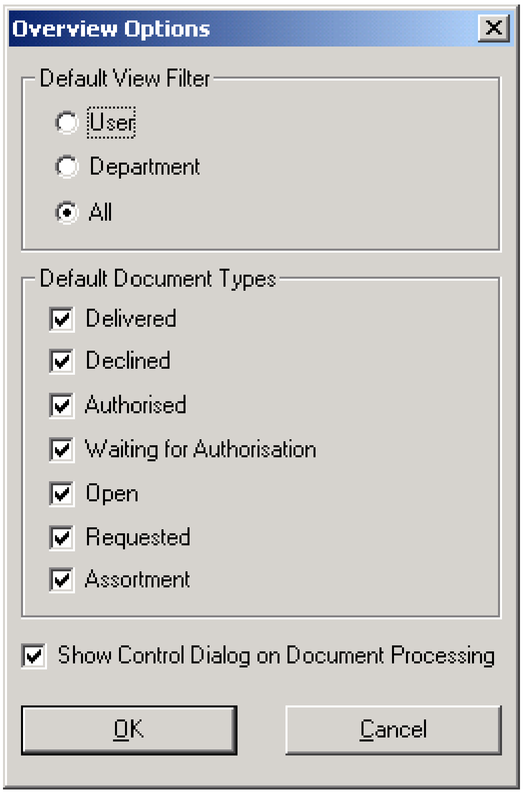
Save the new assortment using the **Save** button . The new assortment can be used for booking. To leave *Assortment Mode*, select *File* | *Normal Mode* from the menu bar.

BOOKING TRANSFERS FROM AN ASSORTMENT

To create a transfer from an assortment, select the assortment in the *Overview* tab and double-click on it. The form switches to the *Edit Transfer* tab. Now you can enter the desired quantities and add articles using the **New Position** button. Once you have completed your entries, click on the **Book** button to book the transfer.

TRANSFER OPTIONS

Select *Edit* | *Options* from the menu bar to set user-specific options.



In this form you can define which documents are displayed when opening *Overview* tab.

- **Default View-Filter**
  - **User –** Only requests that are assigned to the user are displayed.
  - **Department –** Only transfers for departments that the user is assigned to are displayed.
  - **All –** All transfers and assortments are displayed.
- **Default Document Types**
  - **Delivered –** Transfers that have already been delivered are displayed.
  - **Declined –** Transfers that have not been accepted by the purchase manager are displayed.
  - **Authorised –** Only authorized transfers are displayed.
  - **Requested –** All requests that have been placed are displayed.
  - **Waiting for Authorization –** Transfers that are waiting for authorization are displayed.
  - **Open –** Saved but not yet placed transfers are displayed.
  - **Assortment –** All created assortments are displayed.

STORAGE LOCATIONS

Stores/cost centers can be subdivided into storage location. Storage locations are created and named in this module. Each storage location can be used independently from each cost center.
Articles are assigned to a storage location in the Edit Storage Location tab. If you assign an article to a non-existent storage location in a store, the system automatically creates that storage location with the name you entered for it when you assigned the article to it.

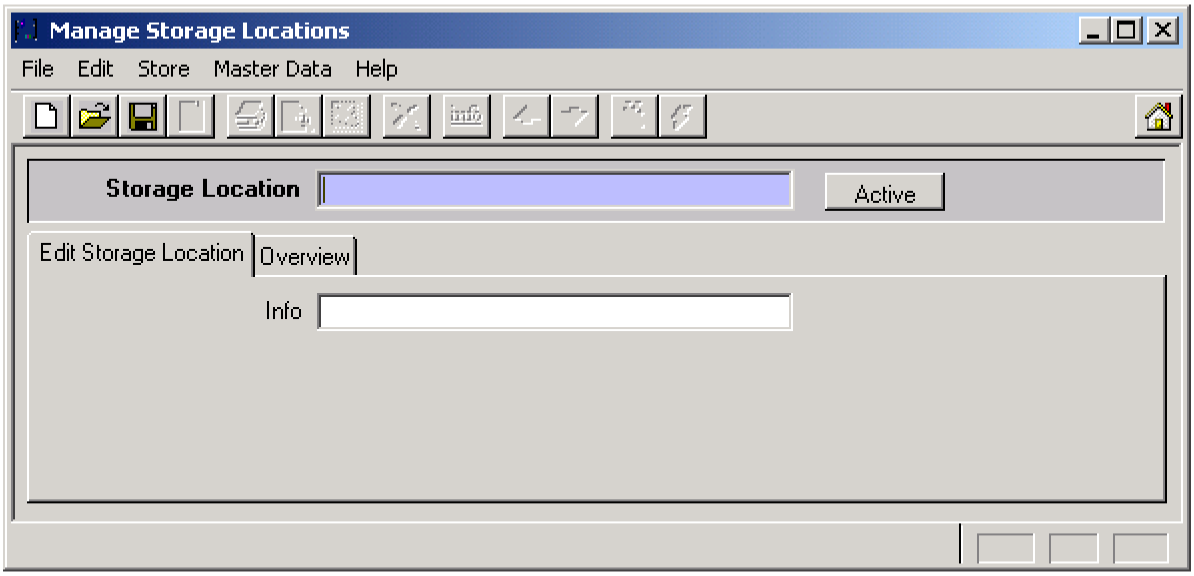
Important

- To use *Storage Locations*, the **Storage Location** right must be active under *Store*.
- Because an article in a store can only be assigned to a storage location, you use care when creating storage locations. If an article resides in two places in a store, you should not work with storage locations.

Where are storage locations used?

- Store, Stock on Hand Control
- Transfers using the magic wand
- Store, generating inventory, printing store lists

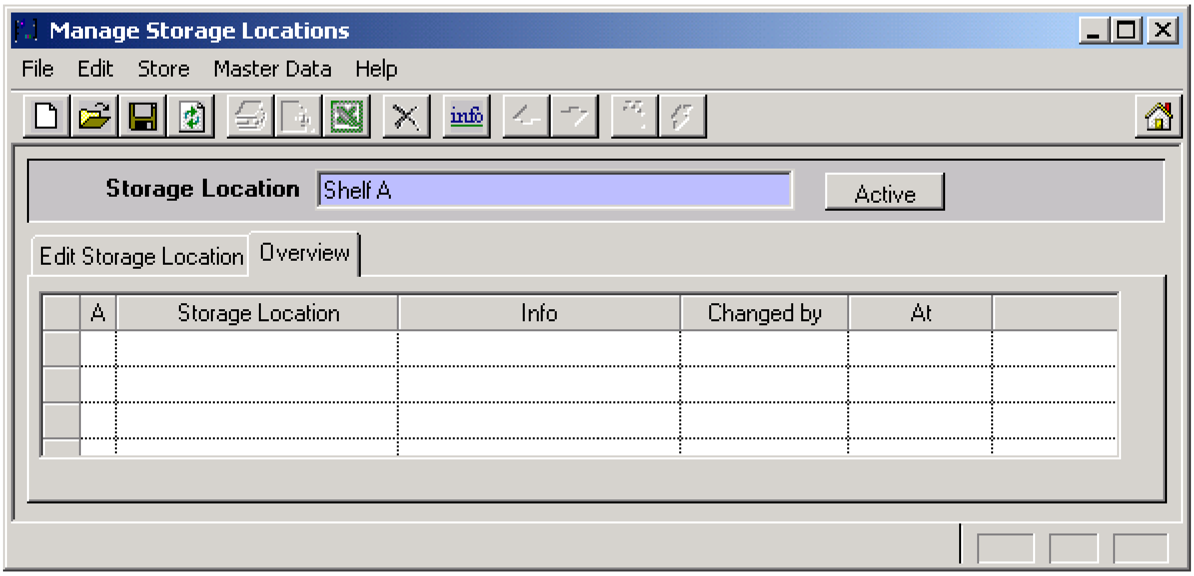
Form Description



- **Storage Location –** Name of the storage location; e.g. in the beverage department – Beer Walk-in Fridge, Soft drinks, White Whine, Red Wine, etc.
- **Active/Inactive –** Once a storage location has been assigned, it can no longer be deleted, but it can be set to inactive using this button.
- **Info –** Information about this storage location.

OVERVIEW TAB

Click on the **Open** button  to call an overview of all storage locations.



Red lines items in the overview are inactive storage locations.

MANAGE BATCH PROCESSING STORE

This function enables the user to control received batches in the stores. As these batches are not recorded as "normal" articles the user will not see them in Manage Stores or Stock on Hand Control.

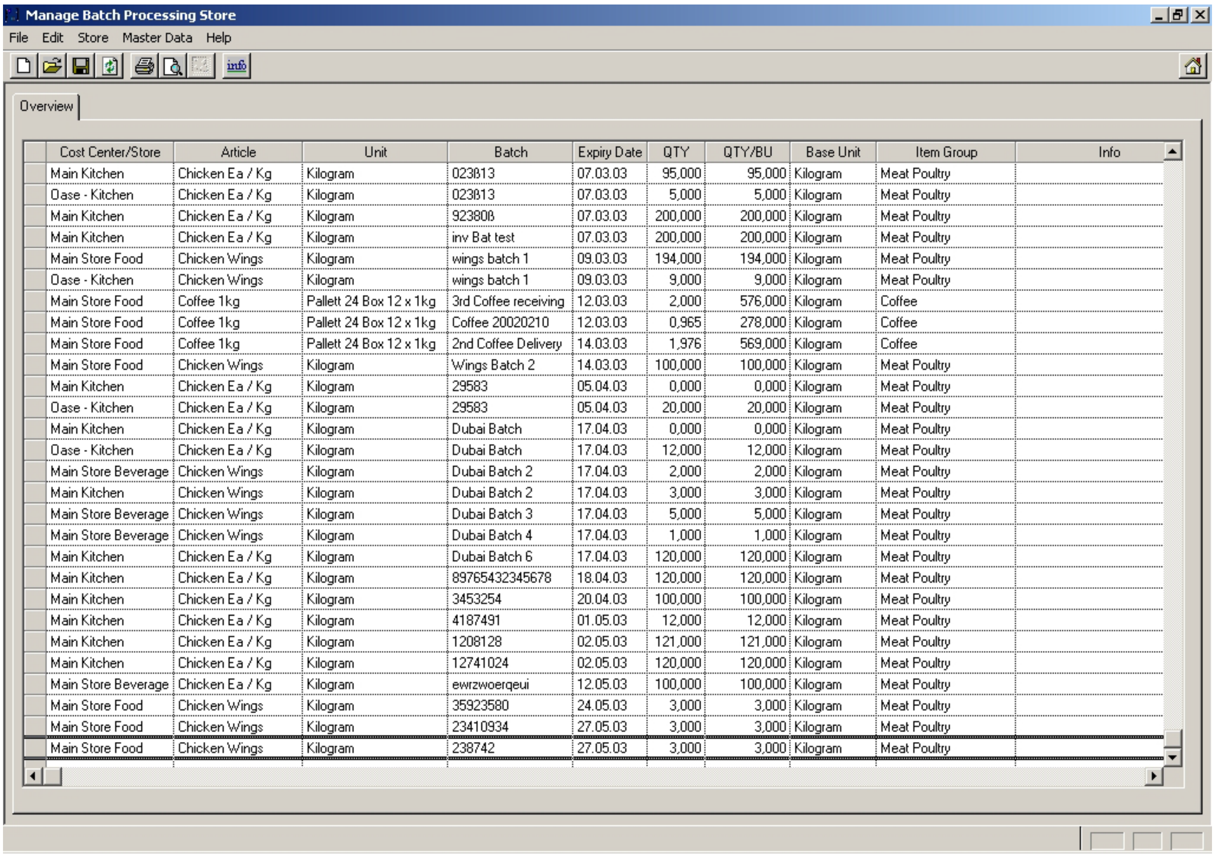
Important

- To use *Manage Batch Processing Store*, the **Manage Batch Processing Store** right must be active under *Store*.

When do I need Manage Batch Processing Store?

- Stock on Hand Control for articles with expiry dates

Form Description



Cost Center/Store	Article	Unit	Batch	Expiry Date	QTY	QTY/BU	Base Unit	Item Group	Info
Main Kitchen	Chicken Ea / Kg	Kilogram	023ß13	07.03.03	95,000	95,000	Kilogram	Meat Poultry	
Oase - Kitchen	Chicken Ea / Kg	Kilogram	023ß13	07.03.03	5,000	5,000	Kilogram	Meat Poultry	
Main Kitchen	Chicken Ea / Kg	Kilogram	92380ß	07.03.03	200,000	200,000	Kilogram	Meat Poultry	
Main Kitchen	Chicken Ea / Kg	Kilogram	inv Bat test	07.03.03	200,000	200,000	Kilogram	Meat Poultry	
Main Store Food	Chicken Wings	Kilogram	wings batch 1	09.03.03	194,000	194,000	Kilogram	Meat Poultry	
Oase - Kitchen	Chicken Wings	Kilogram	wings batch 1	09.03.03	9,000	9,000	Kilogram	Meat Poultry	
Main Store Food	Coffee 1kg	Pallett 24 Box 12 x 1kg	3rd Coffee receiving	12.03.03	2,000	576,000	Kilogram	Coffee	
Main Store Food	Coffee 1kg	Pallett 24 Box 12 x 1kg	Coffee 20020210	12.03.03	0,965	278,000	Kilogram	Coffee	
Main Store Food	Coffee 1kg	Pallett 24 Box 12 x 1kg	2nd Coffee Delivery	14.03.03	1,976	569,000	Kilogram	Coffee	
Main Store Food	Chicken Wings	Kilogram	Wings Batch 2	14.03.03	100,000	100,000	Kilogram	Meat Poultry	
Main Kitchen	Chicken Ea / Kg	Kilogram	29583	05.04.03	0,000	0,000	Kilogram	Meat Poultry	
Oase - Kitchen	Chicken Ea / Kg	Kilogram	29583	05.04.03	20,000	20,000	Kilogram	Meat Poultry	
Main Kitchen	Chicken Ea / Kg	Kilogram	Dubai Batch	17.04.03	0,000	0,000	Kilogram	Meat Poultry	
Oase - Kitchen	Chicken Ea / Kg	Kilogram	Dubai Batch	17.04.03	12,000	12,000	Kilogram	Meat Poultry	
Main Store Beverage	Chicken Wings	Kilogram	Dubai Batch 2	17.04.03	2,000	2,000	Kilogram	Meat Poultry	
Main Kitchen	Chicken Wings	Kilogram	Dubai Batch 2	17.04.03	3,000	3,000	Kilogram	Meat Poultry	
Main Store Beverage	Chicken Wings	Kilogram	Dubai Batch 3	17.04.03	5,000	5,000	Kilogram	Meat Poultry	
Main Store Beverage	Chicken Wings	Kilogram	Dubai Batch 4	17.04.03	1,000	1,000	Kilogram	Meat Poultry	
Main Kitchen	Chicken Ea / Kg	Kilogram	Dubai Batch 6	17.04.03	120,000	120,000	Kilogram	Meat Poultry	
Main Kitchen	Chicken Ea / Kg	Kilogram	89765432345678	18.04.03	120,000	120,000	Kilogram	Meat Poultry	
Main Kitchen	Chicken Ea / Kg	Kilogram	3453254	20.04.03	100,000	100,000	Kilogram	Meat Poultry	
Main Kitchen	Chicken Ea / Kg	Kilogram	4187491	01.05.03	12,000	12,000	Kilogram	Meat Poultry	
Main Kitchen	Chicken Ea / Kg	Kilogram	1208128	02.05.03	121,000	121,000	Kilogram	Meat Poultry	
Main Kitchen	Chicken Ea / Kg	Kilogram	12741024	02.05.03	120,000	120,000	Kilogram	Meat Poultry	
Main Store Beverage	Chicken Ea / Kg	Kilogram	ewrzwoerqeui	12.05.03	100,000	100,000	Kilogram	Meat Poultry	
Main Store Food	Chicken Wings	Kilogram	35923580	24.05.03	3,000	3,000	Kilogram	Meat Poultry	
Main Store Food	Chicken Wings	Kilogram	23410934	27.05.03	3,000	3,000	Kilogram	Meat Poultry	
Main Store Food	Chicken Wings	Kilogram	238742	27.05.03	3,000	3,000	Kilogram	Meat Poultry	

- **Cost Center /Store –** Name of the Cost Center Store.
- **Article –** Name of the article booked with expiry date into the Batch Processing Store.
- **Unit –** Unit which was used at booking .
- **Batch –** Name of the Batch (entered at booking).
- **Expiry Date –** Expiry date of this batch (entered at booking).
- **Qty –** Quantity in packing units in this batch (on hand).
- **Qty/BU –** Quantity re-calculated in base unit.
- **Base Unit –** Base Unit for the booked article.
- **Item Group –** Item Group of the booked article.

- **Info –** Information about this batch receiving.

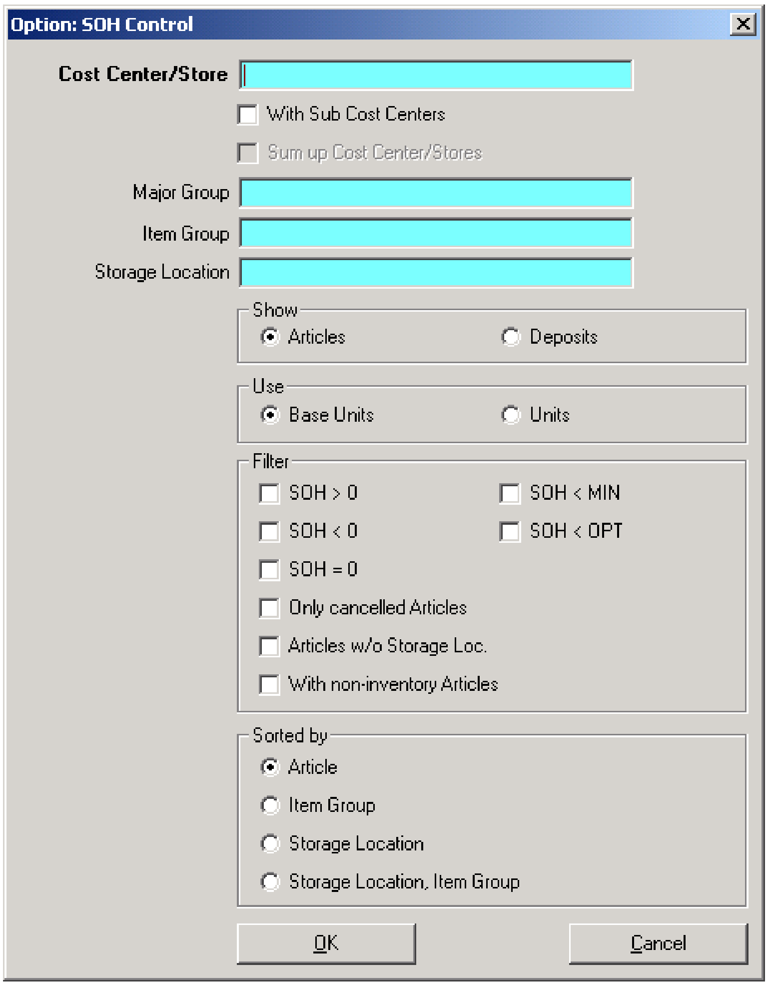
STOCK ON HAND CONTROL

In the *Stock on Hand Control* module the current stock on hand of articles and their current values are displayed.

Important

- To use *Stock on Hand Control*, the user right **Stock on Hand Control** must be active under *Store*.

Double-click on the **Stock on Hand Control** shortcut. The following form displays –



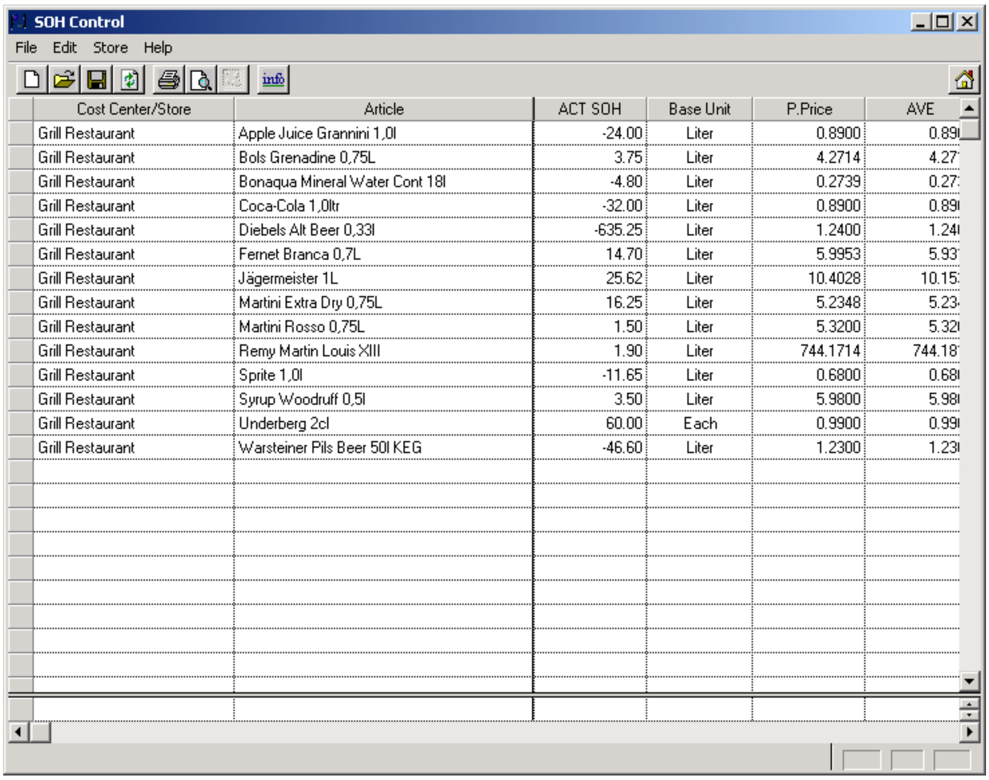
- **Cost Center/Store –** Required field; select the store that you want to see the stock on hand for.
- **With Sub Cost Centers –** Sub cost centers of the selected cost center are included in the table
- **Sum up Cost Center/Stores –** This option is only available if you the **With Sub Cost Centers** option is enabled. Sums of the values per cost center/store are listed (no individual article listing).
- **Item Group –** Select an item group if you only want to view articles belonging to this group
- **Storage Location –** Select a storage location; storage locations are used as sub groups of stores. For example, the Beverage store contains the storage locations Soft Drink Cold Room, Beer Cold Room, Wine Storage, etc.

- **Display**
  - **Article –** Display individual articles in this store
  - **Deposit –** Because deposits are not articles but purchase units, you can select this button to display deposits within the stock on hand
- **Use**
  - **Base Units –** Display articles in base units
  - **Units –** Display articles in the articles default unit for the store

- **Filter**
  - **SOH>0 –** Only articles with a stock on hand greater than 0 are displayed.
  - **SOH <0 –** Only articles with a negative stock on hand are displayed.
  - **SOH =0 –** Only articles with a 0 stock on hand are displayed. These are articles that have been booked to the store; only articles that had a stock on hand value greater than 0 some point are displayed.
  - **SOH < MIN –** If you are using minimum stock on hand, articles that have a stock on hand lower than the minimum are displayed.
  - **SOH <POT –** Articles with a stock on hand lower than the maximum are displayed.
  - **Only cancelled Articles -** Only articles that have been set to inactive in Master Data are displayed.
  - **Articles w/o Storage Location –** Articles without an assigned storage location are displayed. Undefined articles can be assigned quickly this way.
  - **With non-inventory Articles –** Articles that are not used in inventory are displayed.
- **Sorted by**
  - **Article –** Alphabetical display of the articles.
  - **Item Group –** Display articles sorted by their item groups.
  - **Storage Location –** Sort by storage location.
  - **Item Group –** Articles are displayed by item group.

When you click the **OK** button, the following table displays. In this table you can manage assignments.

Form Description



Cost Center/Store	Article	ACT SOH	Base Unit	P.Price	AVE
Grill Restaurant	Apple Juice Grannini 1,0l	-24.00	Liter	0.8900	0.89
Grill Restaurant	Bols Grenadine 0,75L	3.75	Liter	4.2714	4.27
Grill Restaurant	Bonaqua Mineral Water Cont 18l	-4.80	Liter	0.2739	0.27
Grill Restaurant	Coca-Cola 1,0ltr	-32.00	Liter	0.8900	0.89
Grill Restaurant	Diebels Alt Beer 0,33l	-635.25	Liter	1.2400	1.24
Grill Restaurant	Fernet Branca 0,7L	14.70	Liter	5.9953	5.93
Grill Restaurant	Jägermeister 1L	25.62	Liter	10.4028	10.15
Grill Restaurant	Martini Extra Dry 0,75L	16.25	Liter	5.2348	5.23
Grill Restaurant	Martini Rosso 0,75L	1.50	Liter	5.3200	5.32
Grill Restaurant	Remy Martin Louis XIII	1.90	Liter	744.1714	744.18
Grill Restaurant	Sprite 1,0l	-11.65	Liter	0.6800	0.68
Grill Restaurant	Syrup Woodruff 0,5l	3.50	Liter	5.9800	5.98
Grill Restaurant	Underberg 2cl	60.00	Each	0.9900	0.99
Grill Restaurant	Warsteiner Pils Beer 50l KEG	-46.60	Liter	1.2300	1.23

- **Cost Center/Store –** Displays the cost center, if you selected the sub cost centers option.
- **Item Group –** Displays item groups if you selected that option.
- **Article –** Lists articles by name
- **ACT SOH –** Actual stock on hand in the selected unit (base unit or unit for this article in this storage locations).
- **Base Unit –** Unit name.
- **P. Price –** Price that was last booked for this storage location; this can be through a transfer or through receiving.
- **AVE –** Article's average price in this storage location.
- **Total –** Stock on hand in the system's currency; SOH x AVE.
- **S. Price –** Article's sales price, defined in Master Data | Articles.
- **EP –** Evaluation price.
- **Total –** Stock on hand evaluated by sales price; The sum is SOH x Sales Price.
- **MIN SOH –** Minimum stock on hand (see *Manage Store*)
- **POT SOH –** Potential stock on hand (see *Manage Store*).
- **Storage Location –** Individual articles' storage locations (see *Manage Store*).
- **Last Inventory –** Date of the last inventory.
- **Evaluation Prices**
- **S –** Status – **0** = free entry, **1** = last price, **2** = average price, **3** = sales price.
- **% –** Extra charge to EP1.
- **EP1 –** Article's evaluation price; to evaluate inventory, for example.
- **S –** Status – **0** = free entry, **1** = last price, **2** = average price, **3** = sales price.
- **% –** Extra charge to EP2.
- **EP 2 –** Second evaluation price.

Click on the **Open** button to change the display or view stock for a different store.

Select the or button to print or preview the displayed stock on hand.

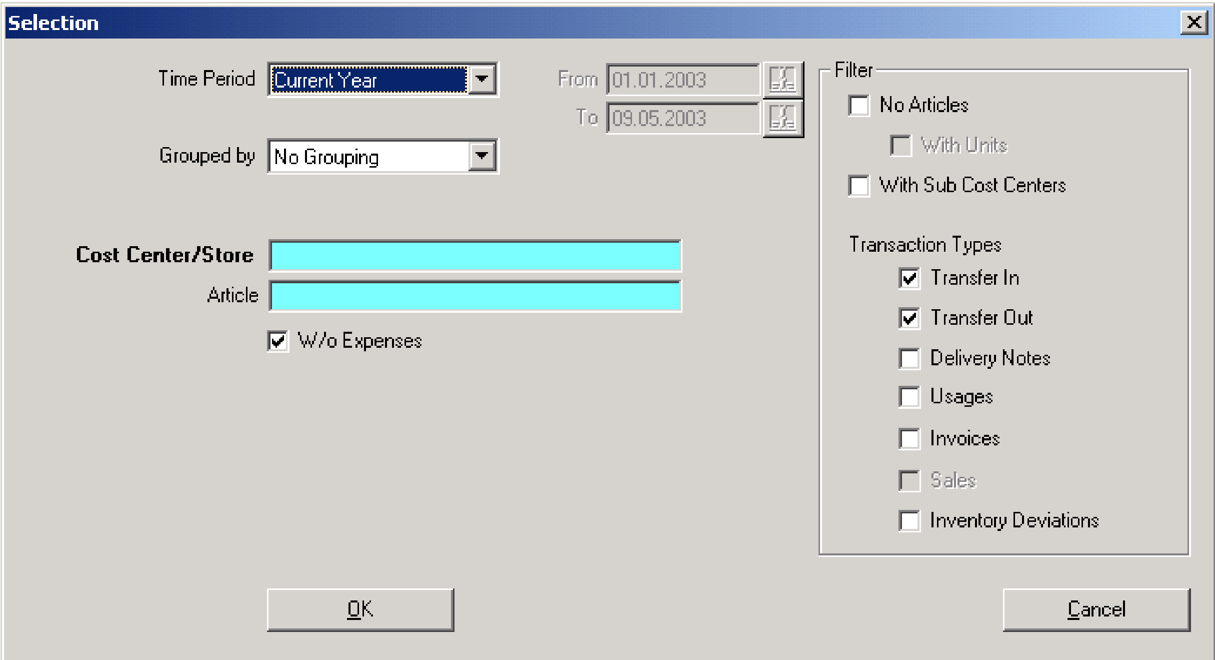
STOCK MOVEMENT INFORMATION

All article transactions in a store are displayed in this module.

Important

- To use *Stock Movement* Information, the appropriate user right must be active under *Store*.
- To display information, the cost center must be available to the user through the cost center filter.

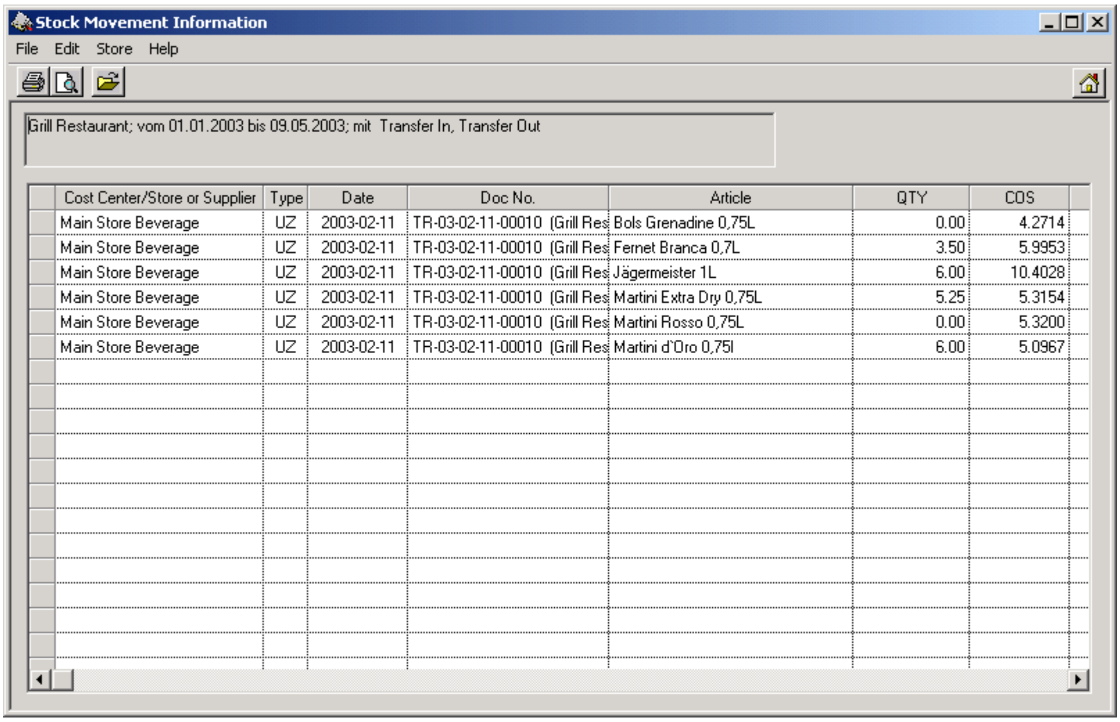
Double-click on the Stock Movement Information shortcut. The following form displays.



- **Time Period – Select** the time period to be displayed.
- **All Data –** Displays all entries from the first entry up to today.
  Current Businessyear – Displays all entries for the current business year (see *System | Configurations*).
  - **Current Year –** Displays all entries from January 1 of the current year until today.
  - **Current Month –** Displays all entries from the first day of the current month until today.
  - **Year before –** Displays all of last year's entries.
  - **Month before –** Displays all of last month's entries.
  - **User defined –** Displays all entries for a user-defined time period.
- **From –** Enter the **from** date using the calendar button.
- **To** – Enter the to date using the calendar button.
- **Grouped by**
  - **Year –** All data is summarized by year
  - **Month –** All data is summarized by month
  - **Day – All** data is summarized by day
  - **No Grouping – All** data is listed in detail
- **Cost Center/Store –** Required field; select the store that you want to see information for; if you want to see stock movement for your entire business, select your business as the cost center and enable the **With Sub Cost Centers** option.

- **Article – Select** an article; if you do not select an article, information for all articles in the selected store will be displayed.
- **W/o Expenses –** Articles / Groups assigned to Expenses can be excluded from this view
- **Filter**
  - **No articles –** Articles are not displayed, only the totals for each transaction type.
  - **With Sub Cost Centers –** Sub cost centers of the selected cost center are included in the table.
- **Transaction Types**
  - **Transfer In –** Bookings to the selected store from another store.
  - **Transfer Out –** Bookings from the selected store to another store.
  - **Delivery Notes –** Bookings from a supplier to the store.
  - **Usages –** Charges through usage.
  - **Invoices –** Bookings from a supplier to the store that have already been invoices,
  - **Inventory Differences –** Inventory bookings.

Form Description



Cost Center/Store or Supplier	Type	Date	Doc No.	Article	QTY	COS
Main Store Beverage	UZ	2003-02-11	TR-03-02-11-00010 (Grill Res	Bols Grenadine 0,75L	0.00	4.2714
Main Store Beverage	UZ	2003-02-11	TR-03-02-11-00010 (Grill Res	Fernet Branca 0,7L	3.50	5.9953
Main Store Beverage	UZ	2003-02-11	TR-03-02-11-00010 (Grill Res	Jägermeister 1L	6.00	10.4028
Main Store Beverage	UZ	2003-02-11	TR-03-02-11-00010 (Grill Res	Martini Extra Dry 0,75L	5.25	5.3154
Main Store Beverage	UZ	2003-02-11	TR-03-02-11-00010 (Grill Res	Martini Rosso 0,75L	0.00	5.3200
Main Store Beverage	UZ	2003-02-11	TR-03-02-11-00010 (Grill Res	Martini d'Oro 0,75l	6.00	5.0967

- **Cost Center/Store or Supplier –** Displays the cost center or supplier for this transaction type.
- **Type**
  - **UA –** Transferred out; the quantities are displayed as negative quantities because the selected store is credited with this transaction type
  - **UZ –** Incoming transfers.
  - **D –** Document; entry bookings from a supplier; the booking has not been invoiced yet.
  - **I –** Invoice
- **Date –** Displays the time period for the transaction type by group.
- **Article –** Displays individual articles.
- **QTY –** The quantity for the transaction type and time period.
- **COS –** Average prices of the transactions.
- **COS Total –** Transaction totals.
- **Sales Price –** Gross sales by master data.
- **Sales Price Total –** Gross total of the sales prices from master data.

Click on the Open button  to change the display.

Select the or button to print or preview the displayed transactions.

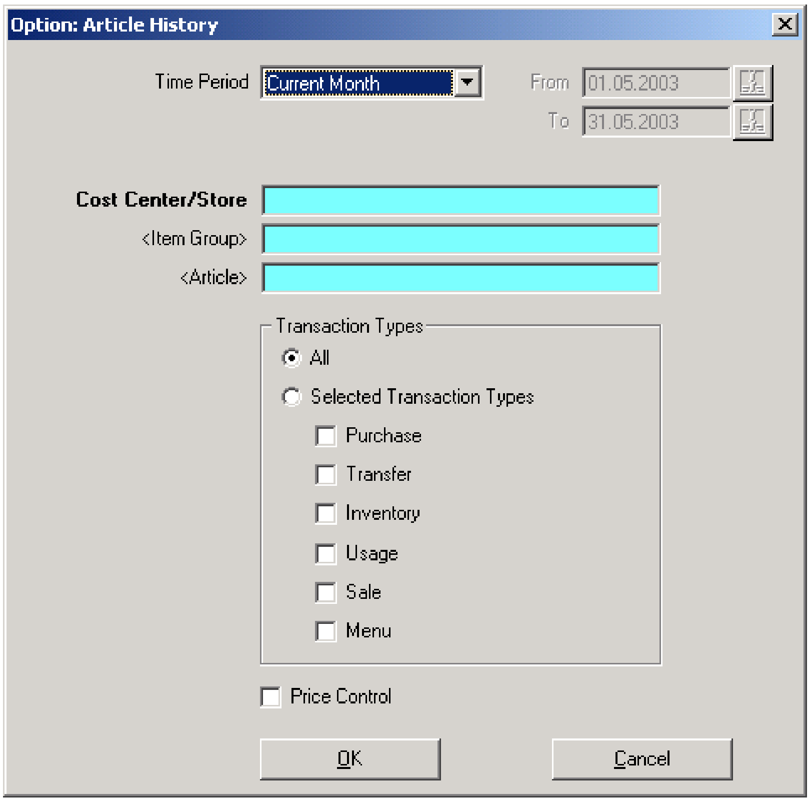
ARTICLE HISTORY

In this module the article transactions in a store are displayed.

Important

- To use *Article History*, the user right under *Store* must be active.
- To display information, the cost center must be available to the user through the cost center filter.

Double-click on the *Article History* shortcut. The following form displays.

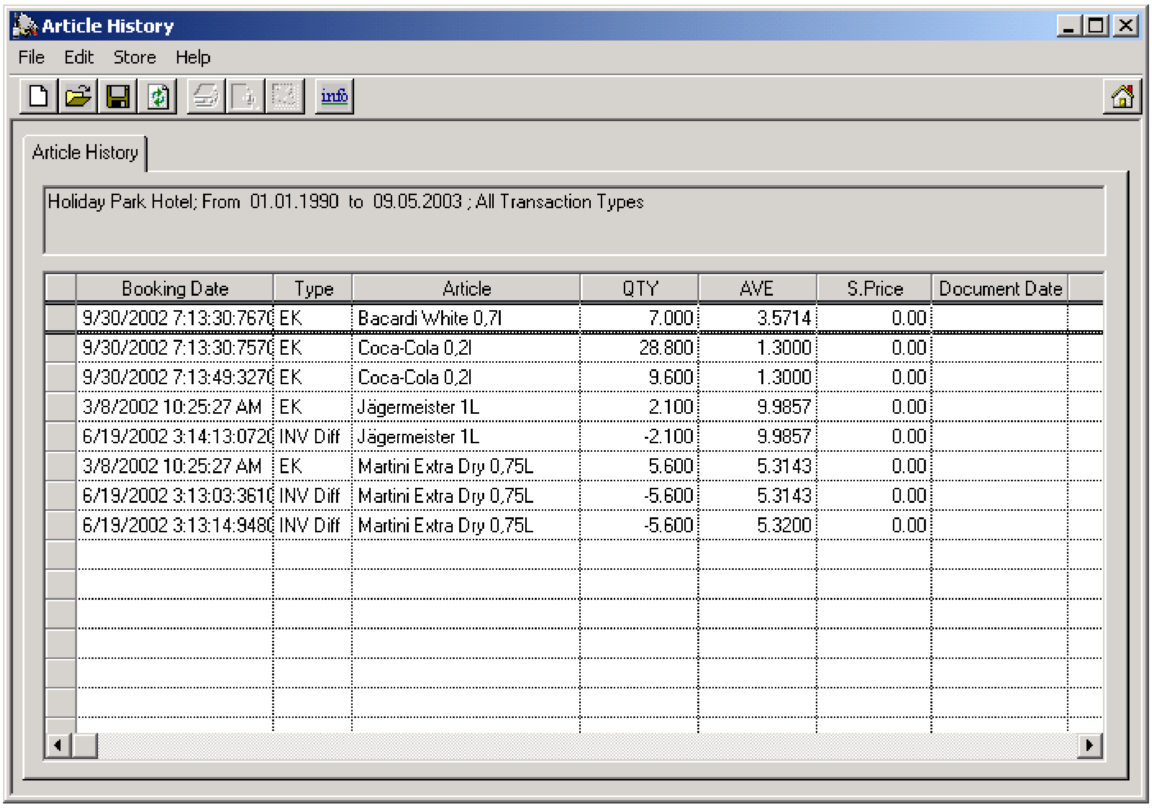


- **Time Period –** Select the time period to be displayed.
- **All Data –** Displays all entries from the first entry up to today.
  Current Business year – Displays all entries for the current business year (see System | Configurations).
  - **Current Year –** Displays all entries from January 1 of the current year until today.
  - **Current Month –** Displays all entries from the first day of the current month until today.
  - **Year before –** Displays all of last year's entries.
  - **Month before –** Displays all of last month's entries.
  - **User defined –** Displays all entries for a user-defined time period.
- **From –** Enter the **from** date using the calendar button.
- **To** – Enter the to date using the calendar button.
- **Cost Center/Store –** Required field; select the store that you want to see information for; if you want to see stock movement for your entire business, select your business as the cost center and enable the **With Sub Cost Centers** option.
- **<Item Group> -** Select the item group to display.

- **Article –** Select an article; if you do not select an article, information for all articles in the selected store will be displayed.

- **Transaction Types**
  - **All –** displays all transaction types
  - **Selected Transaction Types**
    - **Purchase –** Only purchases of the selected articles is displayed.
    - **Transfer –** Transfers between stores are displayed.
    - **Inventory –** Inventory bookings of the articles are displayed; stock on hand modifications for articles are displayed as inventory discrepancies.
    - **Usage –** Displays usage bookings.
    - **Sale –** Sales bookings based on recipes are displayed.

Form Description

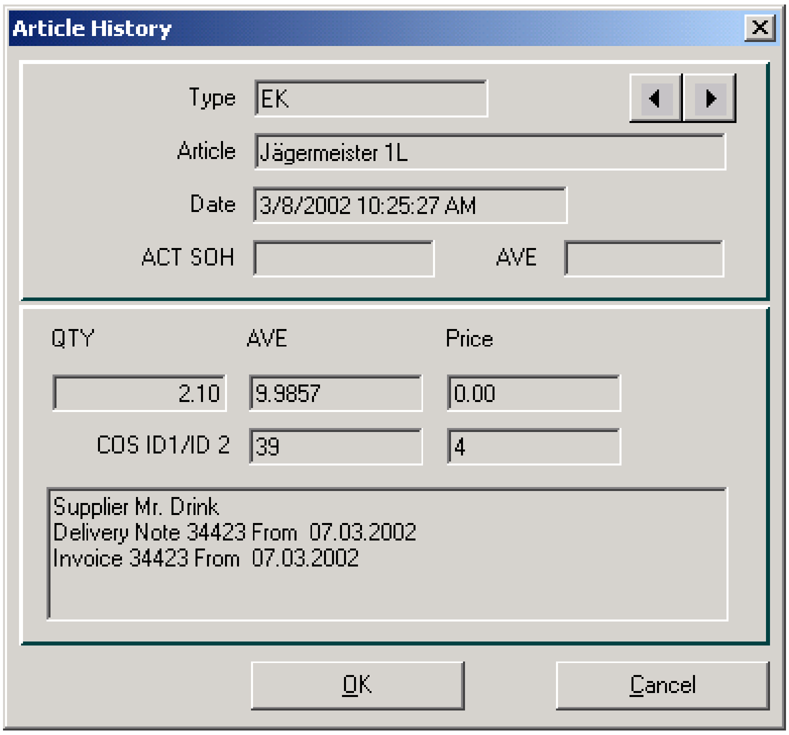


- **Booking Date –** Date and time of the displayed transactions.
- **Type**
  - **UML –** Transfer; a positive quantity is a transfer from another store, a negative quantity is a transfer to another store.
  - **EK –** Entry booking through a supplier, if negative quantities are displayed, the booking is a return to this supplier.
  - **INV Diff –** Inventory bookings; the difference between counted and calculated stock on hand is booked as inventory discrepancies by the system.
  - **ATG ProdRez –** Outward movement of articles by recipe bookings and their sales through the POS.
- **Article –** Article name of the booking.
- **QTY –** Positive quantities are received articles; dispatched articles are displayed as negative quantities.
- **ESP –** Cost price of the booking; purchases are listed with the actual cost price of the booking; dispatched articles and inventory bookings with the average stock price for the selected time period.
- **V-Price –** For article sales the sales price of the article in Master Data is displayed (see *Master Data | Articles*).
- **Document Date –** Date of the booking document.
- **Information –** Information text.

Click on the Open button to change the display.

Select the or button to print or preview the displayed information.

Double click on a line item to view detailed information.



USAGES

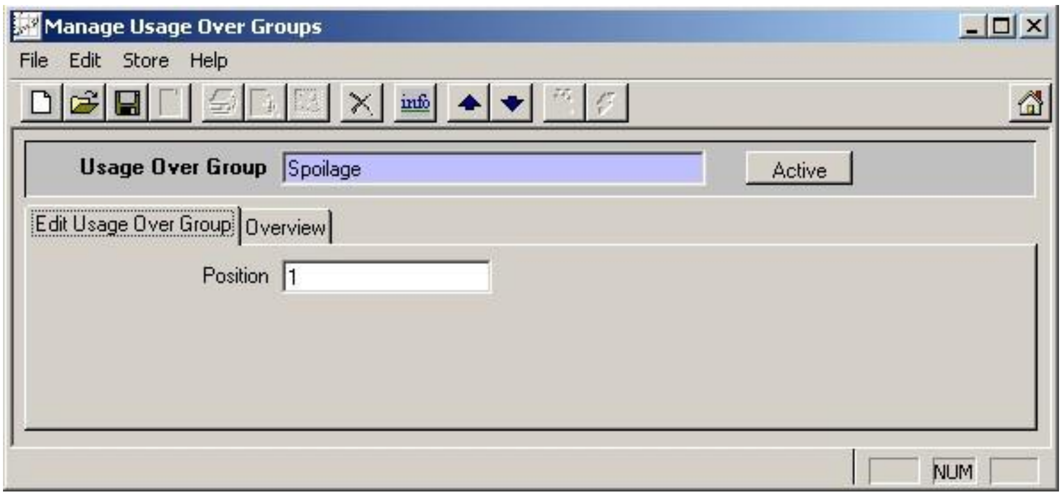
In this module you can book usages, waste, etc. from the stores to pre-defined accounts.
The function is located in the store menu. There you can find a sub menu for setup, booking and analysis.

Important

- To use *Usages*, the user right under *Store* must be active.
- To display information, the cost center must be available to the user through the cost center filter.

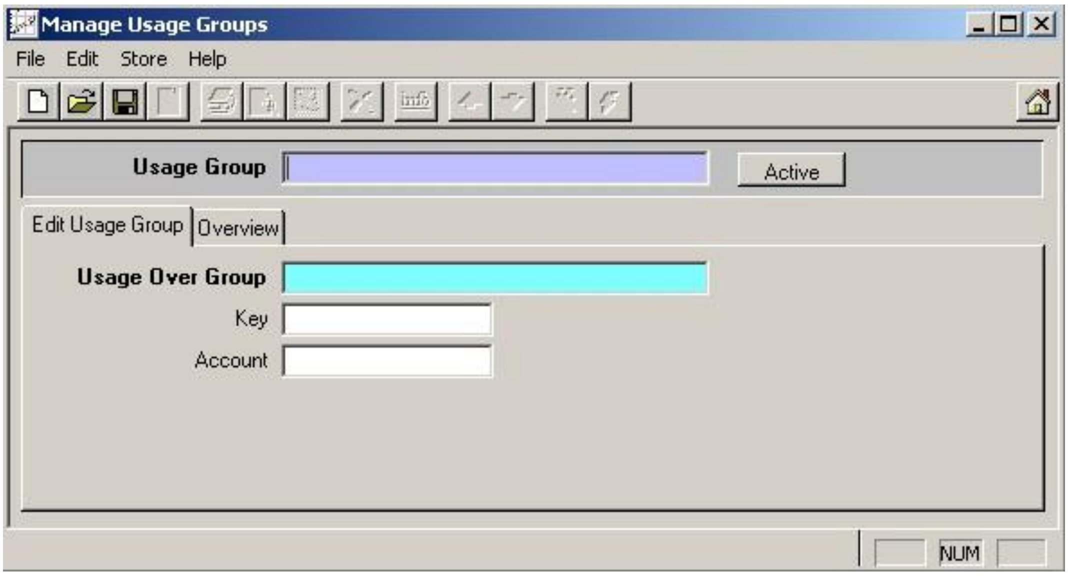
The explanation starts with the last point as the setup must be done first

Usage Over Groups:



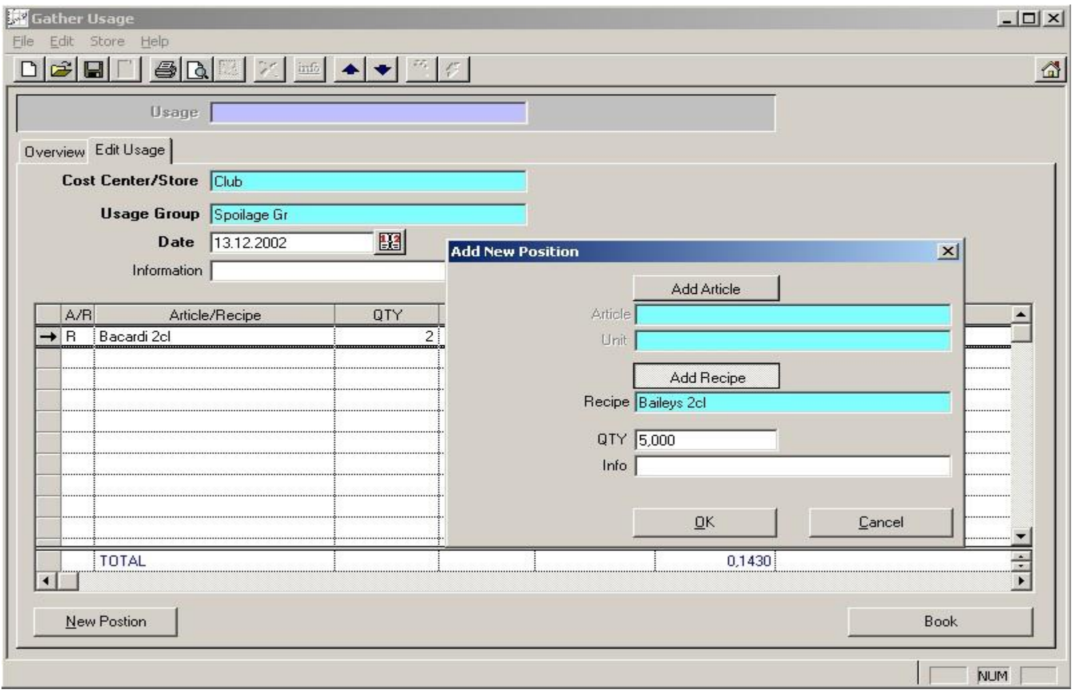
Here you can define the usage over group and a sequence for sorting. Such an usage over group could be “Officer & Entertainment” or “Wastage & Spoilage”.

Usage Groups:



Here you can define the sub group name. Also key and account for some BO systems can be defined here.
Such usage sub groups could be “Officer”, “Entertainment”, “Wastage” or “Spoilage”.

Gather Usage:



Here you can book the usages. After selecting store, group and date you can enter an information for the complete document. Click on “New Position” and the booking dialog will pop up. Here you can select if you want to book a stock article or a recipe. When you select a stock article you can enter the used unit and the stock will be reduced. When you select a sales article you can enter the quantity and the stock will be reduced for the ingredients of this recipe. Please keep in mind that this only works fine when **Sales location = Production Location**. You also can enter a information per record. By clicking on book you will be able to print a receipt for the transaction. The value will be charged to the pre-defined account and calculated in the consumptions (Result Reports).

Usage Statistics:

CENTURA Report Builder - c:\program files\materials Control\qrp\Verbr1a.qrp

File View Print

Al Shaya Trading Co. W.L.L.	Systems Management	Systemadministrator
Usage Statistics		13-12-2002 12:15

Usage from:01.01.1990 to 13.12.2002; Cost Center/Store:Holiday Park Hotel; with Sub Cost/Centers ; with Articles/Recipes

Club	Date	QTY	Unit	COS	COS Total
Spoilage					
Spoilage Gr					
A Amaretto 70cl	14.11.2002	1,0000	Bottle 0,7l	6,7000	6,70
A Coca-Cola 0,2l	19.11.2002	1,0000	Bottle 0,2l	1,2992	1,30
R A-Schorle 1L 0,2	14.11.2002	2,0000	Each	0,2943	0,59
R A-Schorle 1L 0,4	19.11.2002	1,0000	Each	0,2943	0,29
				Total Spoilage Gr:	8,88
Total Spoilage:					8,88
Total Club:					8,88

Usage statistics provides an overview of the booked usages.

INVENTORY

Stocktaking means gathering a cost center's actual stock and evaluating it. When you take stock, you can compare the expected and the actual stock and its value for each cost center. In the process of stock taking, the expected stock is brought to the level of the actual stock. Inventories are generated, lists are printed, stock is counted, booked, and evaluated.

Important

To use this function, user rights for inventory under *Store* must be active. The individual rights will be described in the following pages.

GENERATING INVENTORIES

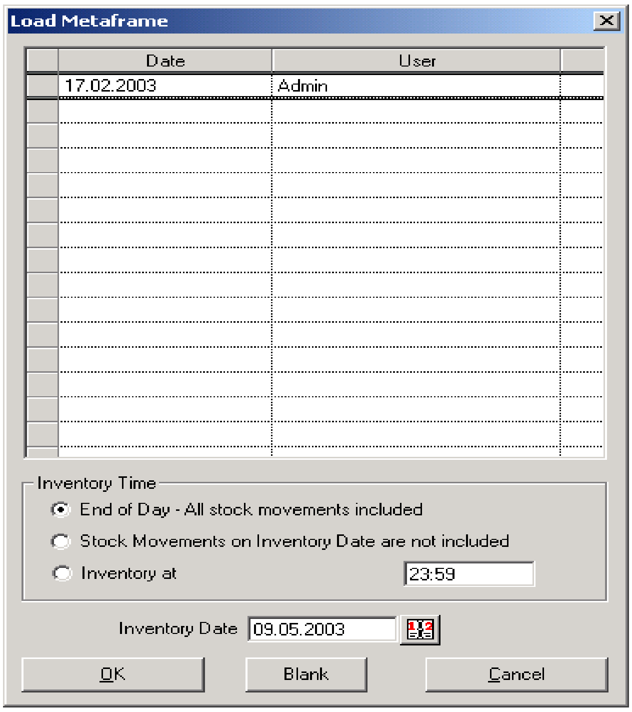
Important

Inventories must be generated so that inventory is defined at a set point in time. This definition determines whether a day's receipts should still be added or whether the bookings will not be taken into account until after the inventory.
The time of the inventory should coincide with the period control defined in the cost centers.

To generate an inventory, users must have the rights **Inventory – call Module** and **Inventory – generate** under *Store*.

To generate inventories for several cost centers/stores, click on the **Metaframe** tab Metaframe.

Click on New to define a new inventory. The following form displays:



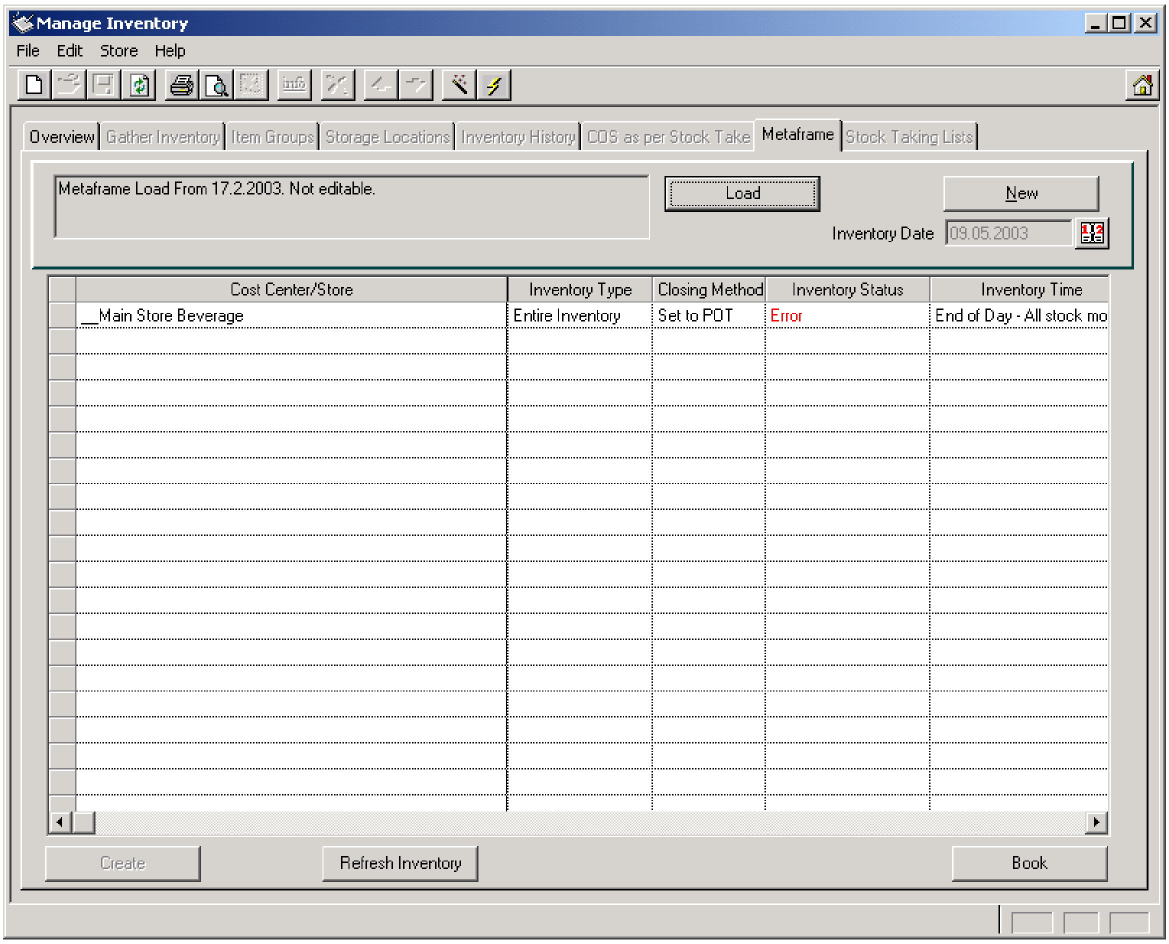
Inventories that have already been defined are displayed in the table.

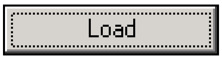
- **Inventory Time**
  - **End of Day – All stock movements included –** all bookings on the day of the inventory are added to the expected stock.
  - **Stock Movements on Inventory Date are not included –** The inventory day's bookings are not added to the expected stock.
  - **Inventory at –** Enter a time at which inventory should take place. The receipts of the inventory date will be added to the expected stock up until this time.
- **Inventory Date –** Enter the date of the inventory into this field.

If you highlight a line in the table and click **OK**, the line item's stores are displayed.

If you click on Blank, a new inventory entry is created. (See also *Master Data | Inventory Settings.*).

Form Description





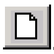
Loads a new inventory. The inventory status of each cost center/store is displayed.

Enter the inventory date

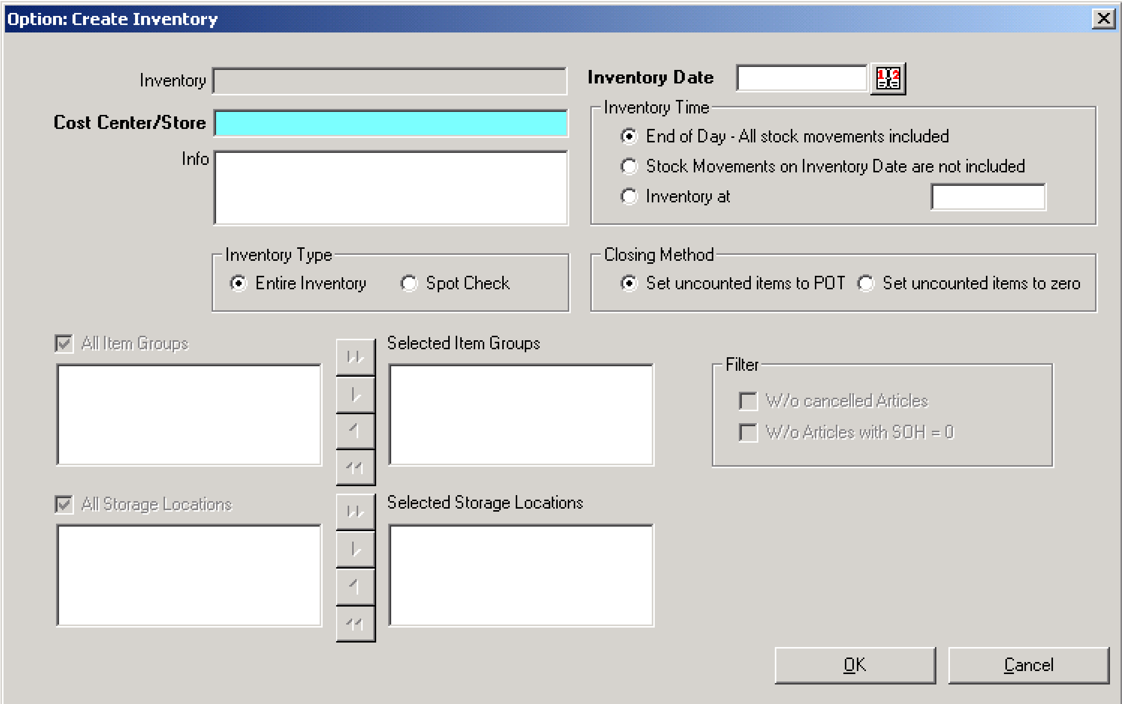
- **Cost Center/Store –** Displays all cost centers that have been defined for inventory (Master Data, Cost Center/Store | Inventory Settings).
- **Inventory – Type –** Displays the inventory type – Entire; Spot checks can only be defined by generating an inventory for an individual store.
- **Closing Method –** Displays the defined closing method for not counted articles in this cost center
- **Inventory Status –** Status of the inventory in this store; *not defined*; *created*, *closed*, and *in progress*
- **Inventory Time –** Displays the inventory time; if you click on this field you can chose between **End of Day** and **Stock Movements on Inventory Date are not included** (see *Generating Inventories*).

Highlight the desired store and click on the **Create** button 

to generate an inventory. You still have the possibility to generate an inventory for an individual cost center.

To generate it, click on the **New** icon . The following form displays:

Form Description



- **Cost Center/Store –** Select the store for which inventory should be taken.
- **Info –** Enter comments about the inventory.
- **Inventory Date –** Enter the inventory date with the calendar function.
- **Inventory Time**
  - **End of Day – All stock movements included –** all bookings on the day of the inventory are added to the expected stock
  - **Stock Movements on Inventory Date are not included –** The inventory day's bookings are not added to the expected stock
  - **Inventory at –** Enter a time at which inventory should take place. The receipts of the inventory date will be added to the expected stock up until this time.
- **Inventory Type**
  - **Entire Inventory –** All articles of this cost center will be inventoried.
  - **Store Copy –** The expected stock is inherited as actual stock.
  - **Stock to 0 –** The cost center's stock is set to 0 (e.g. for cost centers that only have costs booked to them).
  - **Spot Check –** Individual item groups or storage locations are inventoried.
- **Closing Method**
  - **Set uncounted items to POS –** Expected stock of not counted items is inherited as actual stock.
  - **Set uncounted items to zero –** Cost center's stock is set to 0 (e.g. for cost centers that only have costs booked to them).
- **All Item Groups –** If this option is not selected, individual item groups can be selected for inventory.
- **All Storage Locations –** If this option is not selected, individual storage locations can be selected for inventory.
- **Filter**
  - **W/o cancelled Articles –** Inactive articles are not listed for inventory
  - **W/o Articles with SOH = 0 –** Articles with a stock on hand of 0 are not listed for inventory

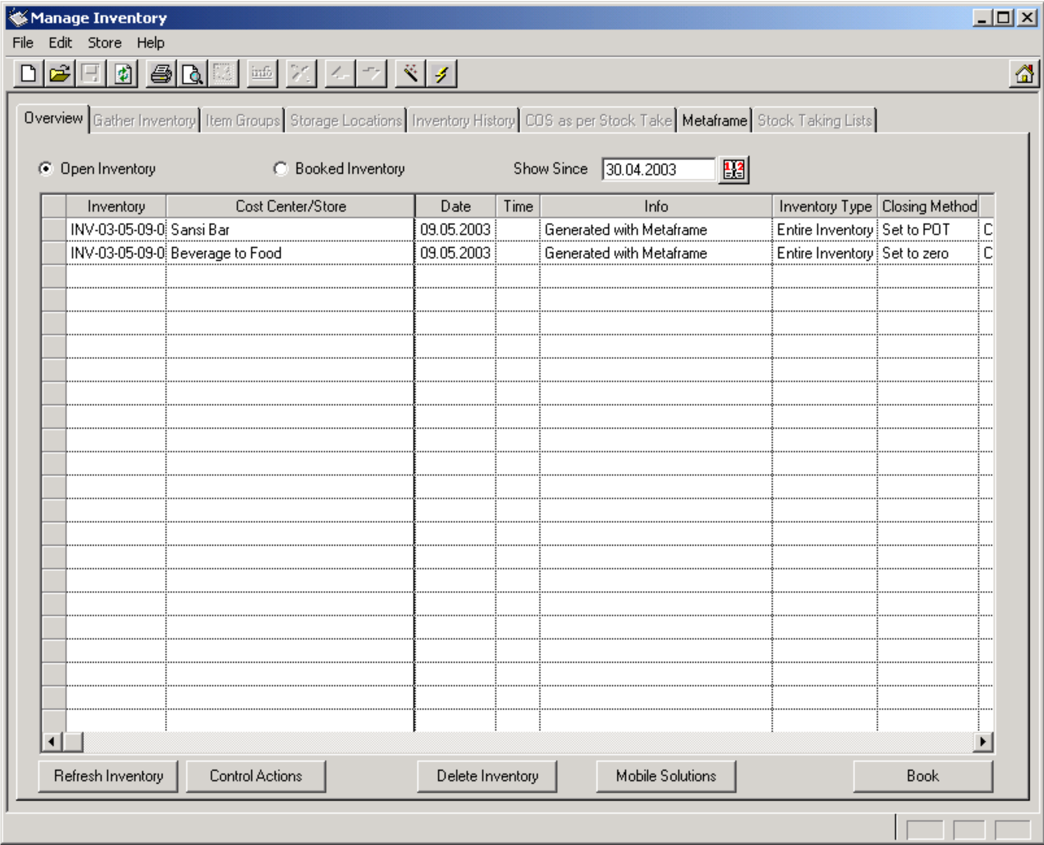
Click this button to generate inventory for the selected storage location. The generated inventories are displayed in the *Overview* tab; inventory count sheets can be printed and inventory counted.

OVERVIEW TAB

Important

Created and booked inventories are displayed in the *Overview* tab. The entire processing of inventories is run in this tab – printing count sheets, counting stock, and booking inventories.

Form Description



- **Radio buttons**
- **Open Inventory –** Displays all inventories that have not been booked yet
- **Booked Inventory –** Displays booked inventories and inventory corrections
- **Show Since – Enter** the date range for the display
- **Table**
- **Inventory –** The system assigns consecutive number to the inventory that includes the creation date
- **Cost Center/Store –** Displays the store that the inventory was generated for/booked to
- **Date** – Inventory date
- **Time –** If **All stock movements included** was selected for the inventory time, the time is set to 23 – 59. If **Stock Movements on Inventory Date are not included** was selected. The time is set to 0 – 00.
- **Info –** Information about the inventory; this field displays whether the inventory was created in Metaframe; stock corrections are displayed as information about booked inventories.
- **Inventory Type –** Displays the selected inventory type
- **Status –** Displays the status; created, in progress, or closed.
- **Created at – Date** and time the inventory was created
- **Refreshed till –** Date of the inventory generation
- **Changed/Booked –** Date and time the inventory was last updated

Refresh Inventory To update inventory. The expected stock of storage items are updated while the discrepancies are resolved. Bookings after generation of inventories are added to the expected stock.

Control Actions Control table of the storage location is called. All in progress bookings for this storage location are displayed. (See also *Control Actions*)

Delete Inventory Deletes a generated inventory.

Mobile Solutions Edit inventory using handhelds.

Book Close a counted and processed inventory (see *Booking Inventory*).

PRINT STOCK TAKING LISTS

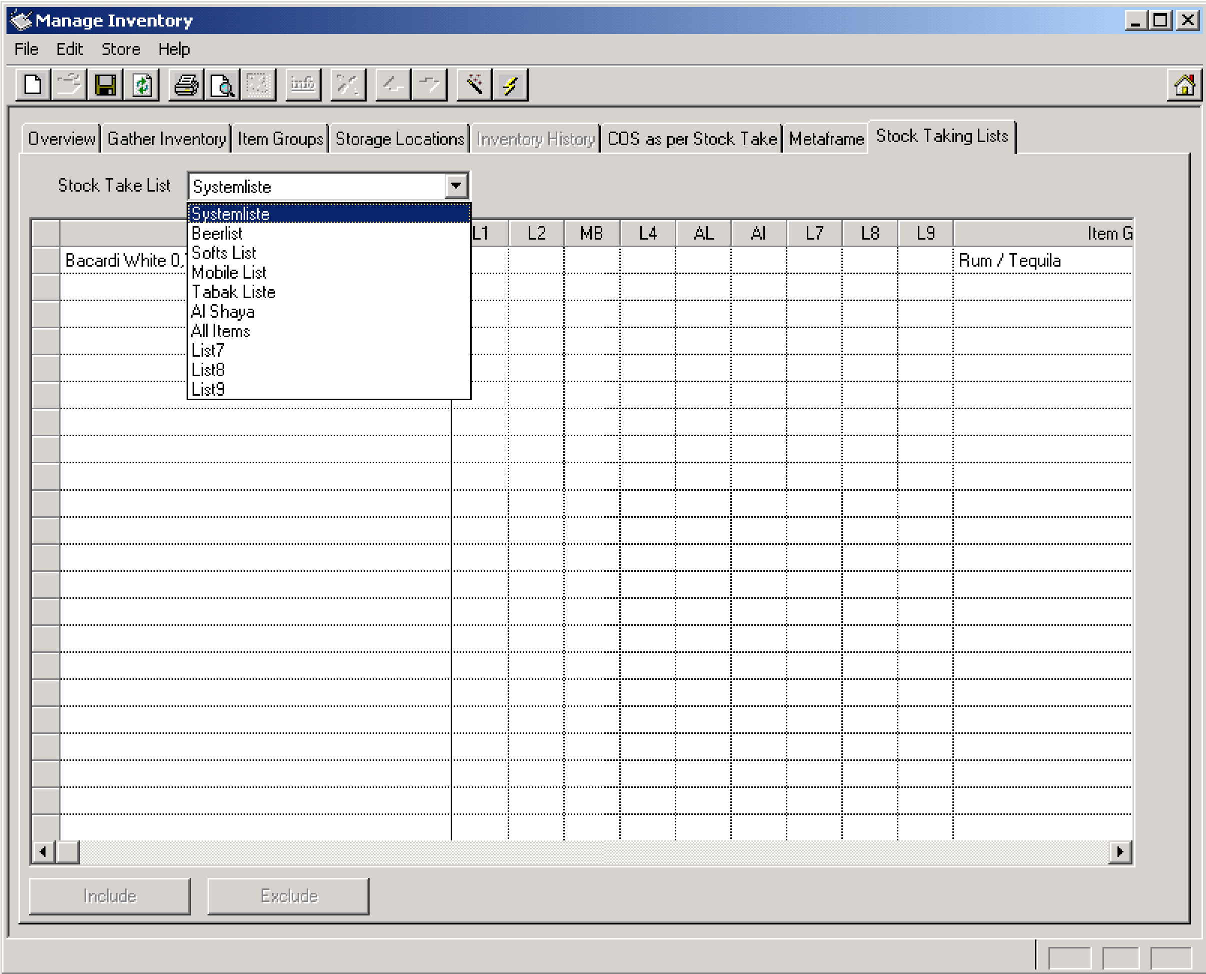
Important

There are several ways to print a stock taking list. You can define lists by store and print them. You can also sort lists by item groups or storage locations and print these. Items can be further sorted within the lsits (alphabetical or by article number). The right to change inventory lists is set by selecting **Inventory – edit**.

DEFINING STOCK TAKING LISTS

Double click on the inventory for a store in the *Overview* tab and change to the *Stock Taking Lists* tab.

Form Description



- **Stock Take List –** Displays the lists available for stock taking
- **Table**
- **Article –** Articles that are defined for inventory in the selected store.
- **L1 to L9 – List** assignment. The list can be sorted as you wish by numbering lines.
- **Item Group –** The item group this article is assigned to.

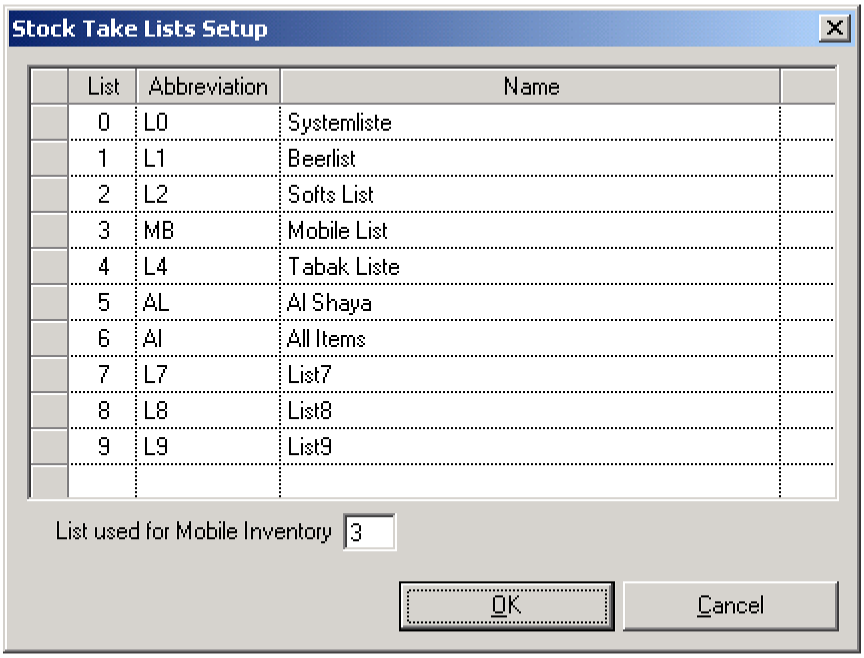
Include Highlighted lines/articles can be added tot he list using this button.

Exclude Exclude an article from this list.

After adding an article to a list, click on the **Save** button .

To give lists unique descriptions, select *Edit* | *Options* from the menu bar.

Form Description



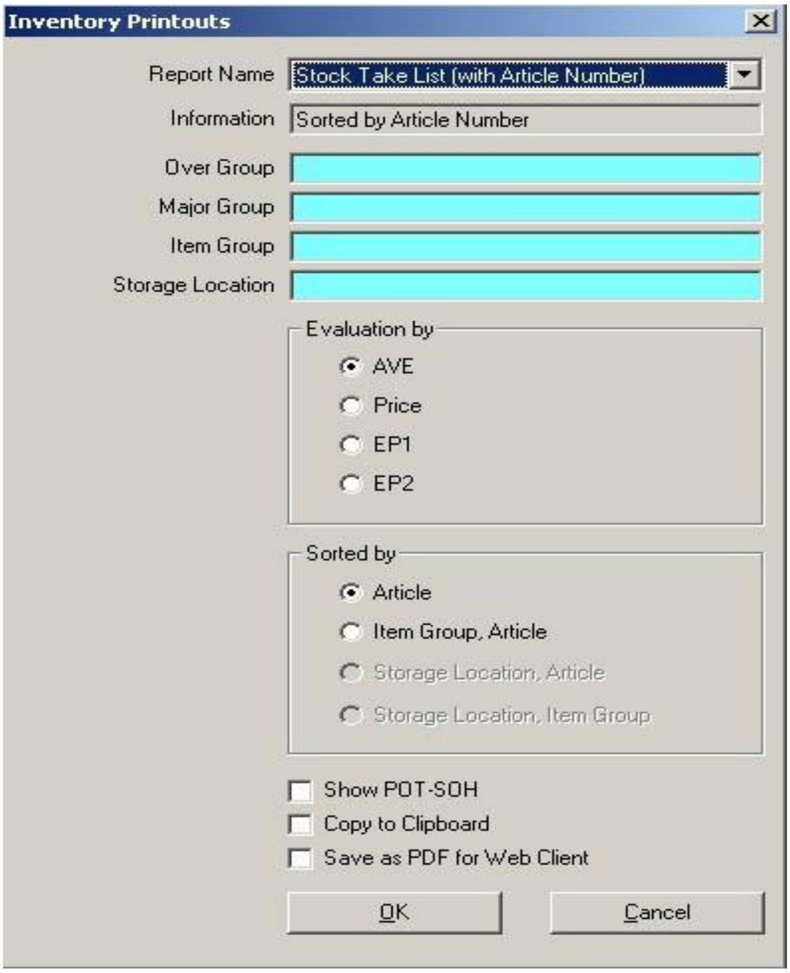
List	Abbreviation	Name
0	L0	Systemliste
1	L1	Beerlist
2	L2	Softs List
3	MB	Mobile List
4	L4	Tabak Liste
5	AL	Al Shaya
6	AI	All Items
7	L7	List7
8	L8	List8
9	L9	List9

- **List –**List numbers
- **Abbreviation –** User-defined abbreviation for the list.
- **Name –** User-defined name.
- **List used for Mobile Inventory –** Select a list to be counted using handhelds.

General stock taking lists can be printed using *Inventory*; the defined lists can be printed in the *Stock Taking* module.

PRINTING GENERAL STOCK TAKING LISTS

Select an inventory in the *Overview* tab and click on the or button.
A list of all available stock taking lists displays.



- **Report Name –** Select the stock take list or evaluation
- **Information** – Displays information about the selected list

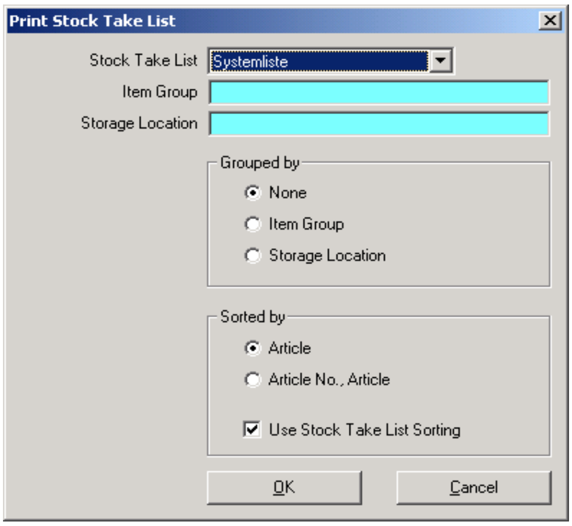
Lists can be filtered; only the filtered data is printed.

- **Over Group –** Select the over group that lists should be printed for.
- **Major Group –** Select a major group.
- **Item Group –** Select an item group.
- **Storage Location –** Select a storage location within this store.
- **Evaluation by**
  - **AVE –** Average store price
  - **Price –** Last article price.
  - **EP1 –** Evaluation price 1 for this article in this store.
  - **EP2 –** Evaluation price 2 for this article in this store.
- **Sorted by**
  - **Article –** Alphabetical sort order
  - **Item Group, Article –** Sort articles alphabetically within item groups.
  - **Storage Location, Article –** Sort by storage location, then alphabetically
  - **Storage Location, Item Group –** Sort by storage location and by item group within the storage location.

- **Options**
  - **Show POT SOH –** Shows potential Stock on Hand on the count sheets
  - **Copy to Clipboard –** Copies the information to the Windows Clipboard.
  - **Save as PDF for Web Client –** Saves the count sheet in PDF format in a pre-defined directory for the web application.

PRINTING DEFINED STOCKTAKING LISTS FROM THE STOCK TAKING MODULE

Select an inventory in the *Overview* tab and click on the **Print** or **Print Preview** button. The following form displays:



- **Stock Take List –** Select the defined group from the drop-down list.
- **Item Group –** Selection of an individual item group.
- **Storage Location –** Selection of a storage location.
- **Grouped by**
  - **None –** No subgroups within the stock take list
  - **Item Group –** Sort order within the item groups; article names are included in the printout.
  - **Storage Location –** Sort order based on storage location and stock take lists.
- **Sorted by**
  - **Article –** Alphabetical sort order.
  - **Article No. Article –** Sort by article number.
  - **Use Stock Take List Sorting –** If numbered lists have been defined, this sort order is printed.

Example of an inventory stock take list

Stock Take List: Systemliste Main Store Beverage (INV-03-04-		14-05-2003 09:54	
Art. No.	**Article**	**Packing**	**On Hand**
	Apollinaris 1,0l	Bottle 1,0l	
		Liter	
	Apple Juice Grannini 0.2l	Case /24 0,33ltr	
		Bottle 0,2l	
		Liter	
	Asbach Brandy 70cl	Bottle 0,7l	
		Liter	
	Averna 0,7l	Bottle 0,7l	
		Liter	
	Bacardi White 0,7l	Bottle 1,5l	
		Bottle 1,0l	
		Bottle 0,75l	
		Bottle 0,7l	
		Bottle 0,2l	

- **List description –** The heading of the list displays the name of the cost center, the inventory date, and the print date.
- **Art.No. –** User-defined article number
- **Article – Article** name
- **Packing –** Article's units in this store
- **On Hand –** Field to enter the counted quantity per unit of the article

CONTROL ACTIONS

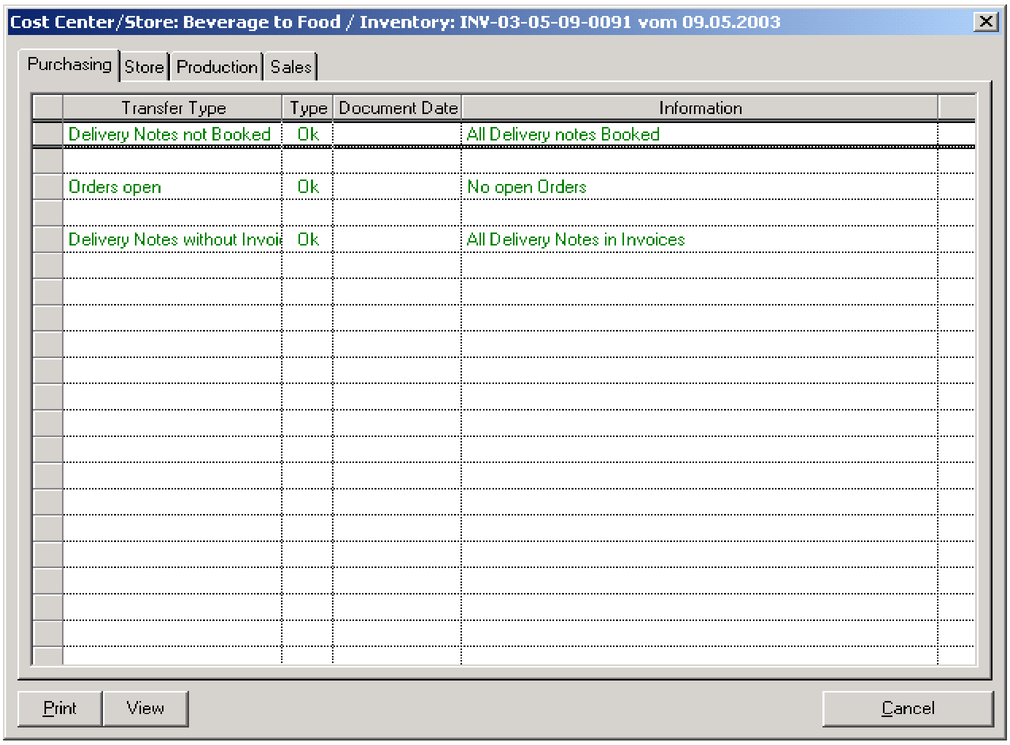
Important

Before you can take stock, you should check for open bookings in the store. This way you can ensure that all inventory bookings have been processed, i.e., closed. A store's expected stock can only be calculated if all receipts have been booked. To do this, you should update the inventory, since the bookings still need to be added to the expected stock calculation after an inventory has been generated.

Select a store's inventory in the *Overview* tab and click on the **Control Actions** button. Control Actions

PURCHASING TAB

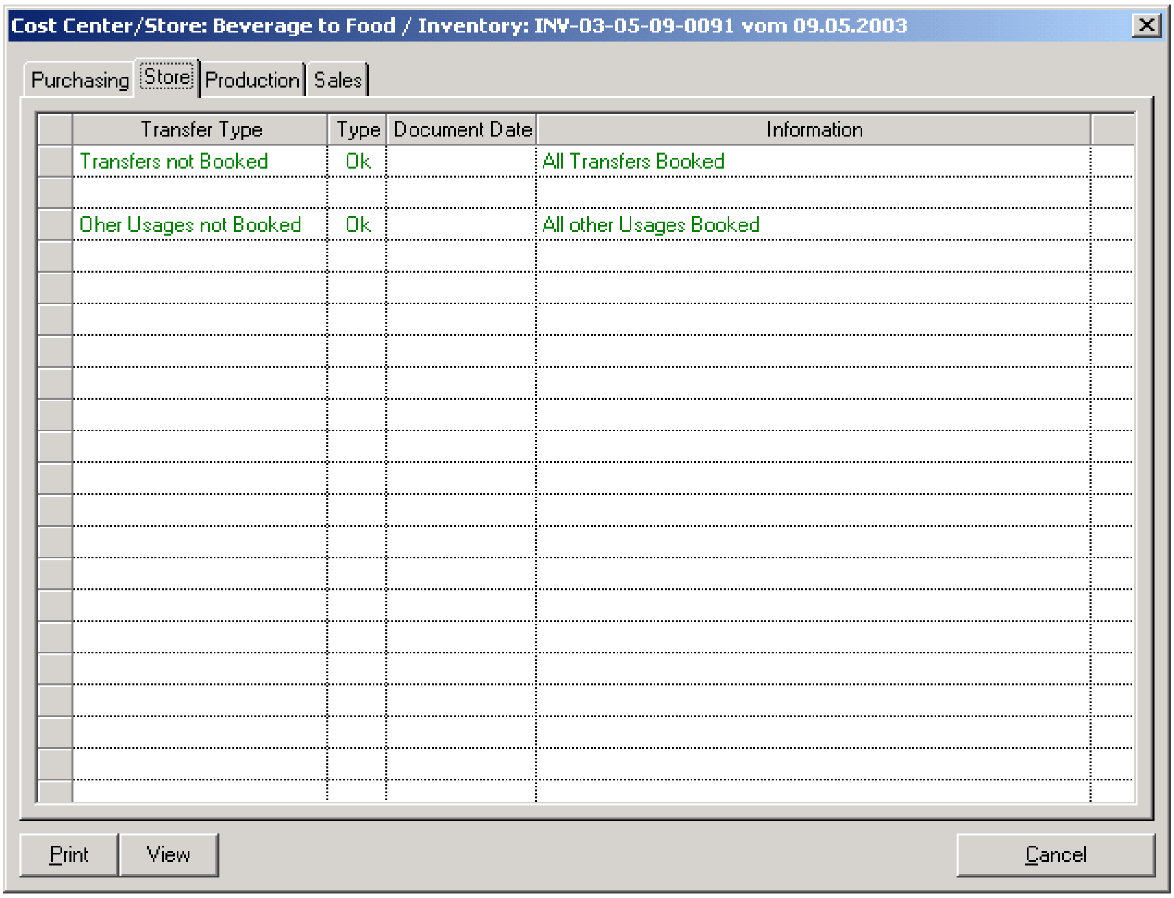
Form Description



- **Red lines –** Store bookings that are included to calculate the expected stock of an inventory
- **Green lines –** No further action necessary; all bookings have been completed
- **Black lines –** Bookings that are still open but have no effect on the stock on hand
- **Transfer Types**
  - **Delivery Notes not booked –** Saved but not booked goods received that are relevant to this inventory. If the receipts were booked after inventory, the expected stock of an article changes for this inventory.
  - **Orders open –** Open orders with a delivery date before completion of inventory. You should check whether all goods received have been booked or if these orders are still outstanding.
  - **Delivery Notes without Invoice –** Delivery notes that have not been invoices yet. Invoices that have not been booked (i.e. forwarded to accounting) are not displayed.
- **Type**
  - **F –** Store bookings that need to be booked.
  - **OK –** Bookings have been made.
  - **W –** Bookings that should be checked.
- **Document Date –** Displays the document date of this booking.
- **Information –** Document information used to call and post-book this document.

STORE TAB

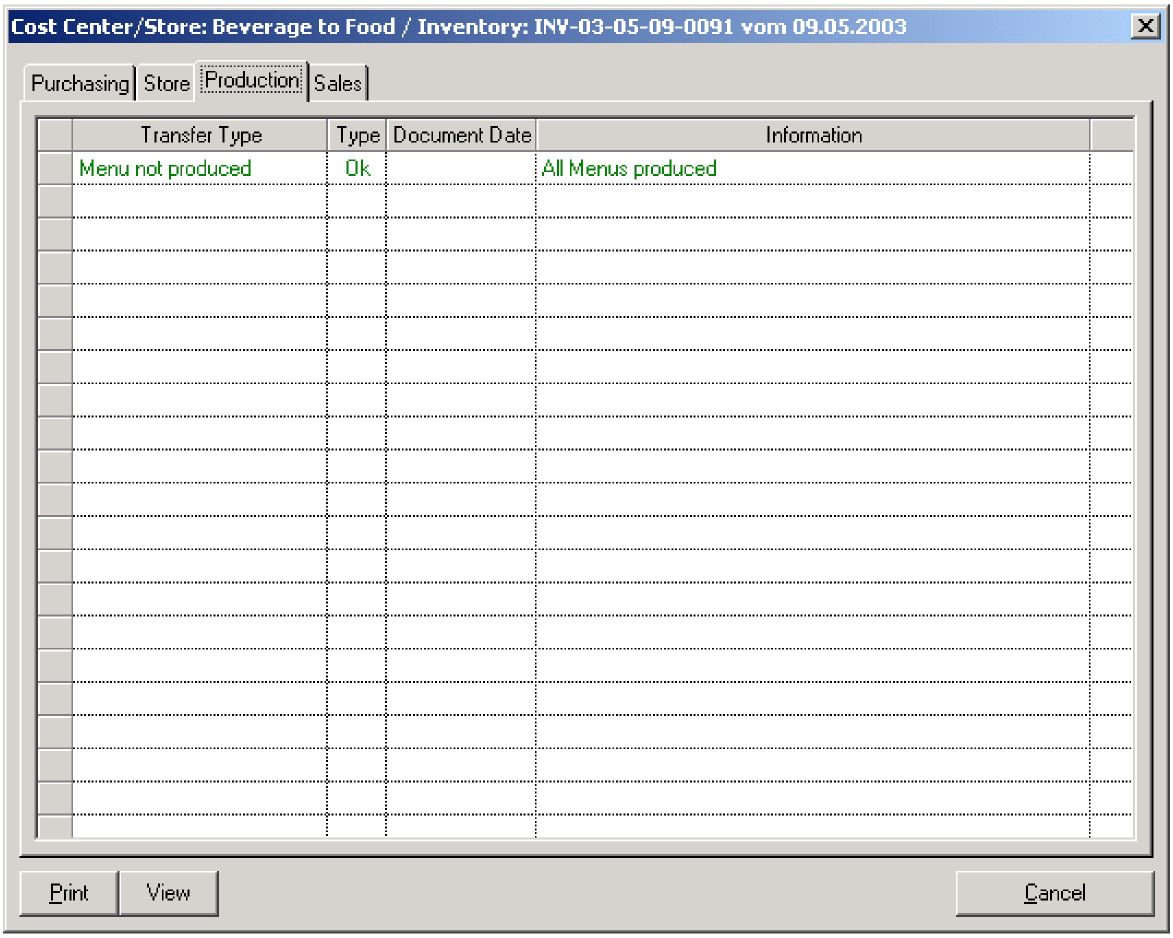
Form Description



- **Red lines –** Store bookings that are included to calculate the expected stock of an inventory
- **Green lines –** No further action necessary; all bookings have been completed
- **Black lines –** Bookings that are still open but have no effect on the stock on hand
- **Transfer Types**
  - **Transfers not booked –** Saved but not booked transfers that are relevant to this inventory.
  - **Other Usages not Booked –** Displays not booked withdrawals from this store.
- **Type**
  F – Store bookings that need to be booked.
  OK – Bookings have been made.
  W – Bookings that should be checked.
- **Document Date –** Displays the document date of this booking.
- **Information –** Document information used to call and post-book this document.

PRODUCTION TAB

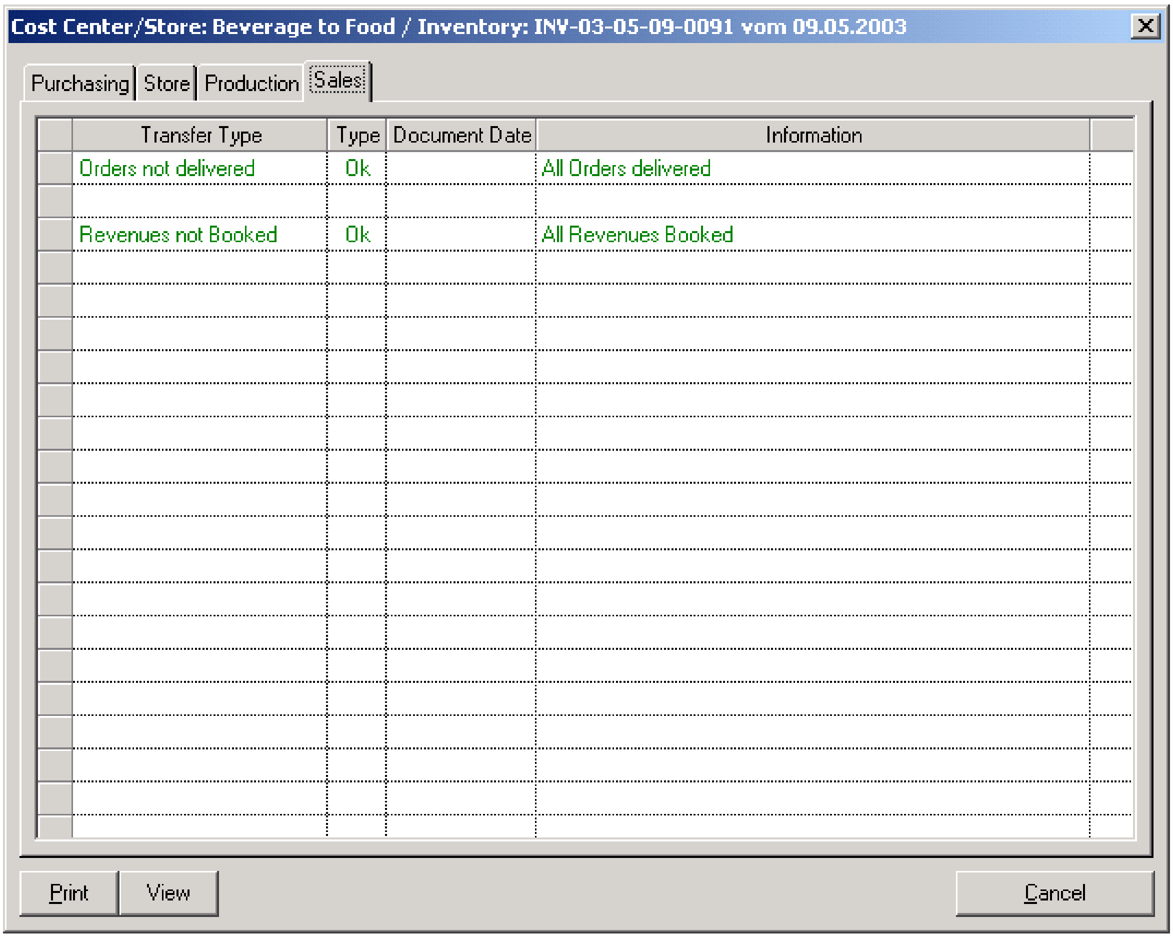
Form Description



- **Red lines –** Store bookings that are included to calculate the expected stock of an inventory.
- **Green lines –** No further action necessary; all bookings have been completed.
- **Black lines –** Bookings that are still open but have no effect on the stock on hand.
- **Transfer Types**
  - **Menu not produced –** Inventory related menu production from *Menu Planning* (customer-specific).
- **Type**
  - **F –** Store bookings that need to be booked.
  - **OK –** Bookings have been made.
  - **W –** Bookings that should be checked.
- **Document Date – Displays** the document date of this booking.
- **Information – Document** information used to call and post-book this document.

SALES TAB

Form Description



- **Red lines –** Store bookings that are included to calculate the expected stock of an inventory
- **Green lines –** No further action necessary; all bookings have been completed
- **Black lines –** Bookings that are still open but have no effect on the stock on hand
- **Transfer Types**
  - **Orders not delivered –** Price quotes that have been requested for sales articles.
  - **Revenues not booked –** Sales data that has not been booked yet.
- **Type**
  - **F –** Store bookings that need to be booked.
  - **OK –** Bookings have been made.
  - **W –** Bookings that should be checked.
- **Document Date –** Displays the document date of this booking
- **Information –** Document information used to call and post-book this document.

Caution

Before you continue working on inventory, you should also check the system for accruals or invoices that have been booked to inventory (see *Purchase | Accruals*).

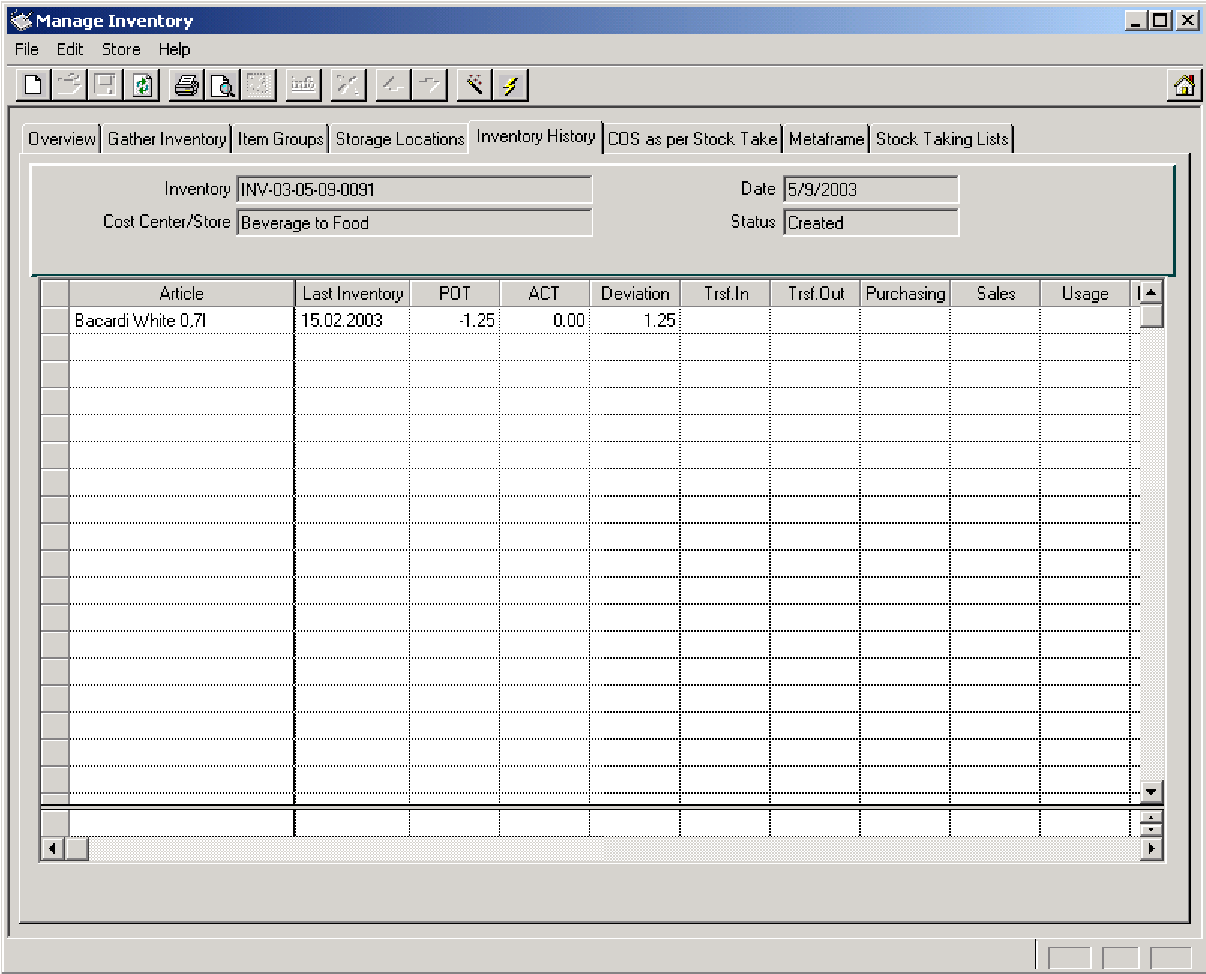
Inventory History can be called to control stock movement.

INVENTORY HISTORY TAB

Select an item group within the selected inventory and click on the **Information** button

. This will automatically take you to the *Inventory History* tab.

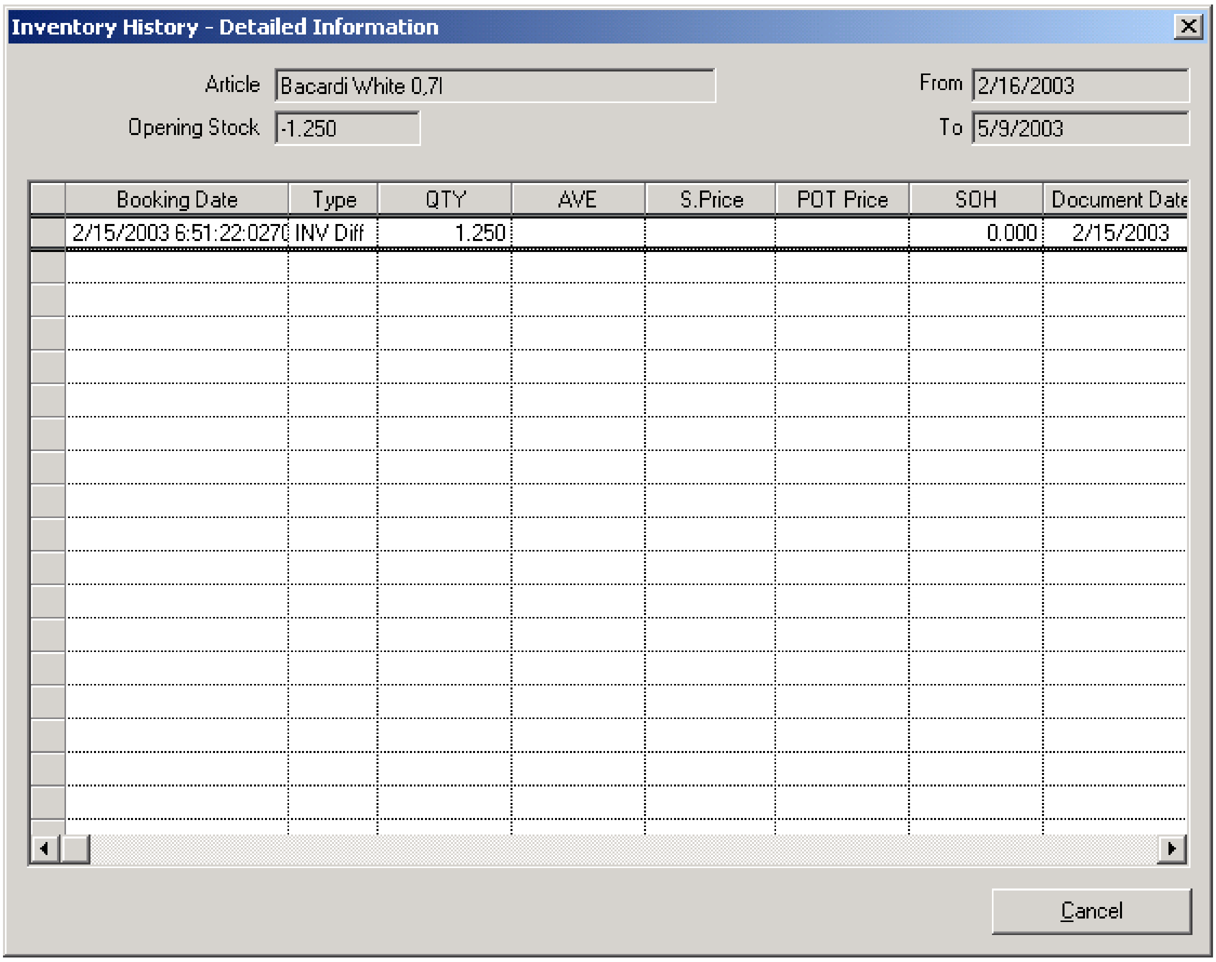
Form Description



- **Table header**
- **Inventory –** System assigned inventory number.
- **Date –** Inventory date.
- **Cost Center/Store –** Called cost center.
- **Status –** Inventory status (in progress or created).
- **Table**
- **Article –** Group's article name.
- **Last Inventory –** Date and time of the last inventory of this article.
- **POT –** Potential stock in the last inventory.
- **ACT –** Actual stock in the last inventory.
- **Deviation –** Inventory deviation in the last inventory.
- **Trsf. In –** Goods received through transfers since the last inventory.
- **Trsf. Out –** Goods withdrawn through transfers since the last inventory.
- **Purchasing –** Purchases of this article.

- **Sales –** Sales through recipe usage.
- **Usage –** Usage of this article since the last inventory.
- **Production –** Production usage of this article.
- **Inv.Corr. –** Stock corrections through inventory (e.g. change of stock on hand using *Manage Store*).
- **POT –** Actual stock on hand (potential stock).
- **Calc. POT –**
- **ACT –** Counted stock on hand of the generated inventory
- **Deviation** – Difference between calculated and actual stock on hand

Double-click on an article to see a detailed display of all bookings.



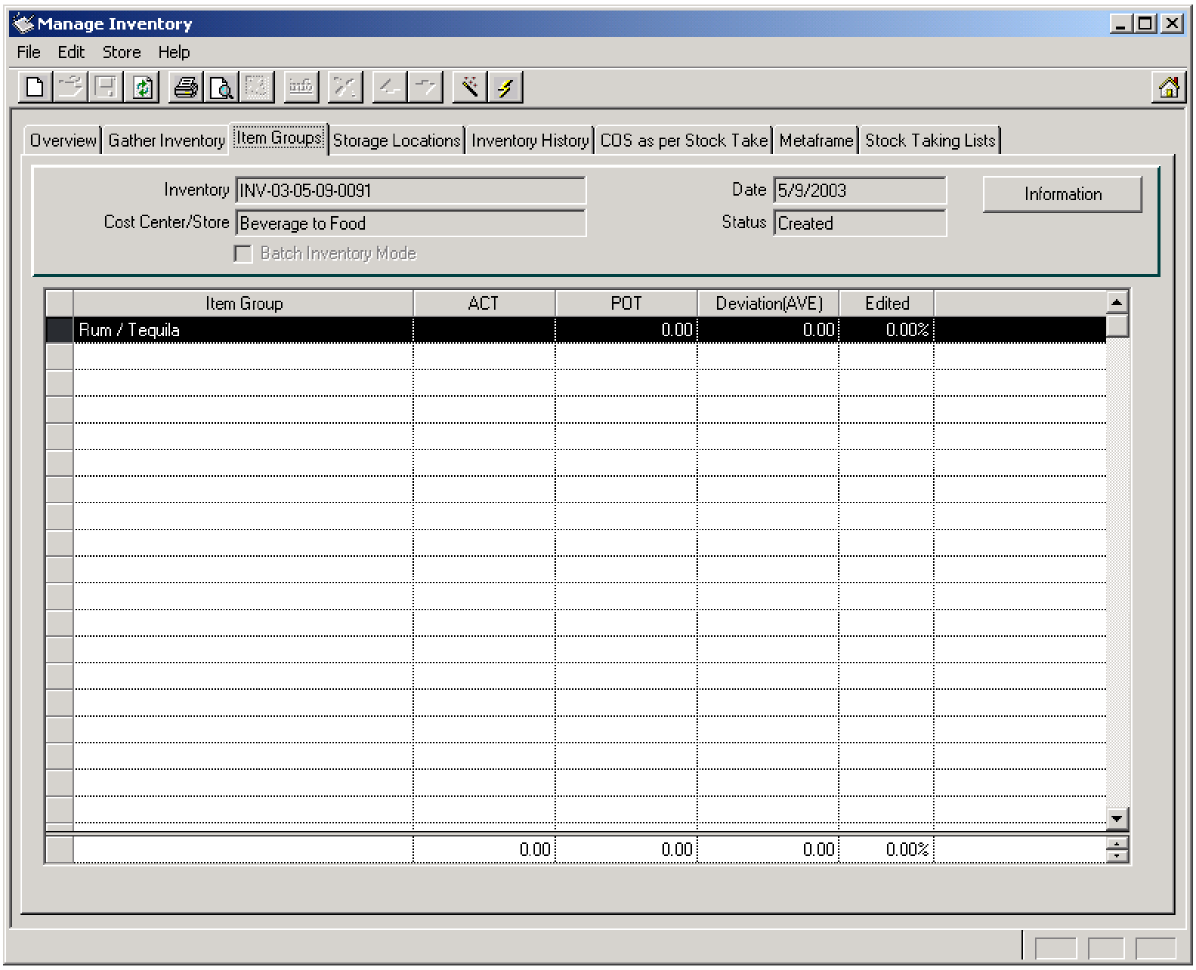
ENTERING STOCK

Important

The counted stock on hand must be entered into the system. You can do this in the *Inventory* module or in the *Stock Taking* module. When you enter the counted quantities in the inventory modules, you can see more information about articles (system stock and prices), but you cannot call the sort order of lists. If you use the Stock Taking module, you can call the stock taking lists and enter quantities. This way you can edit the defined lists for every article.
If a user only enters stock and has no rights to any other inventory functions, this user should only have the **Inventory – edit** right.

ENTERING INVENTORY IN THE INVENTORY MODULE

When you double-click on an inventory in the *Overview* tab, the form switches to the *Item Groups* tab.

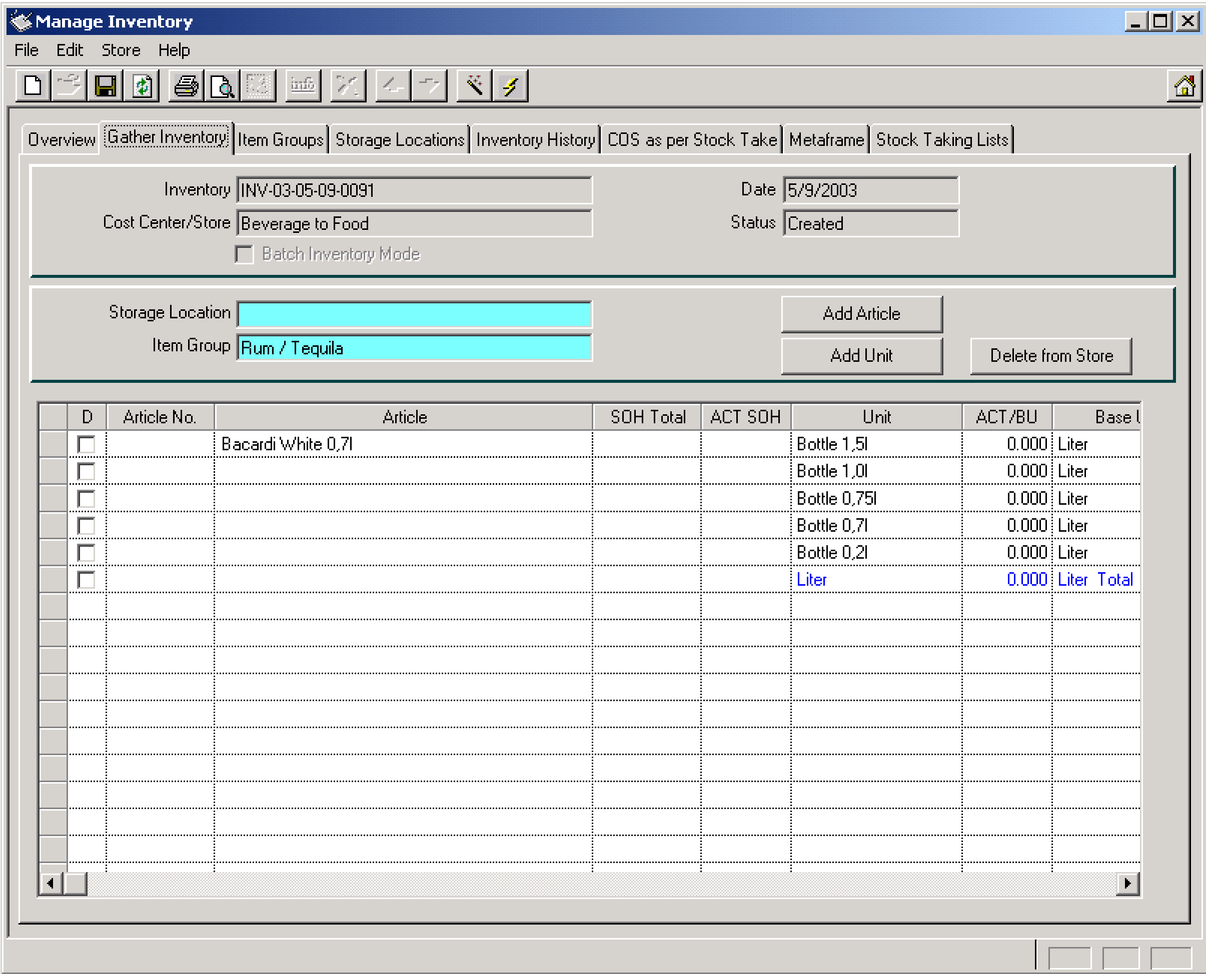


- **Table Heading**
- **Inventory –** System assigned inventory number.
- **Date –** Inventory date.
- **Cost Center/Store –** Called cost center.
- **Status –** Inventory status (in progress or created).
- **Table**
- **Item Group –** Lists the item groups in this store
- **ACT –** Displays the values of the already entered stock. The values in the column are only updated, if you double-click on the inventory line in the *Overview* tab or click on the **Refresh Inventory** button.
- **POT –** Potential stock value calculated by the system for this store.
- **Deviation (AVE) –** Difference between potential value and actual value based on the average price.
- **Edited –** Percentage of the counted articles in relation to all articles in this group.

Select an item group in the table and click on the **Information** button to receive the inventory history of the articles in this group.

Double-click on an article group to switch to the *Gather Inventory* tab Inventur erfassen. All articles in the selected item group are displayed. Articles with defined units are displayed and you can enter the counted stock.

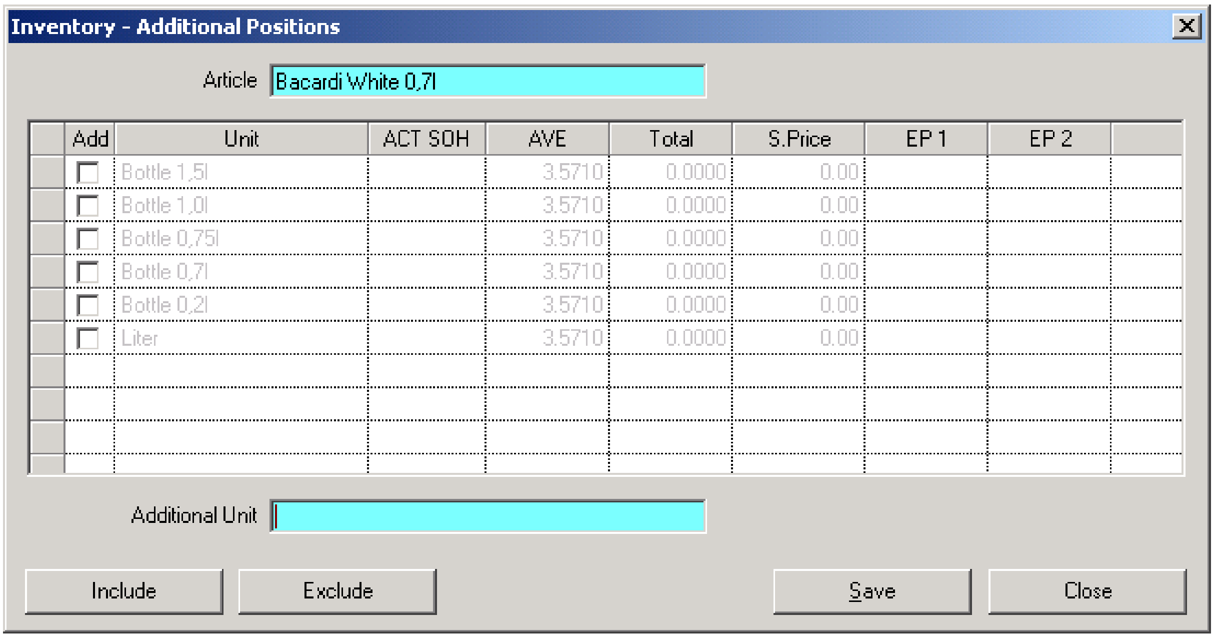
Form Description



- **Header 1**
- **Inventory –** System assigned inventory number.
- **Date –** Inventory date.
- **Cost Center/Store –** Called cost center.
- **Status –** Inventory status (in progress or created).
- **Header 2**
- **Storage Location –** Displays the selected storage location
- **Item Group –** Displays the selected item group

Add Article Articles that weren't booked to this storage location can be added to inventory using this button.

Select an article and click on this button. The following form displays:



Select another unit for this article in the **Additional Unit** field and click the **Include** button. Save your entry.

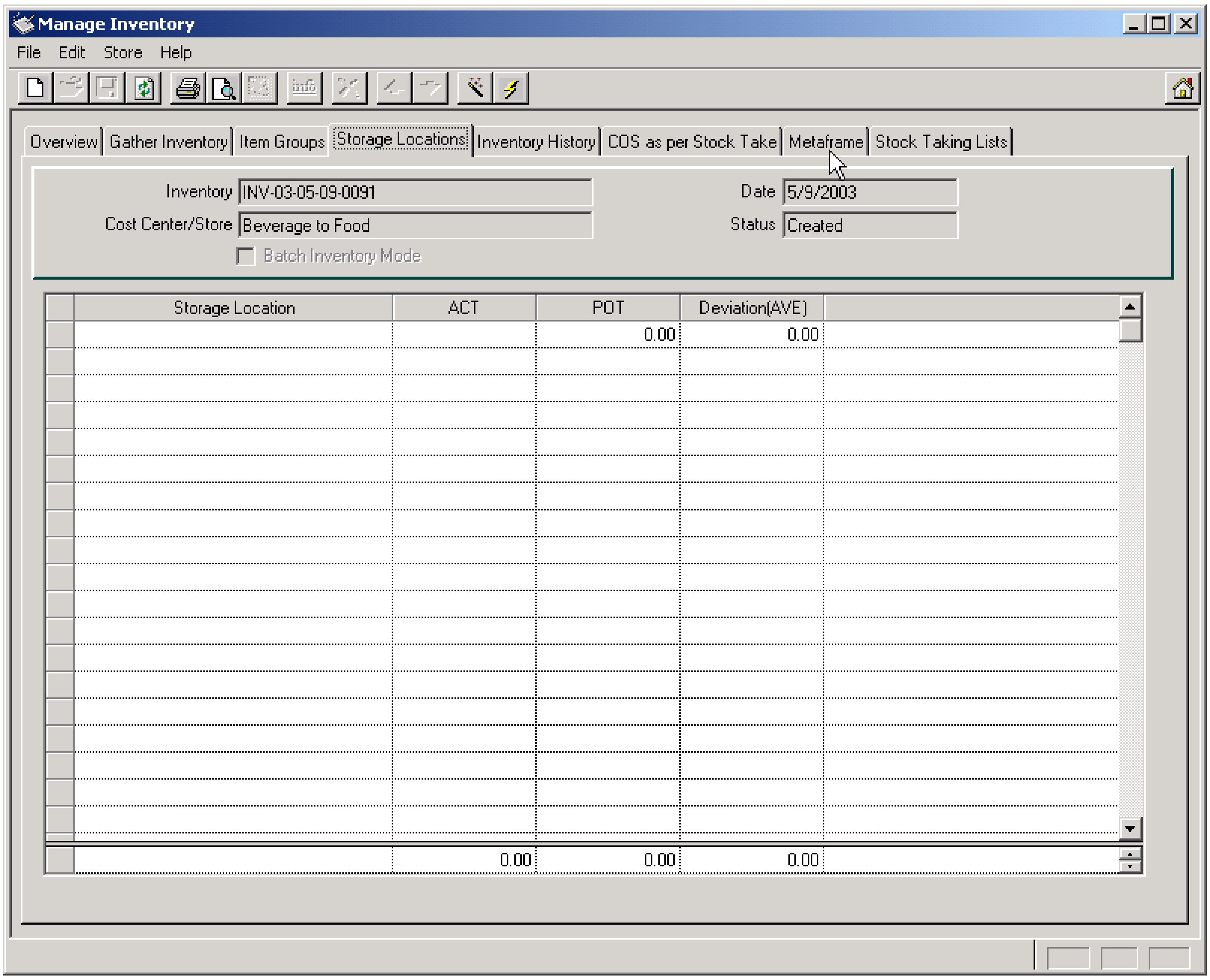
Click on this button to delete highlighted articles.

- **Table**
- **D –** Marks deleted items
- **Article No. –** Number assigned to articles in *Master Data*.
- **Article –** Article name
- **SOH Total –** Total of the entered stock on hand
- **ACT SOH –** Enter the counted stock on hand for this article.
- **Unit –** Lists this article's units in the store. The actual stock on hand must be entered based on units.
- **ACT/BU –** Quantity of the entered stock on hand in base unit (not total stock on hand).
- **Base Unit –** Article's base unit.
- **POT SOH –** Calculated potential stock on hand of this article in relation to its base unit.
- **AVE –** Store's average price for the article.
- **P. Price –** Article's last purchase price.
- **Blue lines –** Sum of the entered quantities in the individual article's base unit. If stock is entered into this line, it always applies to the base unit and is added up.

Once you've entered stock, you must save your entries using the **Save** button .

If storage locations have been defined, you can change to the *Storage Locations* tab where you will see a list of stock in the storage locations. Here you can also double-click on a storage location to switch to the *Gather Inventory* tab and enter the appropriate quantities.

Form Description



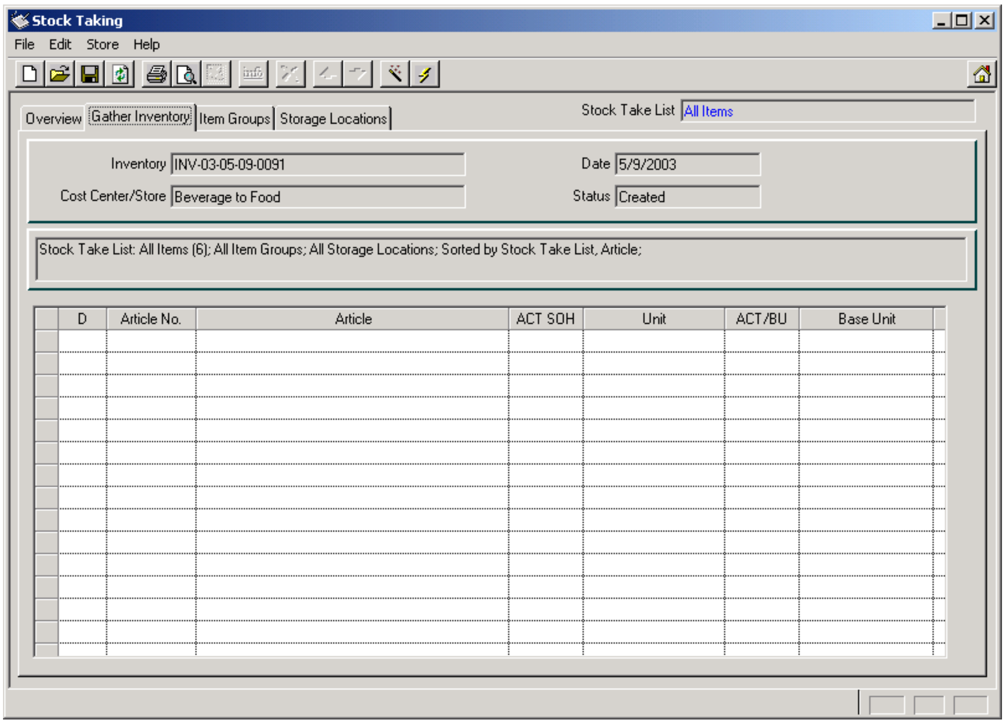
- **Header**
- **Inventory –** System assigned inventory number
- **Date –** Inventory date
- **Cost Center/Store –** Called cost center
- **Status –** Inventory status (in progress or created)
- **Table**
- **Storage Location – List** of defined storage locations.
- **ACT –** Value of the entered stock for this location.
- **POT –** Potential stock value.
- **Deviation (AVE) –** Difference between potential and actual stock.

ENTERING INVENTORY IN STOCK TAKING

Once an inventory has been selected and double-clicked on, the article definitions/list filters display (see *Printing general stock taking lists*).

Once you have selected the appropriate list, switch to the form to enter inventory.

Form Description



- **Stock Take List –** Displays the selected list.
- **Header**
- **Inventory – System** assigned inventory number
- **Date – Inventory** date
- **Cost Center/Store –** Called cost center
- **Status – Inventory** status (in progress or created)
- **Description –** List of the display filter options selected.
- **Table**
- **D –** Marks deleted items
- **Article No. –** Number assigned to articles in *Master Data*.
- **Article –** Article name
- **ACT SOH –** Enter the counted stock on hand for this article.
- **Unit –** Lists this article's units in the store. The actual stock on hand must be entered based on units.
- **ACT/BU –** Quantity of the entered stock on hand in base unit (not total stock on hand).
- **Base Unit –** Article's base unit.
- **POT SOH –** Calculated potential stock on hand of this article in relation to its base unit.
- **Blue lines –** Sum of the entered quantities in the individual article's base unit. If stock is entered into this line, it always applies to the base unit and is added up.

Caution

Stock for articles that were entered in the Inventory module are not included in the display of actual stock on hand.
Defined lists can also be called by item group and storage location. Switch to the appropriate tab and double-click on the line item you want to open.

Caution

Once all stock has been entered, the inventories should be updated. You should also check for open bookings in a cost center. This way you can insure that all inventory bookings have been processed/closed. See *Control Actions*

BOOKING INVENTORY

Important

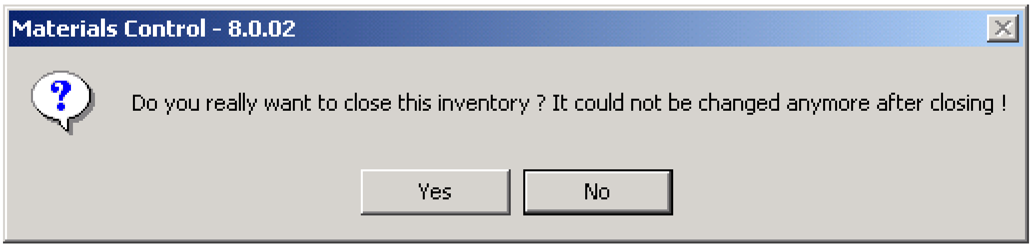
After an inventory has been booked, no more bookings are possible. You should make sure that no bookings need to be done before the end of an inventory.
You can check the inventory evaluation before completion (end-stock lists and COS according to inventory).

Switch to the *Metaframe* tab in the Inventory module to book the inventories for all storage locations. Highlight the appropriate inventory and click on the **Book** button.

Or

Highlight an inventory in the Overview tab and click on the **Book** button 

. A prompt displays. Click on **Yes**.



When closing an inventory task a dialog will pop up. Here the user must confirm that the control actions are checked. Otherwise the inventory task con not be booked.

All items that were not recorded through stock taking are closed by definition of the cost center (COS set to 0 or COS according to potential COS).

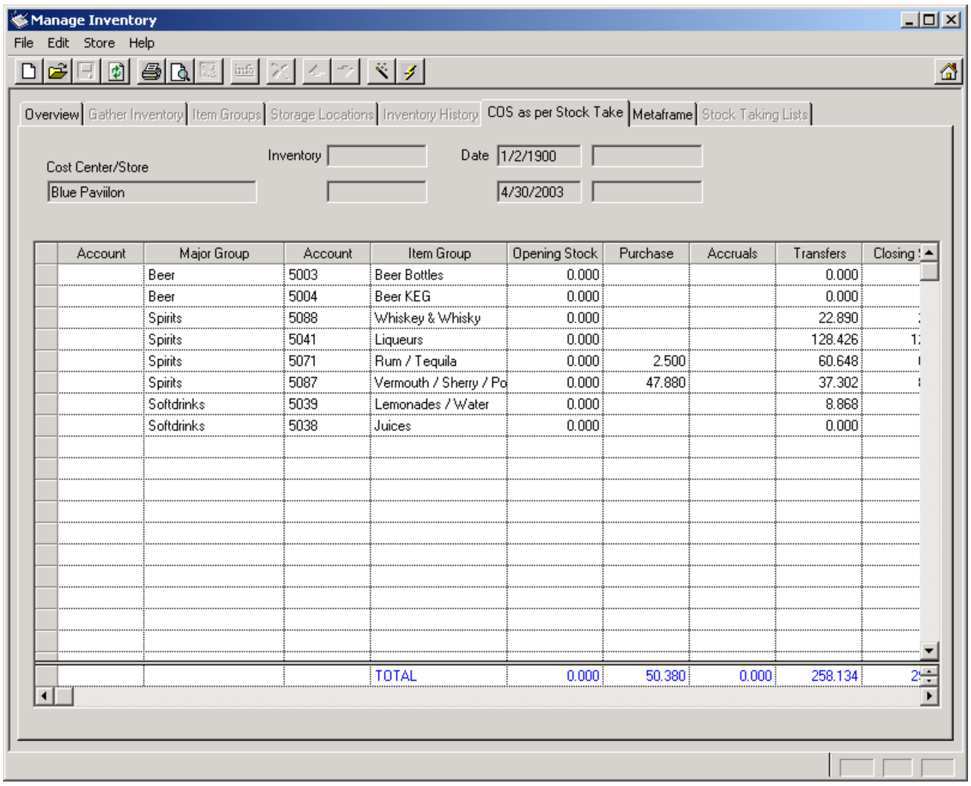
If receipts relevant to inventory have not been booked yet (Control Actions), the inventory is not booked.

INVENTORY EVALUATION

Select the **Booked Inventory** option in the *Overview* tab to see a list of booked inventories. Double-click on an inventory to switch to the *COS as per Stock Take* tab. The following form displays:

If you select **Major Group**, the accounts for accounting are displayed based on groups. If you select **None**, the major groups and their item groups will be displayed.

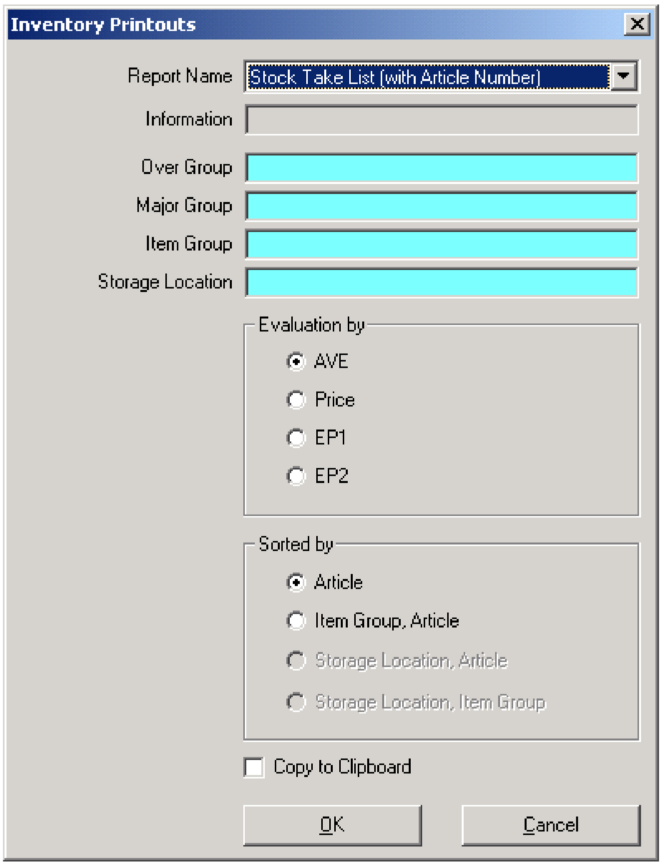
Form Description



- **Header**
- **Cost Center/Store –** Store for this inventory
- **Date –** Inventory time frame; start and end date of the inventory period
- **Table**
- **Account –** If item groups were selected, the account for accounting of this item group is listed here.
- **Item Group –** Item group name for this line
- **Opening Stock –** Value of the stock at the beginning of inventory
- **Purchase –** Purchase bookings of this item group fro this inventory. Only invoices that have been forwarded to accounting (book B/O) are considered purchase.
- **Accruals –** Booked goods received that have not been booked to accounting over invoicing.
- **Transfers –** Transfers between cost centers/stores. Sent transfers bookings for a group are displayed as negative numbers, received transfers as a positive number.
- **Closing Stock –** Value of the entered stock in this inventory.
- **COS –** Cost of sales per article group.
- **Total Line – Sum** of the columns.

CLOSING STOCK LISTS

Closing stock lists are also called from the *Overview* tab. Select an inventory and click on the **Print** or **Page Preview** button. A list of available lists displays.



- **Report Name –** Select the stock take list or evaluation
- **Information** – Displays information about the selected list

Lists can be filtered; only the filtered data is printed.

- **Over Group –** Select the over group that lists should be printed for.
- **Major Group –** Select a major group.
- **Item Group –** Select an item group.
- **Storage Location –** Select a storage location within this store.
- **Evaluation by**
  - **AVE –** Average store price
  - **Price –** Last article price.
  - **EP1 –** Evaluation price 1 for this article in this store.
  - **EP2 –** Evaluation price 2 for this article in this store.

- **Sorted by**
  - **Article –** Alphabetical sort order
  - **Item Group, Article –** Sort articles alphabetically within item groups.
  - **Storage Location, Article –** Sort by storage location, then alphabetically
  - **Storage Location, Item Group –** Sort by storage location and by item group within the storage location.

List example

Stock take list – Stock take list with article numbers

For articles

Stock Take List: Blue Paviilon (INV-03-04-30-0089-30.04.2003	09-05-2003 11:04

Art. No.	Article	Packing	On Hand
	Bacardi White 0,7l	Bottle 1,5l	
		Bottle 1,0l	
		Bottle 0,75l	
		Bottle 0,7l	
		Bottle 0,2l	
		Liter	
	Ballantines 0,7l	Bottle 1,0l	
		Bottle 0,7l	
		Liter	
	Bonaqua Mineral Water Cont 18l	Container 18l	
		Liter	
	Coca-Cola 0,2l	Deposit Case 24 x 0,3	
		Case /24 0,2ltr	
		Bottle 0,02l	
		Bottle 0,2l	
		Liter	
	Coca-Cola 1,0ltr	Bottle 1,0l	
		Liter	

Stock of inventory

Stock of Inventory: Blue Paviilon (INV-03-04-30-0089-30.04.20	09-05-2003 11:05

Art.No.	Article	SOH	Packing	AVE	Value
12312	Amaretto 70cl	008	Liter	0,007	059
13	Apple Juice Grannini 1,0l	-004	Liter	0,001	-004
	Bacardi White 0,7l	018	Liter	0,004	063
	Ballantines 0,7l	004	Liter	0,007	023
	Bonaqua Mineral Water Cont 18l	-001	Liter	0,000	000
	Coca-Cola 0,2l	007	Liter	0,001	009
	Coca-Cola 1,0ltr	-001	Liter	0,001	-001
	Diebels Alt Beer 0,33l	-001	Liter	0,001	-001
633	Fernet Branca 0,7L	003	Liter	0,006	017
646	Jägermeister 1L	005	Liter	0,011	051
152	Martini Extra Dry 0,75L	016	Liter	0,005	085
	Sprite 1,0l	000	Liter	0,001	000
	Warsteiner Pils Beer 50l KEG	-001	Liter	0,001	-001
SOH Value Total					**299.85**

Analysis **Inventory deviation by Value** **Valuation of Inventory deviation Between ACT SOH and POT SOH**

Inventory deviation: Blue Paviilon (INV-03-04-30-0089-30.04.2 09-05-2003 11:06

Art.No.	Article	Base Unit	ACT	POT	Difference	Value
12312	Amaretto 70cl	Liter	8.400	8.400	0.00	0.00
13	Apple Juice Grannini 1,0l	Liter	-4.350	-4.350	0.00	0.00
	Bacardi White 0,7l	Liter	17.600	17.600	0.00	0.00
	Ballantines 0,7l	Liter	3.500	3.500	0.00	0.00
	Bonaqua Mineral Water Cont 18l	Liter	-1.450	-1.450	0.00	0.00
	Coca-Cola 0,2l	Liter	6.800	6.800	0.00	0.00
	Coca-Cola 1,0ltr	Liter	-0.600	-0.600	0.00	0.00
	Diebels Alt Beer 0,33l	Liter	-0.660	-0.660	0.00	0.00
633	Fernet Branca 0,7L	Liter	2.800	2.800	0.00	0.00
646	Jägermeister 1L	Liter	4.820	4.820	0.00	0.00
152	Martini Extra Dry 0,75L	Liter	16.000	16.000	0.00	0.00
	Sprite 1,0l	Liter	-0.100	-0.100	0.00	0.00
	Warsteiner Pils Beer 50l KEG	Liter	-0.900	-0.900	0.00	0.00
Difference Total						**0.00**

AUTHORISATION

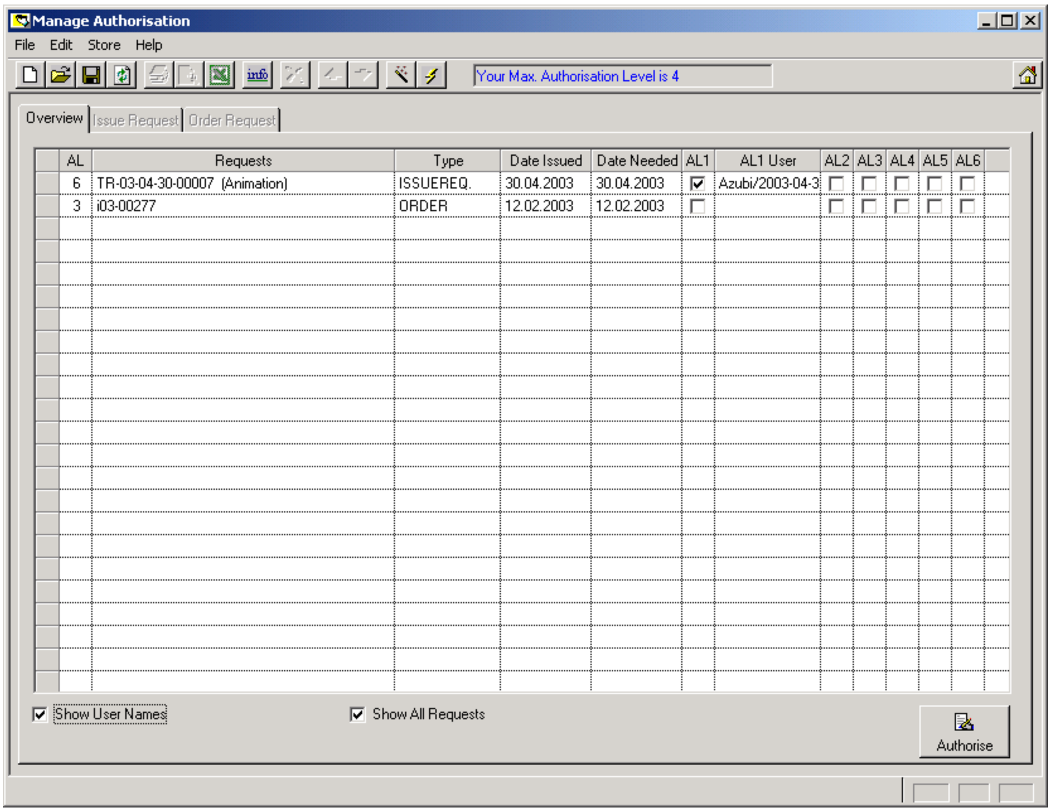
Articles that have a high value can be classified with an authorization so that they can only be ordered or transferred by users with a high authorization level. Users with lower authorization levels than the articles to be ordered must run an authorization of the order.

Important

- To use the Authorisation module, the **Authorisation** right must be active.
- A user that authorizes orders or articles should be assigned to a higher authorization level.

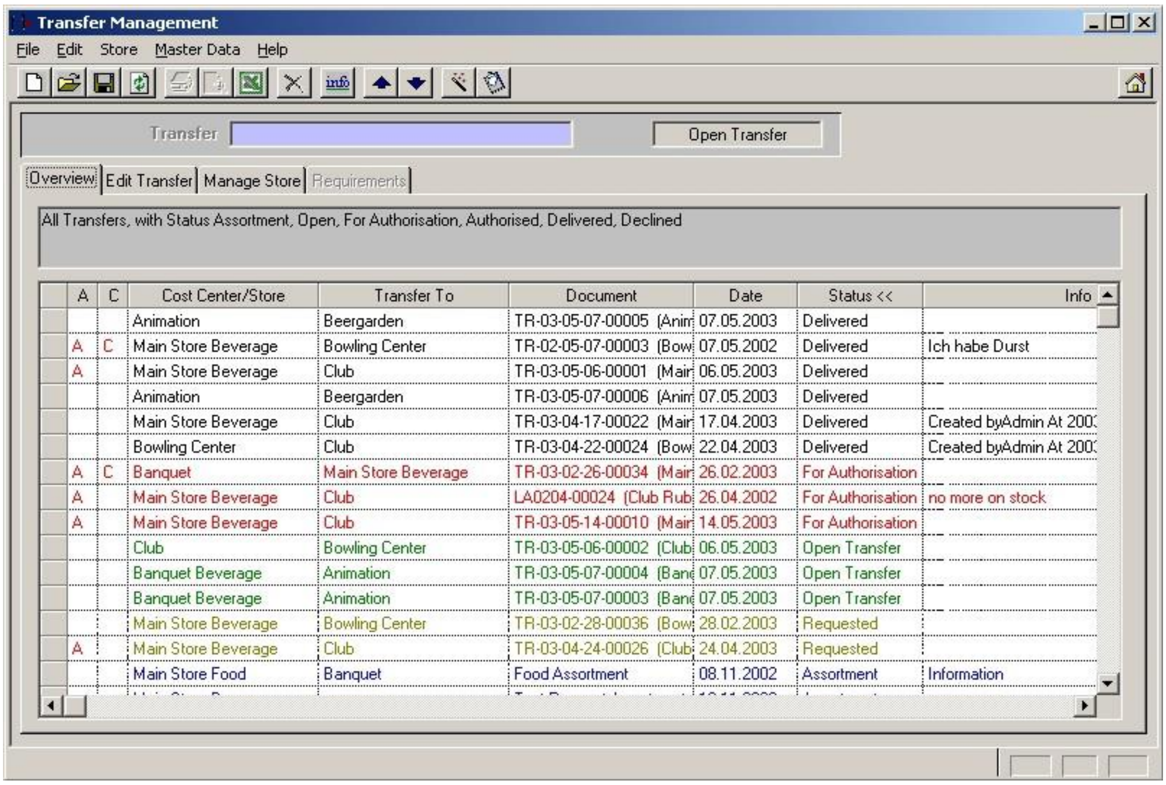
Articles and users can be created with authorization levels. This function ensures that articles cannot be ordered or transferred by all users.

If authorization articles were ordered by a user with a low authorization level, this order displays in the *Overview* tab in *Purchase* and is not sent to the supplier when the **Order** button is clicked on.



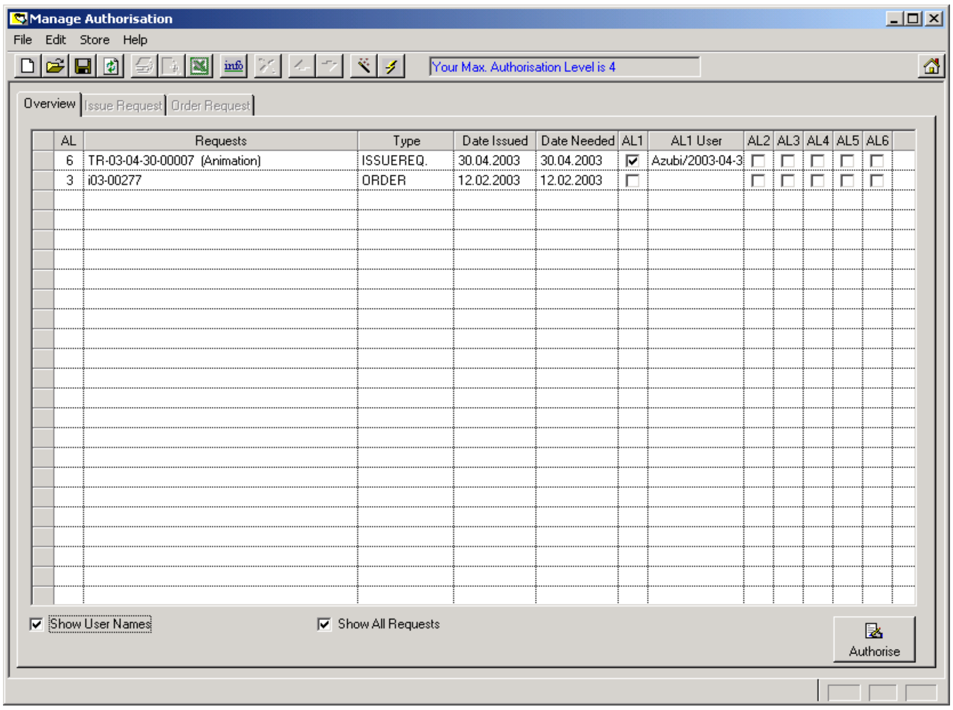
If transfers are made by a user with a low authorization level, the following message displays during booking:

The booking displays as not authorized in the *Overview* tab in *Transfers*.



Users with a higher authorization level can open this booking in the *Authorization* module and clear it for booking.

Form Description



The logged in user's authorization level displays in the top header – Your Max. Authorisation Level is 6 .

OVERVIEW TAB

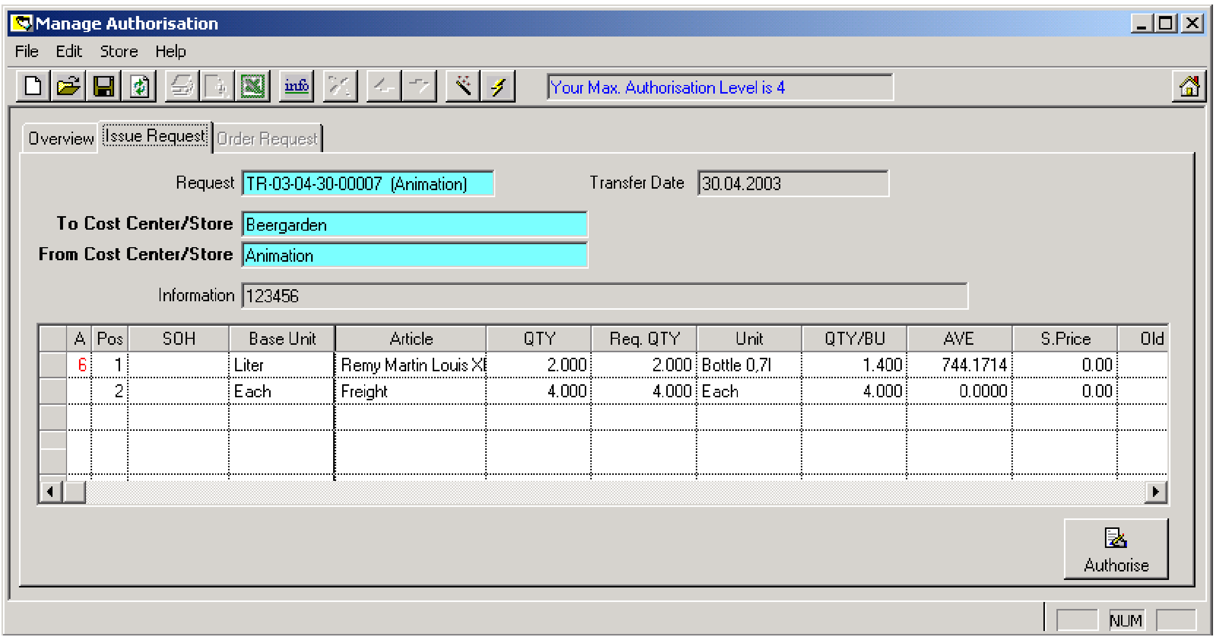
Requests are only displayed if the **Show All Requests** option ☑ Show All Requests is enabled.

- **AL –** Displays the highest authorization level of an article in the request.
- **Requests –** Document number of the request.
- **Type**
  - **Issue Request** – Transfer or purchase request.
  - **Order** – Purchase order
- **Date Issued –** Booking date
- **Date Needed –** Document date of the booking
- **AL 1 to AL 6 –** Displays the authorization level. All levels that have already been authorized are marked with a ☑.

☐ Show User Names If this option is enabled, the users that have authorized the individual levels are displayed.

If this button is clicked, the request is cleared up the authorization level of the user. If the request contains articles with a higher authorization, this also needs to be authorized by a user.

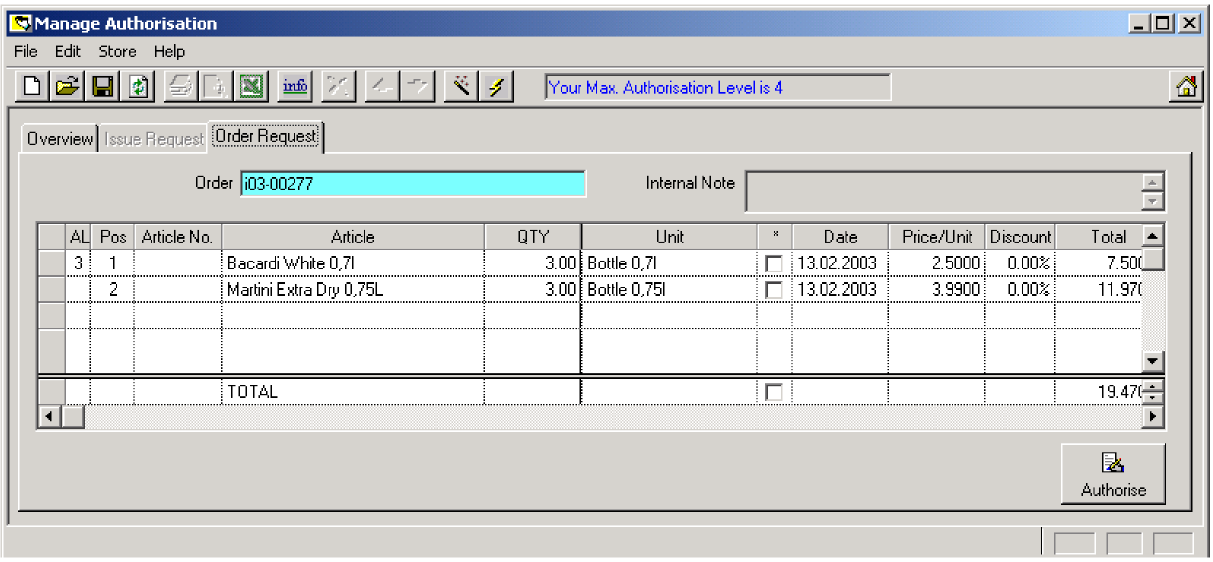
Double-click on an issue request in the *Overview* tab to switch to the *Issue Request* tab, where you can view the detail for the request.



- **Request –** Document number of the booking
- **To –** Receiving cost center
- **From Cost Center/Store –** Dispatching cost center/store
- **Information –** Information on the document
- **Transfer Date –** Date of the transfer
- **Table**
- **A –** Article's authorization level
- **Pos –** Position on the document
- **SOH –** Article's current stock on hand in the dispatching location
- **Base unit –** Article's base unit
- **Article –** Article name

- **QTY –** Quantity of the article to be booked. Changes to the quantity are possible.
- **Req. QTY –** Entered quantity on the original document
- **Unit –** Booked article unit
- **QTY/BU –** Quantity in base unit
- **AVE –** Average article price in the dispatching store
- **S. Price –** Article's assigned sales price
- **Old SOH –** Current stock on hand in the receiving store
- **Total –** Value of the booking
- **Total (S. Price) –** Value of the booking based on the sales price
- **Information –** Article information
- **Article No. –** Internal article numbers

Double-click on an order to switch to the *Order Request* tab and view document details for the order.



- **Order –** Document number of the booking.
- **Internal Note –** Information about the booking.
- **Table**
- **AL –** Article's authorization level.
- **Pos –** Position on the document.
- **Article No. –** Supplier's article number for the ordered article.
- **Article –** Article name.
- **QTY –** Ordered quantity.
- **Unit –** Article's purchase unit.
- **% –**
- **Date –** Order's delivery date
- **Price/Unit –** Price of the order in relation to the base unit
- **Discount –** Discount on the order
- **Total –** Sum of the articles on the order
- **Information –** Article information
- **Cost Center/Store –** Store receiving this order
- **Supplier –** Supplier for the order
- **Cost Unit –**
- **Cost Unit –**
- **Base Unit –** Article's base unit
- **Price/BU –** Price in base unit
- **Last Price –** Article's last purchase price
- **2nd Price –** New price according to the purchase unit
- **Valid from –** New price of the purchase unit is valid from this date.
- **Valid to –** New price of the purchase unit is valid until this date

Production

Master sales data and revenue calculation are managed in Production. If you are working with a POS interface you should first check with support before making changes to configurations because these can affect results.
Sales articles (products) are calculated and modified based on recipes. Please note that product master data also needs to be created based on business guidelines.

RECIPES

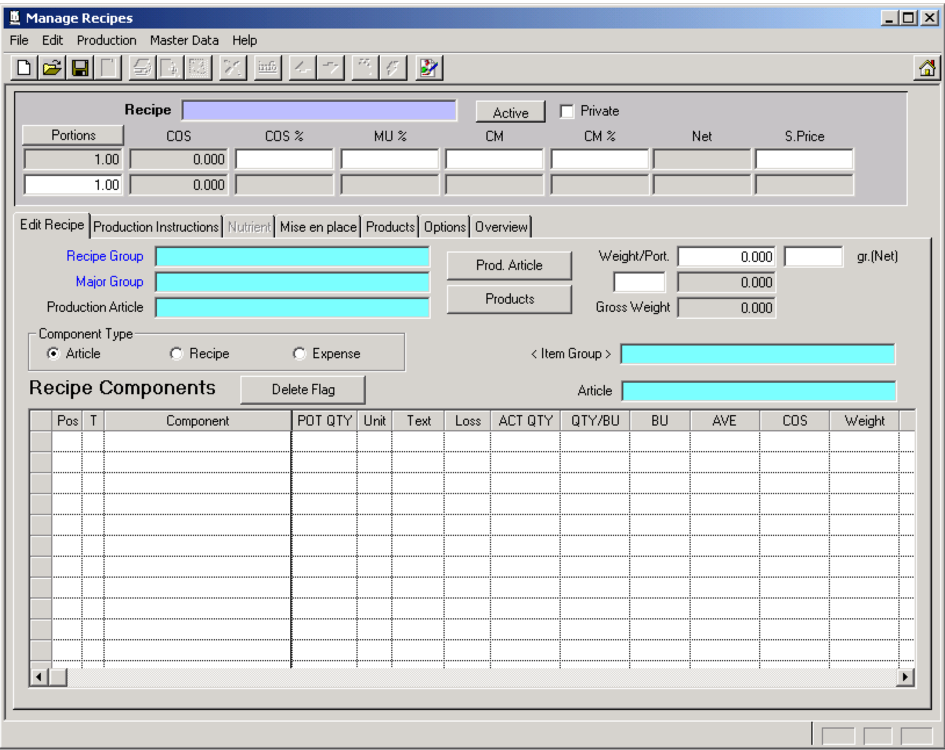
In Materials Control, recipes are the link between articles that are in storage and the products that are sold. Through recipes, the exact quantity of articles to use is assigned to recipes and depleted from stock the moment it is booked. Recipes are also used to calculate sales prices.

Important

- To use the *Manage Recipes* function, the **Recipes** right under *Production* must be active. To save a recipe, the **Save Recipes** right must be active.
- Because you can use base recipes in other recipes, you should create them first.

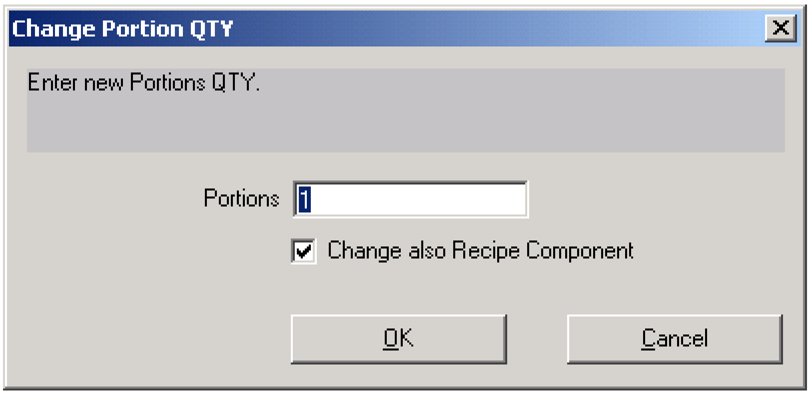
After opening the Recipes module, the following form displays:

Form Description



- **Recipe –** Recipe description. If you want to create a new recipe, enter the description/name for the new recipe. If you always work with a POS connection i.e. the sales articles are sent to the POS via transfer of master data you can call a master data list from this field.

Quantities of portions from this recipe. Click on this button to enter or change the number of portions that a recipe produces or to receive the ingredients to make a recipe for a certain number of portions.



- **Portions –** Enter the desired portion quantity
- **Change also Recipe Component –** If this option is enabled the ingredient quantity is recalculated to produce the desired amount of portions.
- **COS –** Calculated cost of sales of this recipe. The sum of the individual entries of recipe ingredients. You cannot edit the cost of sales. The prices of individual components are calculated based on your settings in *Options* (**Last Purchase Price** or **Default Store**).
- **COS % –** Cost of sales in percentage to the net sales price. You can change the cost of sales in percent and display a new sales price that way.
- **MU% –** Markup in percent; if you calculate your sales prices based on the markup, you can enter the desired percentage here to have the system calculate it for you
- **CM –** Contribution margin for this article = net sales price minus cost of sales. To see the desired amount for the contribution margin you can edit this field; the system will recalculate the sales price.
- **CM% –** Contribution margin in percent
- **Net –** Article's net sales price.
- **S.Price –** Gross sales price.

Calculations for a portion are displayed in the top line; in the bottom line you can see the calculations for the entered portions.

EDIT RECIPE TAB

The following is a description of how to create a recipe.
First select the name for the recipe from the top field or enter a new name.

- **Recipe Group –** To run a recipe book, recipes should be divided into groups (e.g. base recipes, side dishes, sauces, etc., see *Production | Recipe Groups*). With this list you can assign a recipe to a group.
- **Major Group –** Here you can assign the recipe to a major group (see *Master Data | Major Groups*).
- **Production Article –** This field is only used for the *Catering* module.
- 

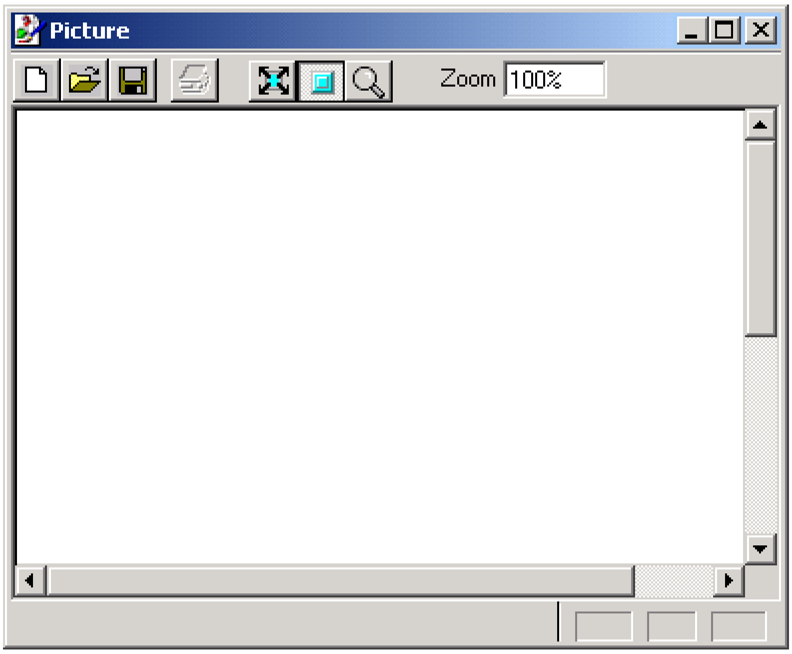
– With this button you can assign a recipe to a sales article, i.e. you can view the data for the POS article. For a Description, see *Production | Products.*
- **Weight/Port –** Total weight of a portion based on the weight of the articles (see *Master Data | Articles*).
- **Gross Weight –** If a percentage markup was added to the weight, this field displays the total weight. When more than one portions are being calculated, the weight for the total recipe is displayed here.

- **Radio button Component Type**
  - **Article –** The ingredient to be added is an article that is also purchased. If this option is enabled, the left column displays a choice of articles.
  - **Recipe –** Select this option if you want to add a recipe to the recipe. The field headings change to **<Recipe Group>** and **Recipe** and you can select from available recipes.
  - **Expense –** Articles that have expenses assigned to them can be added to the recipe. The field title changes to **Cost**.
- **<Item Group>or <Recipe Group> –** In this field you can select a filter for the recipes or articles.
- **Article, Recipe or Cost –** Selection of recipe components.

Delete Flag – Click this button to remove articles from a recipe. The article must be highlighted before you click the button. Changes do not come into effect until the recipe has been saved.

- **Table Description**
- **Pos –** Article's position in the recipe.
- **T –** Component type; if the component is an article, an **A** is displayed, if it is a recipe, an **R** is displayed.
- **Component –** Article or recipe name
- **POT QTY –** Enter the quantity of this article that is used in the recipe (in relation to the entered portion amount).
- **Unit –** Enter the article's unit (base unit). If you click on this field you can change the units to one of the assigned sub units (e.g. liter to centiliter, kilogram to gram).
- **Text –** Enter informational text for the article's unit (10 characters).
- **Loss –** Enter the loss factor in percent (waste, over pouring, etc.)
- The loss is added to the **ACT QTY**.
- **ACT QTY –** Quantity including loss factor
- **QTY/BU –** Quantity in the article's base unit
- **BU –** Article's base unit
- **AVE –** Article's last purchase price for cost of sales calculation
- **COS –** Cost of sales of the article for this recipe (quantity times purchase price)
- **Weight –** The weight this article is used in (see *Master Data | Articles*). The displayed weight is in relation to the recipe's total weight. Portion articles that use the base unit *Each* can be recipied by their weight i.e. the quantity can be checked.
- **Note –** Additional text field for the article.

Click this button to assign a picture to a product so that users can see how the finished product should look. The following form displays –



Assign a new picture from a list

Display saved pictures

Save a newly assigned picture

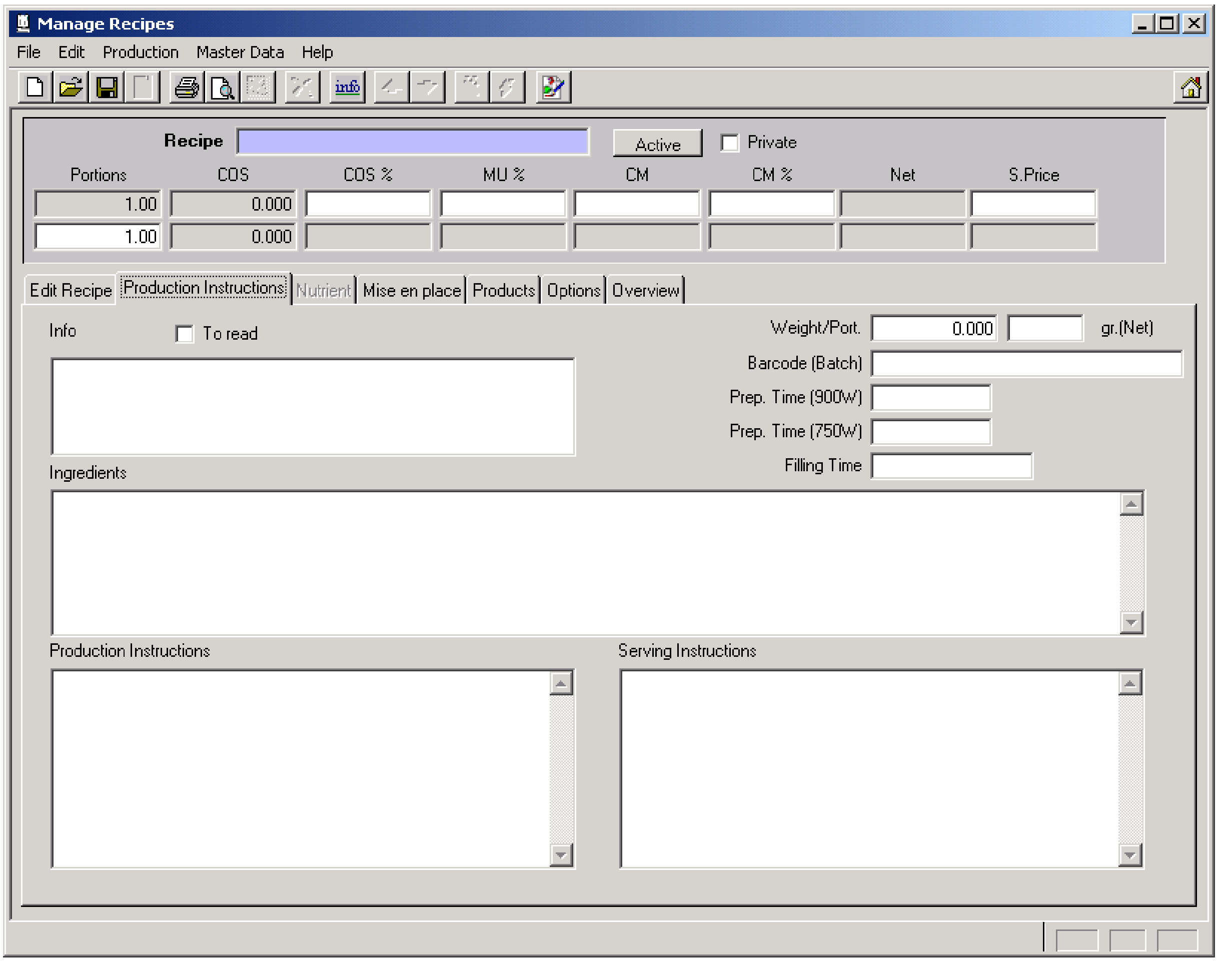
Placement of the picture in the display window

Placement of the picture in the display window

Enlarge the picture

- **Zoom –** Enlarge the picture by a percentage

PRODUCTION INSTRUCTIONS TAB

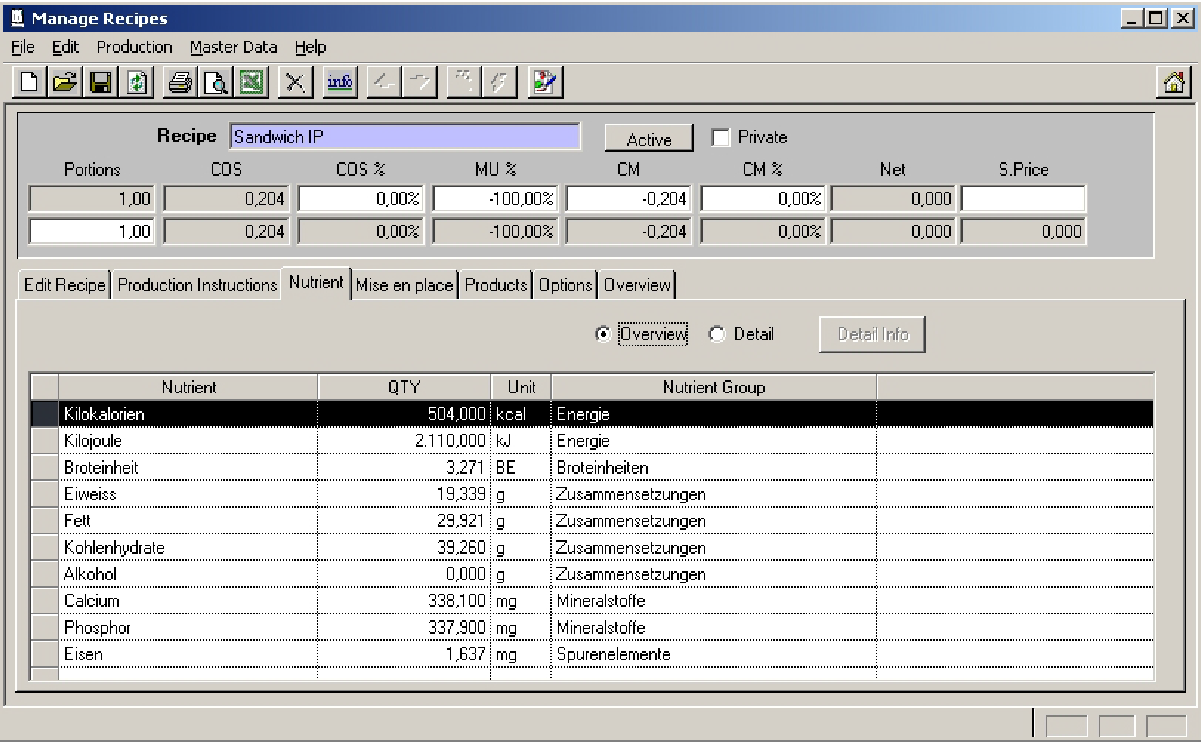


- **To read –** If this option is enabled, the *Production Instruction*s tab displays when Recipes is opened.
- **Weight/Port. –** Displays the calculated weight per portion, based on the specified weight of individual articles in the recipe.
- **Prep. Time (900 Watt) –** Information field; recipe's/article's preparation time at 900 watt.
- **Prep. Time (750 Watt) –** Information field; recipe's/article's preparation time at 750 watt.
- **Filling Time –** Information field for the time it takes to set up the serving.
- **Info –** Additional information
- **Ingredients –** List of ingredients that are not included in the recipe. These articles are not depleted from stock.
- **Production Instructions –** Instructions on how to produce the serving/recipe

RECIPE NUTRIENT TAB

Important

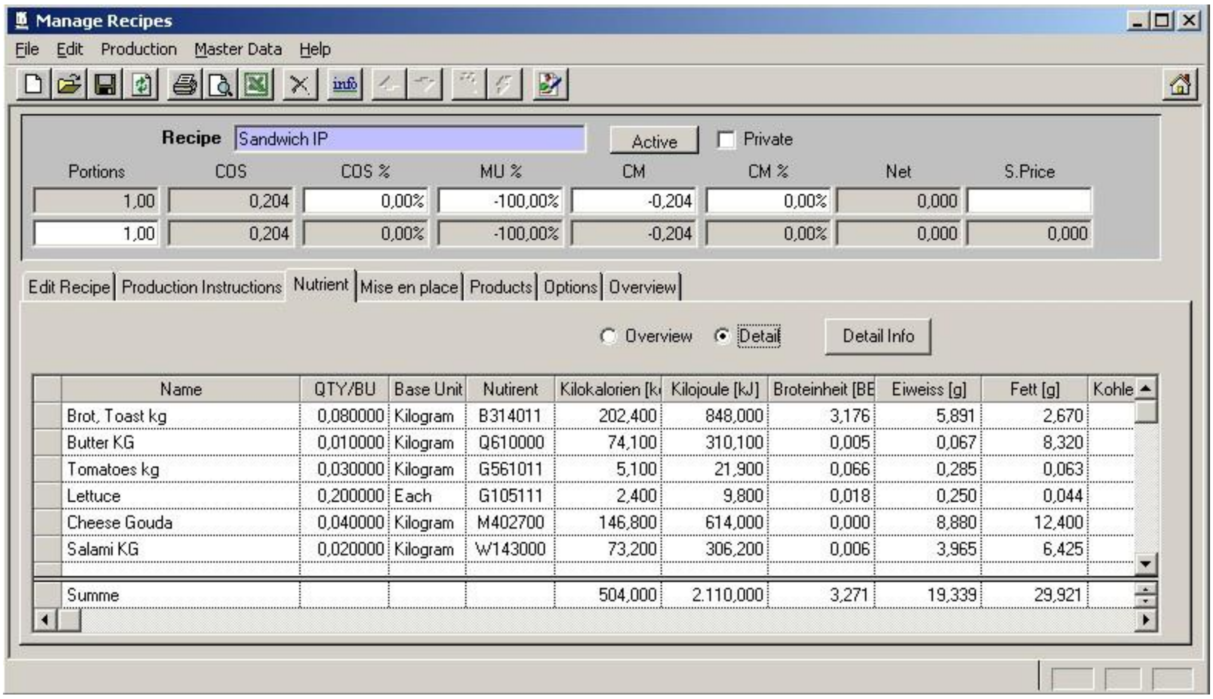
To access the Nutrient tab in Recipes, the **Import Nutrient Catalogue BLS** right under *Nutrients* must be active.



The recipe's nutrients are generated and displayed based on the article's assigned nutrients.

- **Radio buttons**
- **Overview –** Displays total nutrients
- **Detail –** Displays the nutrients of individual articles in the recipe
- **Table Description (Overview)**
- **Nutrient –** Displays the nutrient based on article contents.
- **QTY –** Nutrient quantity. The nutrients of individual recipe ingredients are added up.
- **Unit –** Nutrient unit.
- **Nutrient Group –** Group that the nutrient is assigned to.

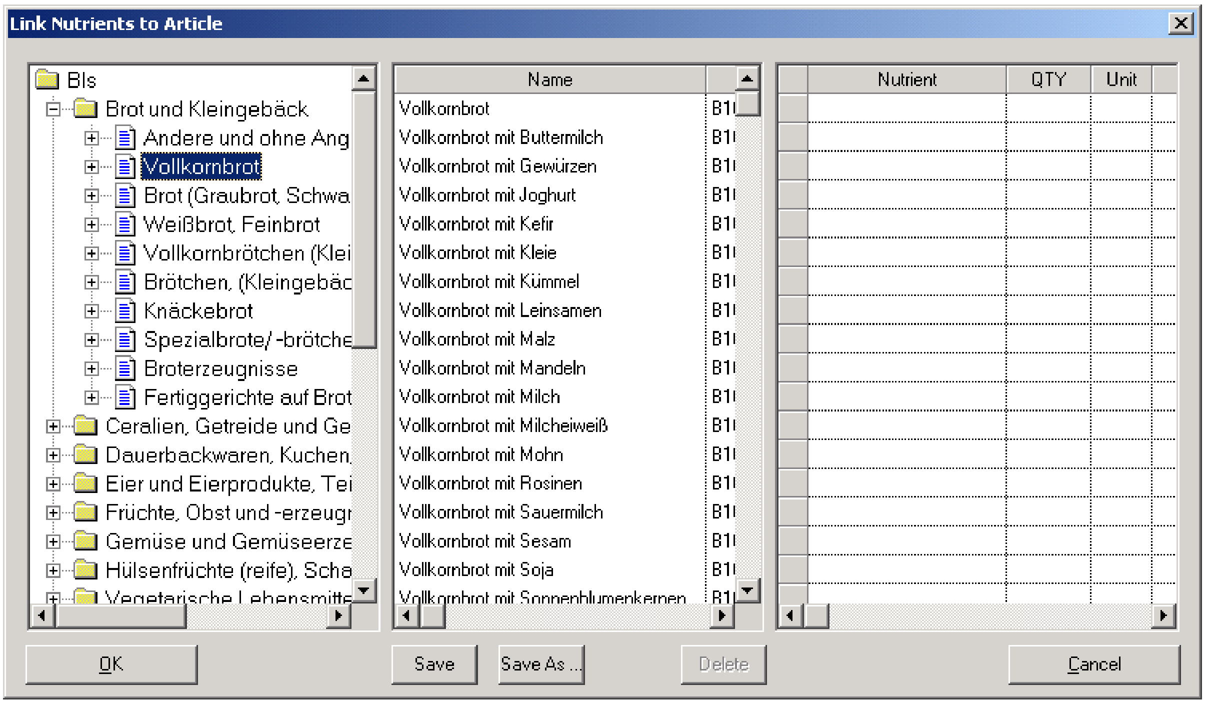
Table Description (Recipe Detail)



- **Name –** Article in the recipe.
- **QTY/BU –** Quantity of this article used in the recipe.
- **Base Unit –** Base unit of the article used in the recipe
- **Nutrient –** Displays the article's individual nutrients and nutrient quantities

Clicking on the 

button will display the nutrients assigned to the highlighted article. You can modify the assigned nutrients in this form as well.

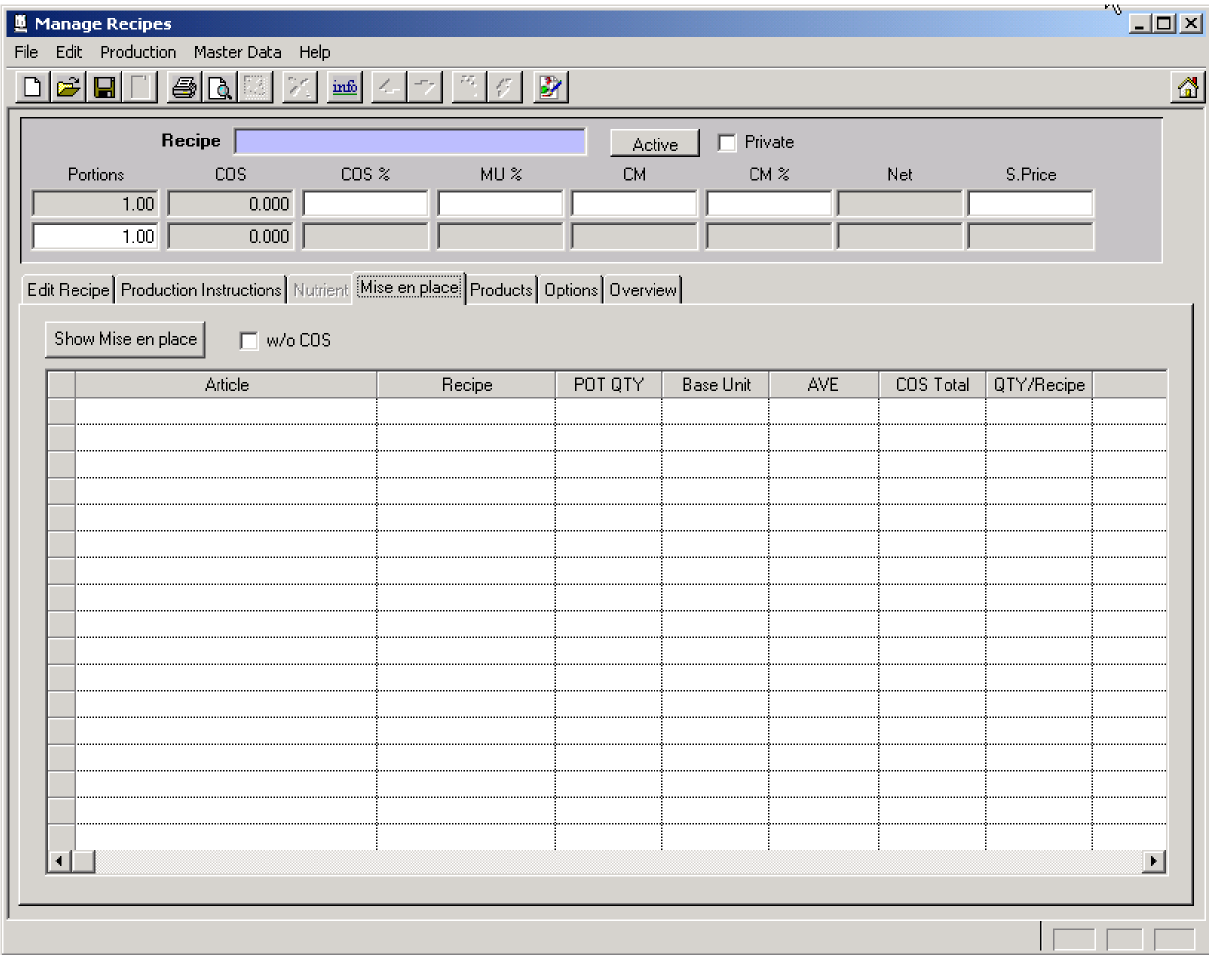


- **First column** – Select the group to assign the article to.

- **Second column** – Displays a selection of articles from the food nutrient list.
- **Third column** – Displays the nutrients of the selected article per 100 gram.

MISE EN PLACE TAB

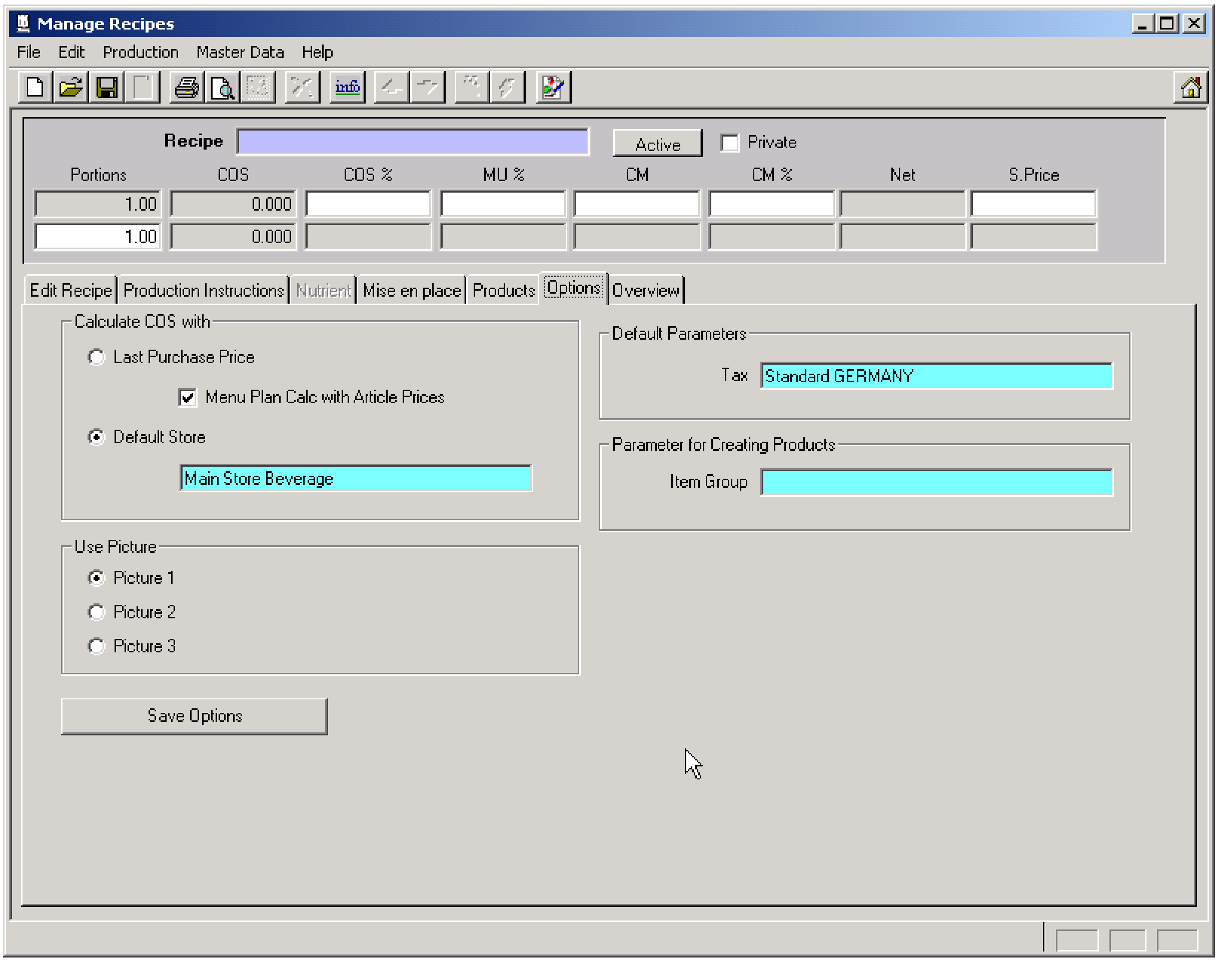
The *Mis en place* list can only be displayed if a default store has been selected in the *Options* tab (see Recipes | Options).



After clicking this button the quantities for the selected number of portions are calculated and displayed.

- **w/o COS –** The cost of sales/article prices are not included in the display if this option is enabled.
- **Table**
- **Article –** Lists the articles necessary to the recipe
- **Recipe –** Displays the recipe that uses this article.
- **POT QTY –** Necessary quantity of the article in its base unit.
- **Base Unit –** Article's base unit.
- **AVE –** Article's base unit in its default storage location (*Options*).
- **COS Total –** Total cost of sales for the calculated quantity of the article.
- **QTY/Recipe –** The amount of portions that this quantity makes.

RECIPE OPTIONS TAB



- **Calculate COS with**
  - **Last Purchase Price –** The recipe's articles are evaluated with the last purchase price and the cost of sales is generated using it. The last purchase price is also displayed in the article's master data.
  - **Menu Plan Calc with Article Prices –** The article's price is used as a basis to generate menu plans in the Catering module.
  - **Default Store –** If this option is selected, a store must be defined to calculate the cost of sales. The cost of sales is then calculated with this storage location's average price. If the default storage location does not have a price for an article, the last purchase price is used for calculations.

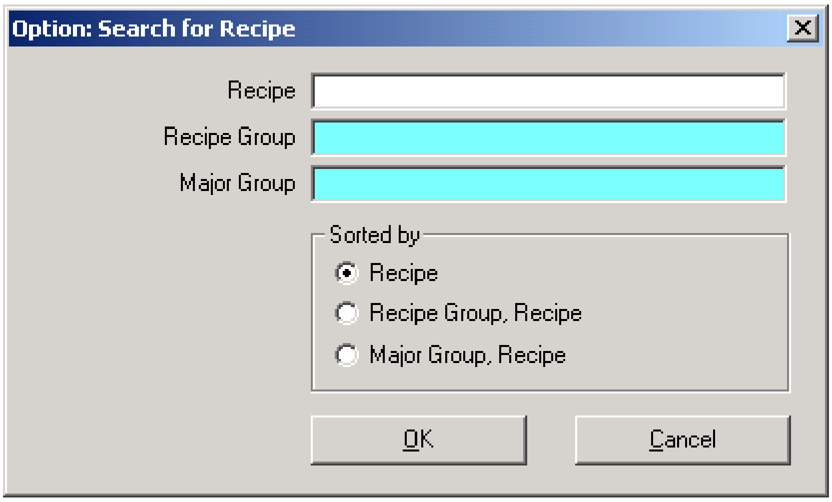
Tip

The options to calculate the cost of sales are user defined so that the assigned cost center's prices can be displayed for every user that needs to calculate recipes.

- **Use Picture –** Radio button, select the picture to use as default for this recipe.
- **Default Parameters –**
- **Tax –** Select the sales tax rate.
- **Parameters for Creating Products**
- **Item Group –** Select the item group for creating products.

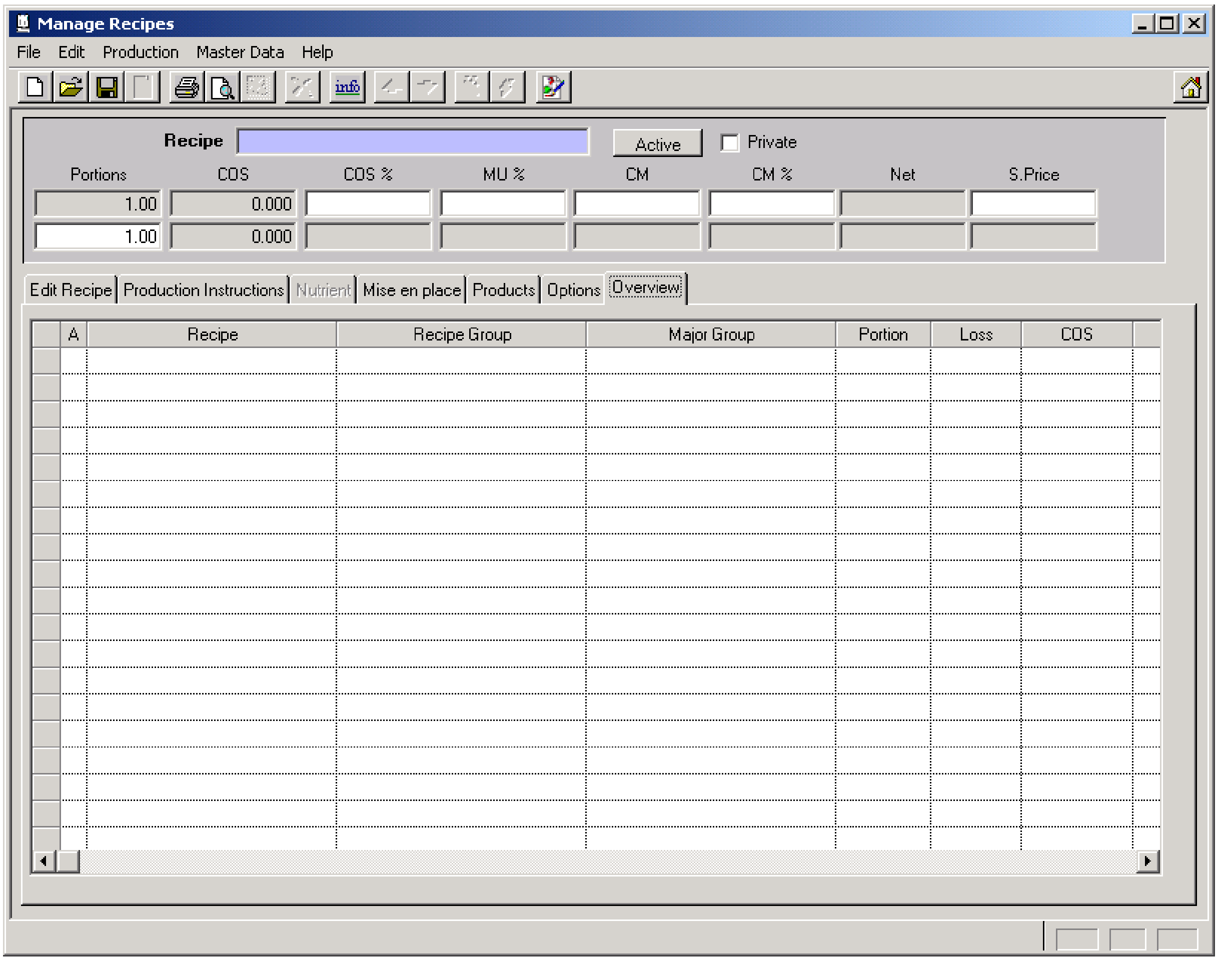
RECIPE OVERVIEW TAB

Once you have clicked the **Open** button, the following form displays:



- **Recipe –** Select an individual recipe or POS product.
- **Recipe Group –** Select an individual recipe group if you only want products belonging to this group to be displayed.
- **Major Group –** Select a major group.
- **Sorted by**
- **Recipe –** Recipes and products are sorted alphabetically.
- **Recipe Group, Recipe –** Display is grouped by recipe groups, then alphabetically within the groups.
- **Major Group, Recipe –** Sort by major groups, then alphabetically.

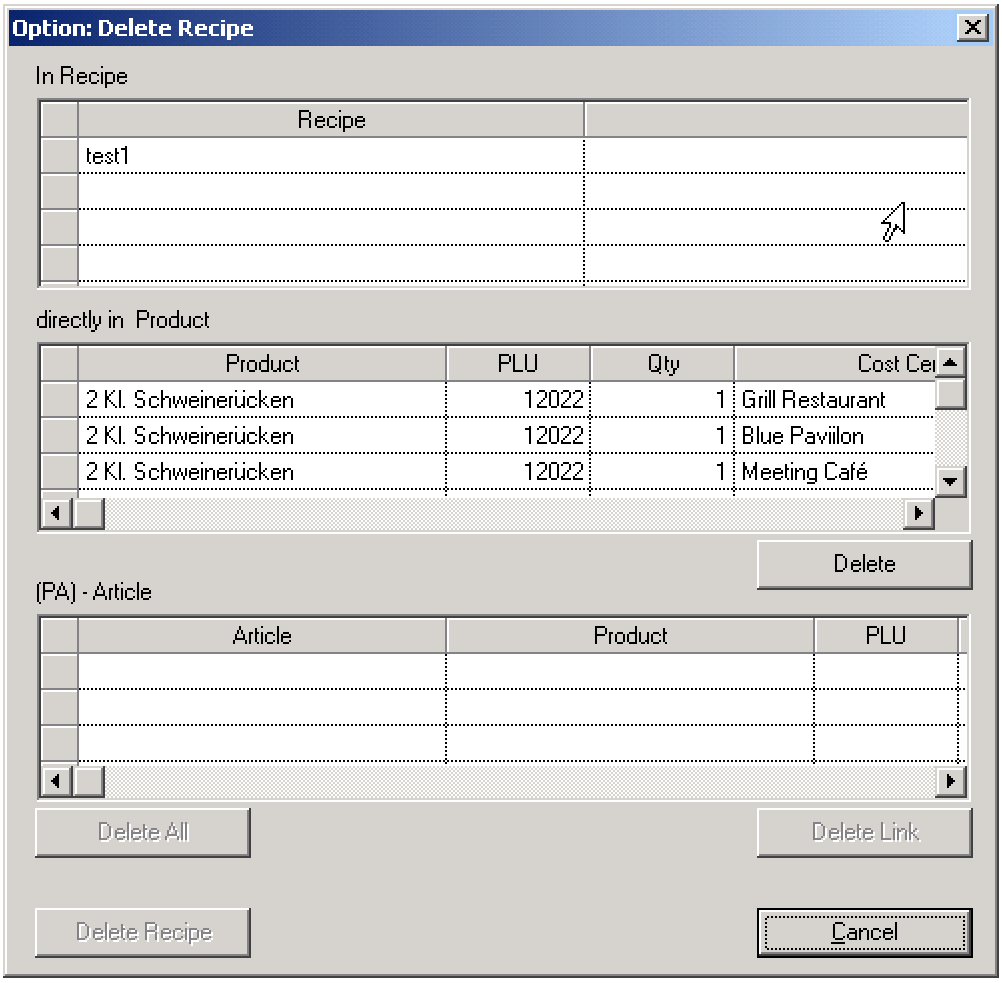
Table Description



- **A –** Marks inactive articles.
- **Recipe –** Recipe or product name.
- **Recipe Group –** Recipe group that this recipe is assigned to.
- **Major Group –** Assigned major group.
- **Portion –** Number of calculated portions for this recipe.
- **Loss –** Loss value for this recipe
- **COS –** Calculated cost of sales of this recipe for the displayed amount of portions.
- **Info –** Information field.
- **Changed by –** Name of the user that last modified this record.
- **At –** Date of the last change made.

DELETING RECIPES

To delete a recipe, highlight the recipe and click the button. All of this recipe's current assignments are displayed. Once all assignments have been deactivated, the recipe can be deleted.



- **In Recipe –** All recipes that use this article are displayed. The link to the article must be deleted from the recipe manually.
- **directly in Product –** Products that are assigned to the recipe; this link can be removed using the **Delete** button.
- **(PA)-Article –** Assigned production articles; these can also deleted using the **Delete All** or **Delete Link** buttons.

Once all links have been deleted, the recipe can be deleted using the **Delete Recipe** button.

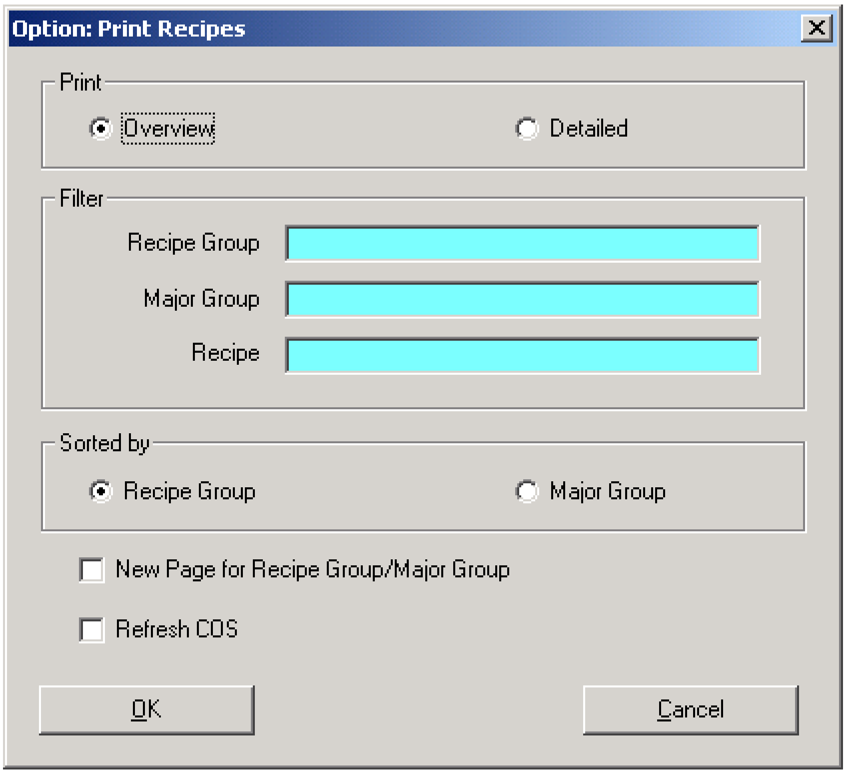
PRINT RECIPES

In the *Print Recipes* module you can see a detailed display of recipes and print them out. You can also update the cost of sales figures here.

Important

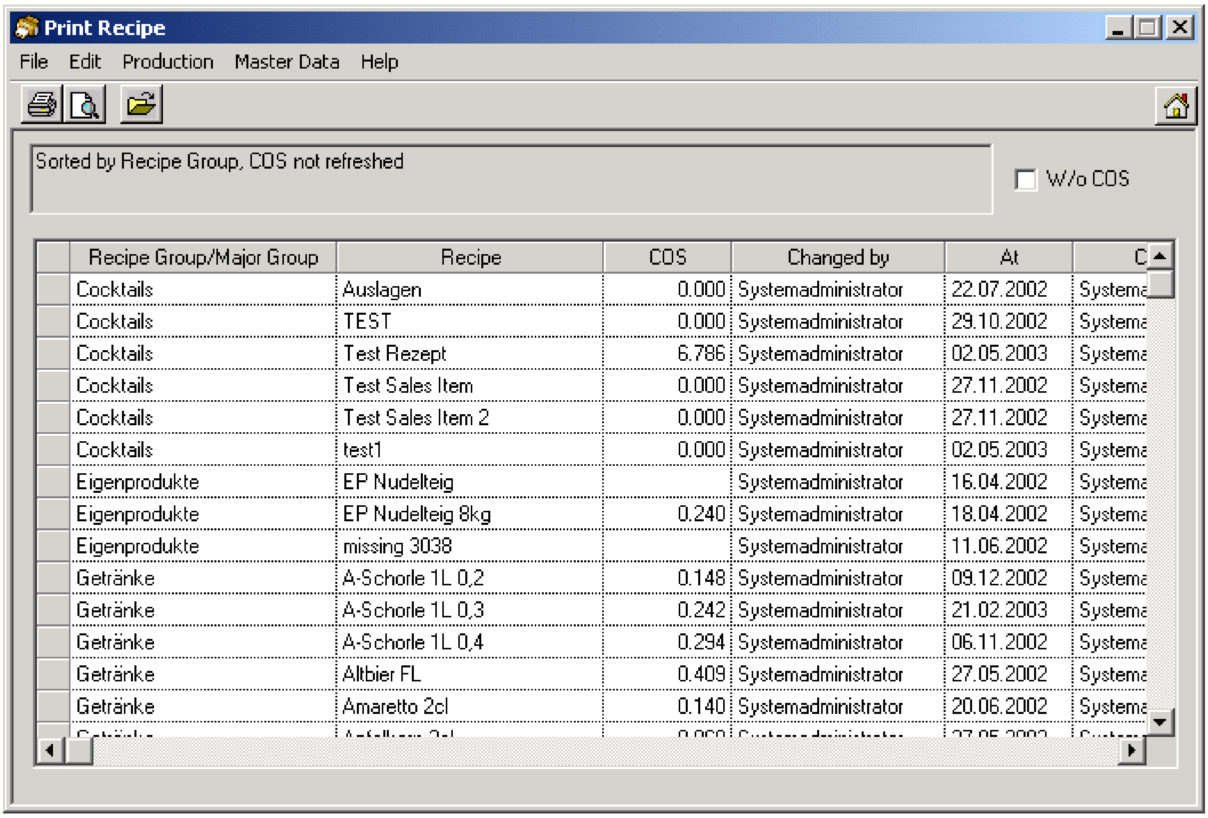
- To use the *Print Recipes* module the **Print Recipes** right under *Production* must be active. If the cost of sales should be included in the display/printout, the **Print Recipes with Cost** right must be active.

Once you have double-clicked on the **Print Recipes** shortcut, the following options window displays:



- **Print**
  - **Overview** – The recipes are displayed as overview (see *Print Recipe | Table Overview*).
  - **Detailed** – The recipes are displayed/printed out with the individual ingredients
- **Filter**
  - **Recipe Group –** Select a recipe group to printout/display of recipes belonging to one group only.
  - **Major Group –** Select a major group if you want to print only recipes belonging to the selected major group.
  - **Recipe –** Select an individual recipe.
- **Sorted by**
  - **Recipe Group –** The display is sorted by recipe groups.
  - **Major Group –** The Display is sorted by major groups.
- **New Page for Recipe Group/Major Group** – A new page is started for each group.
- **Refresh COS –** The cost of sales is updated based on current prices.

Table Overview



Recipe Group/Major Group	Recipe	COS	Changed by	At	C
Cocktails	Auslagen	0.000	Systemadministrator	22.07.2002	Systema
Cocktails	TEST	0.000	Systemadministrator	29.10.2002	Systema
Cocktails	Test Rezept	6.786	Systemadministrator	02.05.2003	Systema
Cocktails	Test Sales Item	0.000	Systemadministrator	27.11.2002	Systema
Cocktails	Test Sales Item 2	0.000	Systemadministrator	27.11.2002	Systema
Cocktails	test1	0.000	Systemadministrator	02.05.2003	Systema
Eigenprodukte	EP Nudelteig		Systemadministrator	16.04.2002	Systema
Eigenprodukte	EP Nudelteig 8kg	0.240	Systemadministrator	18.04.2002	Systema
Eigenprodukte	missing 3038		Systemadministrator	11.06.2002	Systema
Getränke	A-Schorle 1L 0,2	0.148	Systemadministrator	09.12.2002	Systema
Getränke	A-Schorle 1L 0,3	0.242	Systemadministrator	21.02.2003	Systema
Getränke	A-Schorle 1L 0,4	0.294	Systemadministrator	06.11.2002	Systema
Getränke	Altbier FL	0.409	Systemadministrator	27.05.2002	Systema
Getränke	Amaretto 2cl	0.140	Systemadministrator	20.06.2002	Systema

- **Recipe Group/Major Group –** The recipe group that this recipe belongs to.
- **Recipe –** Recipe name.
- **COS –** Current cost of sales of this recipe (**Print Recipes with Cost** right required).
- **Changed by –** Name of the user that last modified this record.
- **At –** Date of the last change made.
- **Created by –** Name of the user that created this record.
- **At –** Date of creation.
- **Info –** Information about this recipe that was entered in *Recipes* | *Production Instructions*.

Example of a report in Overview mode

Sorted by Recipe Group, COS not refreshed

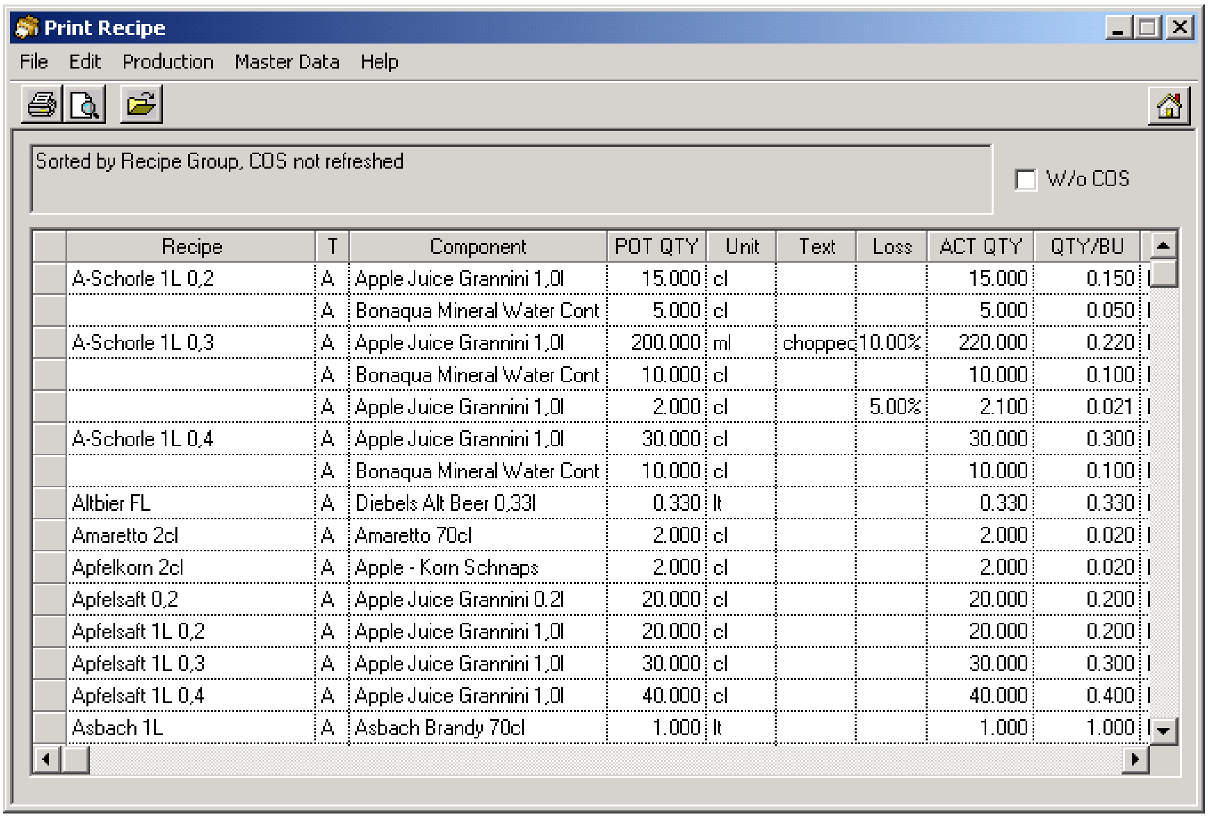
Cocktails

Recipe	COS	changed by	at	created by	at	Info
Auslagen	0.00	Systemadministr	07/22/2002	Systemadministrat	07/22/2002	
TEST	0.00	Systemadministr	10/29/2002	Systemadministrat	10/29/2002	
Test Rezept	6.79	Systemadministr	05/02/2003	Systemadministrat	10/24/2002	
Test Sales Item	0.00	Systemadministr	11/27/2002	Systemadministrat	11/27/2002	
Test Sales Item 2	0.00	Systemadministr	11/27/2002	Systemadministrat	11/27/2002	
test1	0.00	Systemadministr	05/02/2003	Systemadministrat	05/02/2003	

Eigenprodukte

Recipe	COS	changed by	at	created by	at	Info
EP Nudelteig		Systemadministr	04/16/2002	Systemadministrat	04/16/2002	
EP Nudelteig 8kg	0.24	Systemadministr	04/18/2002	Systemadministrat	04/16/2002	
missing 3038		Systemadministr	06/11/2002	Systemadministrat	06/11/2002	

Table Details



Recipe	T	Component	POT QTY	Unit	Text	Loss	ACT QTY	QTY/BU	
A-Schorle 1L 0,2	A	Apple Juice Grannini 1,0l	15.000	cl			15.000	0.150	l
	A	Bonaqua Mineral Water Cont	5.000	cl			5.000	0.050	l
A-Schorle 1L 0,3	A	Apple Juice Grannini 1,0l	200.000	ml	choppec	10.00%	220.000	0.220	l
	A	Bonaqua Mineral Water Cont	10.000	cl			10.000	0.100	l
	A	Apple Juice Grannini 1,0l	2.000	cl		5.00%	2.100	0.021	l
A-Schorle 1L 0,4	A	Apple Juice Grannini 1,0l	30.000	cl			30.000	0.300	l
	A	Bonaqua Mineral Water Cont	10.000	cl			10.000	0.100	l
Altbier FL	A	Diebels Alt Beer 0,33l	0.330	lt			0.330	0.330	l
Amaretto 2cl	A	Amaretto 70cl	2.000	cl			2.000	0.020	l
Apfelkorn 2cl	A	Apple - Korn Schnaps	2.000	cl			2.000	0.020	l
Apfelsaft 0,2	A	Apple Juice Grannini 0.2l	20.000	cl			20.000	0.200	l
Apfelsaft 1L 0,2	A	Apple Juice Grannini 1,0l	20.000	cl			20.000	0.200	l
Apfelsaft 1L 0,3	A	Apple Juice Grannini 1,0l	30.000	cl			30.000	0.300	l
Apfelsaft 1L 0,4	A	Apple Juice Grannini 1,0l	40.000	cl			40.000	0.400	l
Asbach 1L	A	Asbach Brandy 70cl	1.000	lt			1.000	1.000	l

- **Recipe –** Recipe name.
- **T – A** = Article; **R** = Recipe
- **Component –** Recipe ingredients
- **POT QTY –** Quantity of the article used in this recipe
- **Unit –** Unit of the article used in this recipe.
- **Text –** Information text entered for the unit.
- **Loss –** Loss entered for the article.
- **ACT QTY –** Actual quantity of the article (**POS QTY** minus **Loss**).
- **QTY/BU –** Used actual quantity in the article's base unit.
- **BU –** Article's base unit.
- **AVE –** Article's price. If a default storage location was defined for price management, this storage location's average price is displayed. If recipes are evaluated based on the last purchase price, the last purchase price is displayed.
- **COS –** Article's cost of sales price in the recipe based on the quantity used.
- **Note –** Recipe notes about this article.
- **Pos –** Article's position number in the recipe.

Example of a report in Detailed mode

Sorted by Recipe Group, COS not refreshed

Getränke

A-Schorle 1L 0,2

T	Article / Recipe	POT Qty	Unit		Loss	ACT Qty	QTY BU	BU	AVE	COS
A	Apple Juice Grannini 1,0l	15.00	cl			15.00	0.15Liter		0.89	0.13
A	Bonaqua Mineral Water Cont 18	5.00	cl			5.00	0.05Liter		0.27	0.01
									Total COS	**0.15**

A-Schorle 1L 0,3

T	Article / Recipe	POT Qty	Unit		Loss	ACT Qty	QTY BU	BU	AVE	COS
A	Apple Juice Grannini 1,0l	200.00	ml	choppe	10.00%	220.00	0.22Liter		0.89	0.20
A	Bonaqua Mineral Water Cont 18	10.00	cl			10.00	0.10Liter		0.27	0.03
A	Apple Juice Grannini 1,0l	2.00	cl		5.00%	2.10	0.02Liter		0.89	0.02
									Total COS	**0.24**

RECIPE GROUPS

Recipe groups are created in order to divide recipe into subgroups. The arrangement of groups occurs the same way as in a cookbook. In Recipe Groups, groups can be created, modified, and deleted (i.e. cancelled if they have already been used in the system). If you are working with a POS interface, you should create a recipe group for new products (recipes) to make working with sales articles easier.

Important

- To use the Recipe Groups function, the **Recipes Group** right under *Production* must be active.
- You should think about how you want to structure the groups before you create them since there are only two hierarchical levels – recipe groups and recipes.

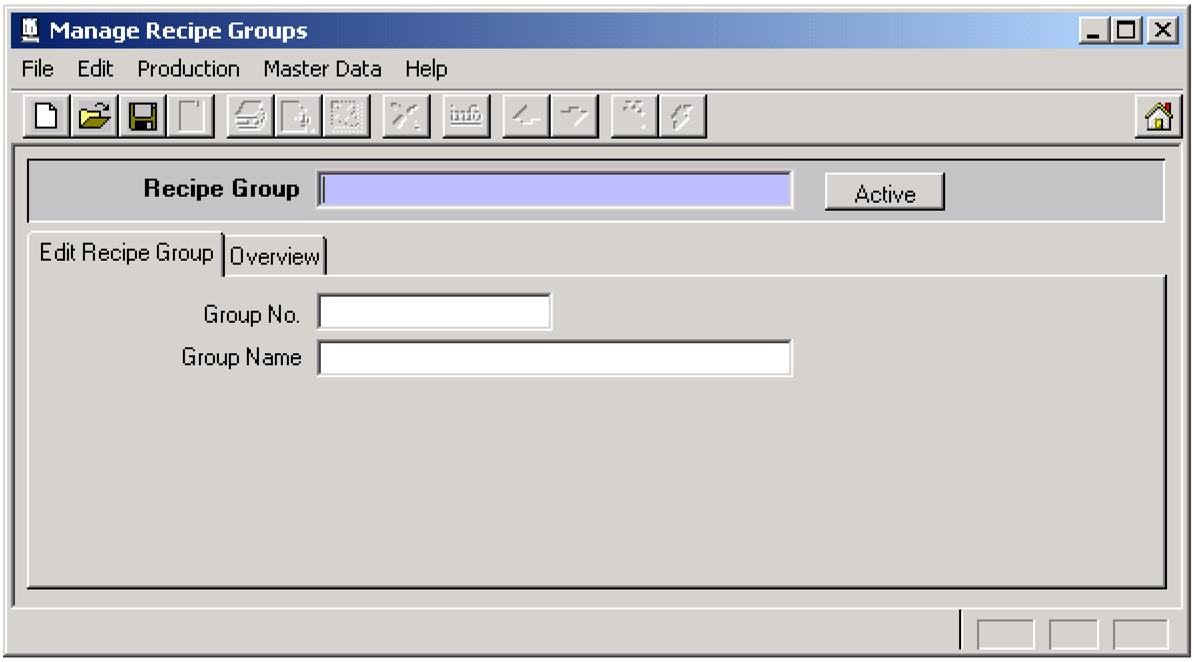
Example or recipe groups

Production items

- Soups
- Appetizers
- Seafood dishes
- Meat dishes
- Beverages

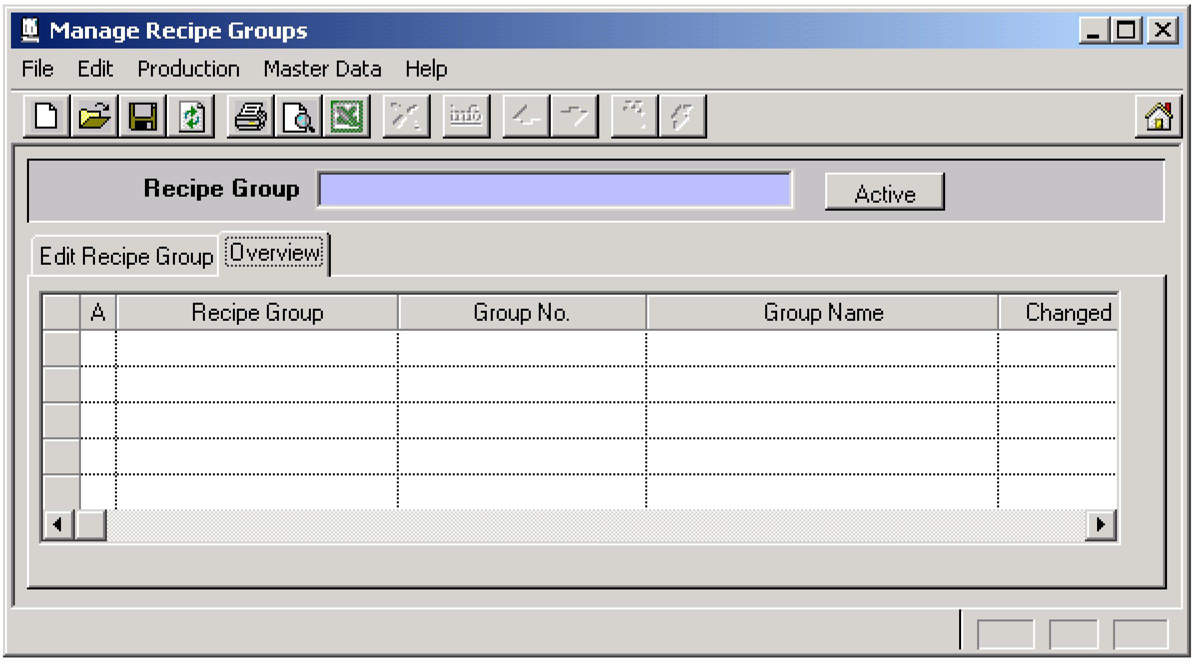
If a POS is linked to the system, you need a group called *New Recipes*. This group should not be changed. Later on you will find new products that have been transferred from the POS in the *New Recipes* group.

Form Description



- **Recipe Group –** Enter the recipe group's name.
- **Active** – As long as there is no link to another master data, you can delete the recipe group (use the  button to do this). Once the recipe group is linked to another master data (data flow), you cannot delete it but you can deactivate it.
- Deactivated master data can be reactivated by clicking the **Active**/**Inactive** button and saving the changes.
- **Group No. –** Some lists are broken down by group number and group name. For example, you can use the group number to print a *Mis en Place* list. The group name will display as a header. The group numbers and names are user-defined.
- **Group Name –** The group name linked with the group number (e.g. *Saucier*, *Entremetier*, *Patissier*).

Click on the **Open** button to see an overview of all existing recipe groups.



- **Table Description**
- **A** – Active or inactive
- **Recipe Group** – Recipe group name
- **Group No.** – Assigned group number.
- **Group Name** – Group number’s name.
- **Changed by –** Name of the user that last modified this record.
- **At –** Date of the last change made.

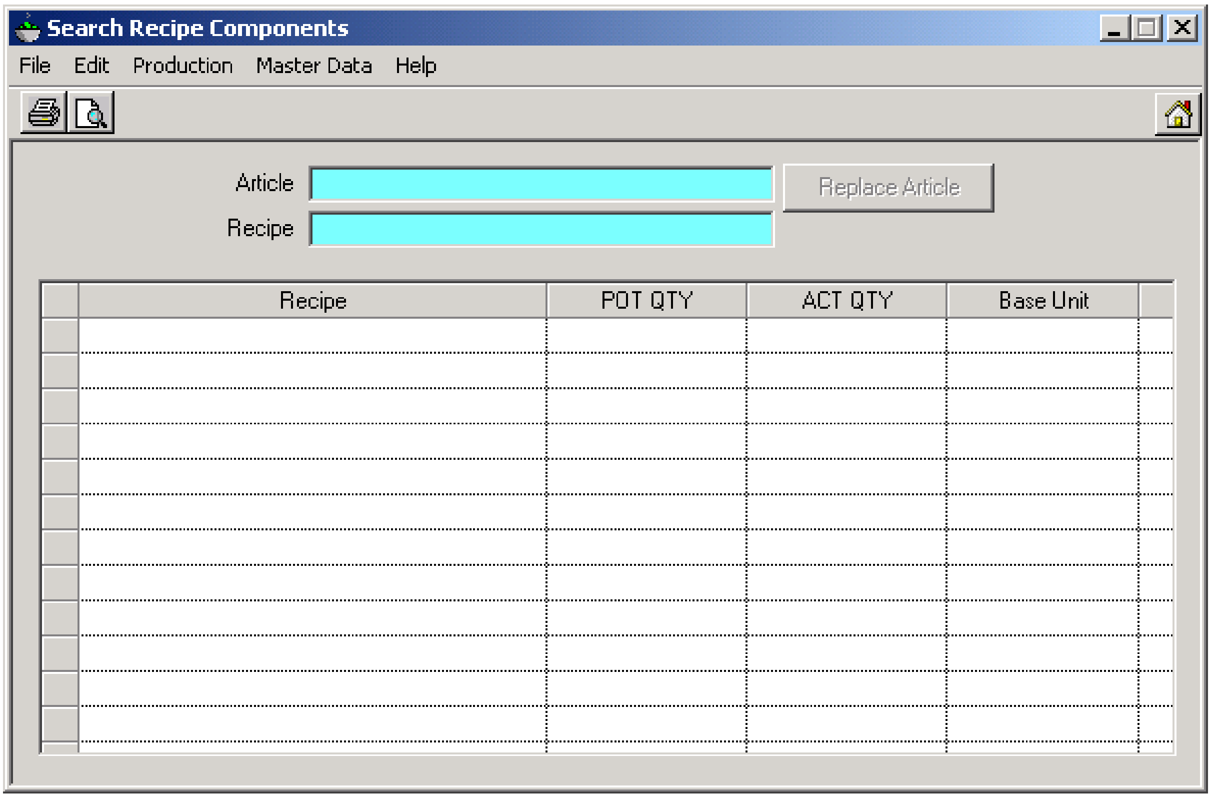
SEARCH RECIPE COMPONENTS

With this module you can find recipes that contain a specific article as an ingredient and replace article in a recipe with different articles.

Important

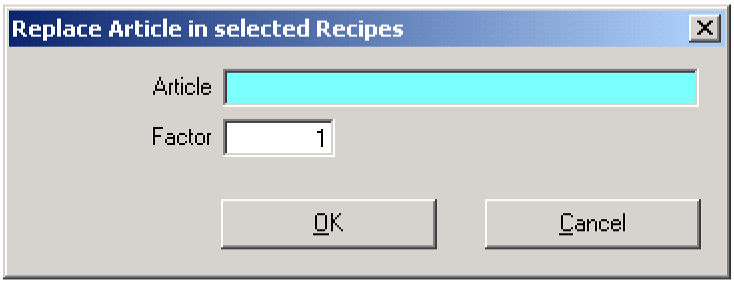
- To use the *Search Recipe Components* module, the **Find contained Items** right under *Production* must be active.

After double-clicking on the **Search Recipe Components** shortcut, the following form displays:



- **Article –** Selection field; select the article that you want to search for in recipes.
- **Recipe** Selection field; select a recipe to find within recipes where it is used as a sub recipe.
- **Table Description**
- **Recipe –** Name of the recipe that contains the selected recipe or article.
- **POS QTY –** The quantity of the article used in this recipe (not including loss).
- **ACT QTY –** Total quantity of the article used in this recipe (including loss).
- **Base Unit –** Article's base unit.

Highlight the recipe you want to change in the table and click on the **Replace Article** button. The following form displays:



- **Article –** Enter the new article for the highlighted recipe.
- **Factor –** If the existing article is being replaced with an article in a different unit or a different quantity should be used, enter the change factor into this field.

PRODUCTS

Items that are sold through the POS are called products. Products are automatically created in Materials Control through a connection to the POS via interface.

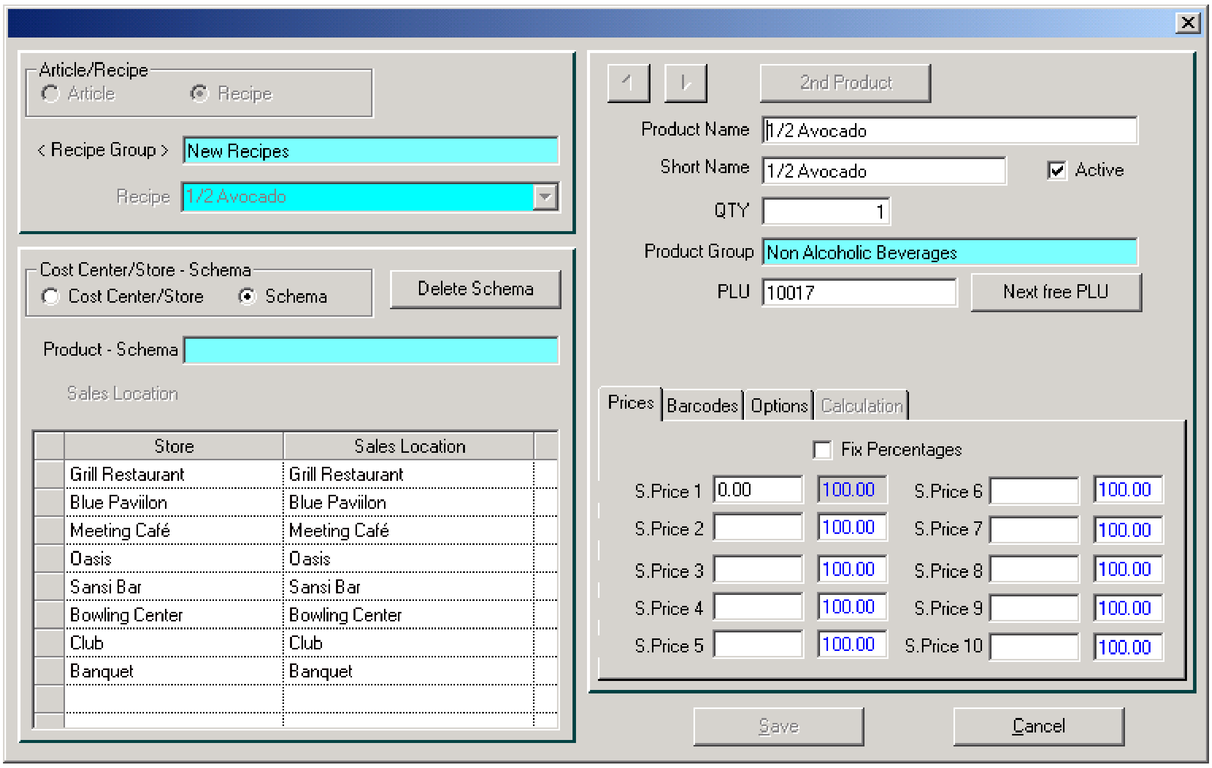
Important

- To access the *Products* module, the **Generate Products from Recipes** under *Production* must be active. To use the Products module, a user must have the **Products** right under *Production*.

The following text describes editing products in the *Recipes* module.

Once you have created a recipe, click on the **Products** button Products. A new form displays the product's links to sales cost centers. The recipe's link to the product transmitted by the POS is not created until you click on the Products button.

Form Description



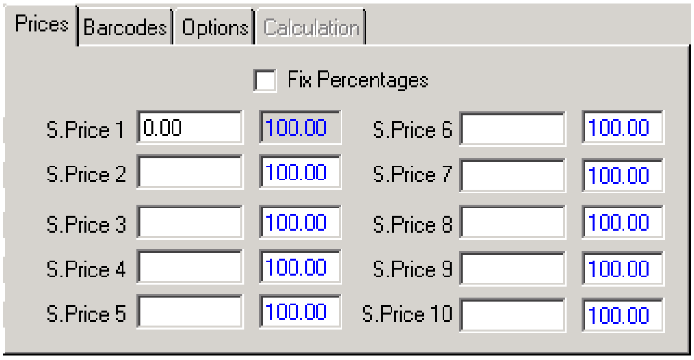
- **Article/Recipe –** Displays whether the selected product is an article or a recipe. Sales articles can be defined as products directly.
- **<Recipe Group> –** Recipe groups that are linked to this product through the POS.
- **Recipe –** Recipe name
- **Cost Center/Store - Schema –** Radio buttons; select whether the production type and sales location should be user-defined or can imported from an existing schema.
- **Production Location –** If the **Cost Center/Store** option is enabled, the production location for this recipe must be entered here. The combination of production location and sales location determine from which store the sales articles are booked when booking invoices.

- **Sales Location –** Enter the location where this product will be sold.
- **Schema –** If the **Schema** button is enabled, you can select a product that you want to copy the sales and production locations from.
- **Table**
- **Store** – Displays the production location or cost center that sales articles from this recipe are booked from.
- **Sales Location** – Displays the sales locations that this product is sold at.

Use the **Delete Schema** button [Delete Schema] to delete the entire assignment of sales and product location for an article. If you only want to delete an individual combination you can do this by deleting a recipe and then the individual sales locations.

- **Product Name –** Sales article's name in the POS.
- **Short Name –** Abbreviation of the POS article name
- **Active –** If this option is enabled, the product can be rung up in the POS.
- **QTY –** Quantity of products for this recipe
- **Product Group –** Select a product group.
- **PLU –** Sales article's unique product number.
- **Next free PLU –** Select a new number that has not been assigned yet. Numbers that have already been assigned are displayed in red font.

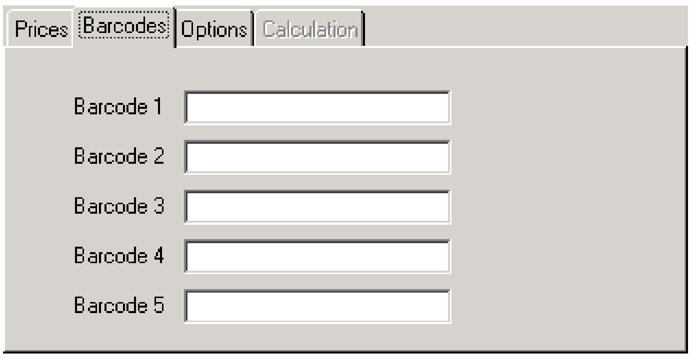
PRICES TAB



- **S-Price 1 to10 –** Product's sales prices.

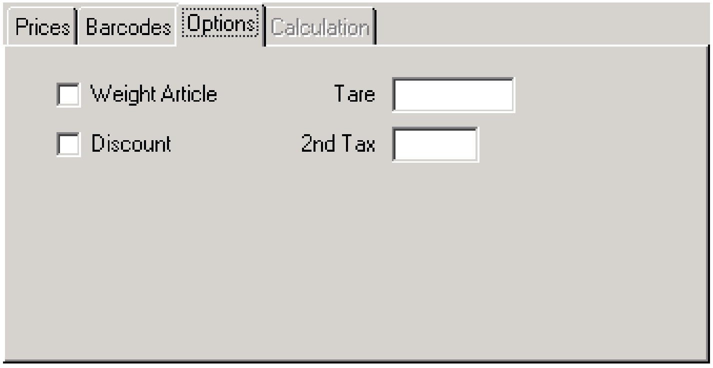
BARCODES TAB

In this form you can enter barcodes for the products so that they can be scanned with a scanner at the register.



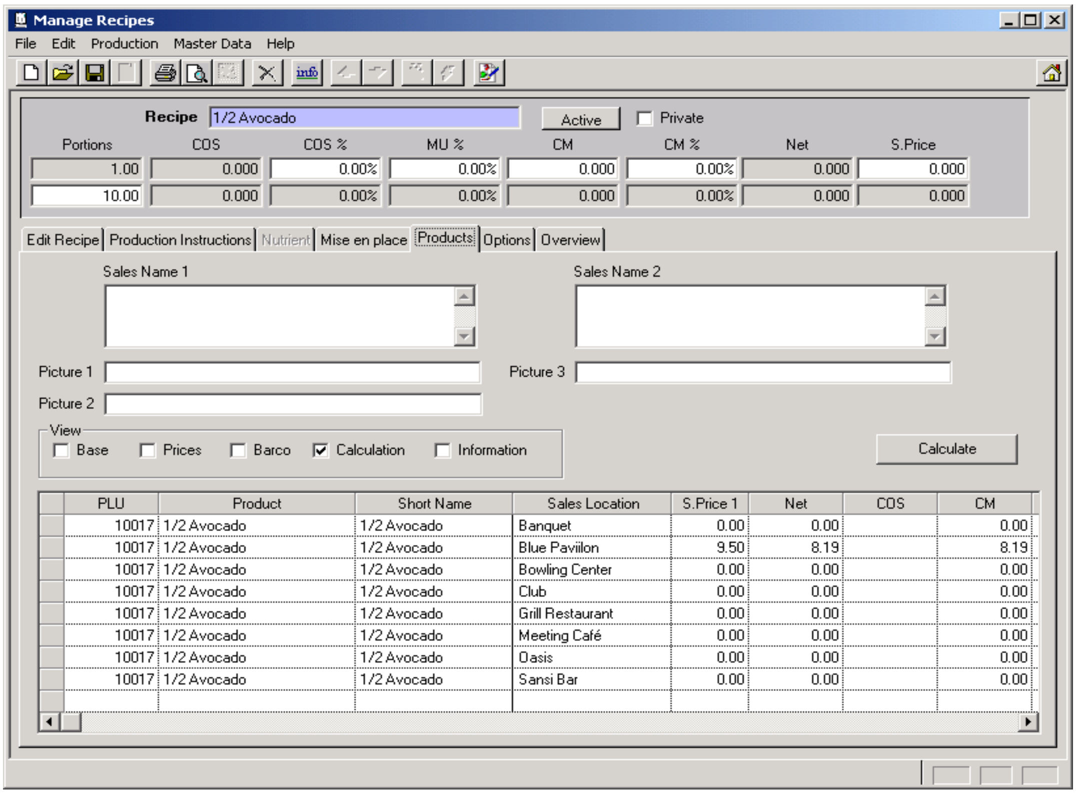
Enter the sales article's (product's) barcode in the POS.

OPTIONS TAB



- **Weight Article –** If a product is stored as a weight article it can be weight on a connected scale and priced by actual quantity.
- **Discount –** Product's discount definition.
- **Tare –** If a product has been defined as a weight article you should also enter the product's tare weight so that only the additional weight is calculated.
- **2nd Tax –** A second tax rate needs to be defined for discount entries.

RECIPES PRODUCTS TAB



- **Sales Name 1 –** Enter an additional sales article name
- **Sales Name 2 –** Enter a second additional sales article name
- **Picture 1 to 3 –** Assign pictures to the product
- **View –** Define the table display
  - **Base –** Store, sales location, quantity, F/S, weight, tare, discount, product group, fixed, A/R
  - **Prices –** Sales price 1 to 10 including markup in percent

- **Barcode –** Barcode 1 to 5
  - **Calculation**
  - **Information –** Linked recipe.
- **Table** - Calculation
- **PLU** – Sales article number in the POS
- **Product** – Product name
- **Short Name** – Abbreviation of the product name
- **Net** – Product's net purchase price per sales location
- **COS** – Cost of sales for this product in the corresponding production location
- **CM** – Contribution margin (net sales price minus cost of sales)
- **MU** – Mark up in percent (Contribution margin times 100 divided by cost of sales)
- **COS%** – Cost of sales in percent (cost of sales times 100 divided by net sales price)
- **Created by** – Name of the user that created this record.
- **At** – Date of creation.
- **Changed by** – Name of the user that last modified this record.
- **At** – Date of the last change made.
- **Table - Base**
- **Store –** Product's production location.
- **Sales Location –** Product's sales cost center
- **QTY –** Quantity of products for this recipe
- **E/D –** Active or inactive
- **Weight –** Displays whether or not the product is a weight article.
- **Tara –** Weight that needs to be subtracted from a weight article.
- **Discount –** Displays the discount.
- **Product Group –** Product group that the product is assigned to.
- **Fix Key –** Used for some POS fix-keys at the register.
- **A/R – A** = Article or **R** = recipe that is used for this product.

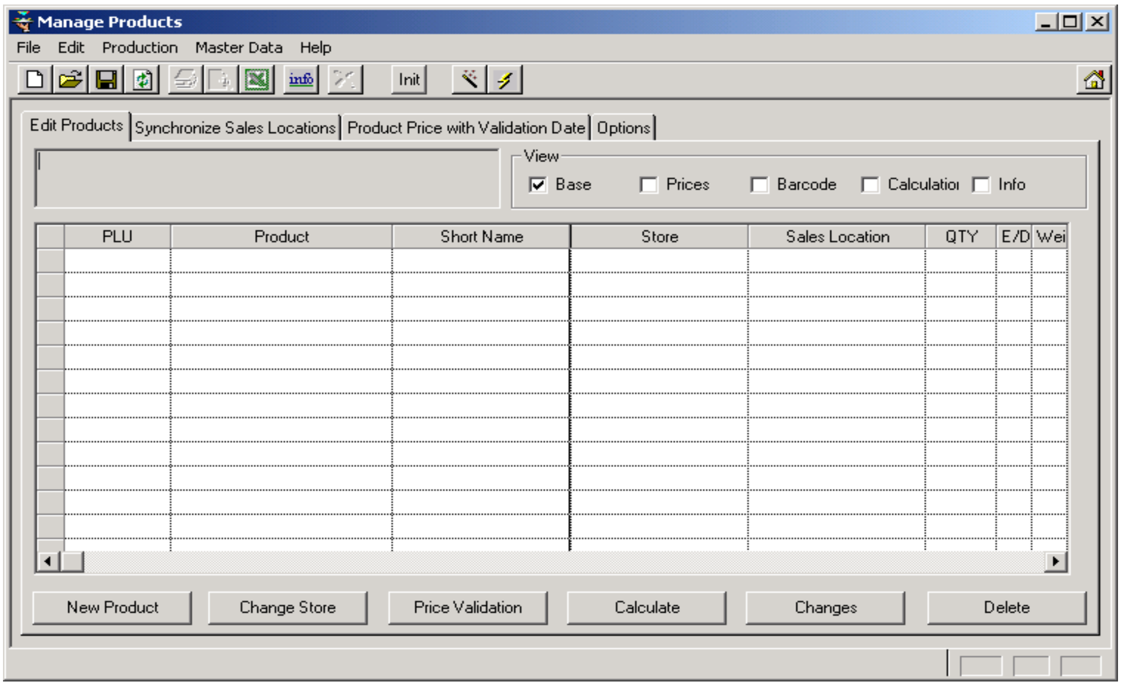
- **Table - Price**

S.Price 1 to 10 – Displays the price scale from 1 to 10
% – Displays the percent mark up in the price scale.

- **Table - Barcode**
- **Barcode 1 to 5 –** Product's barcodes.

- **Table - Information**
- **Sales Location –** Product's sales cost center
- **A/R – A** = Article, **R** = Recipe
- **Article/Recipe –** Article or recipe name.

After double-clicking on the **Products** shortcut, the following form displays:

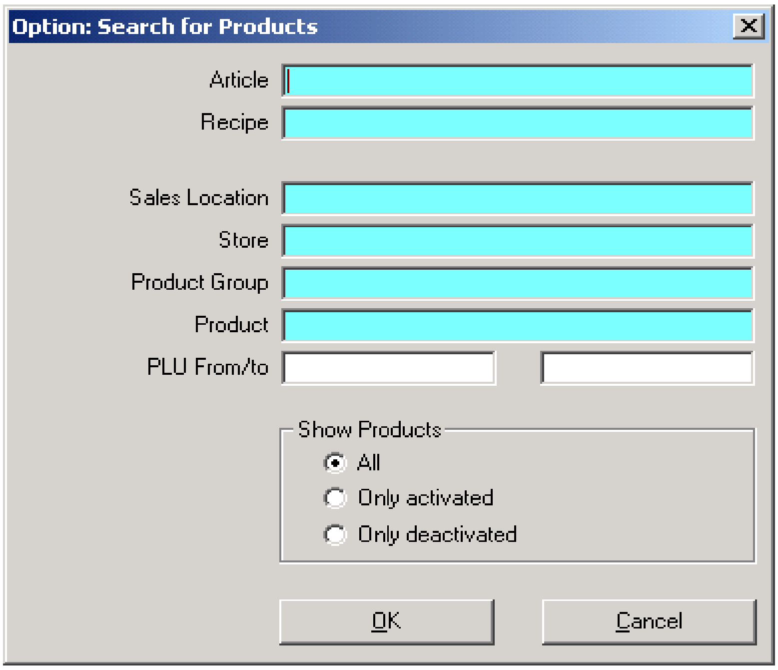


Click on the **Open** button to edit products.

Tip

Use this form to filter the display of products. Updating the form to display all products may take a while due to the large number of products (sales articles time quantity of sales cost centers).

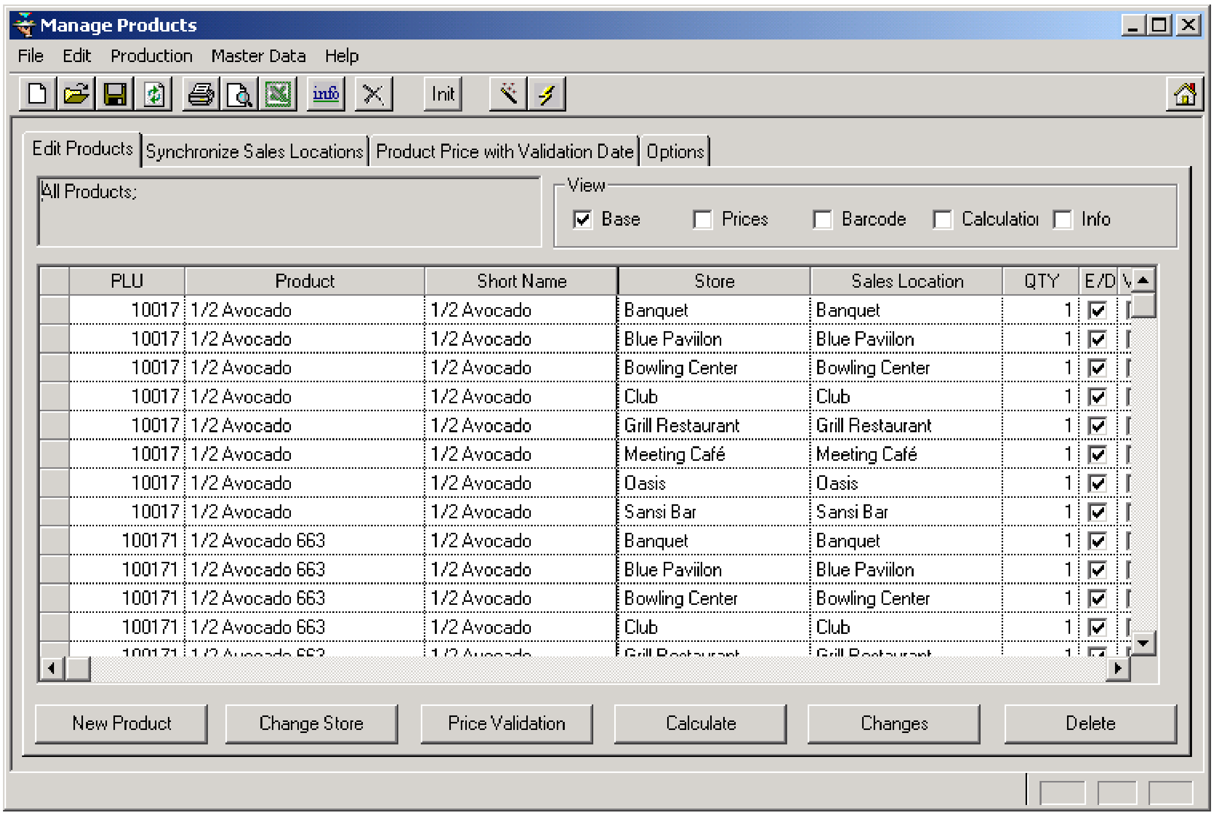
Form Description



- **Article –** Select an article that is used in a product through a recipe.
- **Recipe –** Select a recipe that is used in products.

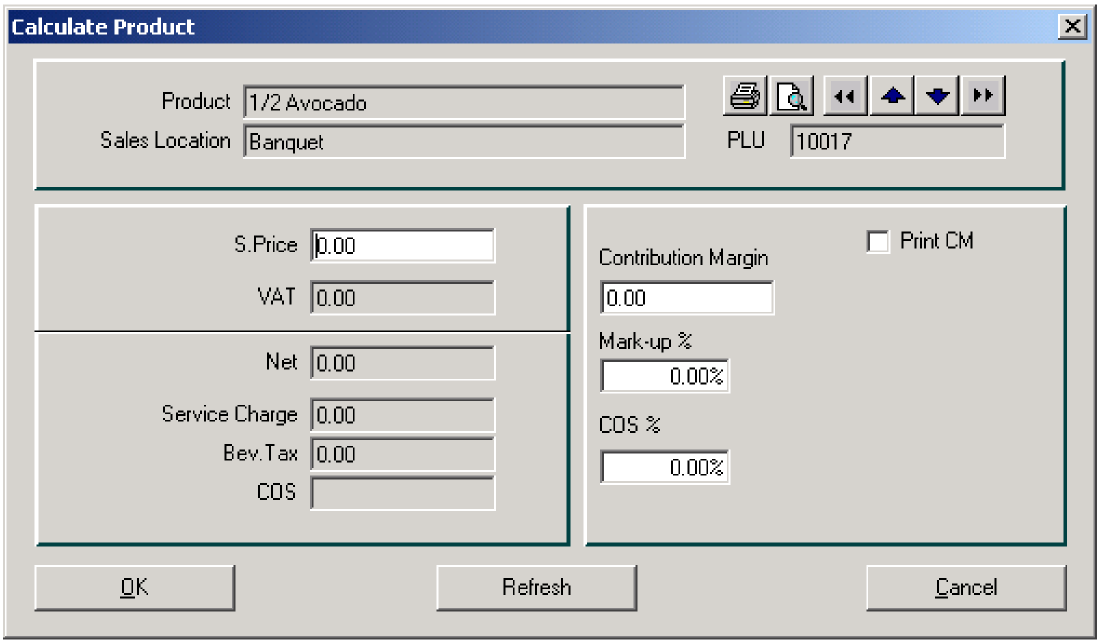
- **Sales Location –** Select a sales location or sales cost center.
- **Store –** Select a production location from which recipe ingredients are booked.
- **Product Group – Select** a product group.
- **Product –** Select an individual product.
- **PLU From/to – Enter** PLU numbers if you only want PLU numbers
- **Show Products**
  - **All –** All products that are filtered using the selected options are displayed.
  - **Only activated –** Only active products are displayed.
  - **Only deactivated –** Only inactive products are displayed.

EDITING PRODUCTS



If an entry for a product is changed in one of the table's fields, these changes are copied to the other sales locations.
Possible changes in the table for all products – PLU, product, short name, quantity, and barcodes.
Changes for a product for only sales location – E/D and prices.

Double-click on a product to view the calculation for this sales article.



Changes in the calculation

Changes in the calculation are not inherited by the product. By changing the contribution margin, mark up, and cost of sales in percent the sales price is recalculated.

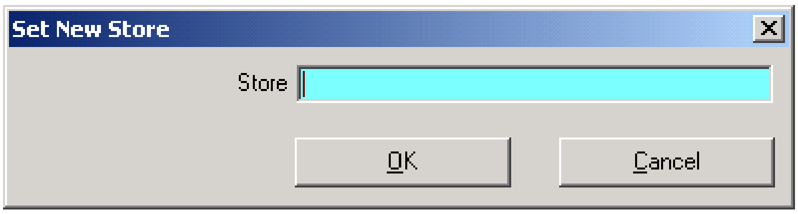
Table Description see *Recipes | Products*

Function Description 

After clicking on this button a form displays in which you can create new products (see *Products* description).

Function Description 

With this button you can change the origin store of recipe ingredients. If products were called out of individual product groups or a sales location you can quickly change the booking from a store. Highlight lines in the table and then click on the **Change Store** button.

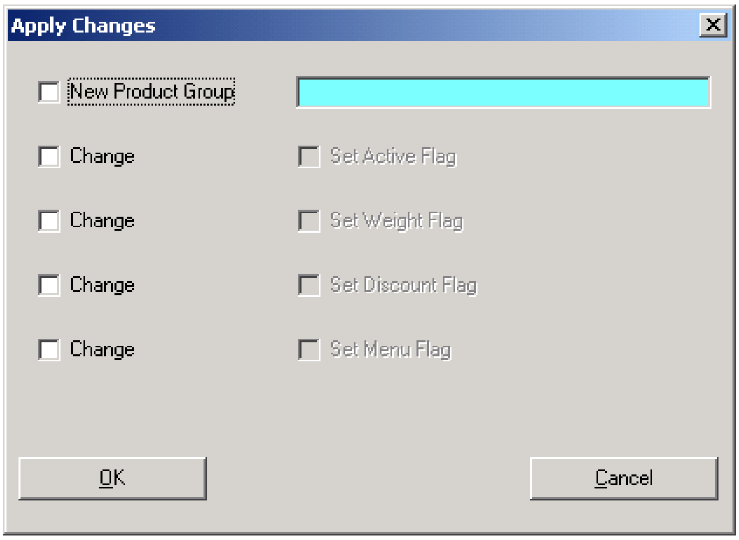


Select the store from the selection field and click on **OK**. He store in the highlighted lines is changed.

– No function for hospitality. You can define a validity time frame for product prices. The price validity, however, is only of importance to POS systems that use a dual-way interface (product transfer to the register).

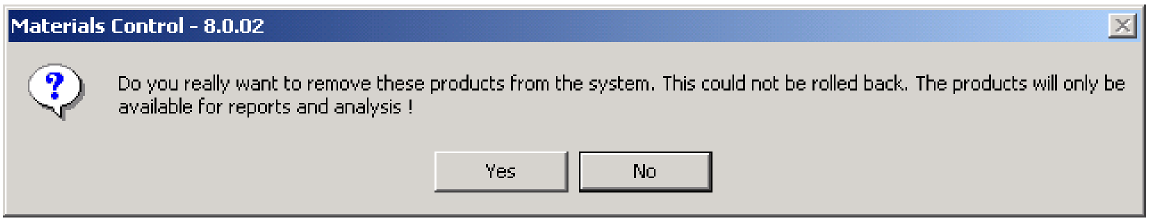
– No function for hospitality. Sales prices are recalculated based on the defined price schema.

Function Description 



Product groups can be changed for highlighted lines. The individual flags can be activated or deactivated using this function.

– Once you have deleted a product you no longer have access to it. The following prompt displays before you delete it:



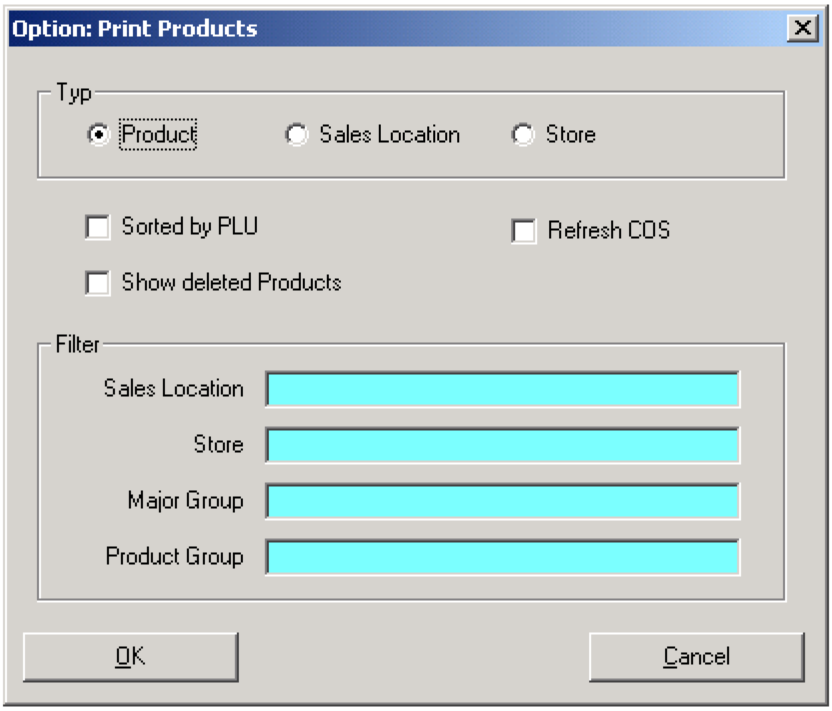
PRINT PRODUCTS

In the *Print Products* module you can get a detailed view of products and print them. You can also update the cost of sales prices here.

Important

- To use this module, the right **Print Products** under *Production* must be active.

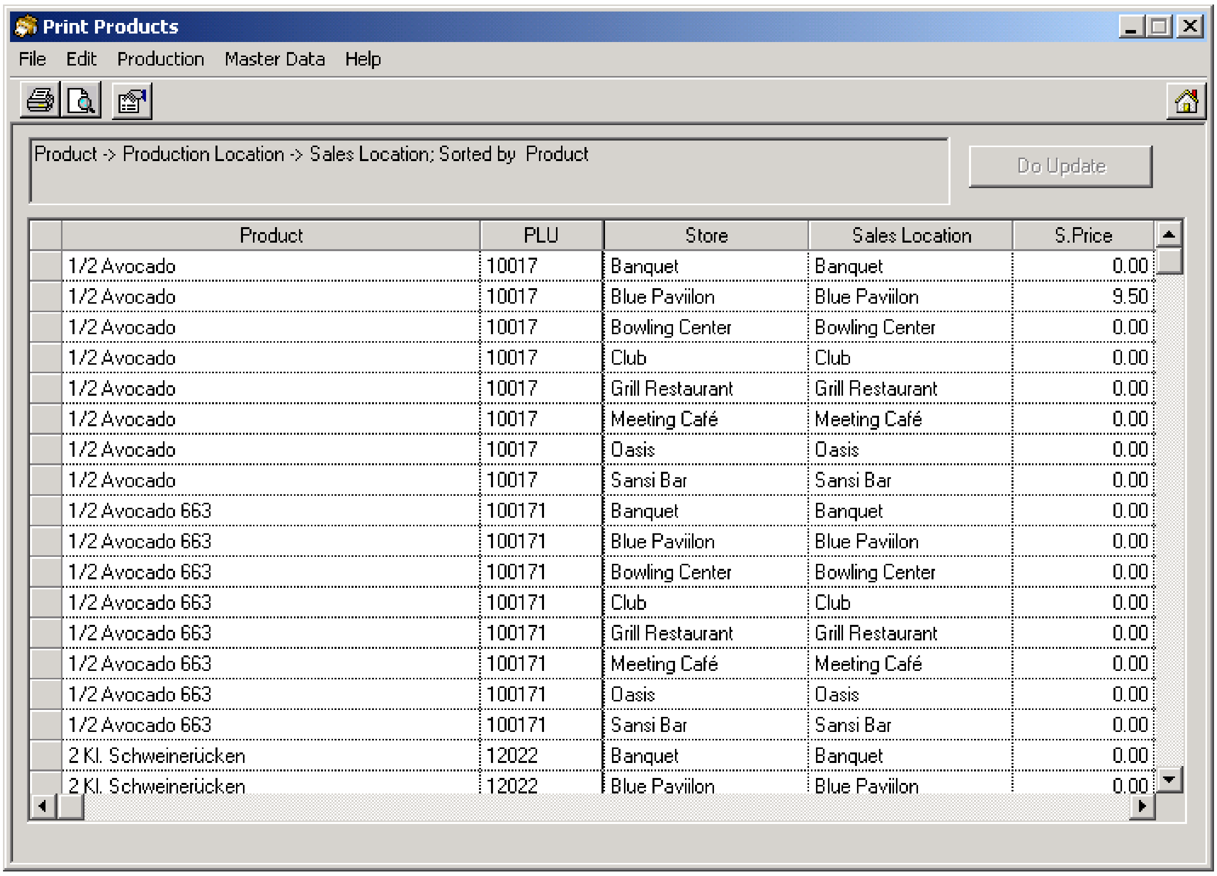
Double-click on the **Print Products** shortcut. The following form displays:



- **Type**
  - **Product –** Alphabetical sort order
  - **Sales Location –** Sort by sales location.
  - **Store –** Sort by production location = store.

- **Sorted by PLU –** Sort by PLU numbers.
- **Show deleted Products – Deleted** products are included in the display.
- **Refresh COS –** The cost of sales for recipes and products is recalculated.
- **Filter**
  - **Sales Location –** Select a sales location to see or print all of its products.
  - **Store –** Select a store to see all of its products.
  - **Major Group –** Select a major group.
  - **Product Group –** Select a product group.

Table Description



Product	PLU	Store	Sales Location	S.Price
1/2 Avocado	10017	Banquet	Banquet	0.00
1/2 Avocado	10017	Blue Pavilion	Blue Pavilion	9.50
1/2 Avocado	10017	Bowling Center	Bowling Center	0.00
1/2 Avocado	10017	Club	Club	0.00
1/2 Avocado	10017	Grill Restaurant	Grill Restaurant	0.00
1/2 Avocado	10017	Meeting Café	Meeting Café	0.00
1/2 Avocado	10017	Oasis	Oasis	0.00
1/2 Avocado	10017	Sansi Bar	Sansi Bar	0.00
1/2 Avocado 663	100171	Banquet	Banquet	0.00
1/2 Avocado 663	100171	Blue Pavilion	Blue Pavilion	0.00
1/2 Avocado 663	100171	Bowling Center	Bowling Center	0.00
1/2 Avocado 663	100171	Club	Club	0.00
1/2 Avocado 663	100171	Grill Restaurant	Grill Restaurant	0.00
1/2 Avocado 663	100171	Meeting Café	Meeting Café	0.00
1/2 Avocado 663	100171	Oasis	Oasis	0.00
1/2 Avocado 663	100171	Sansi Bar	Sansi Bar	0.00
2 Kl. Schweinerücken	12022	Banquet	Banquet	0.00
2 Kl. Schweinerücken	12022	Blue Pavilion	Blue Pavilion	0.00

- **Top field** – Display of the filter options selected.
- **Table**
- **PLU –** Displays the sales PLU
- **Product –** Product name.
- **Store –** Displays the production store.
- **Sales Location –** Displays the product's sales location.
- **S. Price –** Default sales price.
- **VAT –** Vat amount.
- **Net –** Net amount.
- **Serv. Charge –** Service charge based on the tax key created in *Master Data | Taxes*.
- **Bev. Tax –** Beverage tax based on the tax key created in *Master Data | Taxes*.
- **COS –** Cost of sales for the store based on the store's average price.
- **CM –** Contribution margin.
- **MU –** Calculated mark up in percent according to cost of sales and net sales price.
- **COS % –** Cost of sales in percent.

Report Example

PLU	Product	S-Price	VAT	Sales-Net	Serv.Chrg	Bev. Tax	
	Production Loc.	Sales Location		COS	PC	MU	COS %
10017	1/2 Avocado	0.00	0.00	0.00	0.00	0.00	
	Banquet	Banquet			0.00	0.00%	0.00%
10017	1/2 Avocado	9.50	1.31	8.19	0.00	0.00	
	Blue Paviilon	Blue Paviilon			8.19	0.00%	0.00%
10017	1/2 Avocado	0.00	0.00	0.00	0.00	0.00	
	Bowling Center	Bowling Center			0.00	0.00%	0.00%
10017	1/2 Avocado	0.00	0.00	0.00	0.00	0.00	
	Club	Club			0.00	0.00%	0.00%
10017	1/2 Avocado	0.00	0.00	0.00	0.00	0.00	
	Grill Restaurant	Grill Restaurant			0.00	0.00%	0.00%
10017	1/2 Avocado	0.00	0.00	0.00	0.00	0.00	
	Meeting Café	Meeting Café			0.00	0.00%	0.00%
10017	1/2 Avocado	0.00	0.00	0.00	0.00	0.00	
	Oasis	Oasis			0.00	0.00%	0.00%
10017	1/2 Avocado	0.00	0.00	0.00	0.00	0.00	

PRODUCT GROUPS

Product groups are a collection of products and an important instrument to analysis.

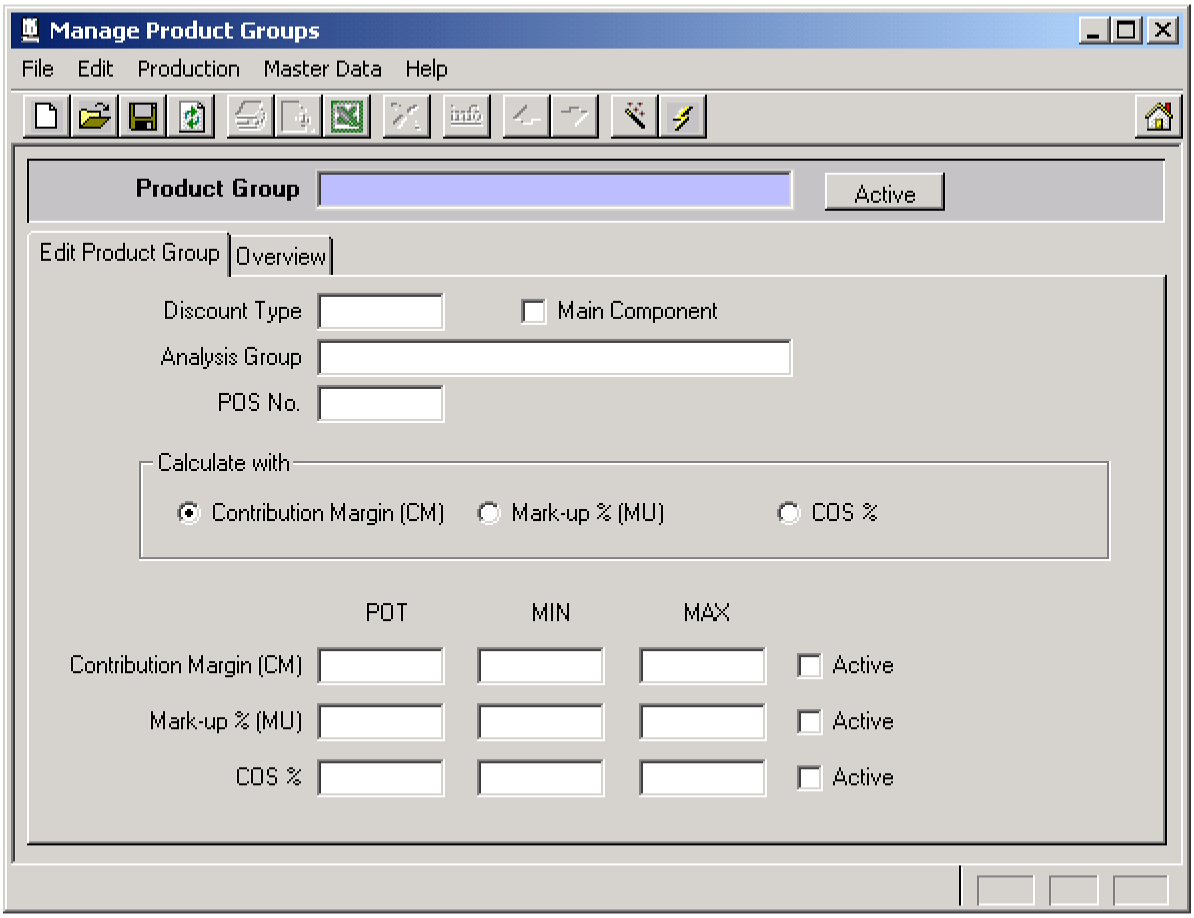
Important

To use the *Product Groups* module, the **Product Groups** right under *Production* must be active.

Caution

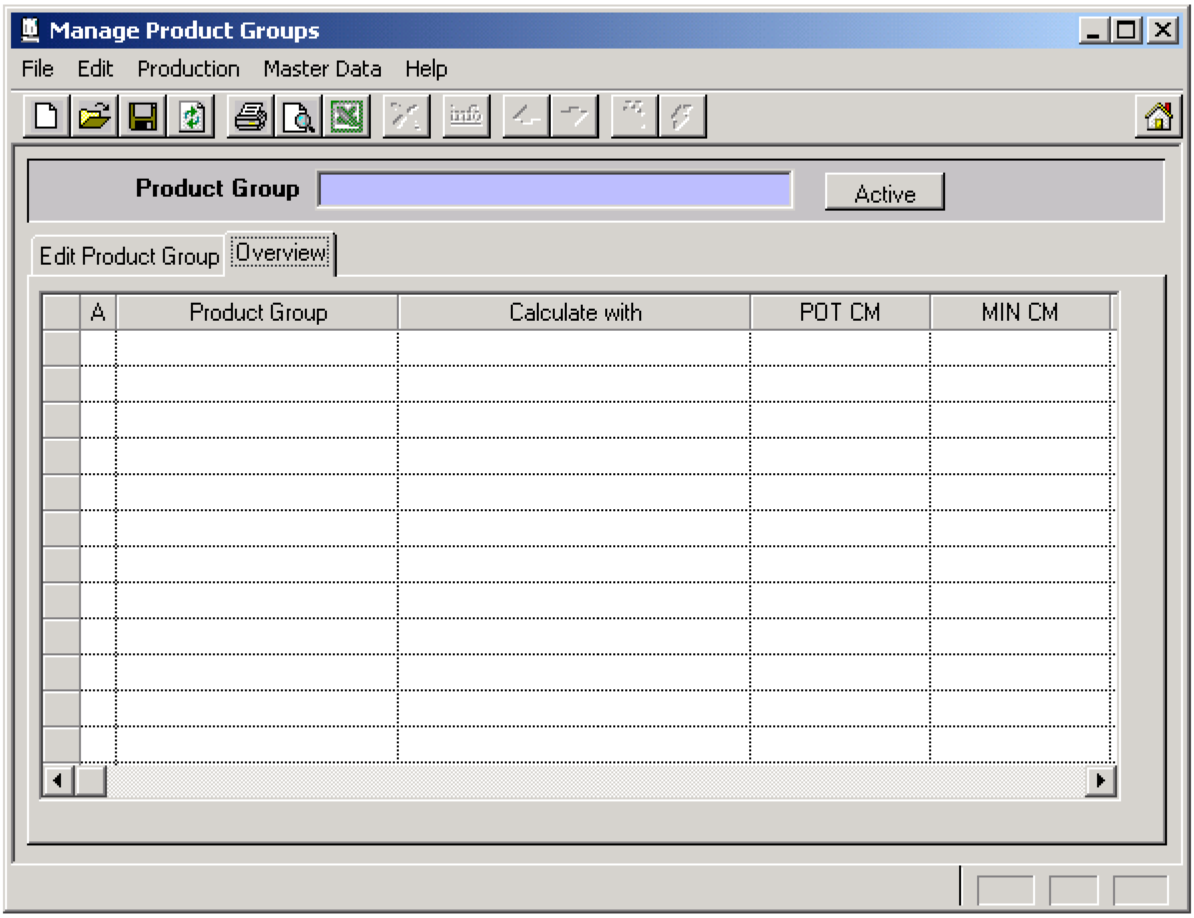
Because there is a link to the POS interface through product groups, you should contact support before making any changes.

EDIT PRODUCT GROUP TAB



- **Product Group –** Product group name.
- **Discount Type –** Tool for order management (customer-specific)
- **Main Component –** Too for managing menu plans (customer specific)
- **Analysis Group –** Several product groups can be summarized for analysis purposes. The revenue from these product groups is displayed as a result in one line. The consolidation takes place under the same name. All alphanumerical characters and symbols can be used. The name of the analysis group must be the same in all product groups. A blank entry also counts as an entry. Product groups that have no entries in their data fields are also consolidated.
- **POS No. –** Number of the product group name in the POS.
- **Calculate with –** This function is no longer active in Materials Control since products are transferred from the POS.
- **Manage the calculation basis under Products**
- **Contribution Margin (CM) –** Calculation with a fixed contribution margin for products in this group.
- **Mark-up % (MU) –** Calculation with a fixed mark-up in percent
- **COS % –** Calculation with a fixed cost of sales in percent.
- **POT, Min, Max – Enter** the calculation values.
- **Active –** Calculations are only made for products in this group if this option is enabled.

OVERVIEW TAB



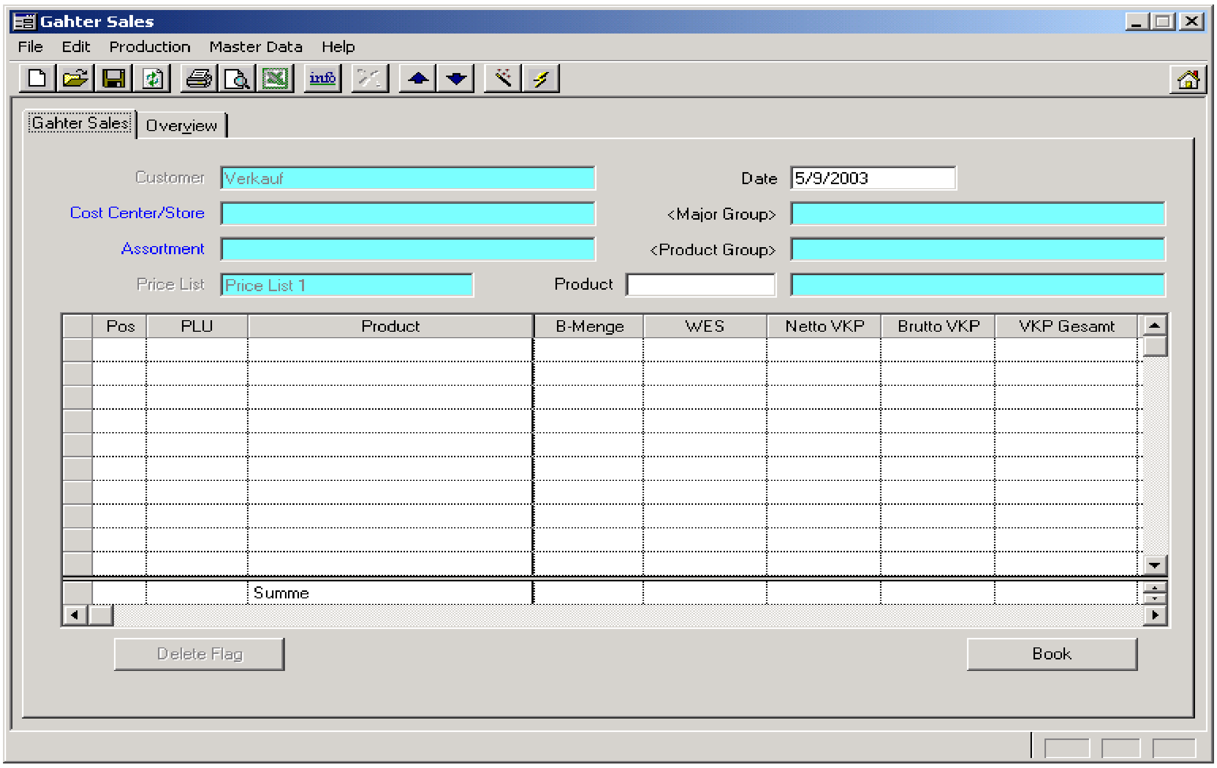
- **A –** Active or inactive.
- **Product Group –** Name of the product group.
- **Calculate with –** Displays the calculation parameters.
- **POT CM, MIN CM and MAX CM –** Displays the calculation factors.
- **POT MU, MIN MU and MAX MU –** Displays the calculation factors.
- **POT COS %, MIN COS % and MAX COS % –** Displays the calculation factors.
- **Act. CM, Act. MU, Act. CU% –** Enter the active settings.
- **Main Component –** Displays whether it is a main component for menu planning.
- **Discount Type –** Discount type for task management.
- **Analysis Group –** Name of the consolidated group.
- **POS No. –** Group's POS number.
- **Changed by –** Name of the user that last modified this record.
- **At –** Date of the last change made.

GATHER SALES

Sales are entered manually in the Gather Sales module if there is no POS interface or if additional sales need to be recorded.

Important

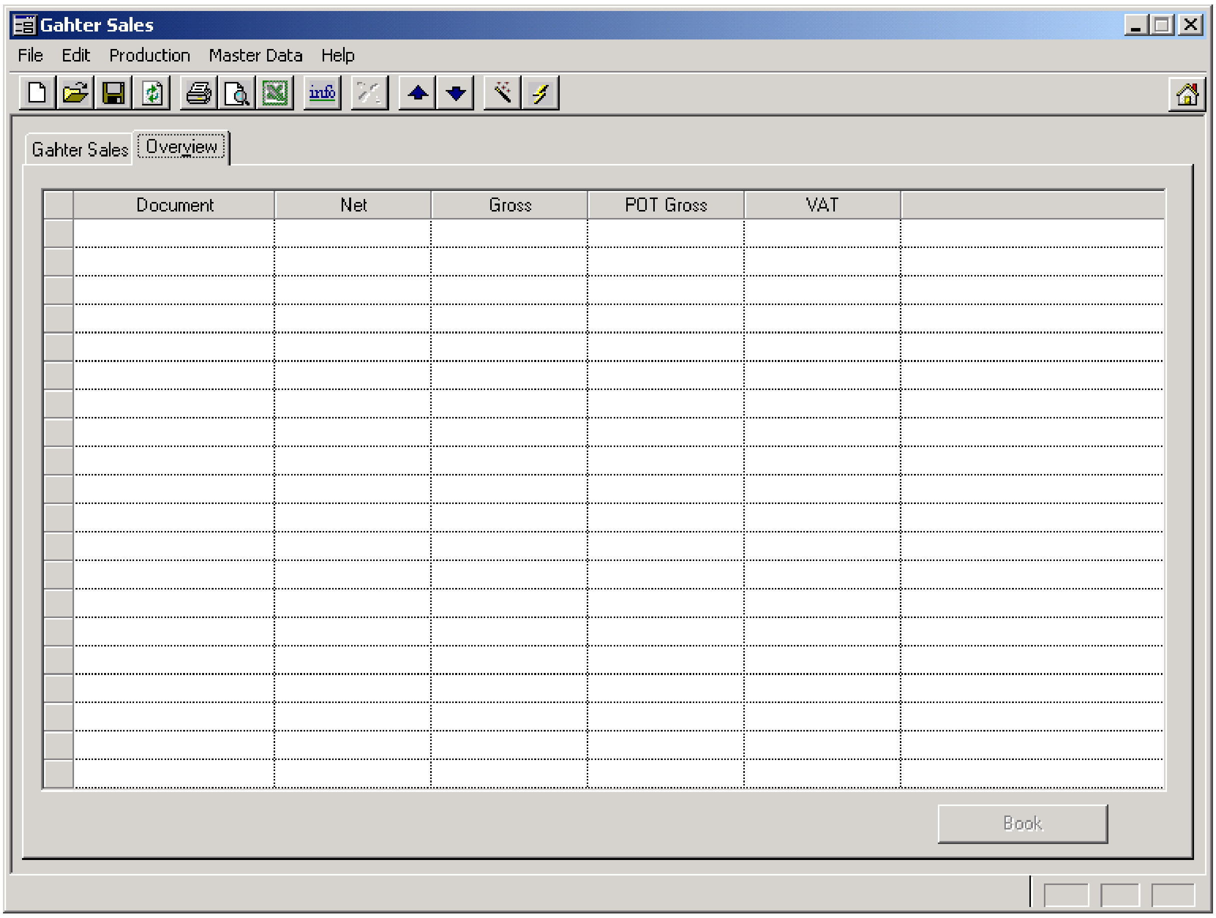
To use this module, the **Sales** right must be active.



- **Customer –** Sales; this entry cannot be modified.
- **Cost Center/Store –** Select the sales cost center to record sales for.
- **Assortment –** Possible selection of a sales assortment to simplify recording sales (see Product Asortments). Only assortments available to the selected Store are displayed.
- **Price List –** Price display; Price List 1 is cannot be modified.
- **Date –** Enter the date of the sales.
- **<Major Group> –** Possible selection of a major group to filter the products.
- **<Product Group> –** Possible selection of a product group to filter the selected products.
- **Product –** A PLU number can be entered into the white field; product names can be selected from the selection fields.
- **Table Description**
- **Pos** – Position number on the document.
- **PLU** – Sales article's product number.
- **Product** – Product name.
- **Ord.Qty** – Enter the quantity sold.
- **COS** – Product's cost of sales.
- **Net** – Product's individual net price
- **S.Price** – Gross sales price.
- **Net Total** – Sale's total net price.
- **VKP 100%** – Gross sales price.

Sales are not booked in the system as transactions until you click on this button.

OVERVIEW TAB



Saved but not booked sales are displayed in the *Overview* tab. Double-click on a line item to switch back to the *Gather Sales* tab and book the sales using the **Book** button.

- **Table Description**
- **Document** –Document number automatically assigned by the system.
- **Net** – Document's net total.
- **Gross** – Gross total of the saved sales.
- **POT Gross** – If sales were not booked with default prices, the total is displayed in default price.
- **VAT** – VAT tax amount.

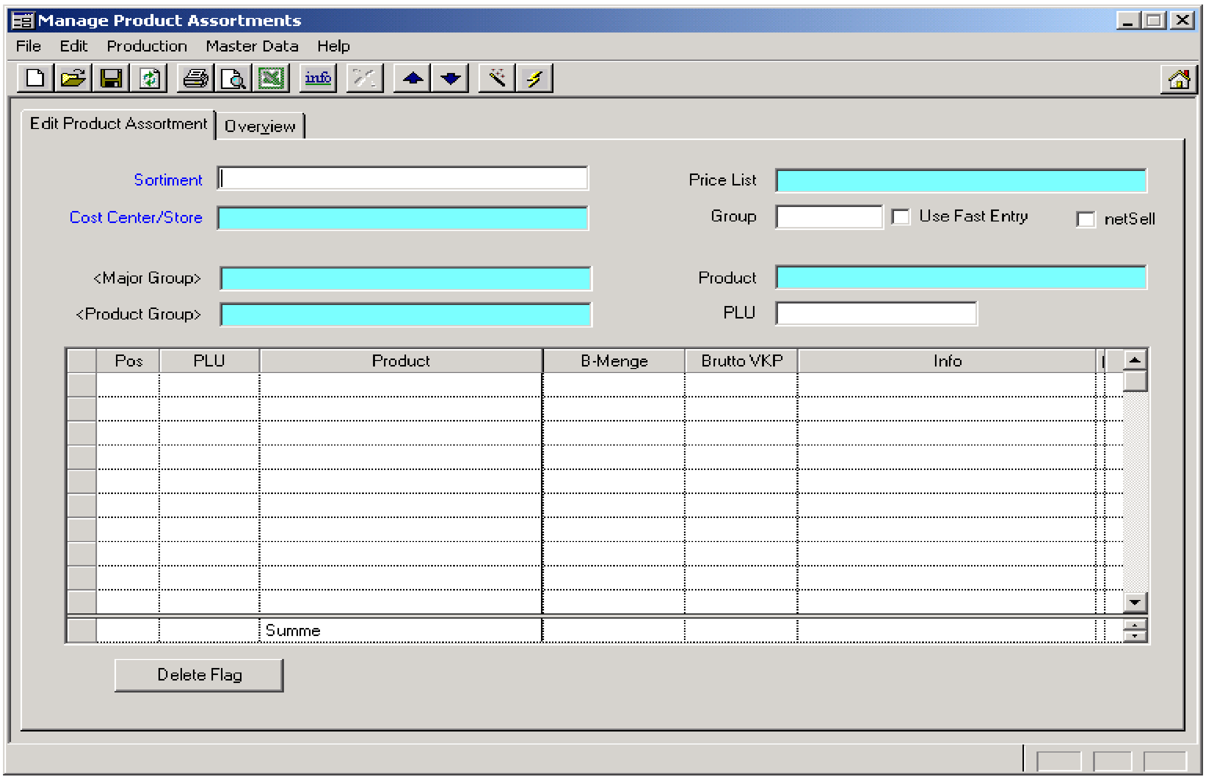
PRODUCT ASSORTMENT

Assortments can be created for sales that occur on a regular basis so that you can record them more quickly.

Important

To use the *Product Assortment* module the appropriate user right under *Sales* must be active.

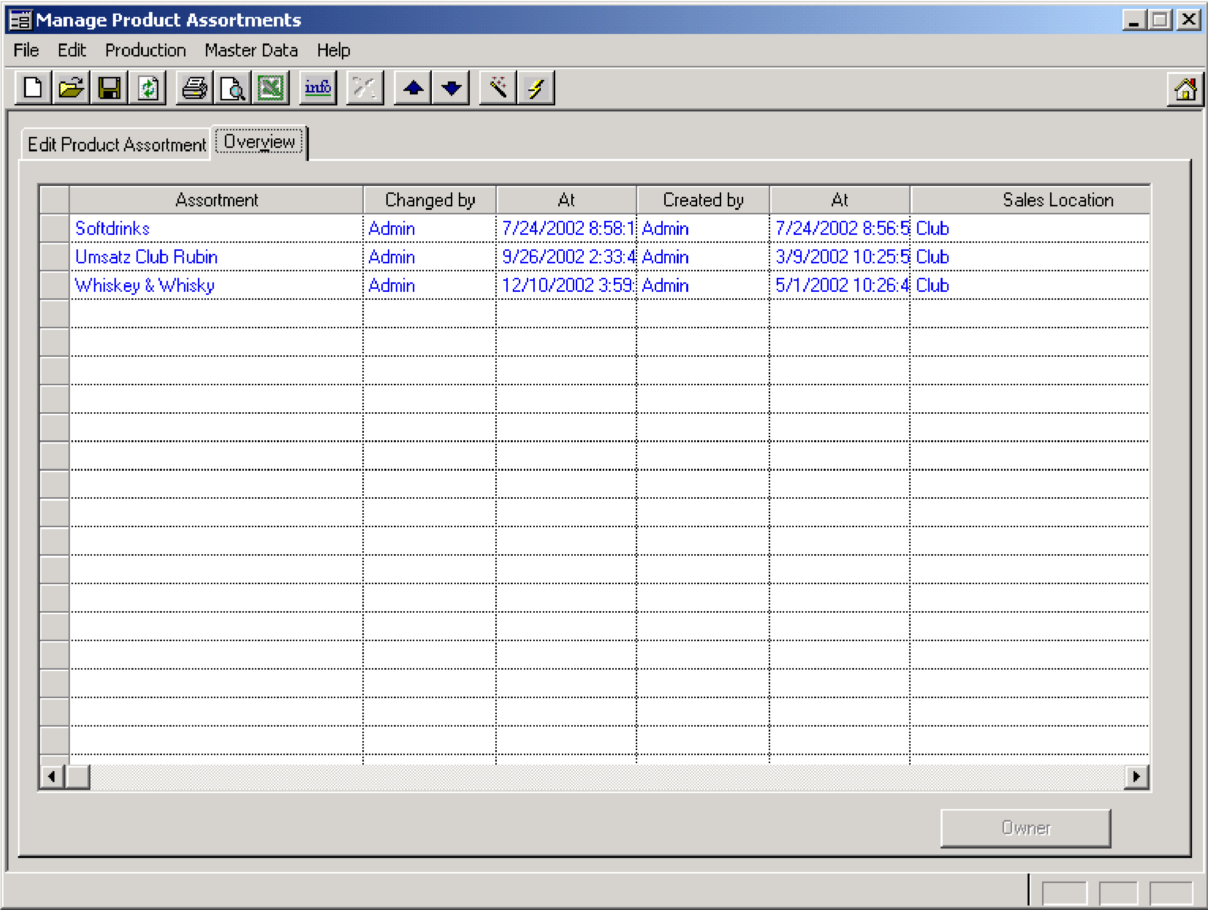
Form Description



- **Assortment –** Name of the assortment.
- **Cost Center/Store –** Select the cost center that you want to create an assortment for.
- **<Major Group> –** A major group can be selected to filter the product selection.
- **<Product Group> –** A product group can be selected to filter the product selection.
- **Price List –** Select a price list to evaluate the products.
- **Group –** Select a recipe group. Sales can be combined using the group assignment.
- **Use fast entry –** Customer-specific.
- **netSell –** Customer-specific.
- **Product –** Select the products that you want this assortment to contain.
- **PLU –** Product selection by product number.
- **Table Description**
- **Pos –** Position number on the document.
- **PLU –** Product number.
- **Product –** Product name.
- **Ord.QTY –** Product quantity for this sale. When creating an assortment, quantities should be saved with as zero so that unchanged quantities are not booked when a sale is booked.
- **S.Price –** Displays the product's or the sales list's price.
- **Info –** Enter information about this article into this field.

Once the assortment has been saved it can be called for booking in *Sales*.

OVERVIEW TAB



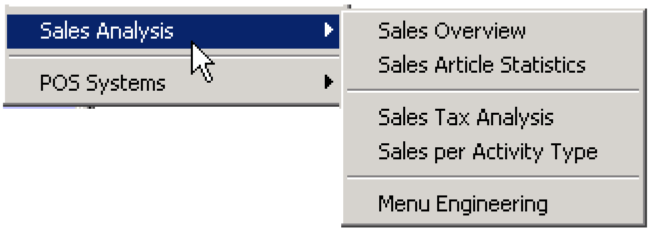
All saved assortments are displayed in the *Overview* tab. By double-clicking on a line item you can switch to the *Edit Product Assortment* tab to modify an assortment.

Table Description

- **Assortment –** Assortment name.
- **Changed by –** Name of the user that last modified this record.
- **At –** Date of the last change made.
- **Created by –** Name of the user that created this record.
- **At –** Date of creation.
- **Sales Location –** Cost center to which the sale should be booked.

SALES ANALYSIS

Sales analyses can be called using the menu bar drop-down.



In the sales analyses you can see an overview of booked sales revenue.

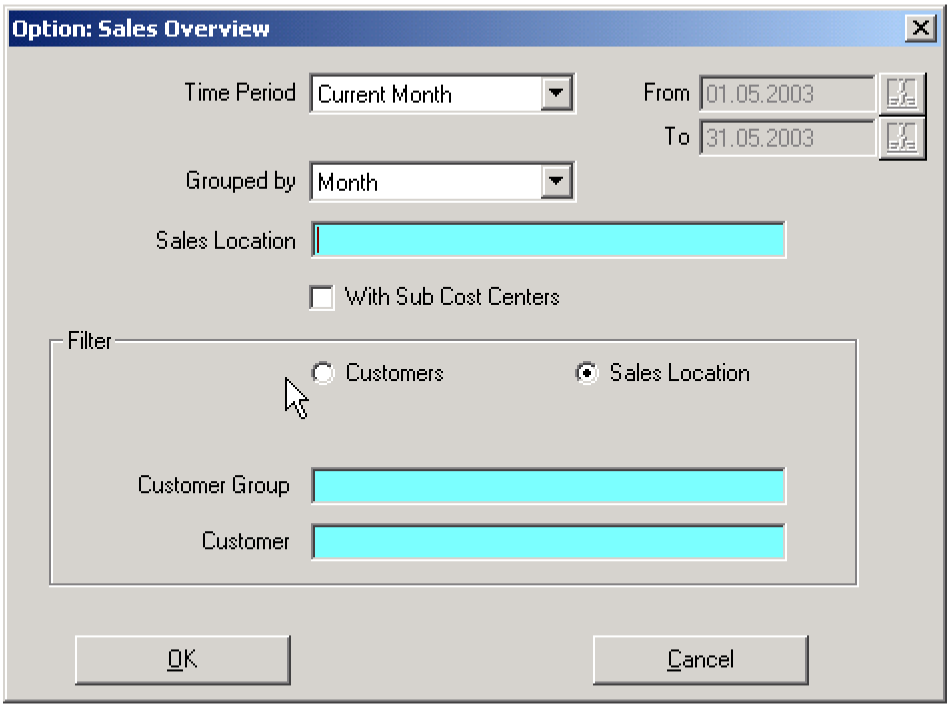
Important

To use *Sales Analysis* the appropriate user rights must be active.

Sales Overview

After selecting **Sales Overview** from the **Sales Analysis** menu, the following form displays –

Form Description

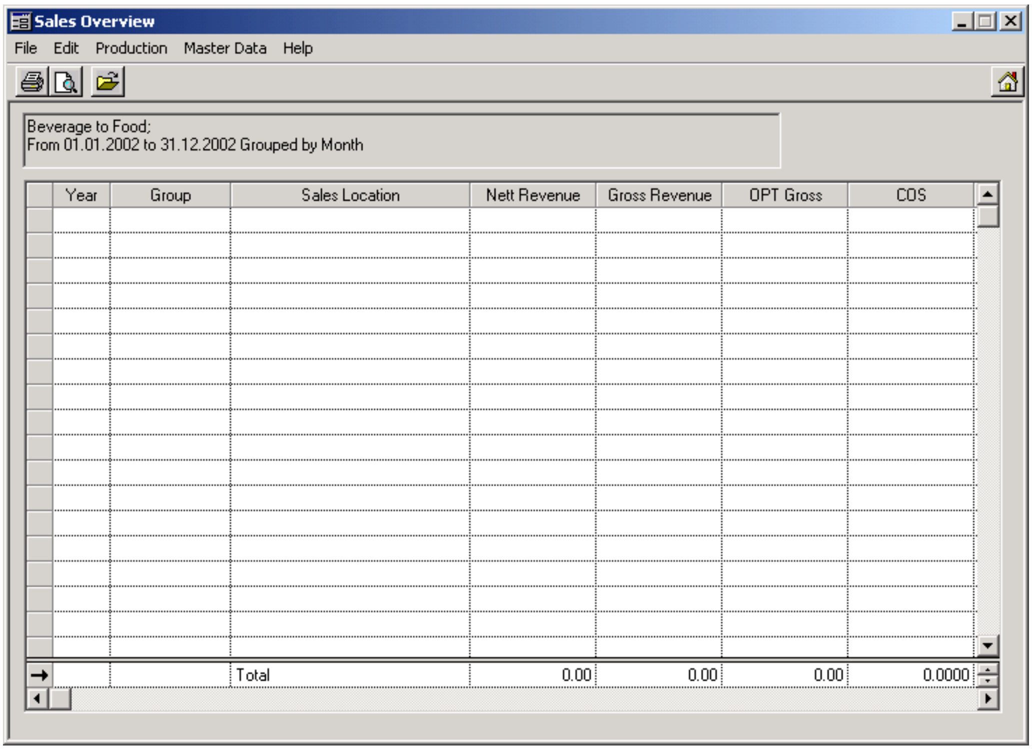


- **Time Period –** Select the time period to be displayed –
  - **All Data –** Displays all entries from the first entry up to today
  - **Current Business year –** Displays all entries for the current business year (see *System | Configuration*).
  - **Current Year –** Displays all entries from January 1 of the current year until today
  - **Current Month –** Displays all entries from the first day of the current month until today
  - **Year before –** Displays all of last year's entries

- **Month before –** Displays all of last month's entries
- **User defined –** Displays all entries for a user-defined time period

- **From** – Enter the from date using the calendar button
- **To** – Enter the to date using the calendar button
- **Grouped by**
  - **Year** Year's revenue is summarized.
  - **Quarter –** Revenue is summarized by quarter.
  - **Month –** Monthly revenue is displayed by sales location.
  - **Week –** Revenue per week is displayed.
  - **Day –** Daily revenue is displayed.
  - **No Grouping –** All revenue is displayed in one sum.
- **Sales Location –** Select the sales cost center to display.
- **With Sub Cost Centers –** The sales cost center is displayed along with its sub cost centers if this option is enabled.
- **Filter**
  - **Customers –** Customer-specific; sort by customer.
  - **Sales Locations –** Sort by sales location.
  - **Customer Group –** Customer-specific, request module.
  - **Customer –** Customer-specific, request module.

Table Description



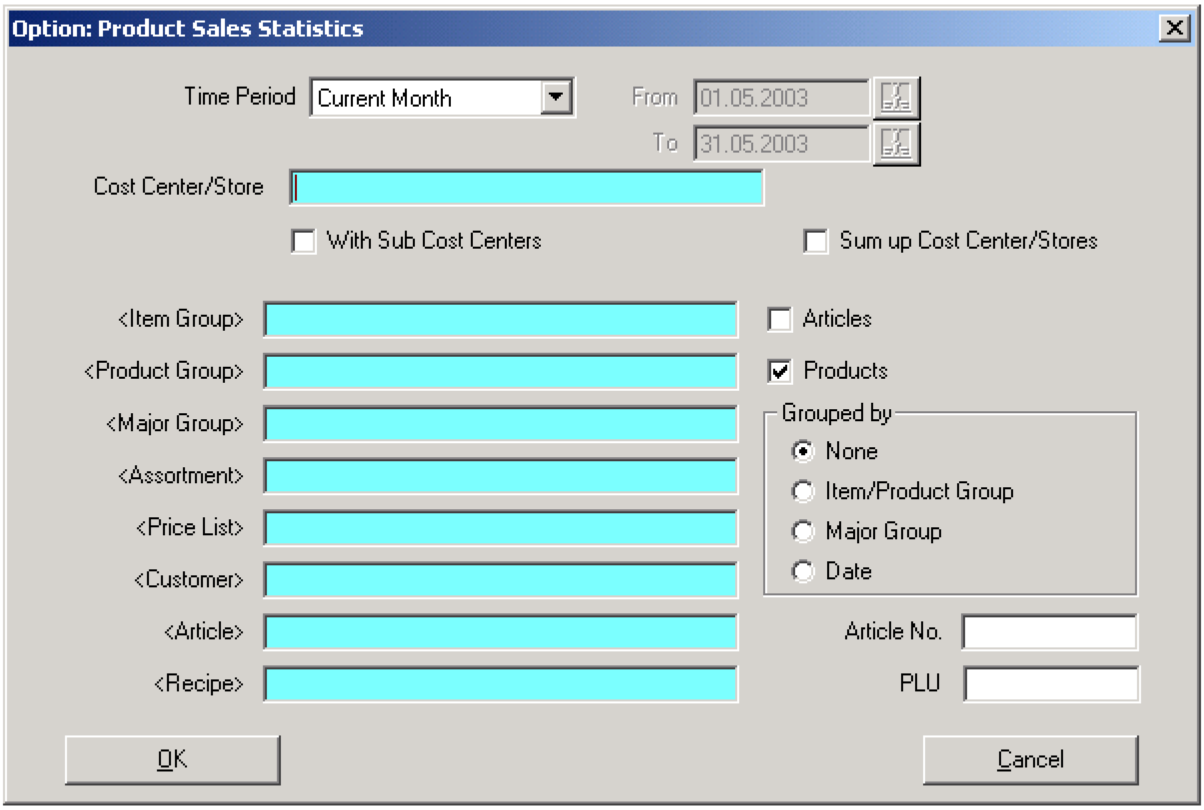
- **Year –** Displays the revenue year.
- **Group –** Displays the selected grouping option. One line displays per month, day, week, etc. depending on the selected option.
- **Sales Location –** Displays the sales cost center.
- **Nett Revenue –** Net revenue of this sales location for the specified time period.
- **Gross Revenue –** Sales location's gross revenue.
- **OPT Gross –** Displays the potential gross revenue.
- **COS –** Cost of sales based on the recipe (pot. Cost of sales).
- **From –** Start date of the revenue time period.
- **To –** End date of the revenue time period.

Use the button to print the sales overview. A prompt displays, asking you if you want the report to be printed with subtotals.

SALES ARTICLE STATISTICS

After selecting **Sales Article Statistics** from the **Sales Analysis** menu, the following form displays:

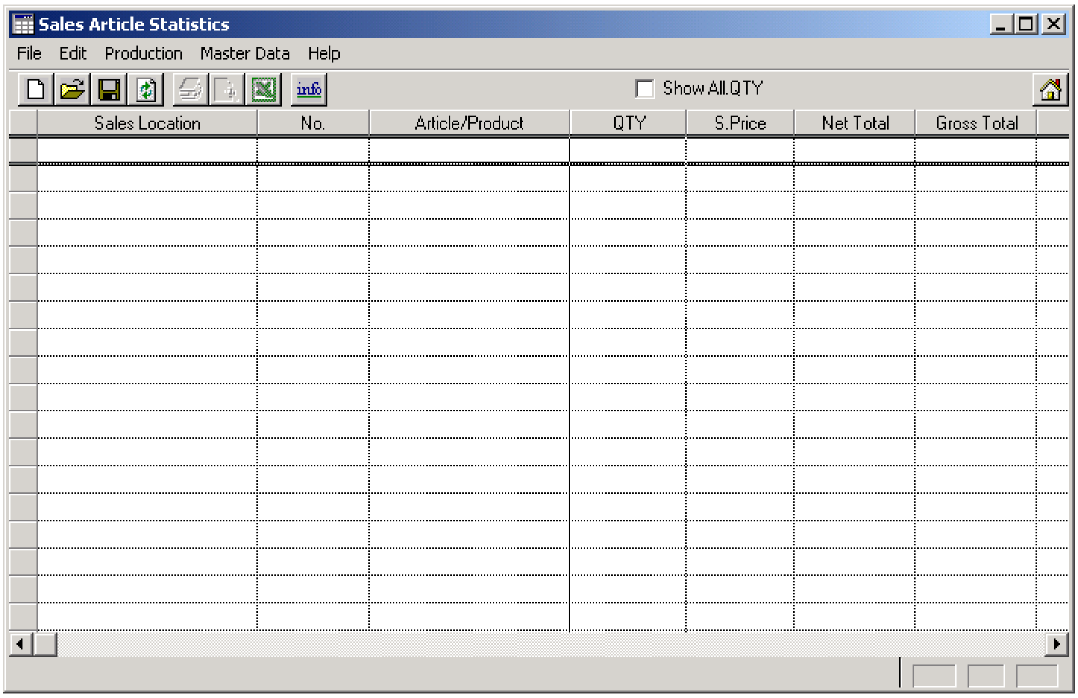
Form Description



- **Time Period –** Select the time period to be displayed –
  - **All Data –** Displays all entries from the first entry up to today
  - **Current Business year –** Displays all entries for the current business year (see *System | Configuration*).
  - **Current Year –** Displays all entries from January 1 of the current year until today
  - **Current Month –** Displays all entries from the first day of the current month until today
  - **Year before –** Displays all of last year's entries
  - **Month before –** Displays all of last month's entries
  - **User defined –** Displays all entries for a user-defined time period
- **From** – Enter the from date using the calendar button
- **To** – Enter the to date using the calendar button
- **Sales Location –** Select the sales cost center to display.
- **With Sub Cost Centers –** The sales cost center is displayed along with its sub cost centers if this option is enabled.
- **Sum up Cost Center/Store –** Sales are only displayed for the highest-level cost center.
- **<Item Group> –** An item group can be selected to filter the display.
- **<Product Group> –** A product group can be selected to filter the display.
- **<Major Group> –** A major group can be selected to filter the product selection.
- **<Assortment> –** One of the sales cost center's assortments.
- **<Price List> –** Select a price schema to display (request module only).
- **<Customer> –** Select a customer (request module only).

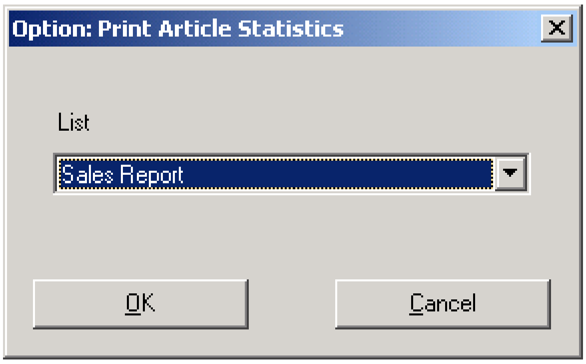
- **<Article> –** Select an article that has been defined as a product.
- **<Recipe> –** Select a recipe that has been defined as a product.
- **Articles –** Display selected articles.
- **Products –** Display selected products.
- **Grouped by**
  - **None –** Sales are not displayed consolidated.
  - **Item/Product Group –** Sort and consolidate by product group and name.
  - **Major Group –** Sort and consolidate by major group
  - **Date –** Sort and consolidate by revenue date and display the date.
  - **Article No. –** Select an article by article number.
  - **PLU –** Select a product by article PLU.

Table Description



- **Sales Location** Displays the sales location.
- **No. –** PLU number of the sold product.
- **Article/Product** Name of the sold product.
- **Date –** Product's revenue date (only displayed if the display is grouped by date).
- **QTY –** Quantity sold of the product hat was sold in the selected sales location during the selected time period.
- **S. Price –** Product's sales price.
- **Net Total –** Product's total net revenue.
- **Gross Total –** Product's total gross revenue.
- **COS –** Product's cost of sale based on the recipe.
- **COS –** Total cost of sales for the displayed sale.
- **CM –** Product's costing margin based on the recipe and the net sales price.
- **CM Total –** Contribution margin for the displayed sale.
- **MU –** Actual markup in percent (markup percent on the cost of sales to calculate the net sales price).
- **POT MU –** Mark-up according to recipe.
- **Grouped by –** Displays the selected grouping.

To print the sales article analysis, select *File* | *Print* or *File* | *Preview* from the menu bar. The following list selection displays:



List Examples

Sales Report

Report can only be called if the display was not grouped by date.

Grill Restaurant (+) From 01.11.2002 to 31.05.2003

Grill Restaurant

Article	Nt SP	Gr SP	Qty	Net	Gross
Coca Cola 0,2	1.379	1.600	4.00	5.52	6.40
Coca Cola 0,4	2.586	3.000	3.00	7.76	9.00
Fanta 0,2	1.379	1.600	3.00	4.14	4.80
Cola Light 0,2 FL	1.379	1.600	3.00	4.14	4.80
Wasser 0,25 FL	1.379	1.600	1.00	1.38	1.60
Fachinger 0,25	1.466	1.700	1.00	1.47	1.70
Wasser 0,75 FL	2.672	3.100	1.00	2.67	3.10
A-Schorle 1L 0,2	1.379	1.600	2.00	2.76	3.20
A-Schorle 1L 0,4	2.586	3.000	2.00	5.17	6.00
Apfelsaft 1L 0,2	1.638	1.900	1.00	1.64	1.90
Apfelsaft 1L 0,4	3.103	3.600	1.00	3.10	3.60
O-Saft 1L 0,2	1.810	2.100	1.00	1.81	2.10
O-Saft 1L 0,4	3.448	4.000	1.00	3.45	4.00
Grapefruit 0,2	1.810	2.100	1.00	1.81	2.10
Warsteiner 0,5	3.276	3.800	55.00	180.17	209.00
Altbier FL	1.897	2.200	77.00	146.03	169.40
			157.00	**373.02**	**432.70**
		Total Cost Center	**157.00**	**373.02**	**432.70**
		Grand Total	**157.00**	**373.02**	**432.70**

Revenue per sales location and article is displayed. If the display was grouped, sums in the selected groups are displayed.

- **Sales Report, Detailed Prices –** Sales report in which different prices are displayed (e.g., Happy Hour).
- **Gross Sales Report –** Displays gross sales values with cost of sales.
- **Gross Sales Report, Detailed Prices –** Displays different prices.
- **Net Sales Report –** Displays sales articles by net price with potential cost of sales.
- **Net Sales Report, Detailed Prices –** Sales report in which different net prices are displayed (e.g., Happy Hour).
- **Sales Report Contribution –** Articles' gross and net revenue, potential contribution margin, and potential mark-up are displayed in the list.

Sales Report With Discounts

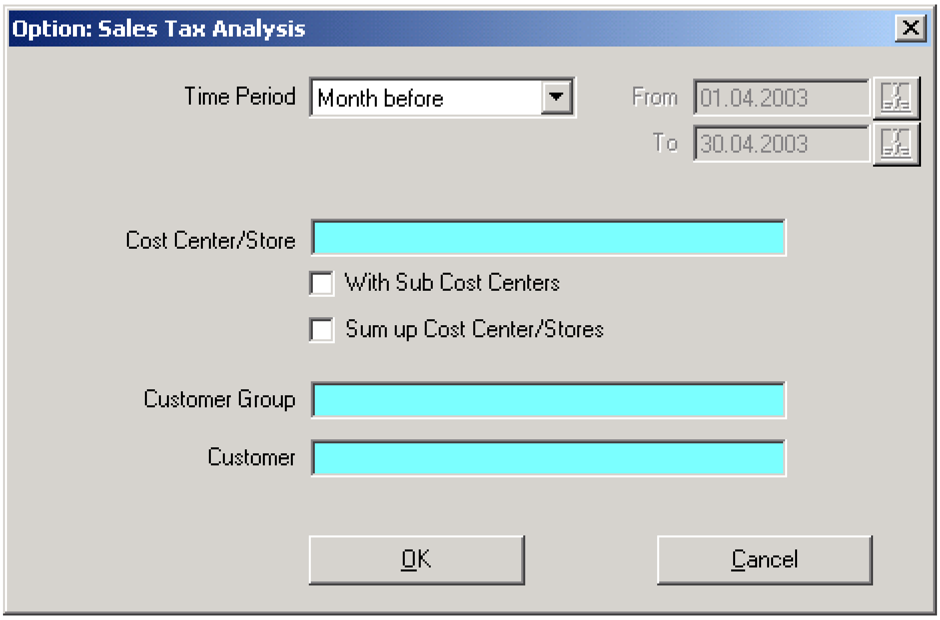
Grill Restaurant

No	Article	Qty	Gross	Gross 100	Disc.	Pot. COS	Pot MU 100	Pot MU
31001	Coca Cola 0,2	4.00	6.40	6.40	0.00	0.71	674.89%	674.89%
31003	Coca Cola 0,4	3.00	9.00	9.00	0.00	1.07	626.46%	626.46%
31004	Fanta 0,2	3.00	4.80	4.80	0.00	0.00	0.00%	0.00%
32015	Cola Light 0,2 FL	3.00	4.80	4.80	0.00	0.00	0.00%	0.00%
32017	Wasser 0,25 FL	1.00	1.60	1.60	0.00	0.00	0.00%	0.00%
32018	Fachinger 0,25	1.00	1.70	1.70	0.00	0.00	0.00%	0.00%
32019	Wasser 0,75 FL	1.00	3.10	3.10	0.00	0.00	0.00%	0.00%
32020	A-Schorle 1L 0,2	2.00	3.20	3.20	0.00	0.29	837.07%	837.07%
32022	A-Schorle 1L 0,4	2.00	6.00	6.00	0.00	0.59	778.50%	778.50%
32023	Apfelsaft 1L 0,2	1.00	1.90	1.90	0.00	0.18	820.19%	820.19%
32025	Apfelsaft 1L 0,4	1.00	3.60	3.60	0.00	0.36	771.76%	771.76%
32026	O-Saft 1L 0,2	1.00	2.10	2.10	0.00	0.00	0.00%	0.00%
32028	O-Saft 1L 0,4	1.00	4.00	4.00	0.00	0.00	0.00%	0.00%
33002	Grapefruit 0,2	1.00	2.10	2.10	0.00	0.00	0.00%	0.00%
35002	Warsteiner 0,5	55.00	209.00	209.00	0.00	0.00	0.00%	0.00%
36002	Altbier FL	77.00	169.40	169.40	0.00	31.51	363.48%	363.48%
		157.00	**432.70**	**432.70**	**0.00**	**34.71**	**974.81%**	**974.81%**
	Grill Restaurant	**157.00**	**432.70**	**432.70**	**0.00**	**34.71**	**974.81%**	**974.81%**
	Grand Total	**157.00**	**432.70**	**432.70**	**0.00**	**34.71**	**974.81%**	**974.81%**

- **Article's gross revenue** – Gross 100 = Revenue without discount
- **Account Report –** Net revenue for the individual cost centers (sub cost centers).

SALES TAX ANALYSIS

Options Description

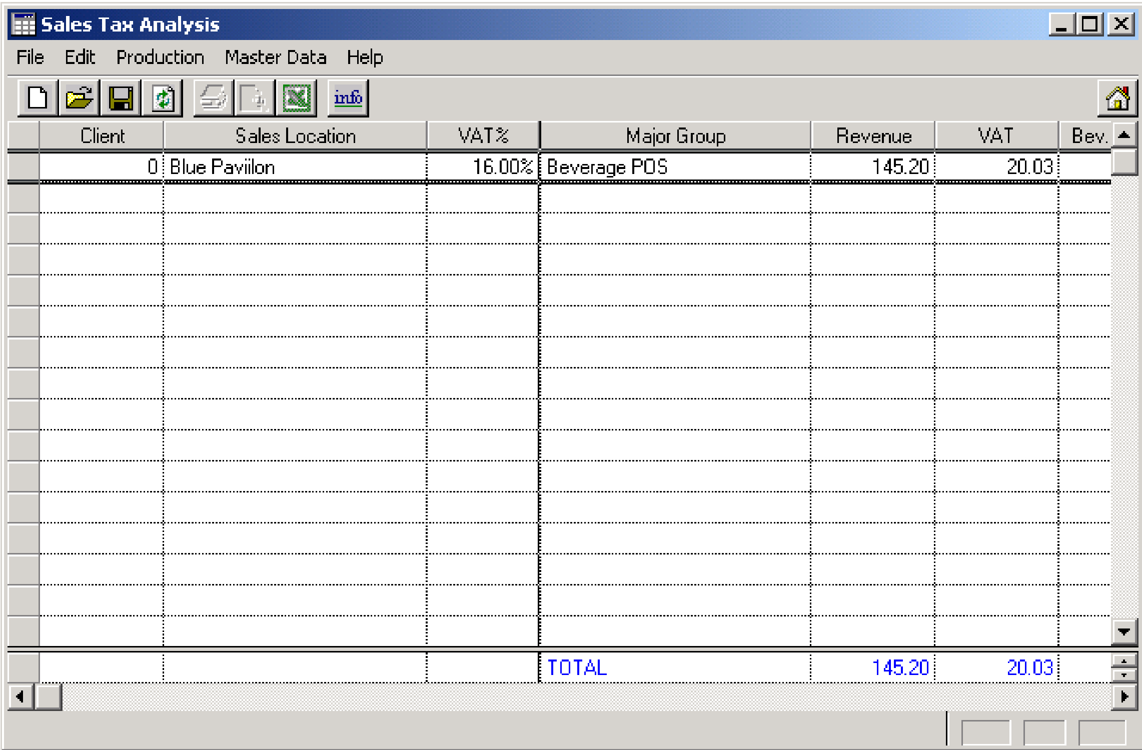


- **Time Period –** Select the time period to be displayed –
  - **All Data –** Displays all entries from the first entry up to today
  - **Current Businessyear –** Displays all entries for the current business year (see *System | Configuration*).
  - **Current Year –** Displays all entries from January 1 of the current year until today
  - **Current Month –** Displays all entries from the first day of the current month until today
  - **Year before –** Displays all of last year's entries
  - **Month before –** Displays all of last month's entries
  - **User defined –** Displays all entries for a user-defined time period
- **From** – Enter the from date using the calendar button
- **To** – Enter the to date using the calendar button

- **Sales Location –** Select the sales cost center to display.
- **With Sub Cost Centers –** The sales cost center is displayed along with its sub cost centers if this option is enabled.
- **Sum up Cost Center/Store –** Sales are only displayed for the highest-level cost center.

- **<Customer Group> –** Select a customer group (request module only).
- **<Customer> –** Select a customer group (request module only).

Table Description



- **Client –** Account management client.
- **Sales Location –** Sales cost center.
- **VAT% –** Sales major group's VAT tax.
- **Major Group –** Displays the revenue major group.
- **Revenue –** Major group's gross revenue in the sales location.
- **VAT. –** VAT tax amount.
- **Bev. Tax % –** Beverage tax percentage rate for this revenue group.
- **Bev. Tax** Beverage tax amount

Blue Paviilon (+) From 01.11.2002 to 30.04.2003

Company 0

Blue Paviilon

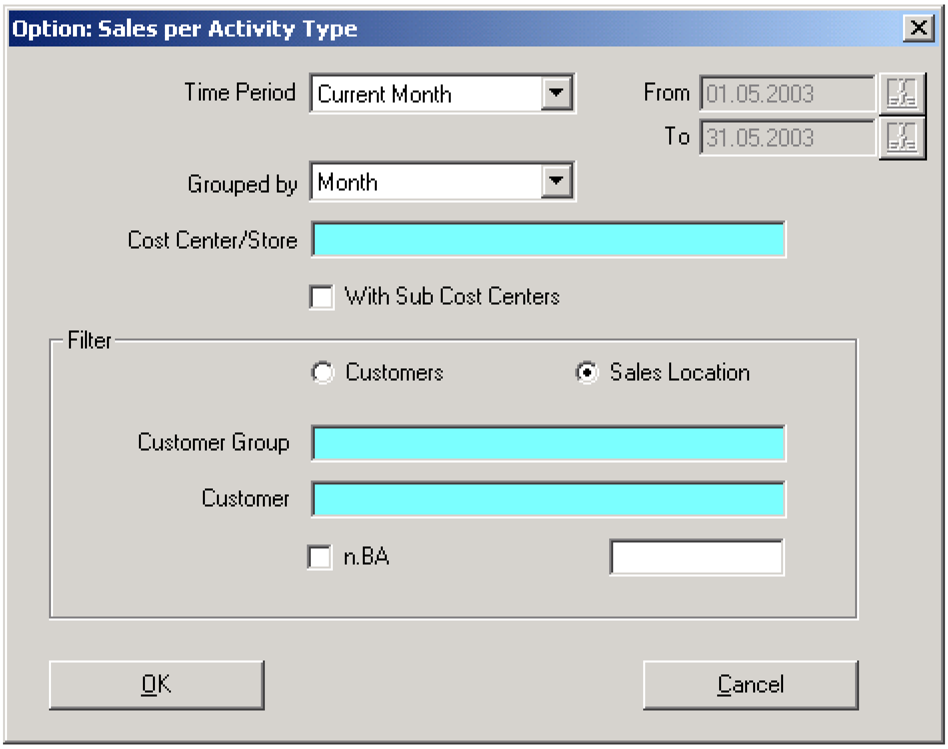
VAT = 16.00%

Major Group	BevTx %	Revenue	VAT	Bev. Tax
Beverage POS	0.00%	145.20	20.03	0.00
	Total VAT	**145.20**	**20.03**	**0.00**
	Total Cost Center	**145.20**	**20.03**	**0.00**
	Total Client	**145.20**	**20.03**	**0.00**
	Grand Total	**145.20**	**20.03**	**0.00**

SALES PER ACTIVITY TYPE

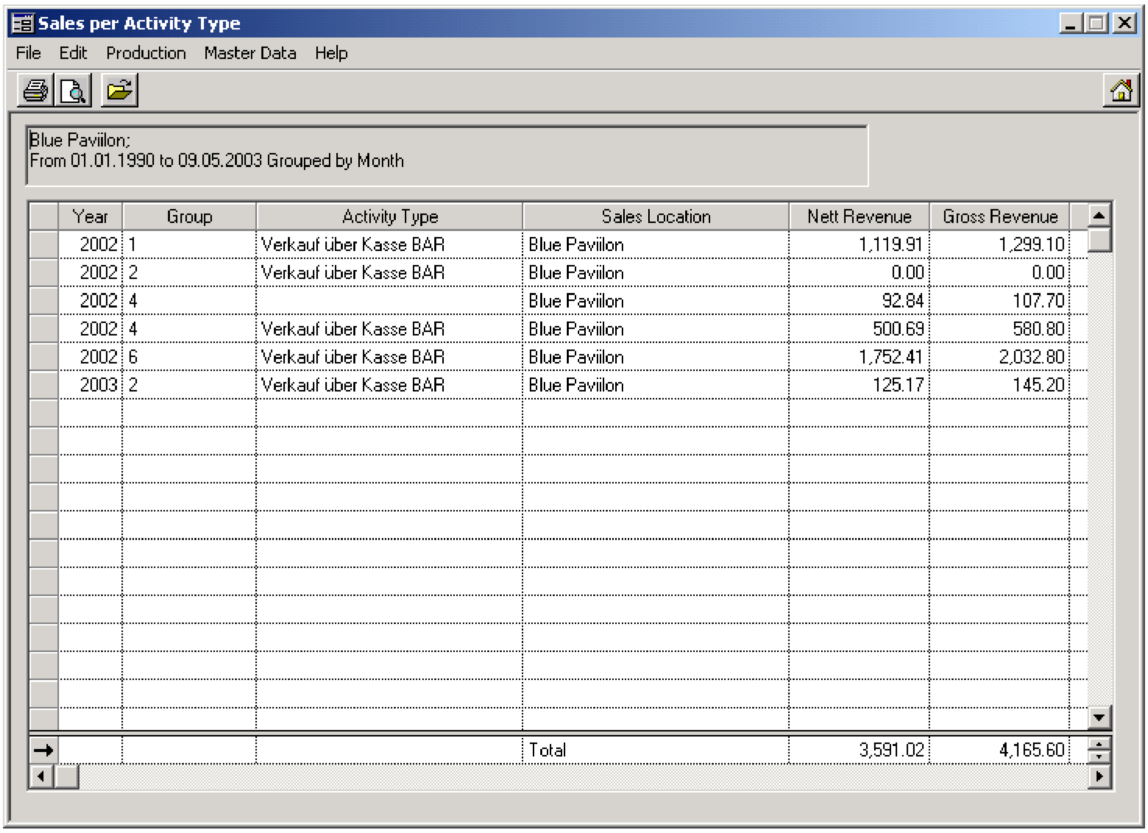
Sales can be summarized to an activity type (request module only). These sales can then be displayed and/or printed by activity type.

Options Description



- **Time Period –** Select the time period to be displayed –
  - **All Data –** Displays all entries from the first entry up to today
  - **Current Businessyear –** Displays all entries for the current business year (see *System | Configuration*).
  - **Current Year –** Displays all entries from January 1 of the current year until today
  - **Current Month –** Displays all entries from the first day of the current month until today
  - **Year before –** Displays all of last year's entries
  - **Month before –** Displays all of last month's entries
  - **User defined –** Displays all entries for a user-defined time period
- **From** – Enter the from date using the calendar button
- **To** – Enter the to date using the calendar button
- **Grouped by –** Group the displayed data summarized by year, quarter, month, week, or day.
- **Sales Location –** Select the sales cost center to display.
- **With Sub Cost Centers –** The sales cost center is displayed along with its sub cost centers if this option is enabled.
- **Customer Group –** Select a customer group (request module only).
- **Customer –** Select a customer group (request module only).

Table Description


Sales per Activity Type

File Edit Production Master Data Help

Blue Pavilon;
From 01.01.1990 to 09.05.2003 Grouped by Month

Year	Group	Activity Type	Sales Location	Nett Revenue	Gross Revenue
2002	1	Verkauf über Kasse BAR	Blue Pavilon	1,119.91	1,299.10
2002	2	Verkauf über Kasse BAR	Blue Pavilon	0.00	0.00
2002	4		Blue Pavilon	92.84	107.70
2002	4	Verkauf über Kasse BAR	Blue Pavilon	500.69	580.80
2002	6	Verkauf über Kasse BAR	Blue Pavilon	1,752.41	2,032.80
2003	2	Verkauf über Kasse BAR	Blue Pavilon	125.17	145.20
			Total	3,591.02	4,165.60

- **Year –** Displays the revenue year.
- **Group –** Displays the customer groups.
- **Activity Type –** Only sales via POS in Materials Control since no activity types are recorded through the request module.
- **Sales Location –** Cost center in which the revenue was made.
- **Net Revenue –** Cost center's net revenue.
- **Gross Revenue –** Cost center's gross revenue.

Example – Report by Activity type

Blue Pavilon; From 01.01.1990 to 09.05.2003 Grouped by Month

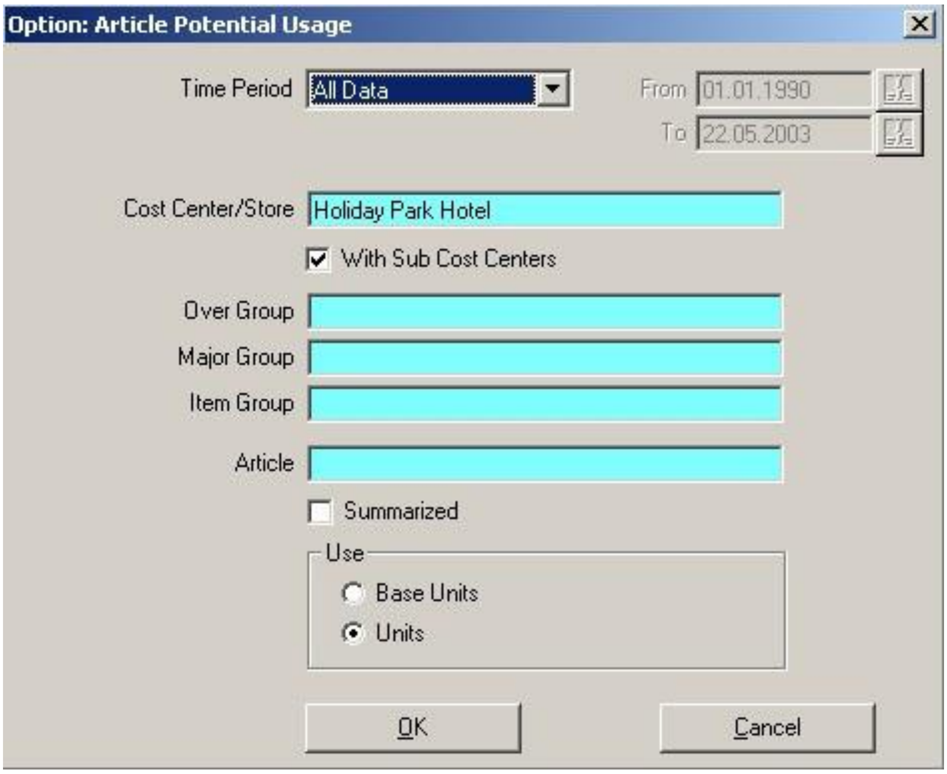
2002 - 1	Qty Pax	COS	Net Rev	Gross Rev
Verkauf über Kasse BAR				
Blue Pavilon	0	5.39	1,119.91	1,299.10
Verkauf über Kasse BAR	**0**	**5.39**	**1,119.91**	**1,299.10**
Total	**0**	**5.39**	**1,119.91**	**1,299.10**

2002 - 2	Qty Pax	COS	Net Rev	Gross Rev
Verkauf über Kasse BAR				
Blue Pavilon	0	0.00	0.00	0.00
Verkauf über Kasse BAR	**0**	**0.00**	**0.00**	**0.00**
Total	**0**	**0.00**	**0.00**	**0.00**

ARTICLE POTENTIAL USAGE

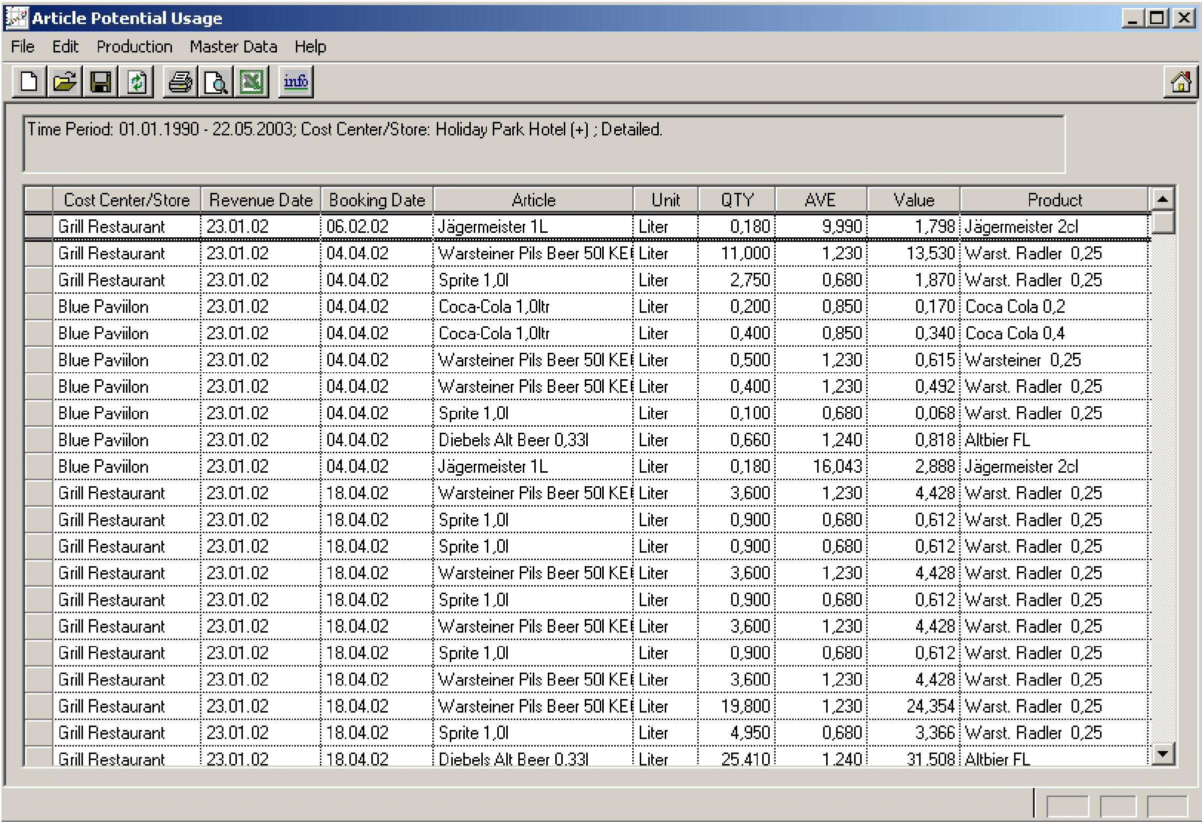
The *Article Potential Usage* list shows you the result of the stock reduction through your recipes.

Options Description



- **Time Period –** Select the time period to be displayed –
  - **All Data –** Displays all entries from the first entry up to today
  - **Current Businessyear –** Displays all entries for the current business year (see *System | Configuration*).
  - **Current Year –** Displays all entries from January 1 of the current year until today
  - **Current Month –** Displays all entries from the first day of the current month until today
  - **Year before –** Displays all of last year's entries
  - **Month before –** Displays all of last month's entries
  - **User defined –** Displays all entries for a user-defined time period
- **From** – Enter the from date using the calendar button
- **To** – Enter the to date using the calendar button
- **Cost Center/Store –** Select the cost center to display.
- **With Sub Cost Centers –** The cost center is displayed along with its sub cost centers if this option is enabled.
- **Over Group –** Select a specific over group to display.
- **Major Group –** Select a specific major group to display
- **Item Group –** Select a specific item group to display.
- **Article –** Select a specific stock article to display.
- **Summarized –** Summarize per article.
- **Use Units / Base Units –** you can select in which unit the stock article should be displayed.

Table Description



Cost Center/Store	Revenue Date	Booking Date	Article	Unit	QTY	AVE	Value	Product
Grill Restaurant	23.01.02	06.02.02	Jägermeister 1L	Liter	0,180	9,990	1,798	Jägermeister 2cl
Grill Restaurant	23.01.02	04.04.02	Warsteiner Pils Beer 50l KE	Liter	11,000	1,230	13,530	Warst. Radler 0,25
Grill Restaurant	23.01.02	04.04.02	Sprite 1,0l	Liter	2,750	0,680	1,870	Warst. Radler 0,25
Blue Pavilon	23.01.02	04.04.02	Coca-Cola 1,0ltr	Liter	0,200	0,850	0,170	Coca Cola 0,2
Blue Pavilon	23.01.02	04.04.02	Coca-Cola 1,0ltr	Liter	0,400	0,850	0,340	Coca Cola 0,4
Blue Pavilon	23.01.02	04.04.02	Warsteiner Pils Beer 50l KE	Liter	0,500	1,230	0,615	Warsteiner 0,25
Blue Pavilon	23.01.02	04.04.02	Warsteiner Pils Beer 50l KE	Liter	0,400	1,230	0,492	Warst. Radler 0,25
Blue Pavilon	23.01.02	04.04.02	Sprite 1,0l	Liter	0,100	0,680	0,068	Warst. Radler 0,25
Blue Pavilon	23.01.02	04.04.02	Diebels Alt Beer 0,33l	Liter	0,660	1,240	0,818	Altbier FL
Blue Pavilon	23.01.02	04.04.02	Jägermeister 1L	Liter	0,180	16,043	2,888	Jägermeister 2cl
Grill Restaurant	23.01.02	18.04.02	Warsteiner Pils Beer 50l KE	Liter	3,600	1,230	4,428	Warst. Radler 0,25
Grill Restaurant	23.01.02	18.04.02	Sprite 1,0l	Liter	0,900	0,680	0,612	Warst. Radler 0,25
Grill Restaurant	23.01.02	18.04.02	Sprite 1,0l	Liter	0,900	0,680	0,612	Warst. Radler 0,25
Grill Restaurant	23.01.02	18.04.02	Warsteiner Pils Beer 50l KE	Liter	3,600	1,230	4,428	Warst. Radler 0,25
Grill Restaurant	23.01.02	18.04.02	Sprite 1,0l	Liter	0,900	0,680	0,612	Warst. Radler 0,25
Grill Restaurant	23.01.02	18.04.02	Warsteiner Pils Beer 50l KE	Liter	3,600	1,230	4,428	Warst. Radler 0,25
Grill Restaurant	23.01.02	18.04.02	Sprite 1,0l	Liter	0,900	0,680	0,612	Warst. Radler 0,25
Grill Restaurant	23.01.02	18.04.02	Warsteiner Pils Beer 50l KE	Liter	3,600	1,230	4,428	Warst. Radler 0,25
Grill Restaurant	23.01.02	18.04.02	Warsteiner Pils Beer 50l KE	Liter	19,800	1,230	24,354	Warst. Radler 0,25
Grill Restaurant	23.01.02	18.04.02	Sprite 1,0l	Liter	4,950	0,680	3,366	Warst. Radler 0,25
Grill Restaurant	23.01.02	18.04.02	Diebels Alt Beer 0,33l	Liter	25,410	1,240	31,508	Altbier FL

- **Cost Center Store –** Name of the Cost Center where the goods are reduced.
- **Revenue Date –** Date where the revenue was created.
- **Booking Date –** Date where the revenue was booked.
- **Article –** Article which was reduced from store.
- **Unit –** Unit in which the quantity is displayed.
- **Qty –** reduced quantity.
- **AVE –** Average price.
- **Value –** total value.
- **Product –** Product which was sold.

Article Potential Usage example

Article Potential Usage - Detailed 22-05-2003 11:02

Time Period: 01.01.1990 - 22.05.2003; Cost Center/Store: Holiday Park Hotel (+) ; Detailed.

Cost Center: **Grill Restaurant**

Article	Unit	Product	Revenue Date	Booking Date	QTY	AVE	Value
Jägermeister 1L	Liter	Jägermeister 2cl	23.01.2002	06.02.2002	0,180	9,990	1,798
Warsteiner Pils Beer 50l KEG	Liter	Warst. Radler 0,25	23.01.2002	04.04.2002	11,000	1,230	13,530
Sprite 1,0l	Liter	Warst. Radler 0,25	23.01.2002	04.04.2002	2,750	0,680	1,870

Cost Center: **Blue Paviilon**

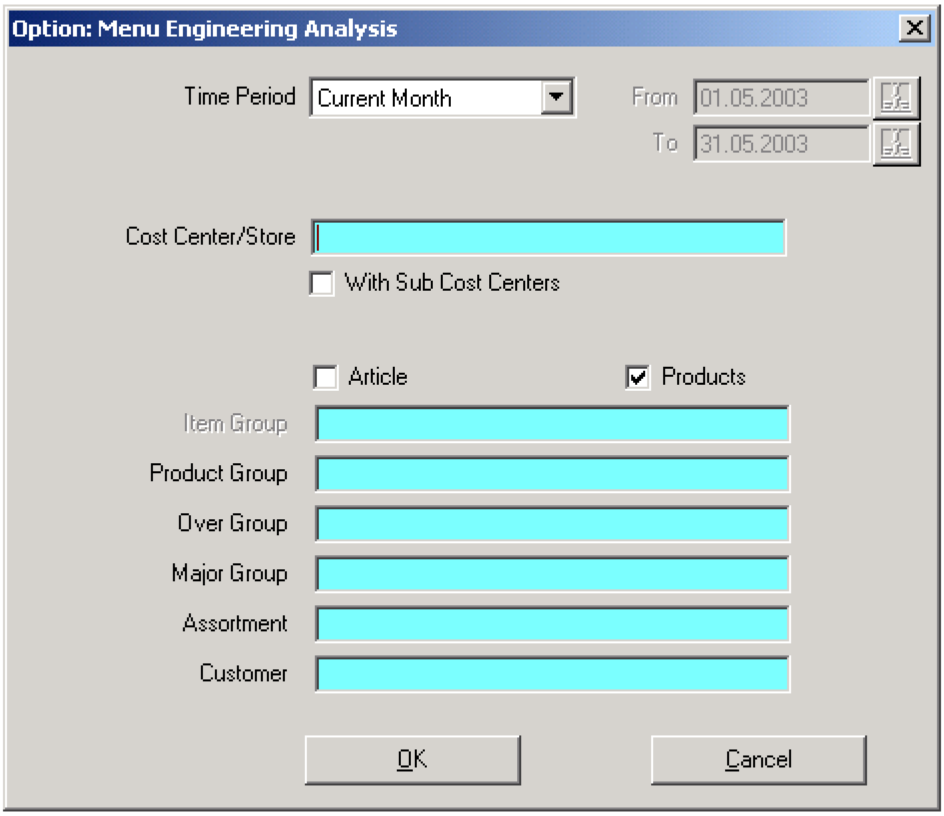
Article	Unit	Product	Revenue Date	Booking Date	QTY	AVE	Value
Coca-Cola 1,0ltr	Liter	Coca Cola 0,2	23.01.2002	04.04.2002	0,200	0,850	0,170
Coca-Cola 1,0ltr	Liter	Coca Cola 0,4	23.01.2002	04.04.2002	0,400	0,850	0,340
Warsteiner Pils Beer 50l KEG	Liter	Warsteiner 0,25	23.01.2002	04.04.2002	0,500	1,230	0,615
Warsteiner Pils Beer 50l KEG	Liter	Warst. Radler 0,25	23.01.2002	04.04.2002	0,400	1,230	0,492
Sprite 1,0l	Liter	Warst. Radler 0,25	23.01.2002	04.04.2002	0,100	0,680	0,068
Diebels Alt Beer 0,33l	Liter	Altbier FL	23.01.2002	04.04.2002	0,660	1,240	0,818
Jägermeister 1L	Liter	Jägermeister 2cl	23.01.2002	04.04.2002	0,180	16,043	2,888

Cost Center: **Grill Restaurant**

MENU ENGINEERING

The *Menu Engineering* list shows you which articles made the most revenue or achieved the highest contribution margin. The results can help you analyze your food and beverage menus and initiate sales producing measures.

Options Description



- **Time Period –** Select the time period to be displayed –
  - **All Data –** Displays all entries from the first entry up to today
  - **Current Businessyear –** Displays all entries for the current business year (see *System | Configuration*).
  - **Current Year –** Displays all entries from January 1 of the current year until today
  - **Current Month –** Displays all entries from the first day of the current month until today
  - **Year before –** Displays all of last year's entries
  - **Month before –** Displays all of last month's entries
  - **User defined –** Displays all entries for a user-defined time period
- **From** – Enter the from date using the calendar button
- **To** – Enter the to date using the calendar button
- **Sales Location –** Select the sales cost center to display.
- **With Sub Cost Centers –** The sales cost center is displayed along with its sub cost centers if this option is enabled.
- **Article –** Enable this option if the list should be based on articles.
- **Product –** Display all products (recipes).
- **Item Group –** If you selected the **Article** option, you can select an item group to display here.
- **Product Group –** Select a product group.
- **Over Group –** Select an over group to display.
- **Major Group –** Select a major group.
- **Assortment –** Select a sales assortment.
- **Customer –** Select a customer (request module only).

Table Description

Menu Engineering Analysis

File Edit Production Master Data Help

Taxes

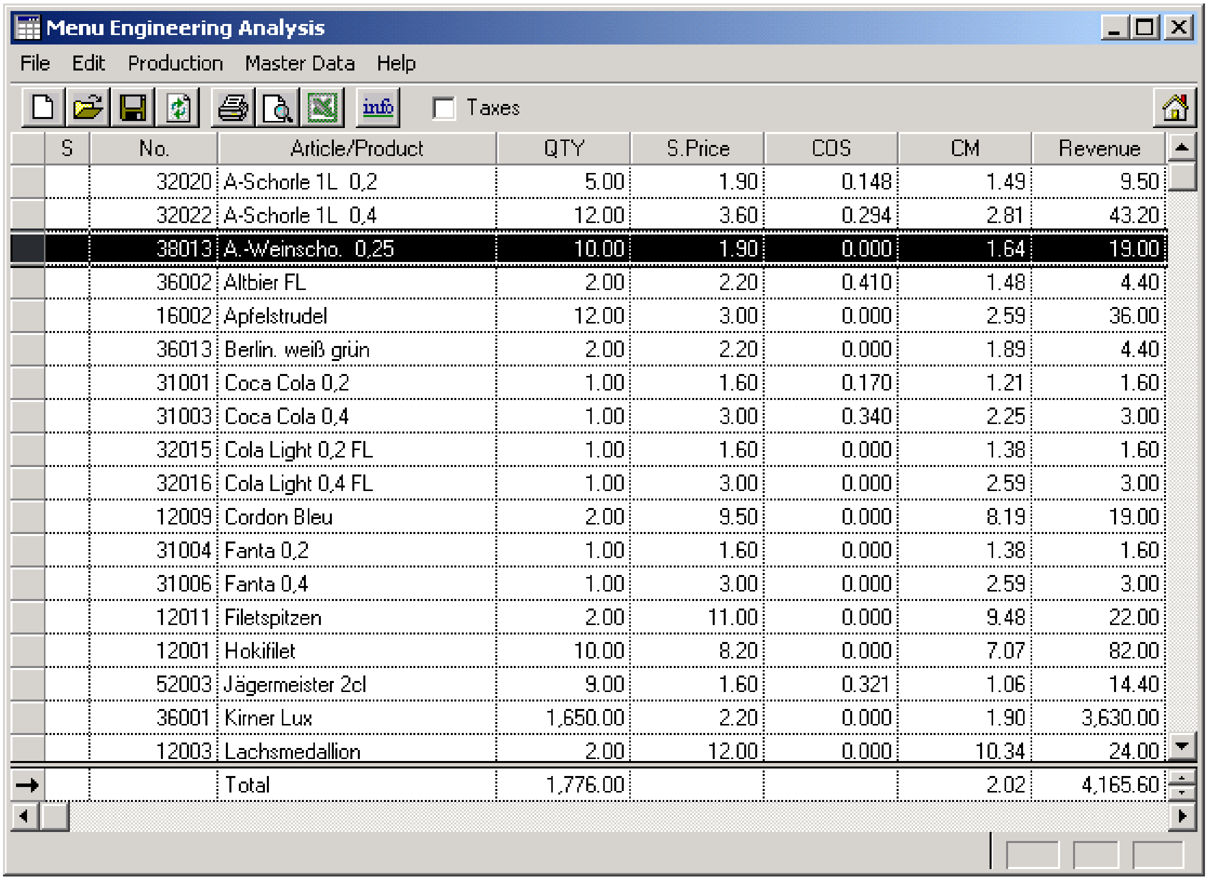
S	No.	Article/Product	QTY	S.Price	COS	CM	Revenue
	32020	A-Schorle 1L 0,2	5.00	1.90	0.148	1.49	9.50
	32022	A-Schorle 1L 0,4	12.00	3.60	0.294	2.81	43.20
	38013	A.-Weinscho. 0,25	10.00	1.90	0.000	1.64	19.00
	36002	Altbier FL	2.00	2.20	0.410	1.48	4.40
	16002	Apfelstrudel	12.00	3.00	0.000	2.59	36.00
	36013	Berlin. weiß grün	2.00	2.20	0.000	1.89	4.40
	31001	Coca Cola 0,2	1.00	1.60	0.170	1.21	1.60
	31003	Coca Cola 0,4	1.00	3.00	0.340	2.25	3.00
	32015	Cola Light 0,2 FL	1.00	1.60	0.000	1.38	1.60
	32016	Cola Light 0,4 FL	1.00	3.00	0.000	2.59	3.00
	12009	Cordon Bleu	2.00	9.50	0.000	8.19	19.00
	31004	Fanta 0,2	1.00	1.60	0.000	1.38	1.60
	31006	Fanta 0,4	1.00	3.00	0.000	2.59	3.00
	12011	Filetspitzen	2.00	11.00	0.000	9.48	22.00
	12001	Hokifilet	10.00	8.20	0.000	7.07	82.00
	52003	Jägermeister 2cl	9.00	1.60	0.321	1.06	14.40
	36001	Kirner Lux	1,650.00	2.20	0.000	1.90	3,630.00
	12003	Lachsmedallion	2.00	12.00	0.000	10.34	24.00
		Total	1,776.00			2.02	4,165.60

- **Article/Product –** Name of the article or product.
- **QTY –** Sold quantity of the article within the defined time period.
- **S. Price –** Gross sales price.
- **COS –** Cost of sales price according to recipe.
- **CM –** Article's contribution margin at net sales price.
- **Revenue –** Total gross sales price.
- **COS Total –** Total potential cost of sales.
- **CM Total –** Expected contribution total for the sold quantity.
- **COS Total % –** Potential cost of sales in percent.
- **Sales Mix –** Total sold quantity of the article in relation to the total amount of all sold articles, in percent.
- **Classification**
  - **Grouping of articles by** – Sorts articles by stars, plow horses, puzzles, and dogs.
  - **Stars** – high margins, high sales
  - **Plow Horses** – high sales, low margins
  - **Puzzles** – high margins, low sales
  - **Dogs** – low margins, low sales

If the contribution margin is below the average contribution margin of all articles, it is rated low.

In all reports the menu engineering and cost analyses can be printed. In the cost analysis sales are classified based on the cost of sales, in the menu engineering analysis sales are classified based on costing margin and sales quantities.

By double-clicking on an article you can simulate changes in sales and view the effects on, for example, price changes.



S	No.	Article/Product	QTY	S.Price	COS	CM	Revenue
	32020	A-Schorle 1L 0,2	5.00	1.90	0.148	1.49	9.50
	32022	A-Schorle 1L 0,4	12.00	3.60	0.294	2.81	43.20
	38013	A.-Weinscho. 0,25	10.00	1.90	0.000	1.64	19.00
	36002	Altbier FL	2.00	2.20	0.410	1.48	4.40
	16002	Apfelstrudel	12.00	3.00	0.000	2.59	36.00
	36013	Berlin. weiß grün	2.00	2.20	0.000	1.89	4.40
	31001	Coca Cola 0,2	1.00	1.60	0.170	1.21	1.60
	31003	Coca Cola 0,4	1.00	3.00	0.340	2.25	3.00
	32015	Cola Light 0,2 FL	1.00	1.60	0.000	1.38	1.60
	32016	Cola Light 0,4 FL	1.00	3.00	0.000	2.59	3.00
	12009	Cordon Bleu	2.00	9.50	0.000	8.19	19.00
	31004	Fanta 0,2	1.00	1.60	0.000	1.38	1.60
	31006	Fanta 0,4	1.00	3.00	0.000	2.59	3.00
	12011	Filetspitzen	2.00	11.00	0.000	9.48	22.00
	12001	Hokifilet	10.00	8.20	0.000	7.07	82.00
	52003	Jägermeister 2cl	9.00	1.60	0.321	1.06	14.40
	36001	Kirner Lux	1,650.00	2.20	0.000	1.90	3,630.00
	12003	Lachsmedallion	2.00	12.00	0.000	10.34	24.00
		Total	1,776.00			2.02	4,165.60

- **Calculating Schema**
  - **Constant Price** Only the sold quantities can be changed.
  - **Constant QTY –** Another sales price can be simulated.
  - **Constant Contribution –** Quantity and sales price can be changed.

If other quantities or prices are simulated for articles, these articles are marked in the table and report with an asterisk.

Menu engineering example

Menu Engineering 14-05-2003 10:56

Holiday Park Hotel (+)
From 01.01.1990 to 14.05.2003

	Product	Sal. Qty	Sal Price	Pot COS	Pot Contrib.	Gross Rev.	Pot COS Tot.	Pot Contr. Tot	Sales-Mix %	C1	C2	Classif
	1/2 Avocado	1.107,00	5,16	0,00	4,45	5.711,00	0,00	4.923,28	1,84%	L	H	Star
	Blancschorle 0,25	979,00	2,70	0,00	2,33	2.643,30	0,00	2.278,71	1,63%	L	H	Star
	Batida 2cl	1.035,00	2,50	0,00	2,16	2.587,50	0,00	2.230,60	1,72%	L	H	Star
*	Blattsalat mit roten Zw.	1.200,00	8,00	0,00	6,90	9.600,00	0,00	8.280,00	2,00%	L	H	Star
	Blütenpool	945,00	3,00	0,00	2,59	2.835,00	0,00	2.443,97	1,57%	L	H	Star
	Warsteiner 0,5	4.080,00	3,67	0,00	3,16	14.974,00	0,00	12.908,62	6,78%	L	H	Star
	Blanc 0,2	979,00	3,20	0,00	2,76	3.132,80	0,00	2.700,69	1,63%	L	H	Star
	Bananensplit	1.025,00	4,20	0,00	3,62	4.305,00	0,00	3.711,21	1,70%	L	H	Star
	A-Schorle 1L 0,4	1.705,00	3,59	0,29	2,81	6.117,60	501,61	4.772,18	2,83%	H	H	Star
	Apfelstrudel	1.025,00	3,00	0,00	2,59	3.075,00	0,00	2.650,86	1,70%	L	H	Star
	Blue Lagune	945,00	2,90	0,00	2,50	2.740,50	0,00	2.362,50	1,57%	L	H	Star
	Apfelsaft 1L 0,2	1.805,00	2,20	0,18	1,72	3.965,90	321,29	3.097,59	3,00%	H	H	Plowhorse
	B. Lemon 1L 0,2	979,00	2,40	0,00	2,07	2.349,60	0,00	2.025,52	1,63%	L	H	Plowhorse
	A-Schorle 1L 0,2 664	1.012,00	1,90	0,00	1,64	1.922,80	0,00	1.657,59	1,68%	L	H	Plowhorse
	B. Lemon 1L FREI	506,00	0,27	0,00	0,23	135,00	0,00	116,38	0,84%	L	H	Plowhorse
	Apfelmus	1.046,00	1,70	0,00	1,47	1.778,20	0,00	1.532,93	1,74%	L	H	Plowhorse
	2 Kl. Schweinerücken	520,00	1,49	0,00	1,28	774,00	0,00	667,24	0,86%	L	H	Plowhorse
	Apfelwein 0,25	1.023,00	2,20	0,00	1,90	2.250,60	0,00	1.940,17	1,70%	L	H	Plowhorse
	Ballantines 2cl	1.344,00	2,20	0,12	1,78	2.957,40	163,57	2.385,91	2,23%	L	H	Plowhorse
	A-Schorle 1L 0,3 660	1.032,00	2,00	0,00	1,72	2.064,00	0,00	1.779,31	1,72%	L	H	Plowhorse

Results

The Results module delivers the control reports for business management.

COST CENTER COMPARISON

In this module you can see the results for all cost centers within the selected cost center in comparison. The results can be views consolidated or per cost center.

Important

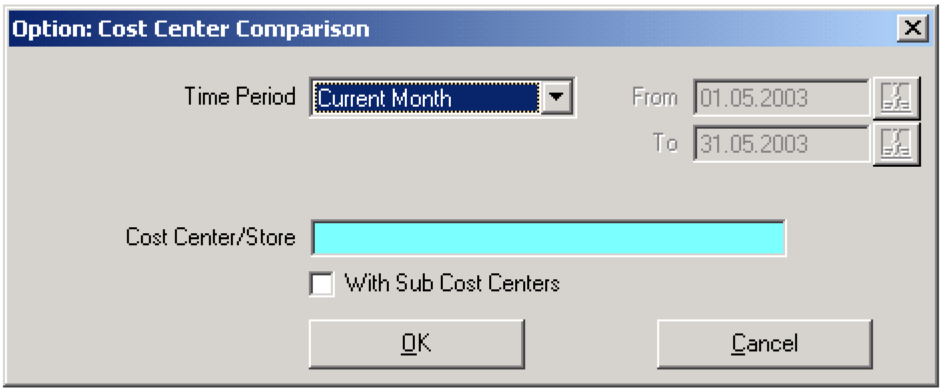
- To use *Cost Center Comparison*, the user right **Cost Center Comparison** under *Results* must be active.

Caution

You should first update results using *System* | *Data Administration* | *Refresh Result* before you run reports in the *Results* module.

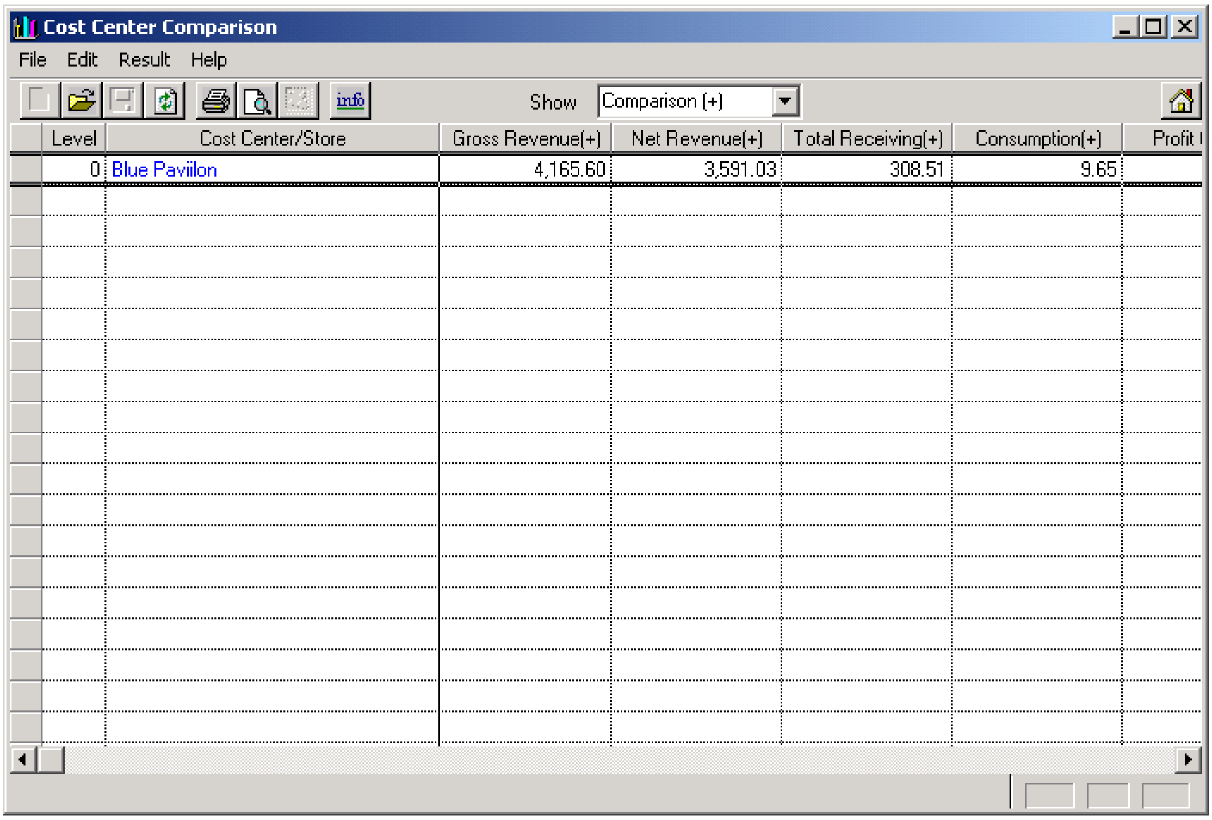
After double-clicking on the Cost Center Comparison shortcut, the following form displays:

Form Description



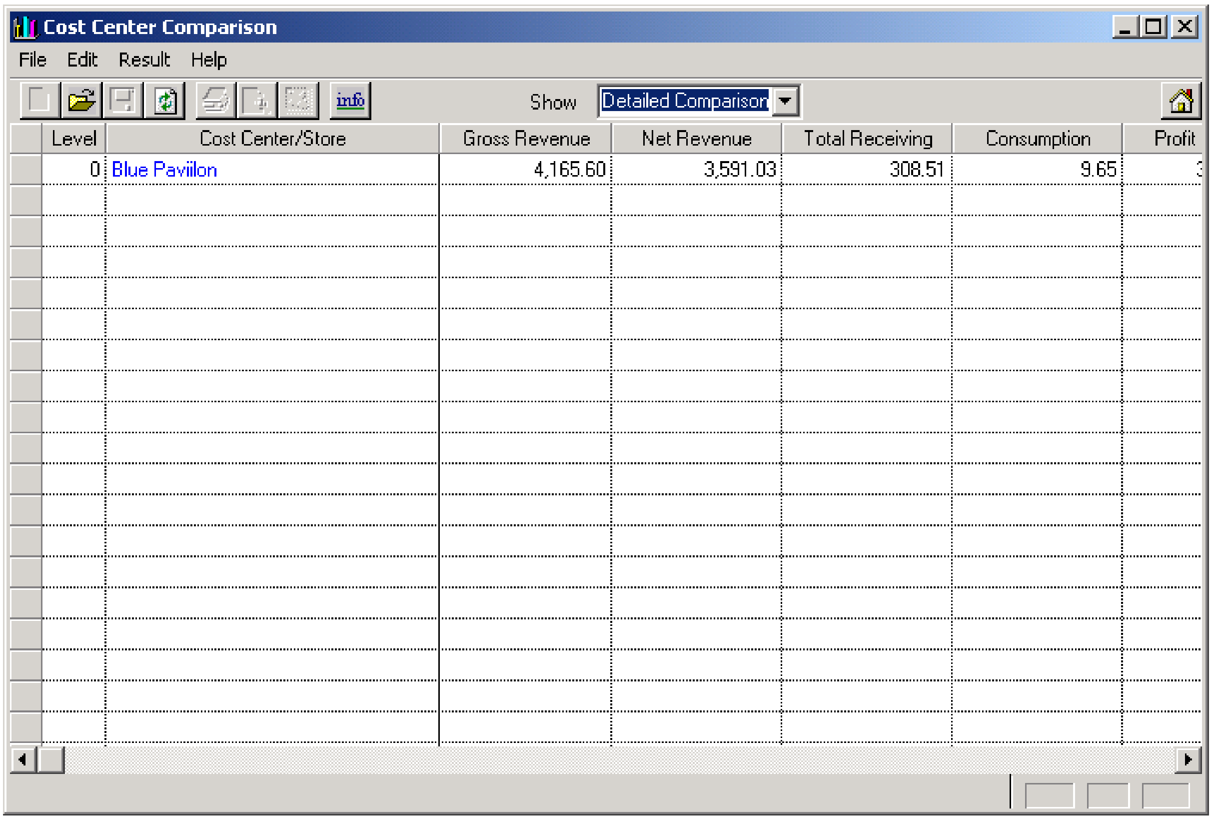
- **Time Period –** Select the time period to be displayed –
  - **All Data –** Displays all entries from the first entry up to today
  - **Current Business year –** Displays all entries for the current business year (see System | Configuration)
  - **Current Year –** Displays all entries from January 1 of the current year until today
  - **Current Month –** Displays all entries from the first day of the current month until today
  - **Year before –** Displays all of last year's entries
  - **Month before –** Displays all of last month's entries
  - **User defined –** Displays all entries for a user-defined time period
- **From** – Enter the from date using the calendar button
- **To** – Enter the to date using the calendar button
- **Cost Center/Store –** Select the cost center/store to display.
- **With Sub Cost Centers –** The cost center is displayed along with its sub cost centers if this option is enabled.

Compressed Table Description



- **Show**
  - **Comparison (+)** = Sums are displayed per super ordinate cost center.
  - **Detailed Comparison** = No sums for sub cost centers are displayed in the super ordinate cost centers.
- **Table**
- **Level –** Displays the hierarchy level of the cost center. 0 means that it is at the highest level in the hierarchy (see also *Master Data | Cost Centers/Stores*).
- Cost Center/Store – Cost center name.
- **Gross Revenue –** Cost center's gross total, i.e. the sum per super ordinate cost center.
- **Net Revenue –** Cost center's net total of the cost center, i.e. the sum per super ordinate cost center.
- **Total Receiving –** Purchasing and Transfers from and to this store.
- **Consumption –** Consumption depends on the cost center's definition (store or cost center in master data). The consumption is derived from inventory discrepancies, other usage, and potential cost of sales.
- **Profit Cont. –** Contribution margin (net revenue minus consumption).
- **Expenses –** Costs below contribution margin 1; the bookings that were booked through an expense item group.

Detailed Table Description



- **Show**
  - **Comparison (+)** = Sums are displayed per super ordinate cost center.
  - **Detailed Comparison** = No sums for sub cost centers are displayed in the super ordinate cost centers.
- **Table**
- **Level –** Displays the hierarchy level of the cost center. 0 means that it is at the highest level in the hierarchy (see also *Master Data* | *Cost Centers/Stores*).
- Cost Center/Store – Cost center name.
- **Gross Revenue –** Cost center's gross total, i.e. the sum per super ordinate cost center.
- **Net Revenue –** Cost center's net total of the cost center, i.e. the sum per super ordinate cost center.
- **Total Receiving –** Purchasing and Transfers from and to this store.
- **Consumption –** Consumption depends on the cost center's definition (store or cost center in master data). The consumption is derived from inventory discrepancies, other usage, and potential cost of sales.
- **Profit Cont. –** Contribution margin (net revenue minus consumption).
- **Expenses – Costs** below contribution margin 1; the bookings that were booked through an expense item group.
- **Other Usage –**Usage that was booked through depletion.
- **Inv. Diff. –** Inventory discrepancies according to stock taking.
- **POT COS –** Calculated cost of sales through POS bookings.
- **Purchase –** Goods received according to bookings.
- **Transfers** – Transfers between stores.

DAILY COST

Daily cost control of your businesses cost centers.

Important

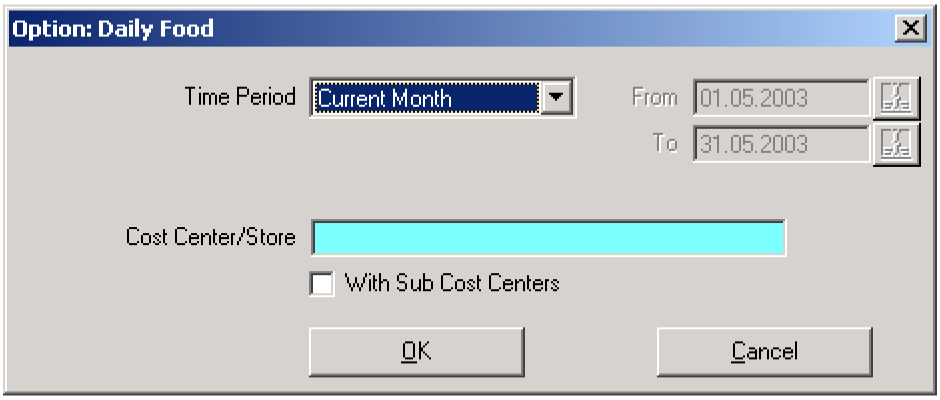
- To use the *Daily Cost* module the **Daily Food** right under *Results* must be active.

Caution

You should first update results using *System* | *Data Administration* | *Refresh Result* before you run reports in the *Results* module.

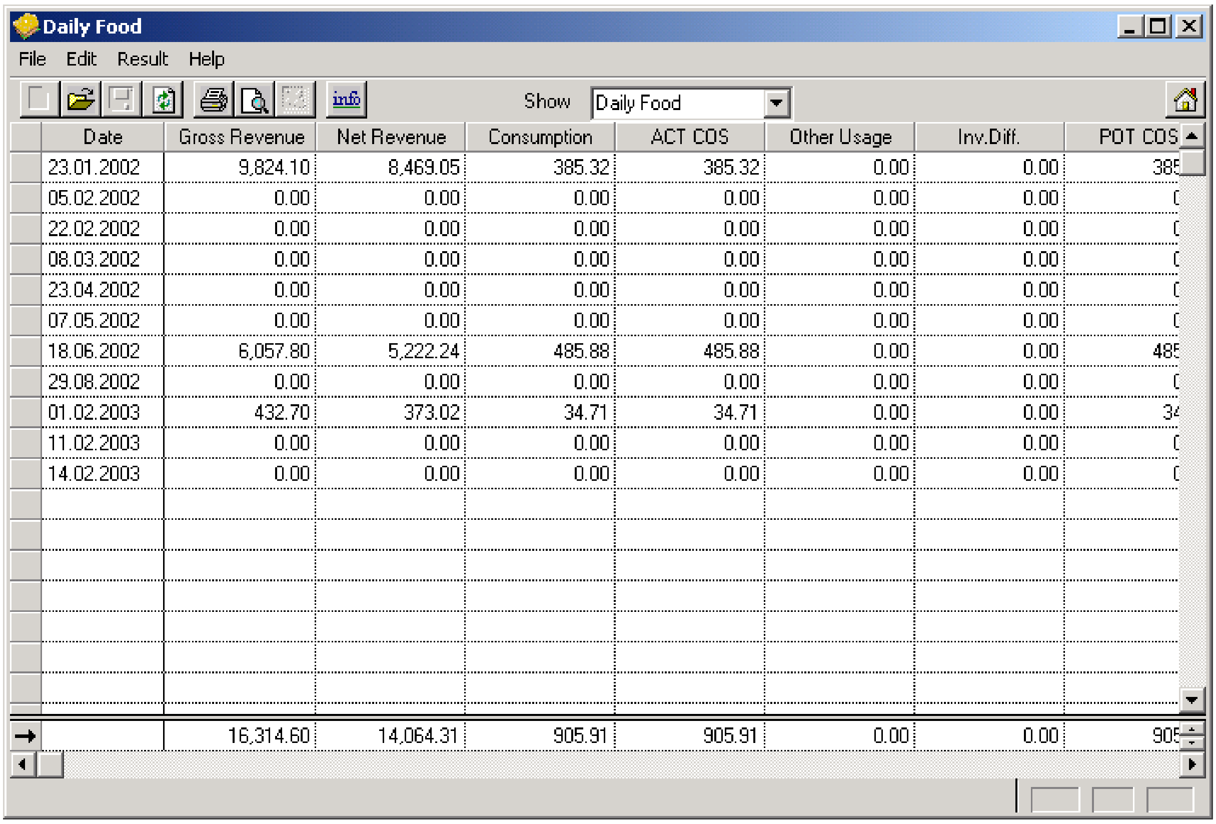
Double-click on the **Daily Cost** shortcut. The following form displays:

Form Description



- **Time Period –** Select the time period to be displayed –
  - **All Data –** Displays all entries from the first entry up to today
  - **Current Business year –** Displays all entries for the current business year (see *System | Configuration*)
  - **Current Year –** Displays all entries from January 1 of the current year until today
  - **Current Month –** Displays all entries from the first day of the current month until today
  - **Year before –** Displays all of last year's entries
  - **Month before –** Displays all of last month's entries
  - **User defined –** Displays all entries for a user-defined time period
- **From** – Enter the from date using the calendar button
- **To** – Enter the to date using the calendar button
- **Cost Center/Store –** Select the cost center/store to display.
- **Cost Center/Store –** Select the cost center/store to display.
- **With Sub Cost Centers –** The cost center is displayed along with its sub cost centers if this option is enabled.

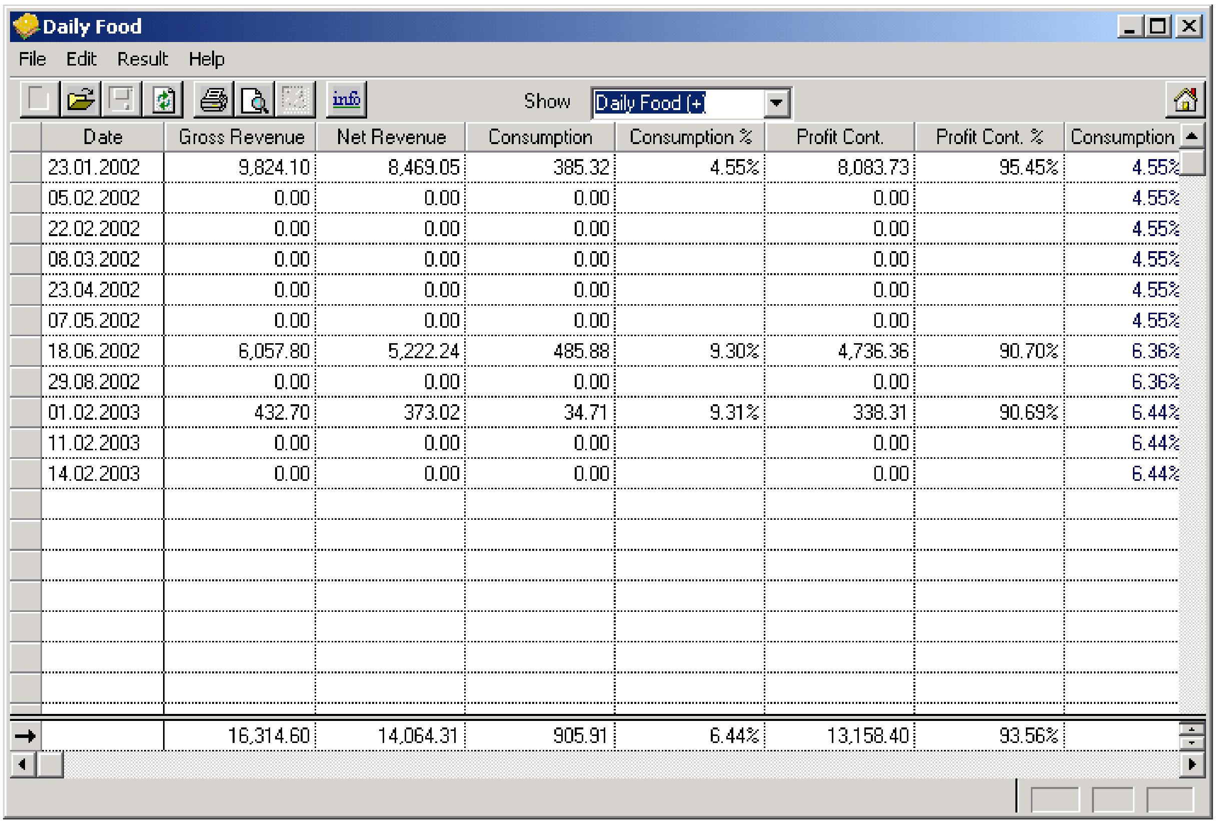
Daily Food Table



Date	Gross Revenue	Net Revenue	Consumption	ACT COS	Other Usage	Inv.Diff.	POT COS
23.01.2002	9,824.10	8,469.05	385.32	385.32	0.00	0.00	385
05.02.2002	0.00	0.00	0.00	0.00	0.00	0.00	0
22.02.2002	0.00	0.00	0.00	0.00	0.00	0.00	0
08.03.2002	0.00	0.00	0.00	0.00	0.00	0.00	0
23.04.2002	0.00	0.00	0.00	0.00	0.00	0.00	0
07.05.2002	0.00	0.00	0.00	0.00	0.00	0.00	0
18.06.2002	6,057.80	5,222.24	485.88	485.88	0.00	0.00	485
29.08.2002	0.00	0.00	0.00	0.00	0.00	0.00	0
01.02.2003	432.70	373.02	34.71	34.71	0.00	0.00	34
11.02.2003	0.00	0.00	0.00	0.00	0.00	0.00	0
14.02.2003	0.00	0.00	0.00	0.00	0.00	0.00	0
→	16,314.60	14,064.31	905.91	905.91	0.00	0.00	905

- **Date –** Date of the displayed revenue and expenses.
- **Gross Revenue –** Day's gross total according to the POS and recorded sales.
- Net Revenue – Net Total
- **Consumption –** Consumption depends on the cost center's definition (store or cost center in master data). The consumption is derived from inventory discrepancies, other usage, and potential cost of sales.
- **ACT COS –** Inventory discrepancy plus potential cost of sales
- **Other Usage –** Usage that was booked through withdrawals.
- **Inv. Diff. –** Inventory discrepancies according to stock taking.
- **POT COS –** Calculated cost of sales through POS bookings.
- **Total Receiving –** Purchasing and Transfers from and to this store.
- **Purchase –** Goods received according to bookings.
- **Transfers** – Transfers between stores.

Daily Food (+) Table



Date	Gross Revenue	Net Revenue	Consumption	Consumption %	Profit Cont.	Profit Cont. %	Consumption
23.01.2002	9,824.10	8,469.05	385.32	4.55%	8,083.73	95.45%	4.55%
05.02.2002	0.00	0.00	0.00		0.00		4.55%
22.02.2002	0.00	0.00	0.00		0.00		4.55%
08.03.2002	0.00	0.00	0.00		0.00		4.55%
23.04.2002	0.00	0.00	0.00		0.00		4.55%
07.05.2002	0.00	0.00	0.00		0.00		4.55%
18.06.2002	6,057.80	5,222.24	485.88	9.30%	4,736.36	90.70%	6.36%
29.08.2002	0.00	0.00	0.00		0.00		6.36%
01.02.2003	432.70	373.02	34.71	9.31%	338.31	90.69%	6.44%
11.02.2003	0.00	0.00	0.00		0.00		6.44%
14.02.2003	0.00	0.00	0.00		0.00		6.44%
	16,314.60	14,064.31	905.91	6.44%	13,158.40	93.56%	

- **Date –** Date of the displayed revenue and expenses.
- **Gross Revenue –** Day's gross total according to the POS and recorded sales.
- Net Revenue – Net Total
- **Consumption –** Consumption depends on the cost center's definition (store or cost center in master data). The consumption is derived from inventory discrepancies, other usage, and potential cost of sales.
- **Consumption % –** Consumption percent towards the net total.
- **Profit Cont. –** Profit contribution 1.
- **Profit Cont. % –** Profit contribution in percent towards the net total.
- **Consumption % (+) –** Consumption percent of the net total, accumulated over days.
- **Profit Cont. (+) –** Profit contribution accumulated over days.
- **Profit Cont. % (+) –** Profit contribution to the net total, accumulated over days.

GROUP ANALYSIS

In Group Analysis you can create the standard evaluation of a short-term income statement, comparison of revenue and usage, contribution margins, mark-ups, also in percent of the net total. In addition to the usages, various detailed results of different calculation methods for consumption can be displayed.

Important

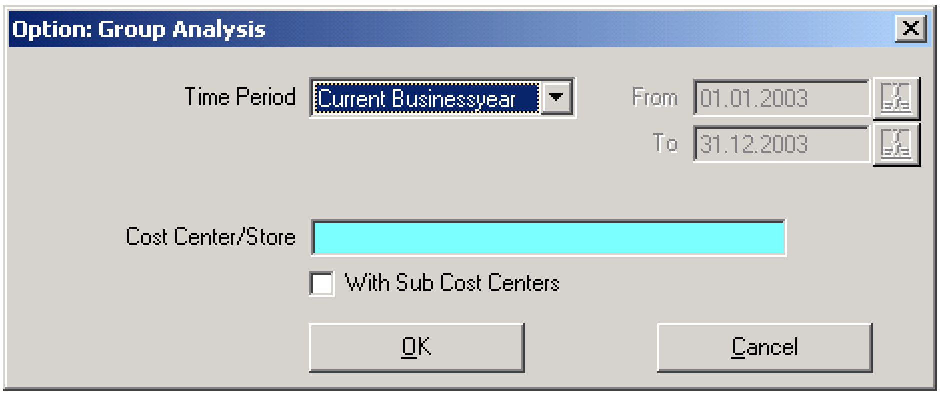
To use the *Group Analysis* module the user right **Group Analysis** under *Results* must be active.

Caution

You should first update results using *System* | *Data Administration* | *Refresh Result* before you run reports in the *Results* module.

Double-click on the Group Analysis shortcut. The following form displays:

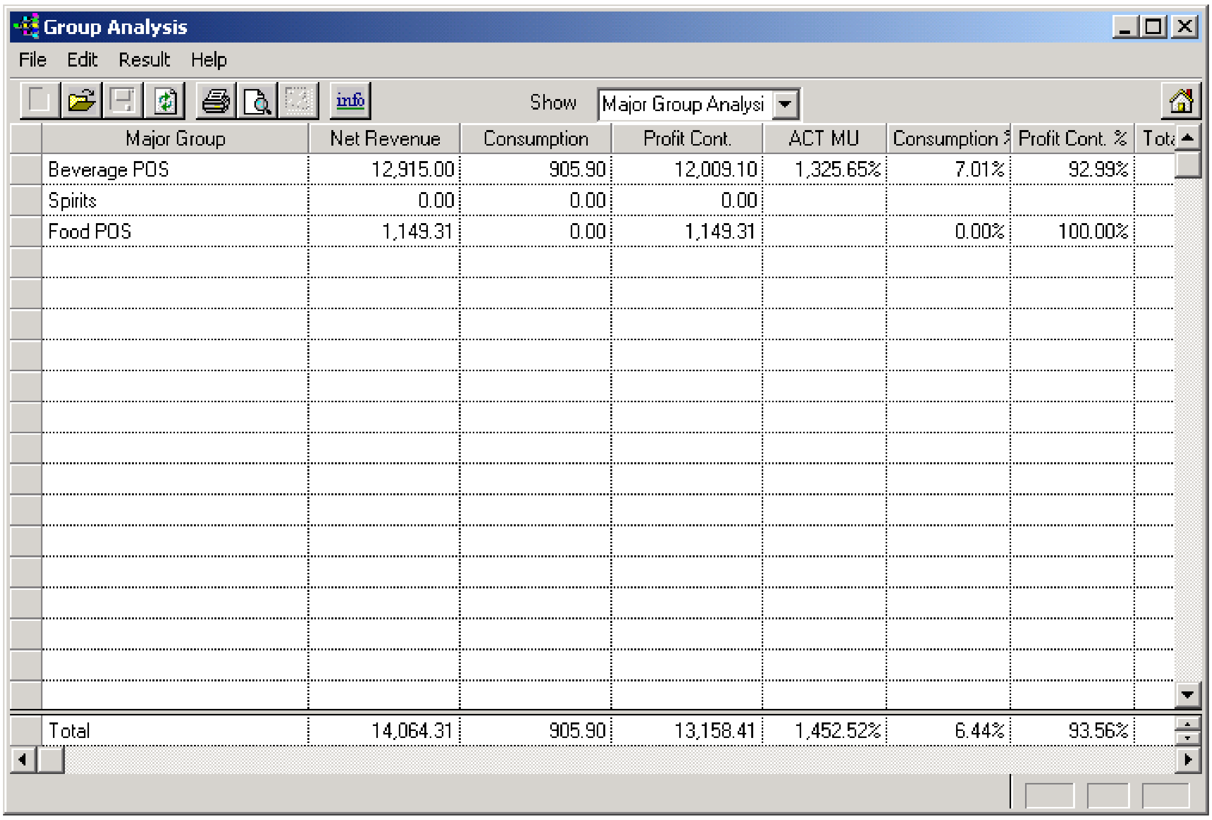
Form Description



- **Time Period –** Select the time period to be displayed –
  - **All Data –** Displays all entries from the first entry up to today
  - **Current Business year –** Displays all entries for the current business year (see *System | Configuration*)
  - **Current Year –** Displays all entries from January 1 of the current year until today
  - **Current Month –** Displays all entries from the first day of the current month until today
  - **Year before –** Displays all of last year's entries
  - **Month before –** Displays all of last month's entries
  - **User defined –** Displays all entries for a user-defined time period
- **From** – Enter the from date using the calendar button
- **To** – Enter the to date using the calendar button
- **Cost Center/Store –** Select the cost center/store to display.
- **Cost Center/Store –** Select the cost center/store to display.
- **With Sub Cost Centers –** The cost center is displayed along with its sub cost centers if this option is enabled.

To call individual reports, click on the ▼ next to **Show** and select an analysis.

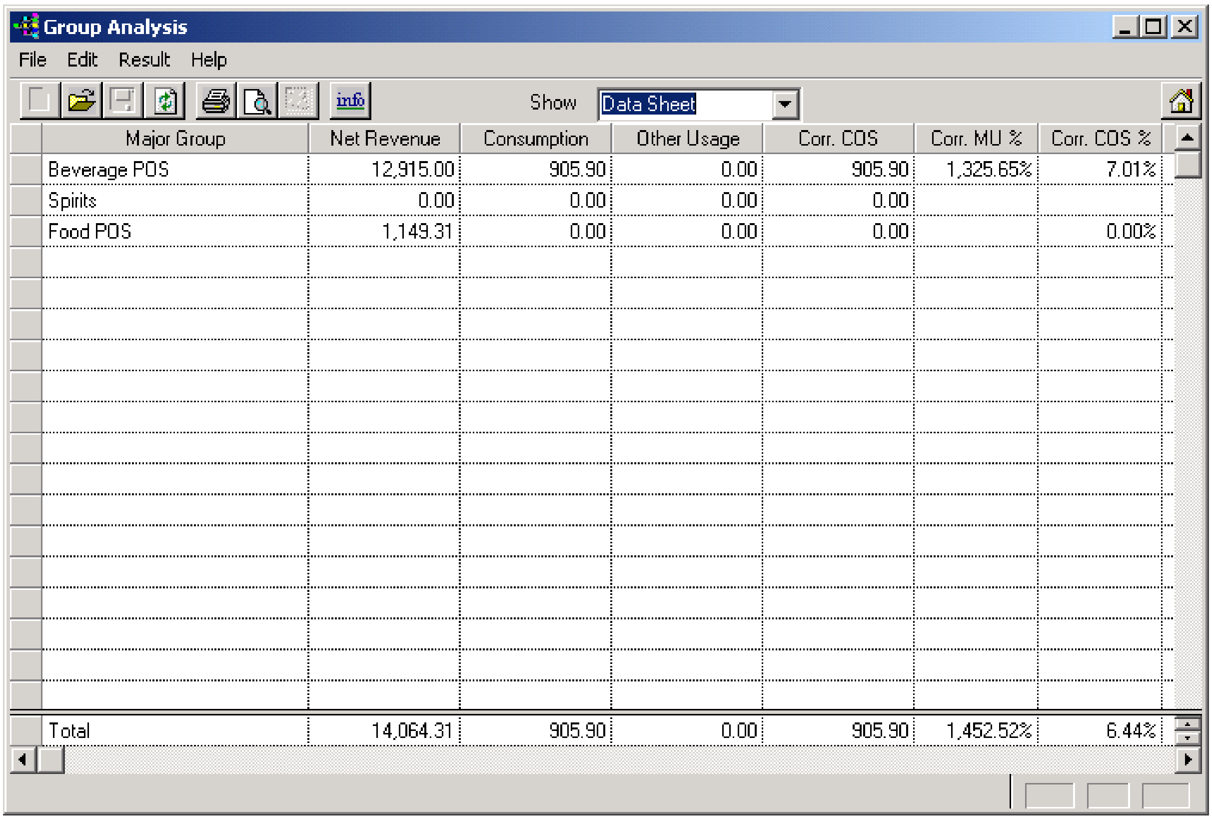
Major Group Analysis Table



Major Group	Net Revenue	Consumption	Profit Cont.	ACT MU	Consumption %	Profit Cont. %	Tot
Beverage POS	12,915.00	905.90	12,009.10	1,325.65%	7.01%	92.99%	
Spirits	0.00	0.00	0.00				
Food POS	1,149.31	0.00	1,149.31		0.00%	100.00%	
Total	14,064.31	905.90	13,158.41	1,452.52%	6.44%	93.56%	

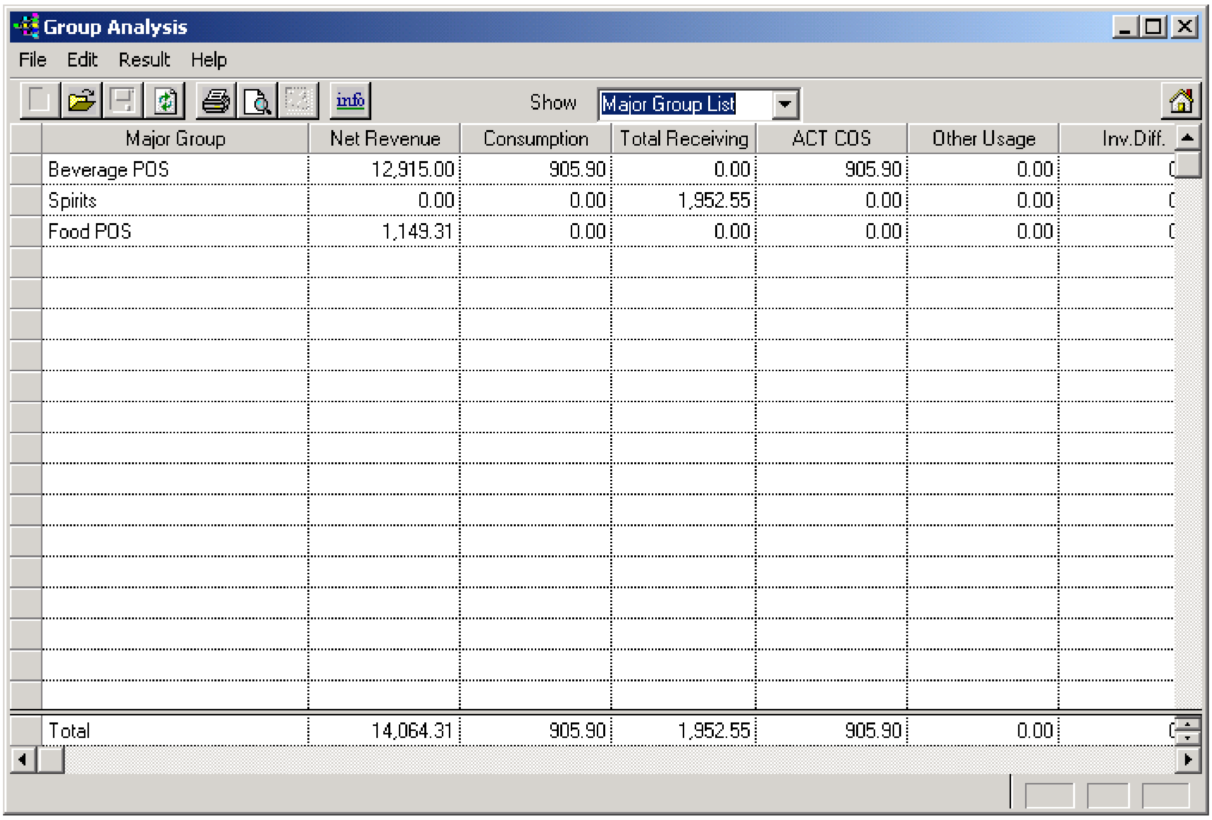
- **Major Group** – Group name.
- **Net Revenue** – Major group's net total.
- **Consumption** – Group's contribution total according to cost center/store definition.
- **Profit Cont.** – Profit contribution.
- **ACT MU** – Mark up in percent to consumption.
- **Consumption %** – Consumption in percent of net total.
- **Profit Cont.%** – Profit contribution in percent of net total.
- **Total Receiving** – Total purchases and transfers.
- **ACT COS** – Actual cost of sales through sales with inventory discrepancy correction.

Data Sheet Table



- **Major Group** – Group name.
- **Net Revenue** – Major group's net total.
- **Consumption** – Group's contribution total according to cost center/store definition.
- **Other Usage –** Usage that was booked through depletion (waste).
- **Corr. COS –** Corrected cost of sales; consumption minus usual consumption.
- **Corr. MU % –** Mark-up in percent to the corrected cost of sales to receive the net sales price, based on consumption calculation in view of the inventory discrepancy and other usages.
- **Corr. COS % –** Actual cost of sales in percent of the net total after considering *Other Usage*.
- **Inv. Diff. –** Inventory discrepancies according to stock taking.
- **POT COS –** Calculated cost of sales through POS bookings.
- **POT MU –** Mark-up in percent to the potential cost of sales that were calculated through POS bookings.

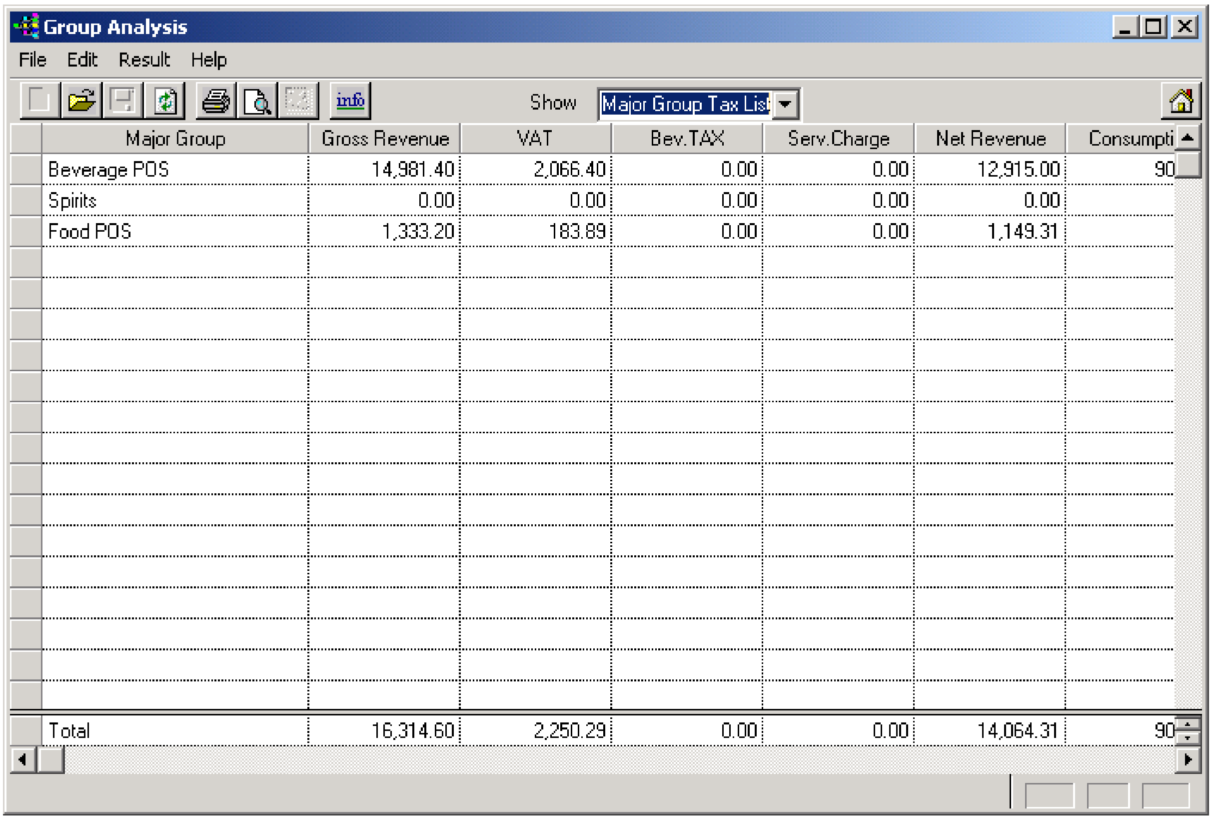
Major Group List Table



Major Group	Net Revenue	Consumption	Total Receiving	ACT COS	Other Usage	Inv.Diff.
Beverage POS	12,915.00	905.90	0.00	905.90	0.00	[illegible]
Spirits	0.00	0.00	1,952.55	0.00	0.00	[illegible]
Food POS	1,149.31	0.00	0.00	0.00	0.00	[illegible]
Total	14,064.31	905.90	1,952.55	905.90	0.00	[illegible]

- **Major Group** – Group name.
- **Net Revenue** – Major group’s net total.
- **Consumption** – This groups consumption according to cost center/store definition.
- **Total Receiving** – Total purchases and transfers.
- **ACT COS** – Cost of sales according to stocktaking, potential cost of sales, and other usage.
- **Other Usage** – Usage that was booked through depletion (waste).
- **Inv. Diff.** – Inventory discrepancies according to stocktaking.
- **Purchase** – Packing slip bookings of this group into the appropriate store.
- **POT COS** – Calculated cost of sales through POS bookings based on recipes.
- **Transfers** – Transfers between stores.

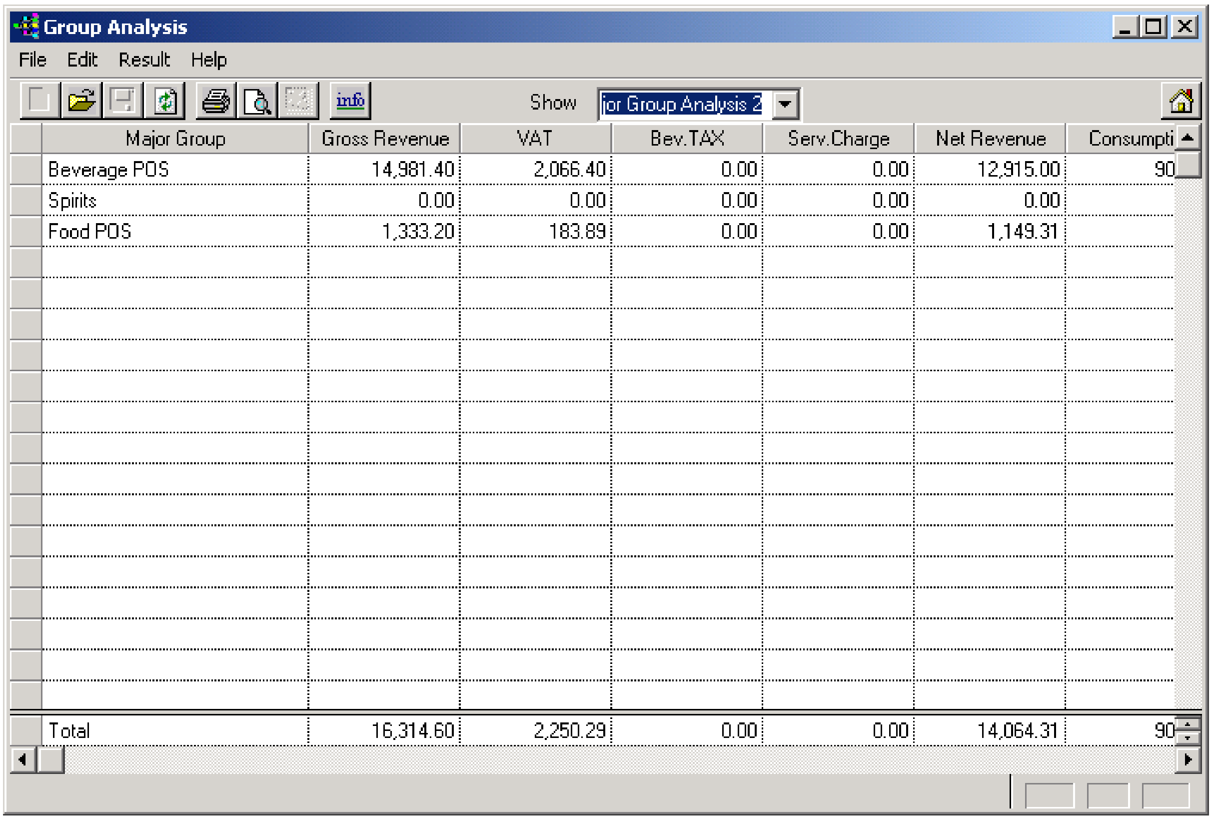
Major Group Tax List Table



Major Group	Gross Revenue	VAT	Bev.TAX	Serv.Charge	Net Revenue	Consumpti
Beverage POS	14,981.40	2,066.40	0.00	0.00	12,915.00	90
Spirits	0.00	0.00	0.00	0.00	0.00	
Food POS	1,333.20	183.89	0.00	0.00	1,149.31	
Total	16,314.60	2,250.29	0.00	0.00	14,064.31	90

- **Major Group** – Group name.
- **Gross Revenue** – Major group's revenue
- **VAT** – VAT tax contained in the gross revenue
- **Bev. TAX** – Beverage tax contained in the gross total.
- **Serv. Charge** – Service charge contained in the gross total.
- **Net Revenue** – Major group's net total.
- **Consumption** – Group's consumption according to cost center/store definition.
- **Profit Cont.** – Profit contribution 1 in the group.
- **ACT MU** – Mark up in percent to consumption.

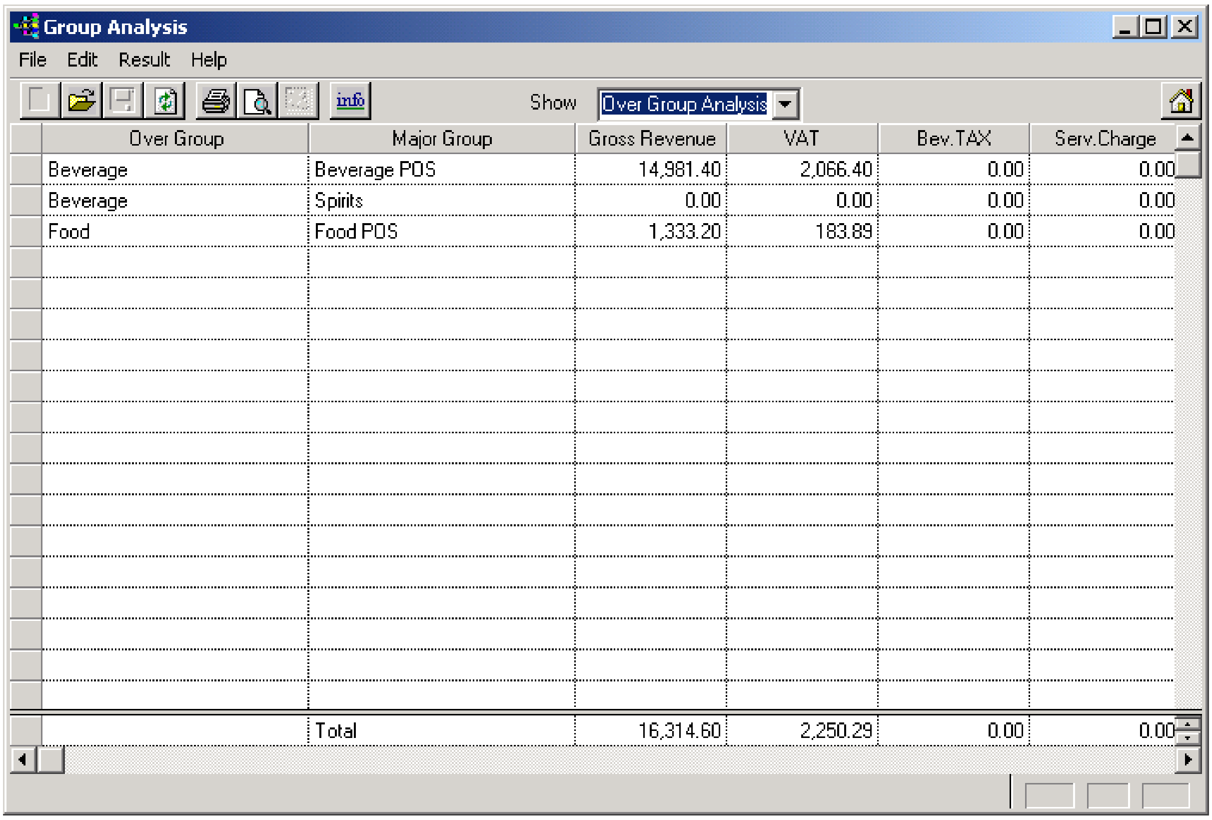
Major Group Analysis 2



Major Group	Gross Revenue	VAT	Bev.TAX	Serv.Charge	Net Revenue	Consumpti
Beverage POS	14,981.40	2,066.40	0.00	0.00	12,915.00	90
Spirits	0.00	0.00	0.00	0.00	0.00	
Food POS	1,333.20	183.89	0.00	0.00	1,149.31	
Total	16,314.60	2,250.29	0.00	0.00	14,064.31	90

- **Major Group** – Group name.
- **Gross Revenue** – Major group's revenue
- **VAT** – VAT tax contained in the gross revenue
- **Bev. TAX** – Beverage tax contained in the gross total.
- **Serv. Charge** – Service charge contained in the gross total.
- **Net Revenue** – Major group's net total.
- **Consumption** – Group's consumption according to cost center/store definition.
- **Profit Cont**. – Profit contribution 1 in the group.
- **ACT MU** – Mark up in percent to consumption.
- **Profit Cont.%** – Profit contribution in percent of net sales price
- **Inv. Diff**. – Inventory discrepancies.
- **POT MU –** Mark-up in percent to the potential cost of sales that were calculated through POS bookings.
- **Purchase –** Goods received according to packing slips.

Over Group Analysis



Over Group	Major Group	Gross Revenue	VAT	Bev.TAX	Serv.Charge
Beverage	Beverage POS	14,981.40	2,066.40	0.00	0.00
Beverage	Spirits	0.00	0.00	0.00	0.00
Food	Food POS	1,333.20	183.89	0.00	0.00
	Total	16,314.60	2,250.29	0.00	0.00

- **Over Group –** The over group that the major group is assigned to.
- Major Group – Group name.
- **Gross Revenue –** Major group's revenue
- **VAT –** VAT tax contained in the gross revenue
- **Bev. TAX –** Beverage tax contained in the gross total.
- **Serv. Charge –** Service charge contained in the gross total.
- **Net Revenue –** Major group's net total.
- **Consumption –** Group's consumption according to cost center/store definition.
- **Profit Cont. –** Profit contribution 1 in the group.
- **ACT MU –** Mark up in percent to consumption.
- **Profit Cont.% –** Profit contribution in percent of net sales price
- **Inv.Diff –** Inventory discrepancies.
- **POT MU –** Mark-up in percent to the potential cost of sales that were calculated through POS bookings.
- **Purchase –** Goods received according to packing slips.

MAJOR GROUP LISTS

Major Group lists display purchases, transfers, and other usage for each major group by cost center/store.

Important

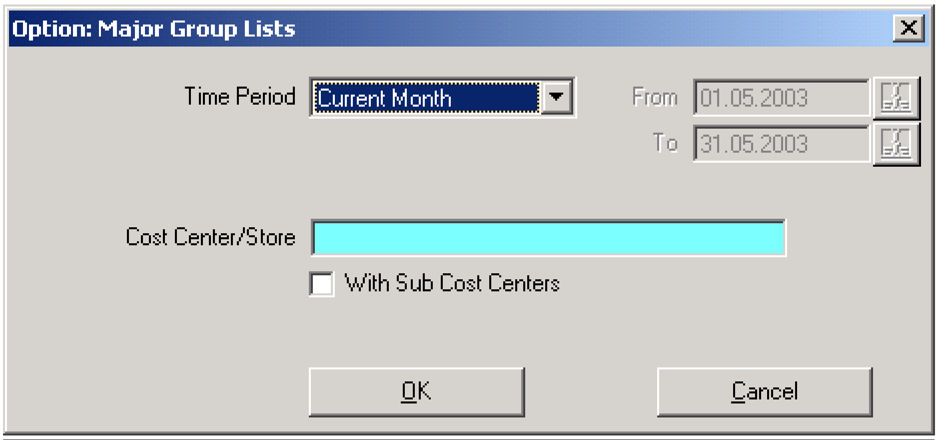
- To use this module the user right **Major Group List** under *Results* must be active.

Caution

You should first update results using *System* | *Data Administration* | *Refresh Result* before you run reports in the *Results* module.

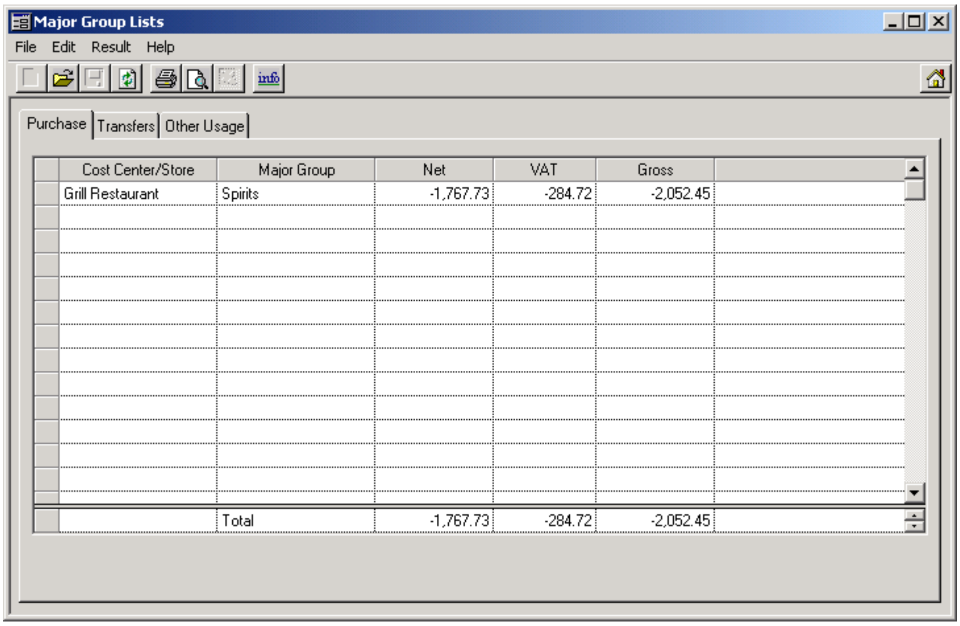
To open the tables, click on the button. The following form displays prompting you for a selection of individual purchase, transfer, or consumption lists.

Form Description



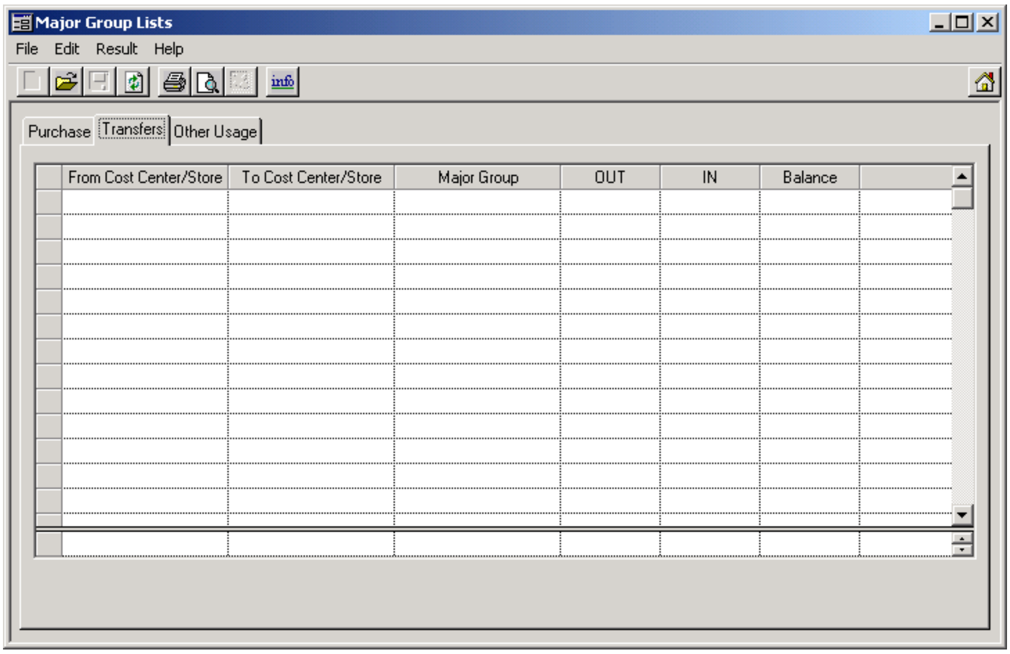
- **Time Period –** Select the time period to be displayed –
  - **All Data –** Displays all entries from the first entry up to today
  - **Current Business year –** Displays all entries for the current business year (see *System | Configuration*)
  - **Current Year –** Displays all entries from January 1 of the current year until today
  - **Current Month –** Displays all entries from the first day of the current month until today
  - **Year before –** Displays all of last year's entries
  - **Month before –** Displays all of last month's entries
  - **User defined –** Displays all entries for a user-defined time period
- **From** – Enter the from date using the calendar button
- **To** – Enter the to date using the calendar button
- **Cost Center/Store –** Select the cost center/store to display.
- **Cost Center/Store –** Select the cost center/store to display.
- **With Sub Cost Centers –** The cost center is displayed along with its sub cost centers if this option is enabled.

Purchase Table Description



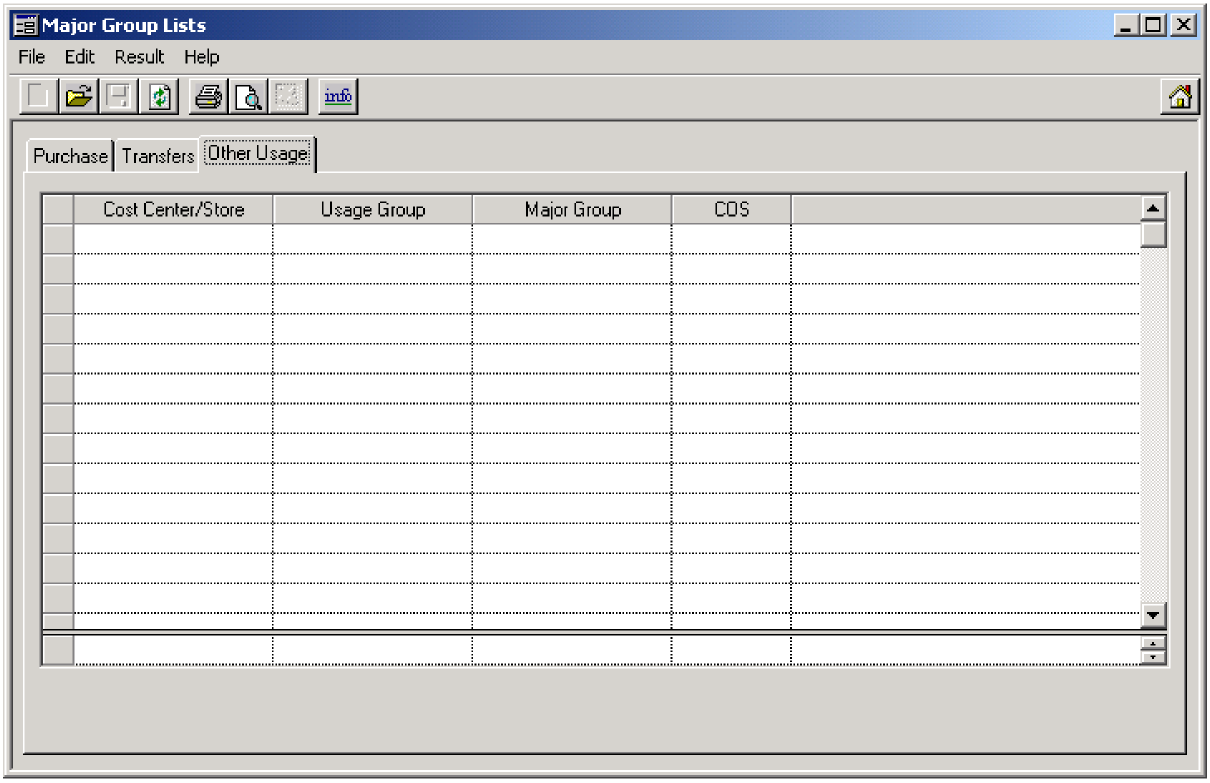
- **Cost Center/Store –** Name of the selected cost center and included sub cost centers.
- Major Group – Group name.
- **Net –** Net purchase of this cost center for this major group.
- **VAT –** Tax amount.
- **Gross –** Gross purchase amount.

Transfers Table Description



- **From Cost Center/Store** – Selected cost center.
- **To Cost Center/Store** – Receiving or transferring cost center
- **Major Group** – Group name.
- **OUT** – Sum of the transferred articles, based on the transferring store's average price.
- **IN** – Sum of the received articles.
- **Balance – Total** charge or credit to this store.

Other Usage Table



- **Cost Center/Store –** Selected cost center.
- **Usage Group –** Group of other usage (depletion).
- Major Group – Group name.
- **COS –** Credit to the group according to the net average price.

F&B RESULT

In this module you can view the results for all cost centers under the selected cost center in comparison. Results can be displayed by per cost center or cumulative.

Important

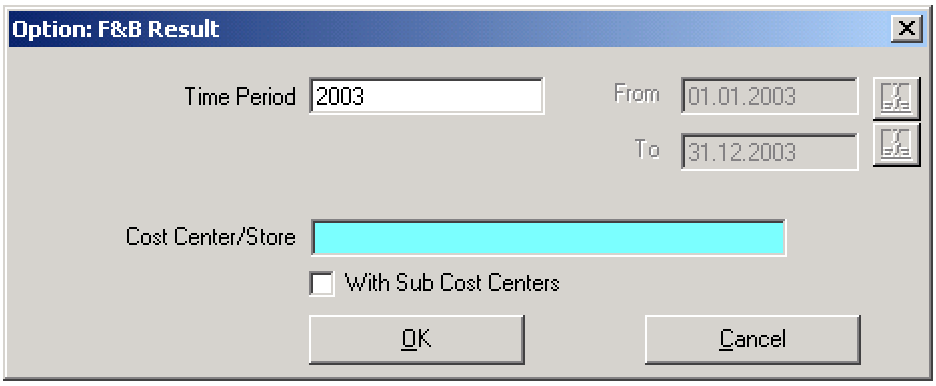
To use the *F&B Result* function, the user right **F&B Result** under *Result* must be active.

Caution

You should first update results using *System* | *Data Administration* | *Refresh Result* before you run reports in the *Results* module.

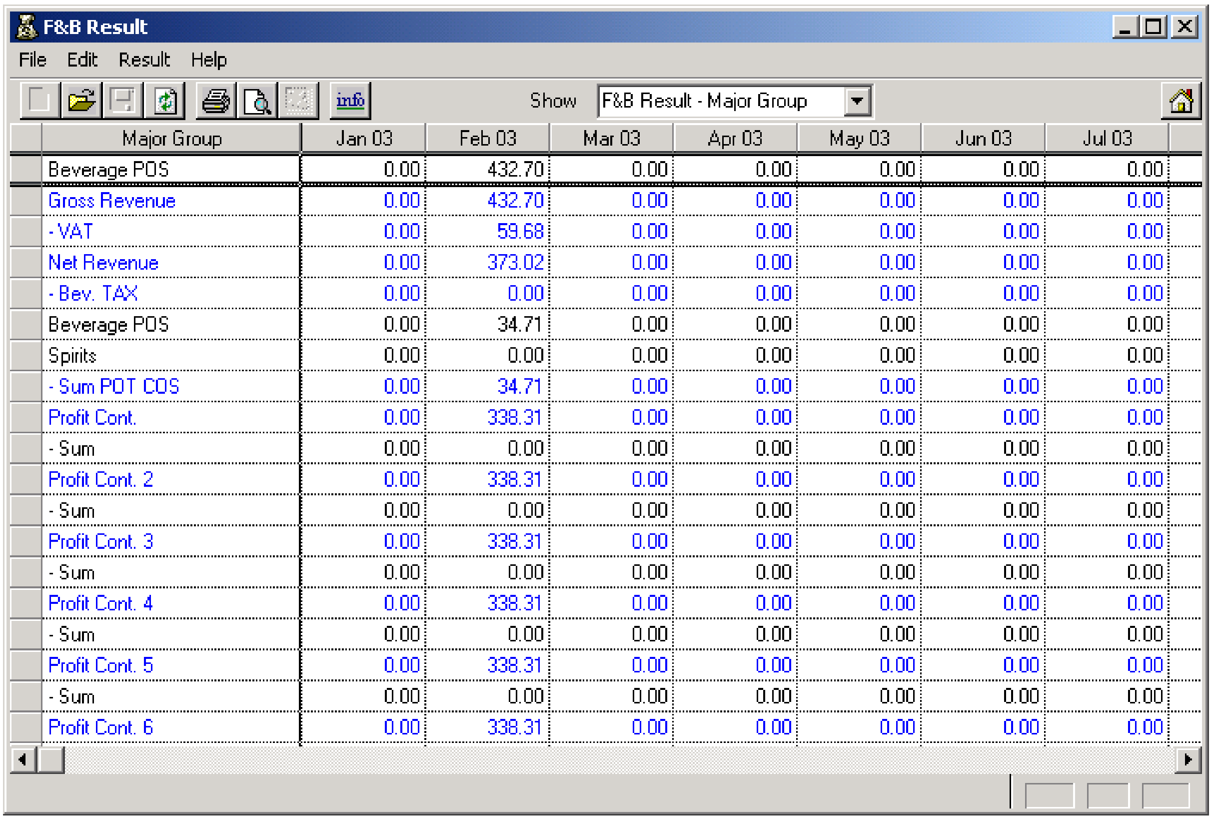
To open the tables, click on the  button. The following form displays:

Form Description



- **Time Period –** Select the time period to be displayed –
  - **All Data –** Displays all entries from the first entry up to today
  - **Current Business year –** Displays all entries for the current business year (see *System | Configuration*)
  - **Current Year –** Displays all entries from January 1 of the current year until today
  - **Current Month –** Displays all entries from the first day of the current month until today
  - **Year before –** Displays all of last year's entries
  - **Month before –** Displays all of last month's entries
  - **User defined –** Displays all entries for a user-defined time period
- **From** – Enter the from date using the calendar button
- **To** – Enter the to date using the calendar button
- **Cost Center/Store –** Select the cost center/store to display.
- **With Sub Cost Centers –** The cost center is displayed along with its sub cost centers if this option is enabled.

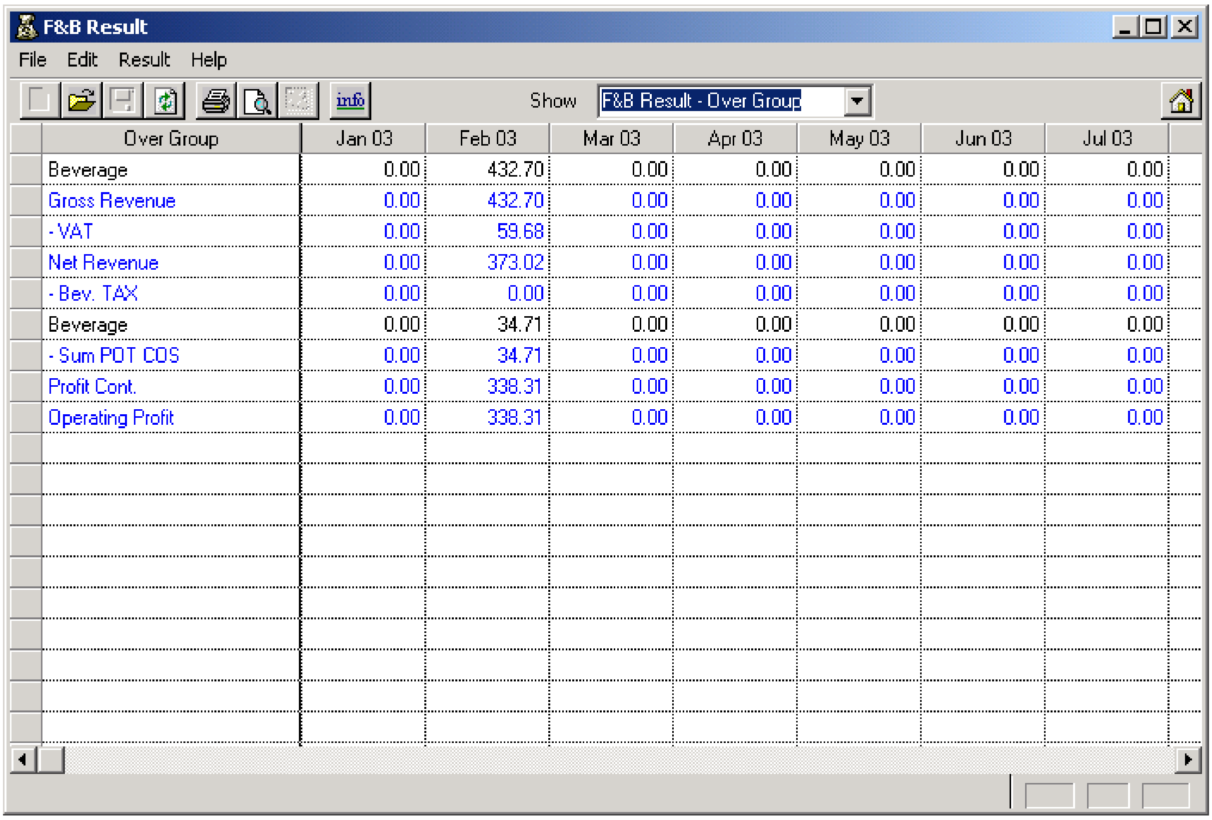
Major Group Table Description



Major Group	Jan 03	Feb 03	Mar 03	Apr 03	May 03	Jun 03	Jul 03
Beverage POS	0.00	432.70	0.00	0.00	0.00	0.00	0.00
Gross Revenue	0.00	432.70	0.00	0.00	0.00	0.00	0.00
- VAT	0.00	59.68	0.00	0.00	0.00	0.00	0.00
Net Revenue	0.00	373.02	0.00	0.00	0.00	0.00	0.00
- Bev. TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beverage POS	0.00	34.71	0.00	0.00	0.00	0.00	0.00
Spirits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
- Sum POT COS	0.00	34.71	0.00	0.00	0.00	0.00	0.00
Profit Cont.	0.00	338.31	0.00	0.00	0.00	0.00	0.00
- Sum	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Profit Cont. 2	0.00	338.31	0.00	0.00	0.00	0.00	0.00
- Sum	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Profit Cont. 3	0.00	338.31	0.00	0.00	0.00	0.00	0.00
- Sum	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Profit Cont. 4	0.00	338.31	0.00	0.00	0.00	0.00	0.00
- Sum	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Profit Cont. 5	0.00	338.31	0.00	0.00	0.00	0.00	0.00
- Sum	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Profit Cont. 6	0.00	338.31	0.00	0.00	0.00	0.00	0.00

- **Major Group –** List of major groups that have been booked to this store.
- **Months –** Displays the months in the business year.
- **Year –** Sum of the year.
- **Gross Revenue –** Sum of the major group revenues to total gross total of the month.
- **VAT –** Sum of VAT tax.
- **Net Revenue –** Total net total.
- **Bev. TAX –** Sum of beverage tax.
- **Sum POT COS –** Sum of expenses according to cost center definitions and by assignment of articles to the profit contribution.
- Profit Cont. – Profit contribution 1 (Net Revenue minus the costs of Profit Contribution 1)
- **Profit Cont.2 to Profit Cont.6 –** List of major groups that have been assigned to Profit Contributions 1 to 6 (see *Master Data | Major Groups*).

Over Group Table Description



Over Group	Jan 03	Feb 03	Mar 03	Apr 03	May 03	Jun 03	Jul 03
Beverage	0.00	432.70	0.00	0.00	0.00	0.00	0.00
Gross Revenue	0.00	432.70	0.00	0.00	0.00	0.00	0.00
- VAT	0.00	59.68	0.00	0.00	0.00	0.00	0.00
Net Revenue	0.00	373.02	0.00	0.00	0.00	0.00	0.00
- Bev. TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beverage	0.00	34.71	0.00	0.00	0.00	0.00	0.00
- Sum POT COS	0.00	34.71	0.00	0.00	0.00	0.00	0.00
Profit Cont.	0.00	338.31	0.00	0.00	0.00	0.00	0.00
Operating Profit	0.00	338.31	0.00	0.00	0.00	0.00	0.00

- **Over Group –** List of over groups based on the assigned major groups.
- **Months –** Displays the months in the business year.
- **Year –** Sum of the year.
- **Gross Revenue –** Sum of revenues to total gross total of the month.
- **VAT –** Sum of VAT tax.
- **Net Revenue –** Total net total.
- **Bev. TAX –** Sum of beverage tax.
- **Sum POT COS –** Sum of expenses according to cost center definitions and by assignment of articles to the profit contribution.
- Profit Cont. – Profit contribution 1 (Net Revenue minus the costs of Profit Contribution 1)
- Operating Profit – Sum of revenue minus Profit Cont. 1 to Profit Cont. 6.
- **Sum POT COS –** Sum of expenses according to cost center definitions and by assignment of articles to the profit contribution.
- Profit Cont. – Profit contribution 1 (Net Revenue minus the costs of Profit Contribution 1)
- Operating Profit – Sum of revenue minus Profit Contribution 1 to Profit Contribution 2