Portal User Guide

Configuring Inventory and Procurement

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Contents

Configuring inventory and procurement for your company

You can configure the way the Portal procurement operates to best suit your company's processes. Some configurations are applied across all sites within a company, while other configurations can be made specific only to a site.

> **Note:** If you are setting up your company for the first time, you may want to step through each configuration screen in Company Maintenance individually and configure each setting as you go, using each section's documentation to learn what the configuration settings do. However, many of the Portal configurations interact with each other, and a configuration on one screen may affect how a configuration on a different screen functions. This procedure groups the configurations by how they affect your company, and will help you configure your Portal consistently, even though the steps require switching between several configuration screens.

To configure procurement for your company:

1. Configure your item maintenance defaults used when new items are created.

   See *Configuring inventory options for your company* on page 43.

2. Configure your item variations and additional information fields including:
   - The labels used for item variations or fashions such as colour, size and style.
   - How the fashion variations interact.
   - The labels used for additional information.

   See *Configuring additional information fields for your company* on page 89.

   Also see *Configuring item variation labels for your company* on page 87.

3. Configure your procurement workflow, including
   - Portal Data Interchange with other companies.
   - Automatic price matrix and supplier updates after stock receipts.
   - Pallet scanning and carton tracking.
   - Automatic pack expansion.

   See *Configuring the procurement workflow of your company* on page 8.

4. Configure the security of your procurement processes, including:
   - Controlled requisitions or purchase orders.
   - Cost-editing when ordering.
   - Ordering from warehouse and direct debtor suppliers.
   - Item and stock maximums.

- Inter-branch transfer processes.

See *Configuring the procurement security for your company* on page 7.

5. Configuring the letterheads and appearance of your requisitions, purchase orders and stock receipts.

   See *Configuring document letterheads for your company* on page 13.

6. Configure the site-specific settings for each site within your company

   See *Configuring inventory and procurement for your site* on page 139.

Configuring the procurement security for your company

You can configure some of the security aspects of procurement in the Portal to control how much freedom staff members have to do things. More freedom may streamline your procurement process and make it faster and simpler, but it gives less protection against staff making mistakes.

You can configure whether:

- Requisitions and purchase orders should be authorised by Head Office before being finalised.

  See *Controlling requisitions and purchase orders* on page 17.

- Sites should be able to order more than the maximum units of an item in a requisition.

  See the **Obey Max** field in *Configuring requisition options for your company* on page 71

- Sites should be able to edit the cost of an item in a requisition.

  See the **Allow Cost Edit** field in *Configuring requisition options for your company* on page 71.

  > **Note:** This configuration can be overridden on a per-site basis, and also configured for warehouse and direct debit (DSD) suppliers. See the **DSD - Allow Cost Edit** and **Warehouse - Allow Cost Edit** fields in *Configuring purchase order options for your site* on page 165.

- Individual sites may order from debtor suppliers (DSD) or only from the warehouse.

  See the **Warehouse - Allowed All** field in *Configuring purchase order options for your site* on page 165.

- Also see *Configuring supplier types for your sites* on page 85.

  > **Note:** This configuration is per-site, not company-wide.

Configuring the procurement workflow of your company

You can configure the Portal to use a certain workflow to make the procurement process for your organisation either simpler and more streamlined, or more controlled and secure.

At its simplest, you can maintain procurement by simply receipting all stock as it comes in, without tracking purchase orders or requisitions. If you want more control and auditing in your procurement process, you can require a process of requisition through to purchase orders and then stock receipts.

> **Note:** As stock receipts, requisitions and purchase orders can only be created and edited by Portal users with appropriate permissions, you can use permissions to ensure the workflow is followed by the majority of your staff, but can be overridden by specific staff if required. For example, normal staff may only be able to create requisitions, but your Purchasing Officer can directly create a purchase order if necessary.

Requisitions

For more information on using requisitions, see *Managing requisitions*.

If you do not want to use requisitions, you can skip to the sections below. You can control whether:

- Requisitions must be authorised by Head Office before they can be finalised.

  See the **Controlled Requisition** field in *Configuring requisition options for your company* on page 71.

  Also see *Controlling requisitions and purchase orders* on page 17.

Purchase orders

For more information on using purchase orders, see *Managing purchase orders*.

If you do not want to use purchase orders, you can skip to the sections below. You can control whether:

- Items must be present in a contract to be ordered from a supplier.

  See **Force Item In Contract - Orders** in *Configuring creditor contracts for your site* on page 144.

  > **Note:** This option is only relevant if you are using creditor contracts, and must be configured on a per-site basis, not company-wide.

- Items are ordered as packs or individual units.

  See *Configuring packs for your site* on page 159.

- Purchase orders must be authorised by Head Office before they can be finalised.

  See the **Controlled PO** field in *Configuring purchase orders for your company* on page 67.

  Also see *Controlling requisitions and purchase orders* on page 17.

- Purchase orders are automatically created from finalised requisitions.

  See the **Auto PO** field in *Configuring requisition options for your company* on page 71.

- Multiple requisitions can be combined into a group purchase order.

  See the **Group PO** field in *Configuring requisition options for your company* on page 71.

- Automatic purchase orders are created on a sell-on, order-one basis.

  See the **Sales Only for Automatics** field in *Configuring purchase orders for your company* on page 67.

  Note: This is configured on a per-site basis, not company-wide.

- Purchase orders can be created directly by scanning items with a PDT, or the scanned items held for approval first if you want more oversight in the creation of purchase orders.

  See the **PDT to PO** field in *Configuring purchase order options for your site* on page 165.

Stock receipts

For more information on using stock receipts, see *Managing stock receipts*.

You can control whether:

- Multiple purchase orders can be received with a single stock receipt.

  See the **Single PO per Receipt** field in *Configuring stock receipting options for your site* on page 168.

- Items are received as packs or individual units.

  See *Configuring packs for your site* on page 159.

- Items can only be received if they were ordered, or only the quantity of items ordered can be received.

  See the **Items Must Have Been Ordered** field in *Configuring stock receipting options for your site* on page 168.

Also see the **Quantity Allowed to be > than Ordered** field in *Configuring stock receipting options for your site* on page 168.

> **Note:** This is configured on a per-site basis, not company-wide, and must be configured for both Warehouse receipts and direct supply from debtors (DSD) receipts.

- Items that were supplied but not ordered must be included in a contract to be received or returned.

  See the **Force Item In Contract** fields in *Configuring creditor contracts for your site* on page 144

> **Note:** This option is only relevant if you are using creditor contracts, and must be configured on a per-site basis, not company-wide.

- Stock receipts are streamlined by automatically filling in the quantity ordered as the quantity received.

  See the **Verify Order** field in *Configuring stock receipting options for your site* on page 168.

> **Note:** This is configured on a per-site basis, not company-wide, and must be configured for both Warehouse receipts and direct supply from debtors (DSD) receipts.

- Default suppliers for items are automatically updated from supplier stock receipts.

  See the **Skip Supplier Update** field in *Configuring stock receipts for your company* on page 78.

- Item retail prices are automatically recalculated when receipted cost changes.

  See the **Update Retail on Cost Change** field in *Configuring stock receipting options for your site* on page 168.

> **Note:** This is configured on a per-site basis, not company-wide.

- Contract prices are automatically updated from stock receipts.

  See the **Update Cost of Contract in Receipts** field in *Configuring creditor contracts for your site* on page 144.

> **Note:** This option is only relevant if you are using creditor contracts, and must be configured on a per-site basis, not company-wide.

- Labels can be automatically printed after stock receipts.

See the **Labels** field in *Configuring stock receipting options for your site* on page 168.

Stock transfer and data

You can control whether:

- Inter-branch stock transfers require a simple or more secure process.

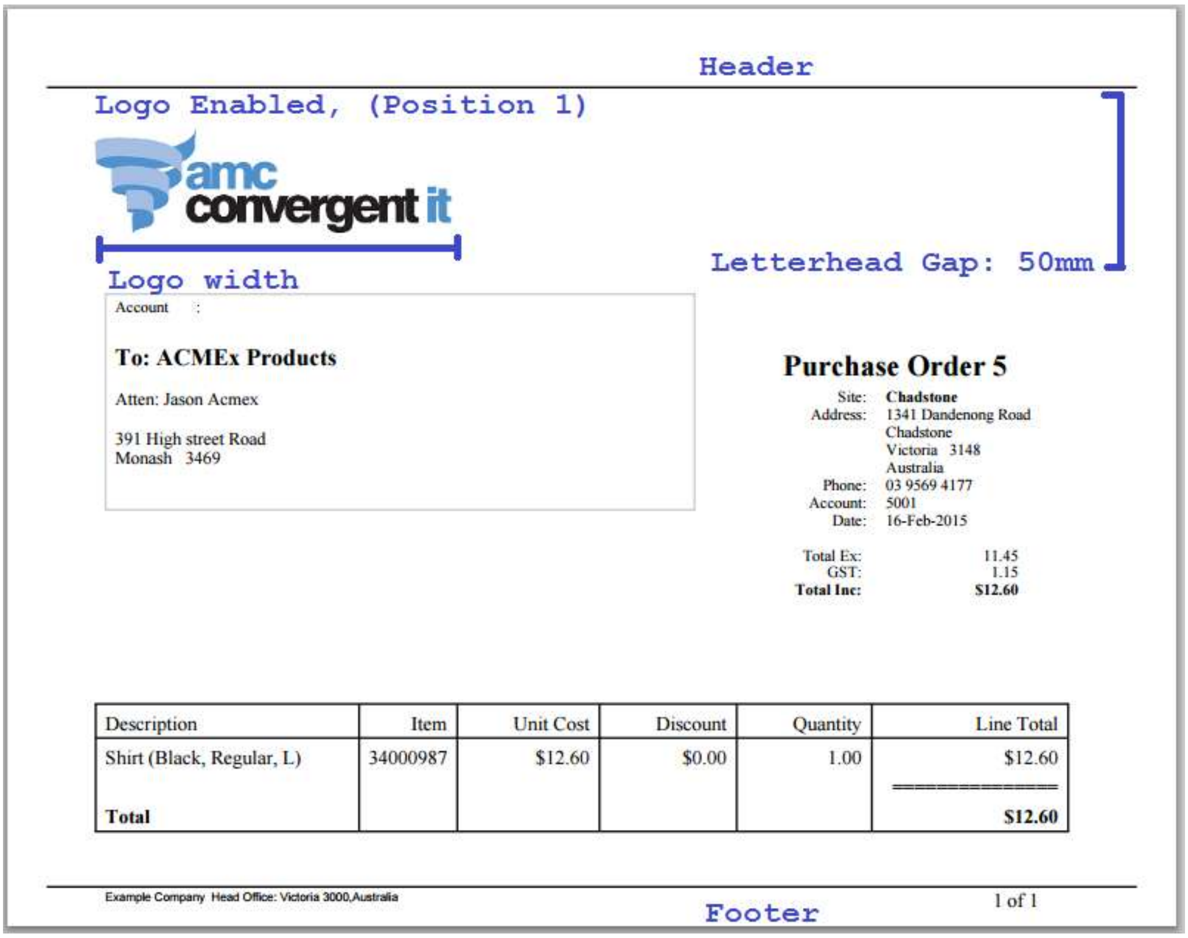
  See *Finding your IBT level*.

- A Portal Data Interchange (PDI) should be used to streamline suppliers that also use the Portal.

  See *Using the Portal Data Interchange (PDI)*.

Configuring document letterheads for your company

You can configure how the Portal incorporates logos and letterheads into your procurement documents, such as purchase orders, requisitions and stock receipts. The procedure for each document is the same, but each is configured separately. This procedure uses a purchase order as an example.



Account :

To: ACMEx Products

Atten: Jason Acmex

391 High street Road
Monash 3469

Purchase Order 5

Site: **Chadstone**
Address: 1341 Dandenong Road
Chadstone
Victoria 3148
Australia
Phone: 03 9569 4177
Account: 5001
Date: 16-Feb-2015

Total Ex: 11.45
GST: 1.15
Total Inc: $12.60

Description	Item	Unit Cost	Discount	Quantity	Line Total
Shirt (Black, Regular, L)	34000987	$12.60	$0.00	1.00	$12.60
					==============
Total					**$12.60**

Example Company Head Office: Victoria 3000,Australia

1 of 1

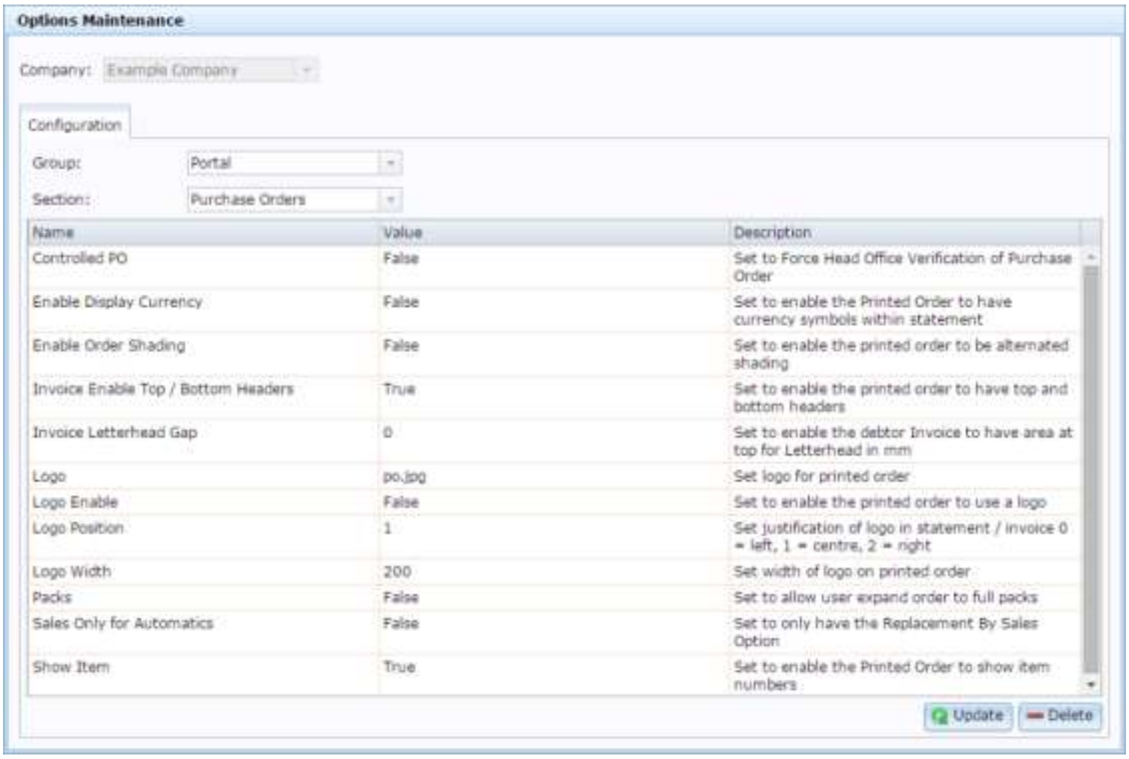
Note: You can also configure procurement documents to shade alternate rows, and display currency and item numbers. See *Configuring purchase orders for your company* on page 67. Also see *Configuring requisition options for your company* on page 71 and *Configuring stock receipts for your company* on page 78.

To configure a document letterhead:

1. If you want to include an image such as a logo in your letterhead, upload that image to the Portal using the Image Manager.
2. Open the relevant Company Options section. See:
   - *Configuring purchase orders for your company* on page 67 for purchase order letterheads.

- *Configuring requisition options for your company* on page 71 for requisition letterheads.
- *Configuring stock receipts for your company* on page 78 for stock receipt letterheads.

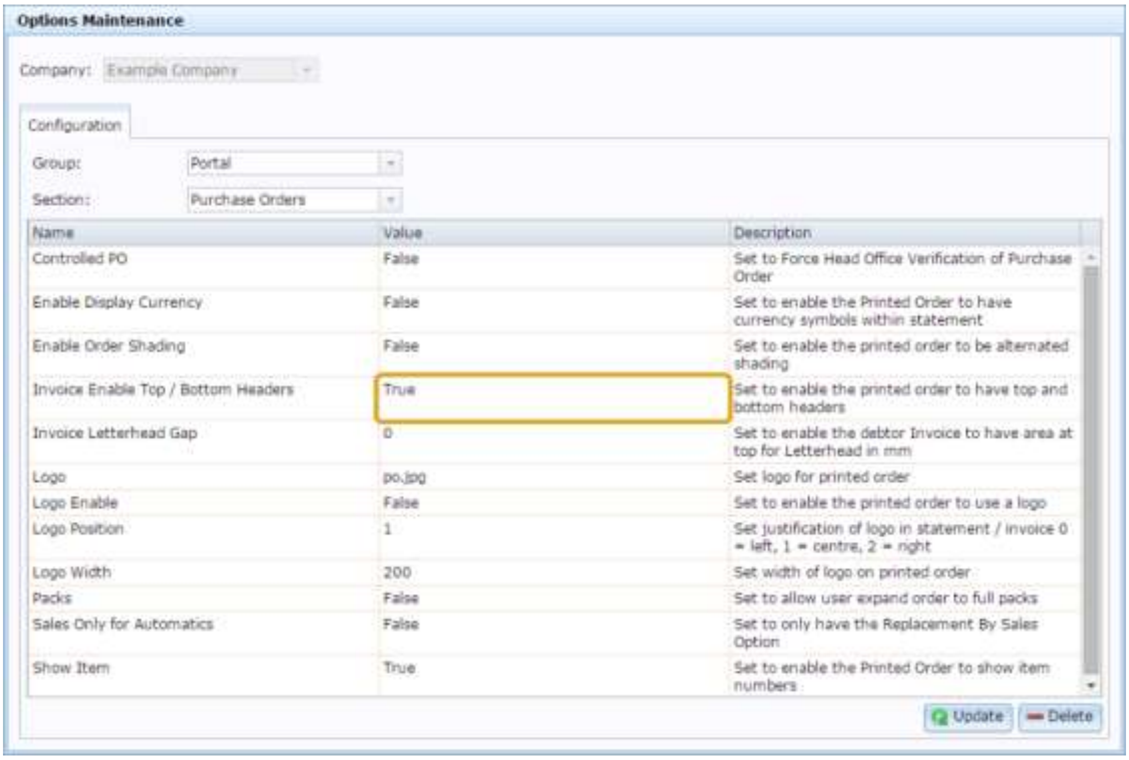
3. The section of Company Options Maintenance is displayed.



Name	Value	Description
Controlled PO	False	Set to Force Head Office Verification of Purchase Order
Enable Display Currency	False	Set to enable the Printed Order to have currency symbols within statement
Enable Order Shading	False	Set to enable the printed order to be alternated shading
Invoice Enable Top / Bottom Headers	True	Set to enable the printed order to have top and bottom headers
Invoice Letterhead Gap	0	Set to enable the debtor Invoice to have area at top for Letterhead in mm
Logo	po.jpg	Set logo for printed order
Logo Enable	False	Set to enable the printed order to use a logo
Logo Position	1	Set justification of logo in statement / invoice 0 = left, 1 = centre, 2 = right
Logo Width	200	Set width of logo on printed order
Packs	False	Set to allow user expand order to full packs
Sales Only for Automatics	False	Set to only have the Replacement By Sales Option
Show Item	True	Set to enable the Printed Order to show item numbers

4. Type True in the **Value** field for **Enable Top / Bottom Headers** to enabled letterheads for this document.

> **Note:** Remember to press Update after changing each value so your changes are correctly saved.



5. Type the number of millimetres your letterhead should take up in the **Value** field for **Letterhead Gap**.

   This is how much room the Portal gives for the letterhead before printing the purchase order. You may want to adjust this if the page looks crowded.

6. Type the file name of the logo file you uploaded in the **Value** field for **Logo**.

> **Note:** You do not need to include the full URL, just the file name including any subfolders in your Image Manager. For example, if your logo is called **logo.jpg** and is stored under the folder **Business** in Image Manager, the value should be **Business/logo.jpg**. All file and folder names must match exactly, including upper and lowercase letters.

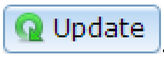
7. Type **True** in the **Value** field for **Logo Enable**.

8. Set where in the header you want to logo to appear by typing one of the following values in the **Value** field for **Logo Position**:

   - To put the logo on the left side of the header, type **1**.
   - To put the logo in the middle of the header, type **2**.
   - To put the logo on the right side of the header, type **3**.

9. Type how many pixels wide the logo should be in the **Value** field for **Logo Width**.

> **Note:** If the logo is smaller or larger than this, it is automatically resized by the Portal.

10. Press 

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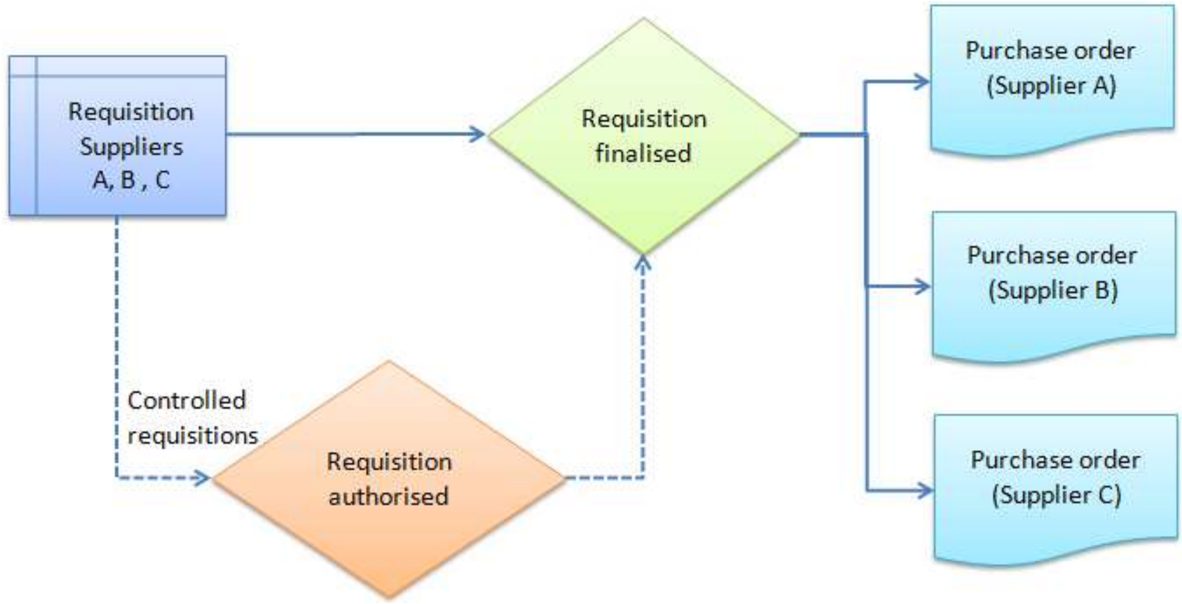
    The letterhead is configured for this type of document.

> **Note:** Configuring letterheads for one area, such as purchase orders, has no effect on the configuration of letterheads in other areas, such as requisitions or stock receipts. You must configure each individually.

Controlling requisitions and purchase orders

You can use controlled purchase orders and requisitions if you want a level of central authorisation required in the procurement process.

A controlled purchase order or requisition must be authorised by Head Office before it can be finalised and proceed to the next stage in the procurement process. Uncontrolled purchase orders or requisitions do not need any input from Head Office, and can be immediately finalised.



When a controlled purchase order or requisition is ready to be finalised:

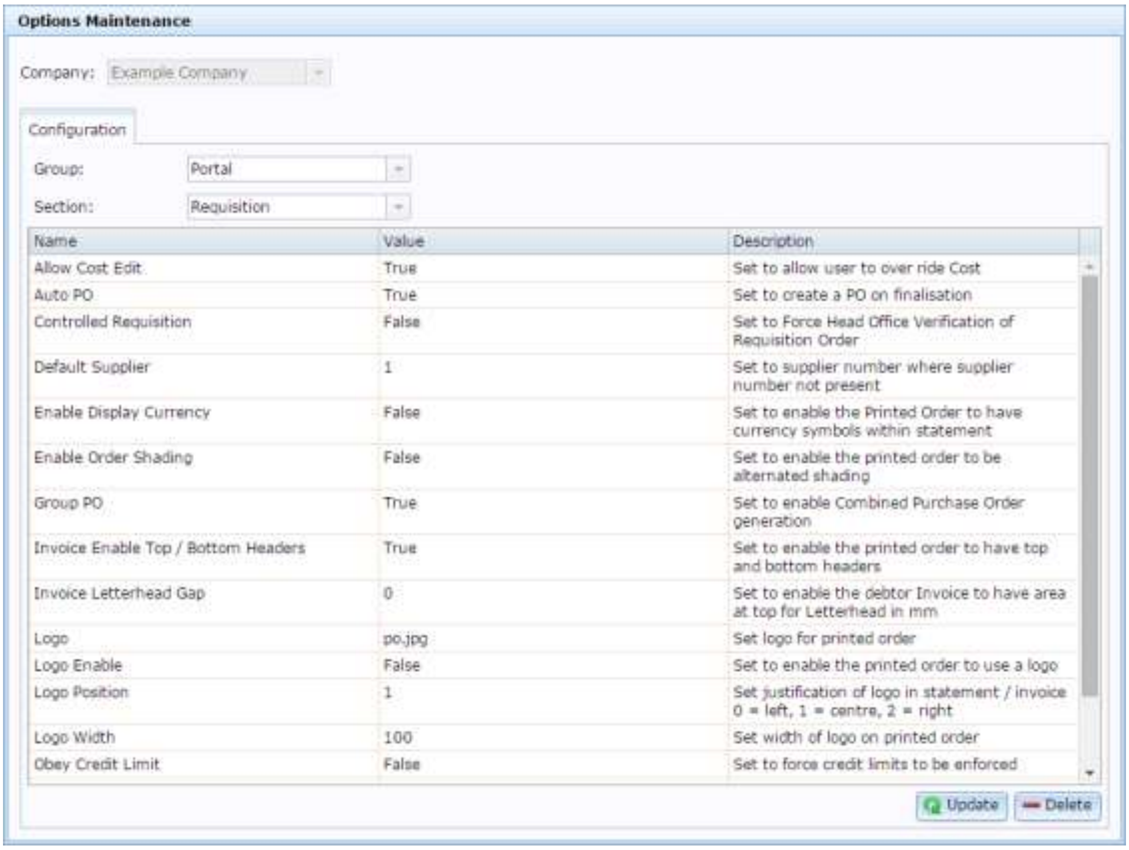
1. The Portal user requests authorisation by pressing Email HQ.
2. An email is sent to the Head Office person responsible with a link to the purchase order or requisition.
3. Head Office views the requisition or purchase order, makes any changes required and authorises it.
4. The requisition or purchase order can then be finalised.

Controlling requisitions

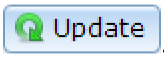
To set requisitions to be controlled:

1. Open the Requisition section of Company Options Maintenance.

   See *Configuring requisition options for your company* on page 71.



Name	Value	Description
Allow Cost Edit	True	Set to allow user to over ride Cost
Auto PO	True	Set to create a PO on finalisation
Controlled Requisition	False	Set to Force Head Office Verification of Requisition Order
Default Supplier	1	Set to supplier number where supplier number not present
Enable Display Currency	False	Set to enable the Printed Order to have currency symbols within statement
Enable Order Shading	False	Set to enable the printed order to be alternated shading
Group PO	True	Set to enable Combined Purchase Order generation
Invoice Enable Top / Bottom Headers	True	Set to enable the printed order to have top and bottom headers
Invoice Letterhead Gap	0	Set to enable the debtor Invoice to have area at top for Letterhead in mm
Logo	po.jpg	Set logo for printed order
Logo Enable	False	Set to enable the printed order to use a logo
Logo Position	1	Set justification of logo in statement / invoice 0 = left, 1 = centre, 2 = right
Logo Width	100	Set width of logo on printed order
Obey Credit Limit	False	Set to force credit limits to be enforced

2. Type **True** in the **Value** field for **Controlled Requisition**.
3. Press 

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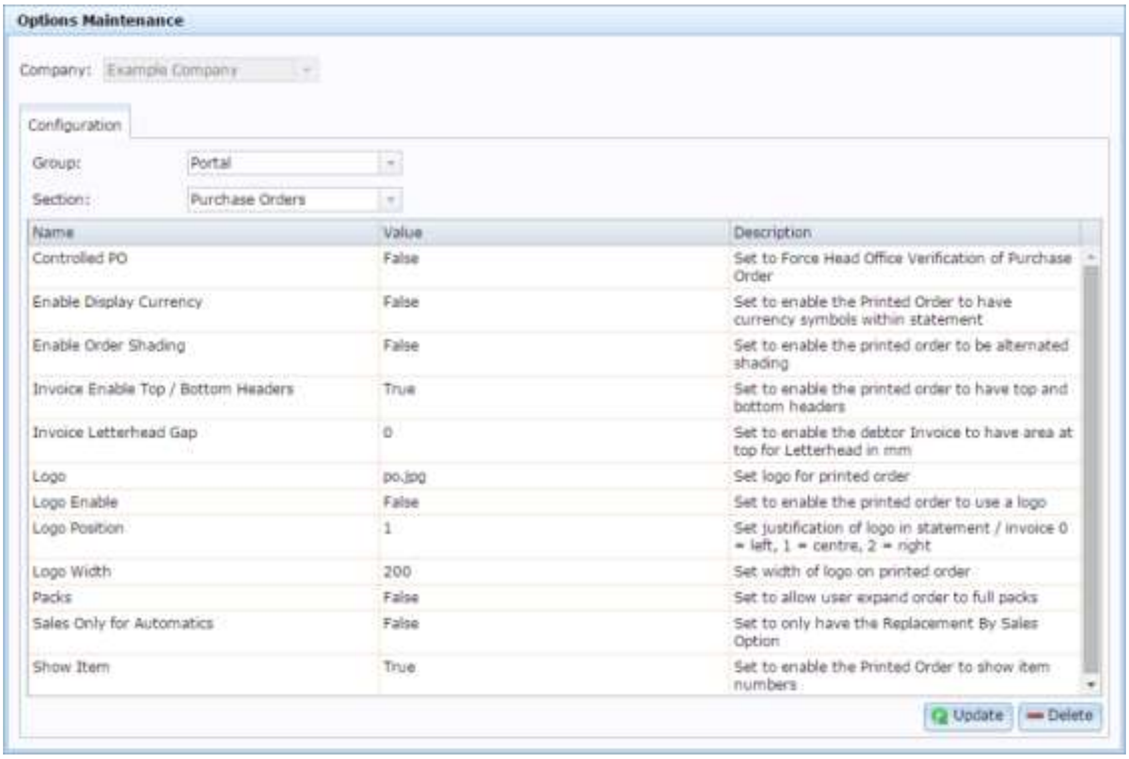
   Requisitions must be authorised by Head Office before they can be finalised.

Controlling purchase orders

To set purchase orders to be controlled:

1. Open the Purchase orders section of Company Options Maintenance.

   See *Configuring purchase orders for your company* on page 67.



2. Type **True** in the **Value** field for **Controlled PO**.
3. Press Update.

   Purchase orders must be authorised by Head Office before they can be finalised.

Configuring supplier types for your sites

The Portal permits two different supplier types:

- Warehouse suppliers, where a supplier represents the central warehouse of your company that sites order and receive from.
- Direct supply from debtors (DSD), where a supplier is a separate company that a site is ordering from directly.

Both types of suppliers use a creditor configured in your Portal, and operate in the same way. You can configure the Portal to treat them differently:

- Some operations may be allowed for one type of supplier, but not for the other.
- DSD suppliers may be disabled for sites altogether, so all sites must order from the company warehouse.

You can configure:

- Whether DSD suppliers are available for your company.

  See the **Hide DSD Flag** field in *Configuring creditors for your company* on page 29.

- Which supplier each site should use as the warehouse supplier.

  See the **Default Warehouse** field in *Configuring purchase order options for your site* on page 165.

  > **Note:** This is configured per-site, not company-wide.

- Whether sites can edit the item costs for DSD or Warehouse suppliers.

  See the **DSD - Allow Cost** and **Warehouse - Allow Cost** fields in *Configuring purchase order options for your site* on page 165.

  > **Note:** This is configured per-site, not company-wide.

- How stock should be receipted from DSD and Warehouse suppliers, including handling back orders, default receipt types, item cost editing and receiving items that were not ordered.

  See *Configuring stock receipting options for your site* on page 168.

  > **Note:** This is configured per-site, not company-wide.

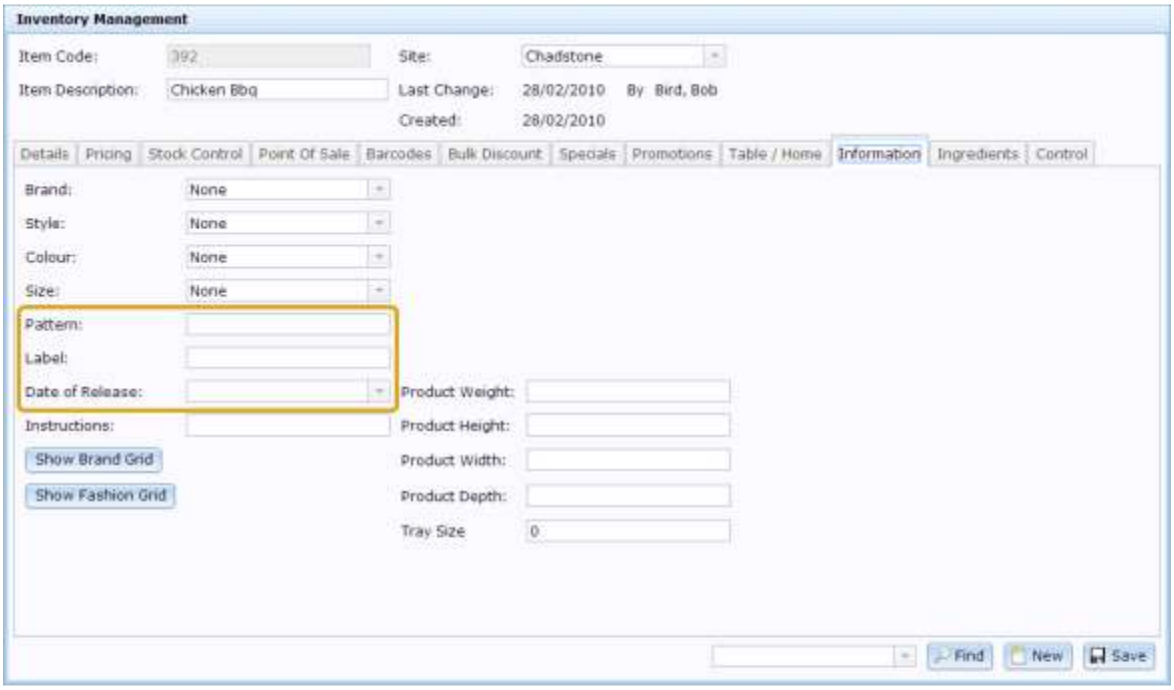
- How stock should be returned to DSD and Warehouse suppliers, including returning non-active items, and updating creditor totals.

  See *Configuring stock returns for your site* on page 175.

Note: This is configured per-site, not company-wide.

Configuring artist properties for your company

Use the Company Options - Artist section to rename specialist inventory fields for your company. These fields appear in the Information tab of each item's Inventory Maintenance screen, and can be renamed to a custom label.



Note: These fields are not used by any other areas of the Portal, so you can configure them to store whatever information you need.

The Portal provides four text fields and a date field that you can rename as needed. For example, a high-fashion clothing company may use:

- Designer name
- Season (Spring, Winter etc)
- Collection
- Material
- Release date

Note: These field labels apply to your whole inventory. For example, if you used the above field labels, you couldn't then rename the fields for some specific items. All items use these field names, although you don't need to fill in the fields for all items.

Opening the Company Options - Artist section

To open the Company Options - Artist section:

1. Press 

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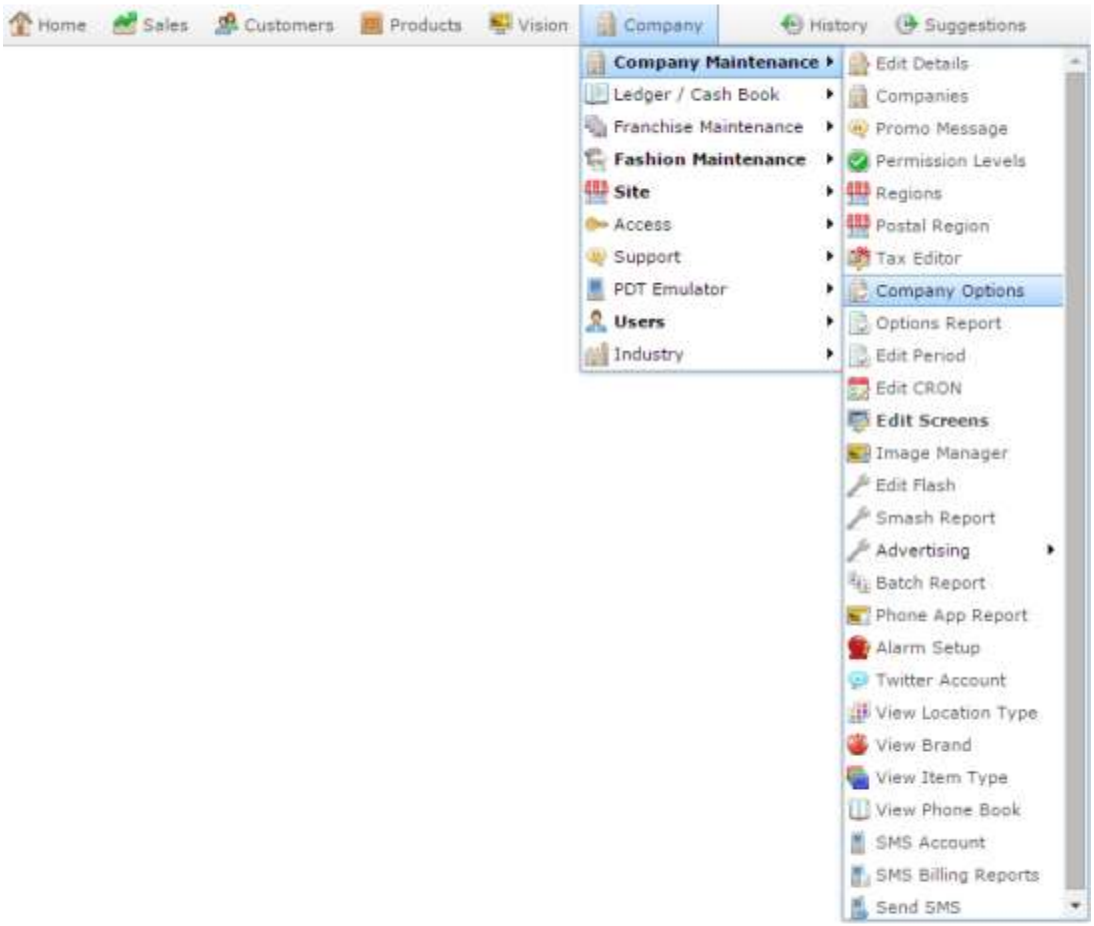
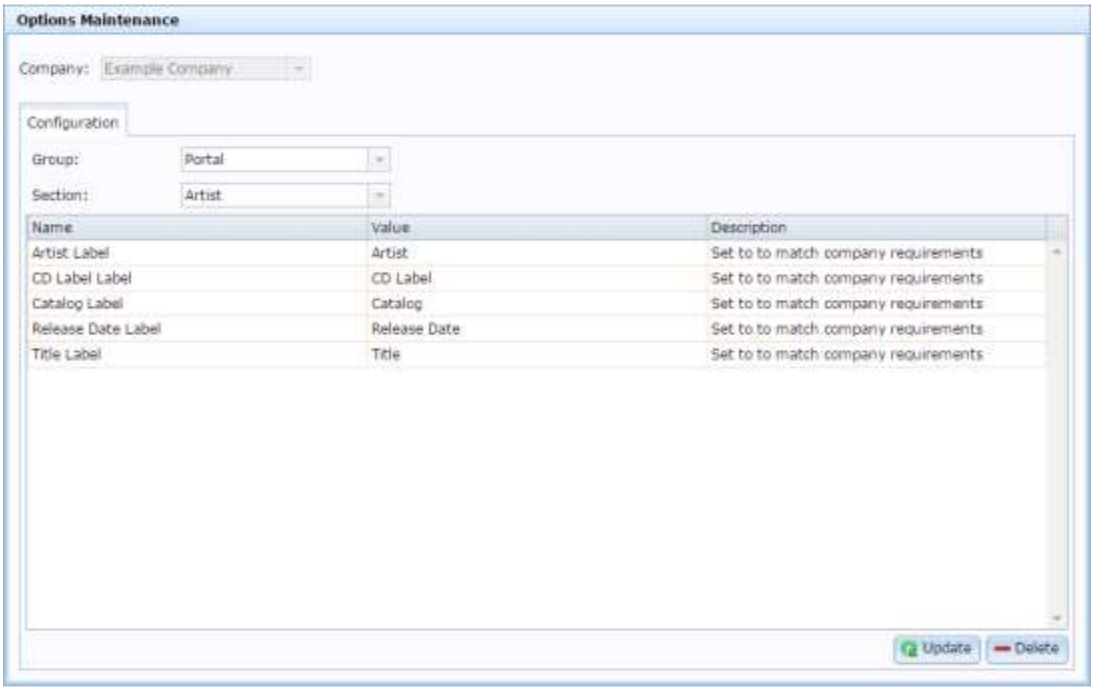
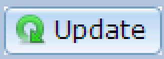
2. Press **Company Maintenance > Company Options**.



The Artist section of the Company Options screen is displayed.


Options Maintenance
Company: Example Company
Configuration
Group: Portal
Section: Artist
Name
Value
Description
Artist Label
Artist
Set to to match company requirements
CD Label Label
CD Label
Set to to match company requirements
Catalog Label
Catalog
Set to to match company requirements
Release Date Label
Release Date
Set to to match company requirements
Title Label
Title
Set to to match company requirements
Update
Delete

Company Options - Artist section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 

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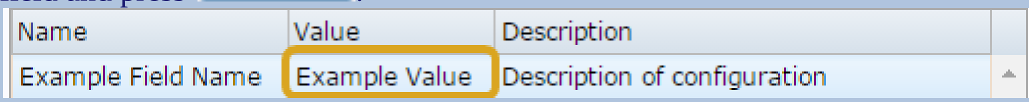

Configuration	Description
Artist Label	Label name for a single line of text information. Rename to suit your inventory requirements by typing a new name into the **Value** field.
CD Label Label	Label name for a single line of text information. Rename to suit your inventory requirements by typing a new name into the **Value** field.
Catalog Label	Label name for a single line of text information. Rename to suit your inventory requirements by typing a new name into the **Value** field.
Release Date Label	Label name for a date. Rename to suit your inventory requirements by typing a new name into the **Value** field.
Title Label	Label name for a single line of text information. Rename to suit your inventory requirements by typing a new name into the **Value** field.

Configuring balance reports for your company

Use the Company Options - Balance Report section to configure your company's balance reports.

Opening the Company Options - Balance Report section

To open the Company Options - Balance Report section:

1. Press 

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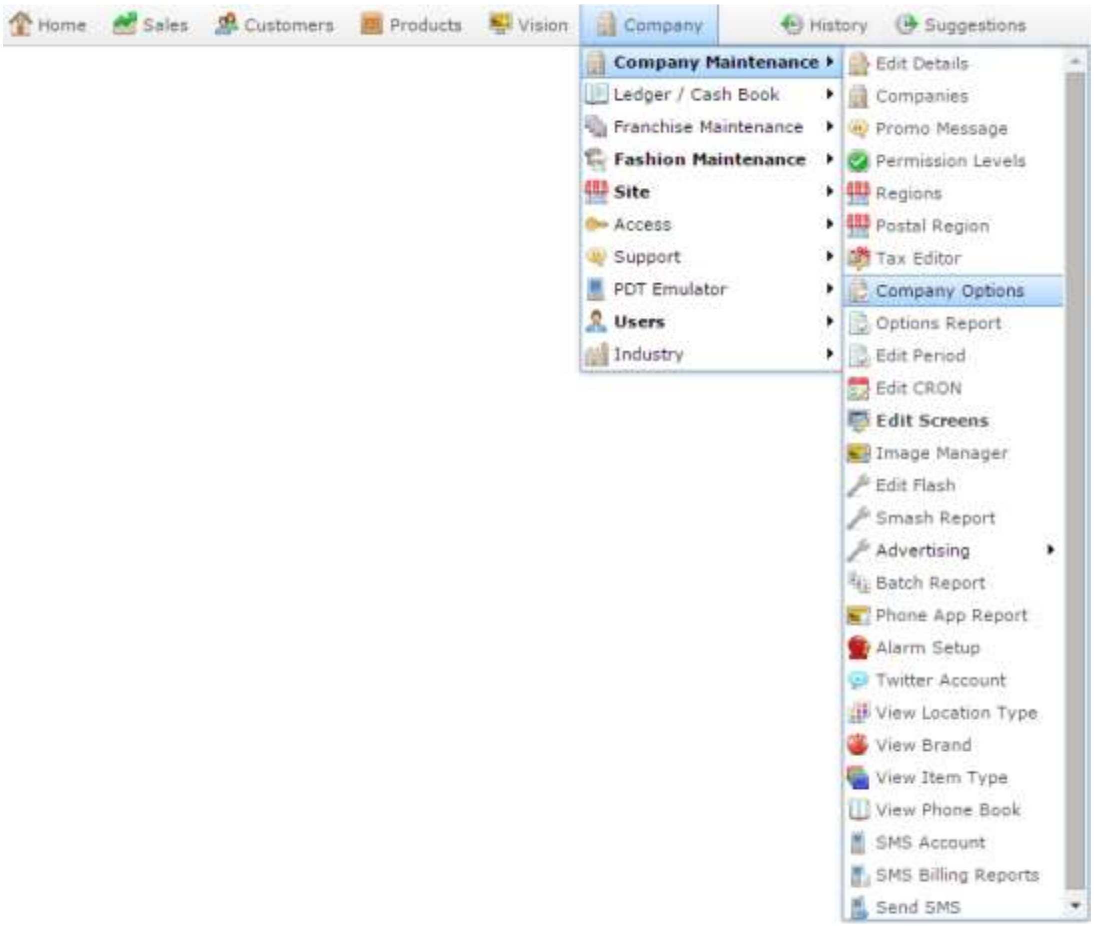
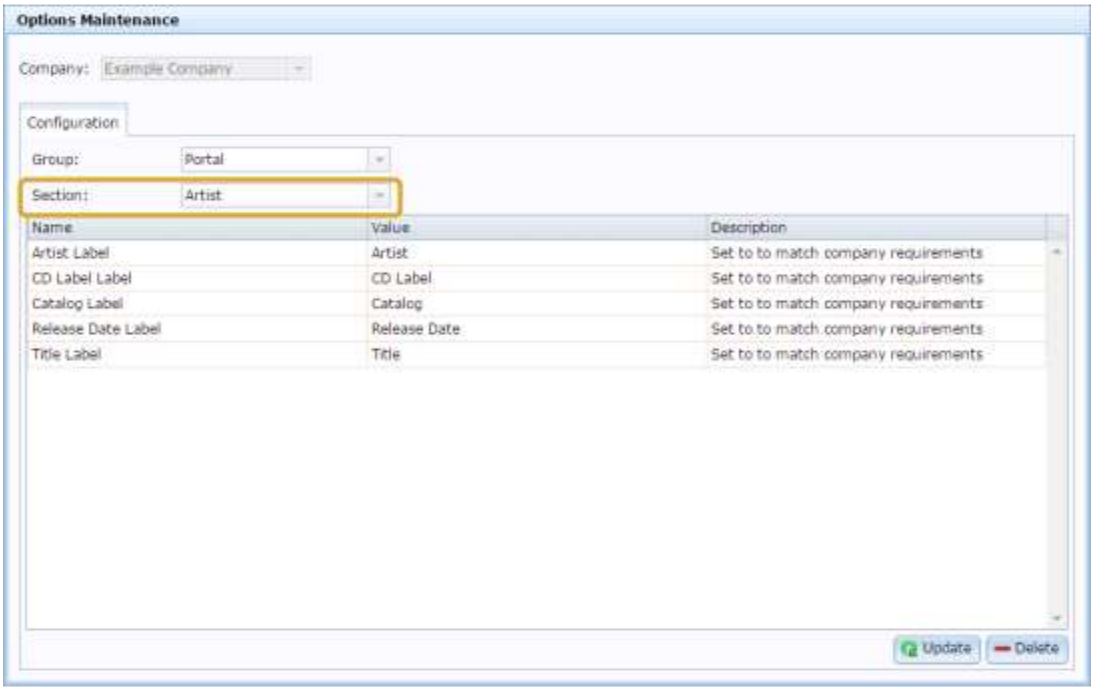
2. Press **Company Maintenance > Company Options**.



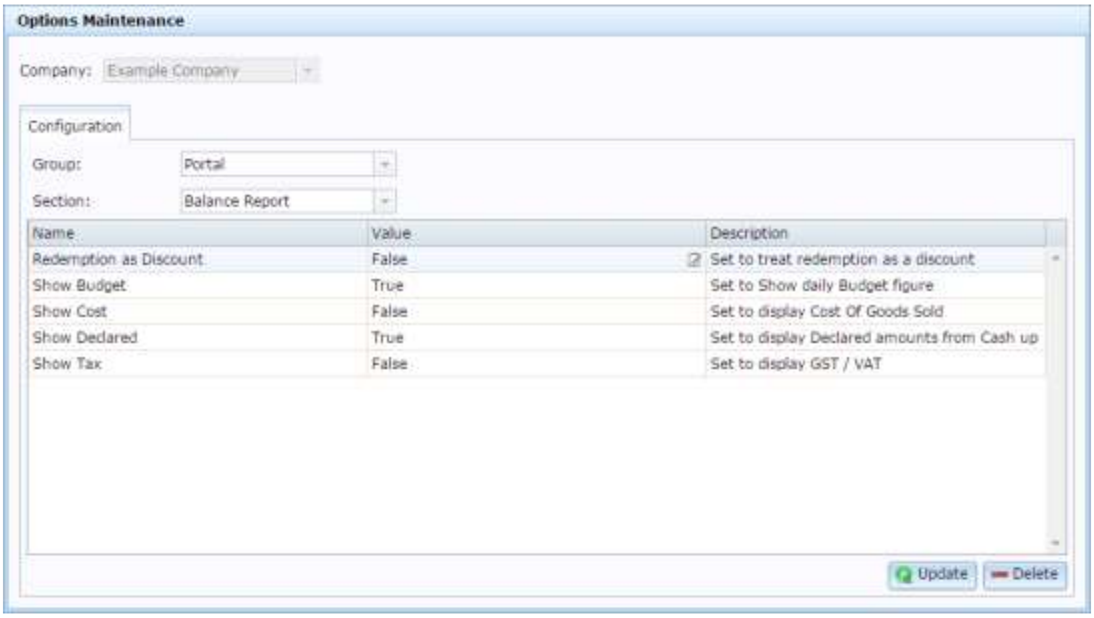
   The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.



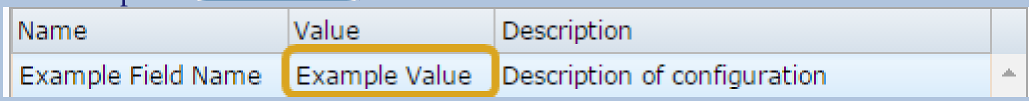
4. Select **Balance Report** from the **Section** drop-down list.

   The Balance Report section is displayed.



Company Options - Balance Report section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press Update.



Configuration	Description
Redemption as Discount	Type **True** to treat redemptions as discounts from the price on balance sheets, placing them on the same side as items. When **False**, redemptions are listed as their own transaction line to balance the item sale.
Show Budget	Type **True** to display the daily budget figure in budget reports.
Show Cost	Type **True** to display the cost of goods sold in budget reports.
Show Declared	Type **True** to display the declared cash-up amounts in budget reports.
Show Tax	Type **True** to display GST or VAT amounts in budget reports.

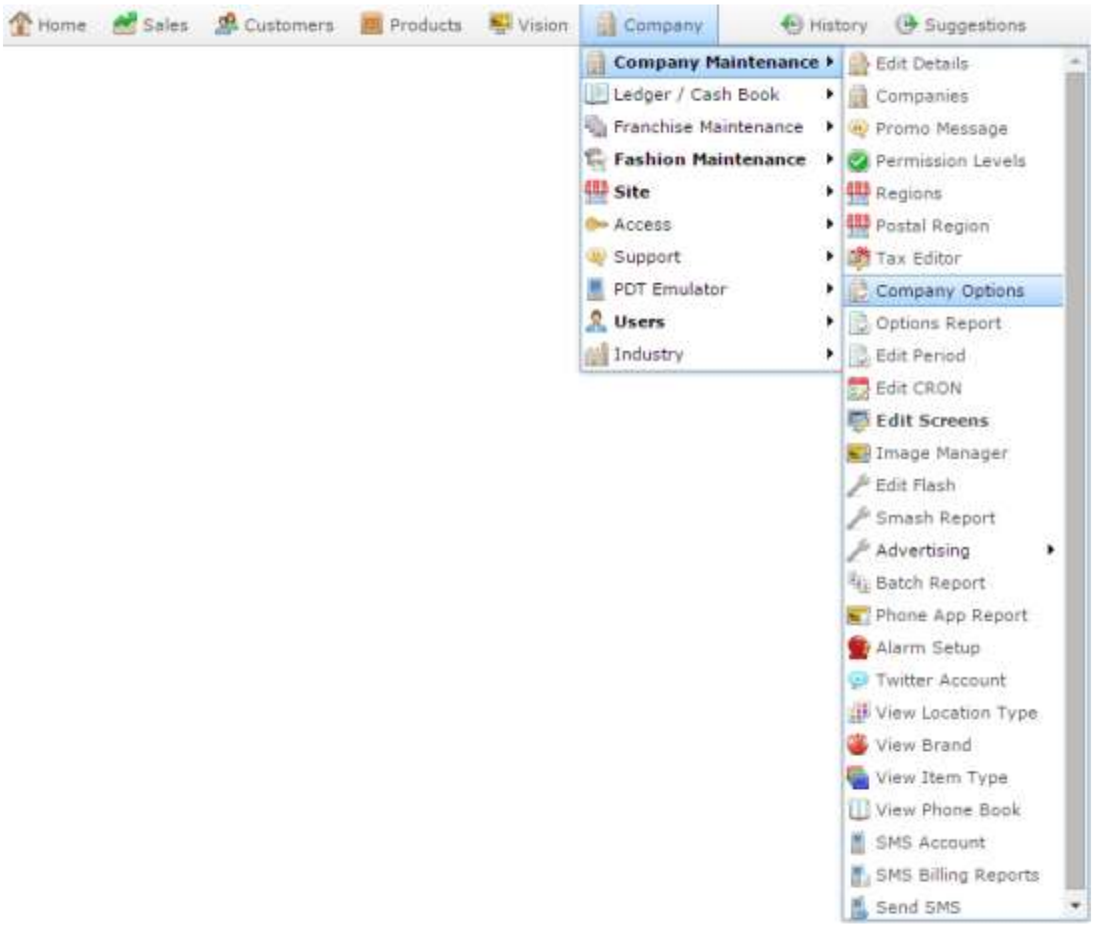
Configuring creditors for your company

Use the Company Options - Creditors section to configure your company to manage creditors and suppliers.

Opening the Company Options - Creditors section

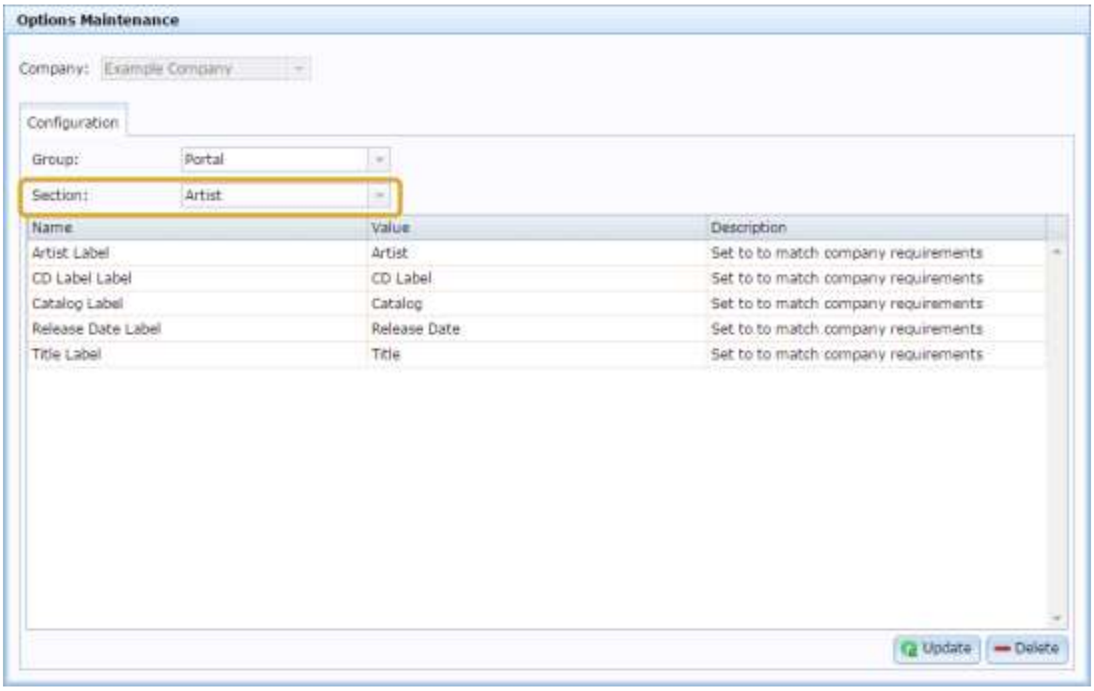
To open the Company Options - Creditors section:

1. Press  .
2. Press **Company Maintenance > Company Options**.



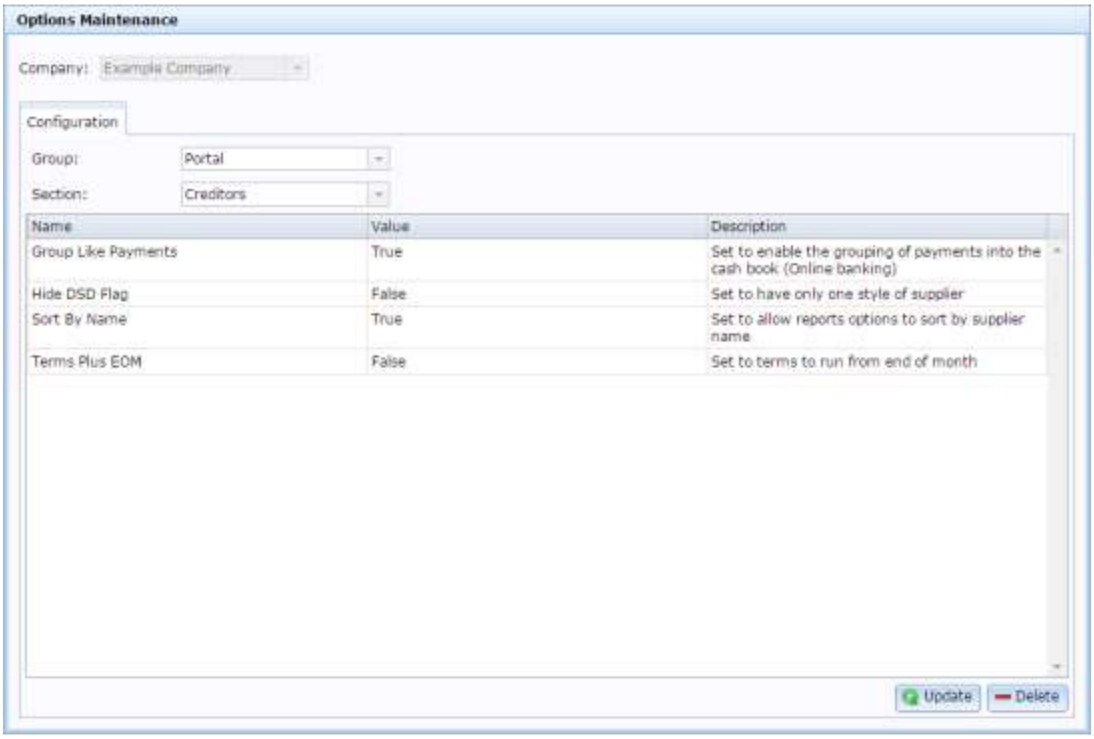
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.

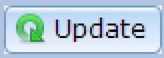


4. Select **Creditors** from the **Section** drop-down list.

   The Creditors section is displayed.



Company Options - Creditors section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 

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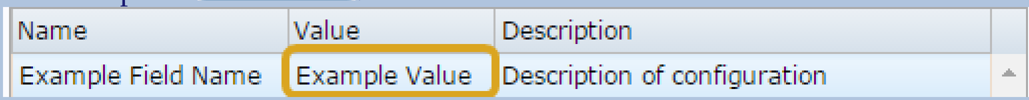


Configuration	Description
Group Like Payments	Select to group multiple payments for a creditor into a single payment.
Hide DSD Flag	Select to remove the option to specify whether a creditor is a debtor or a warehouse supplier.
Sort By Name	Select to allow report options to sort by creditor name.
Term Plus EOM	Select if you want to automatically extend payment terms to run from the end of the month, rather than the specified date.

Configuring the default departments for your company

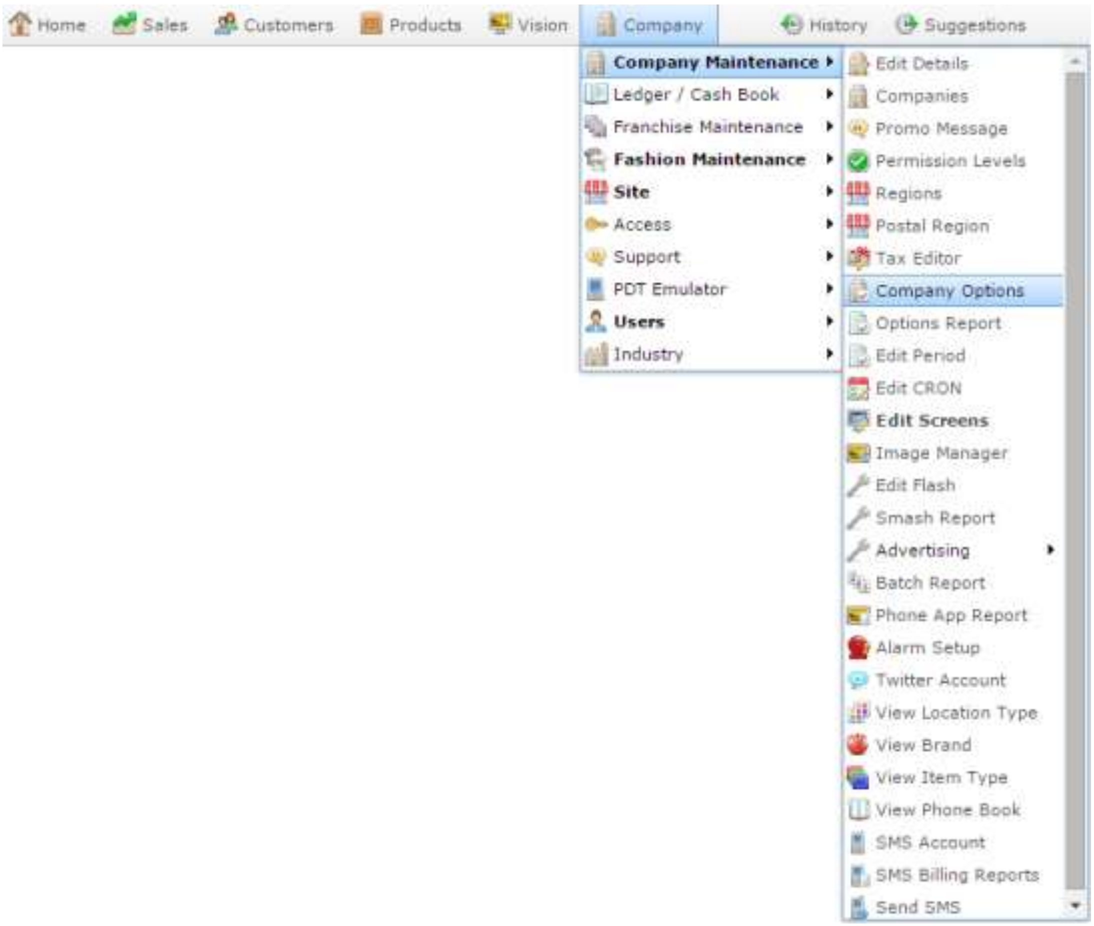
Use the Company Options - Default Departments section to configure the department codes and other configurations for default Portal departments such as gift vouchers and debtor payments.

Opening the Company Options - Default Departments section

To open the Company Options - Default Departments section:

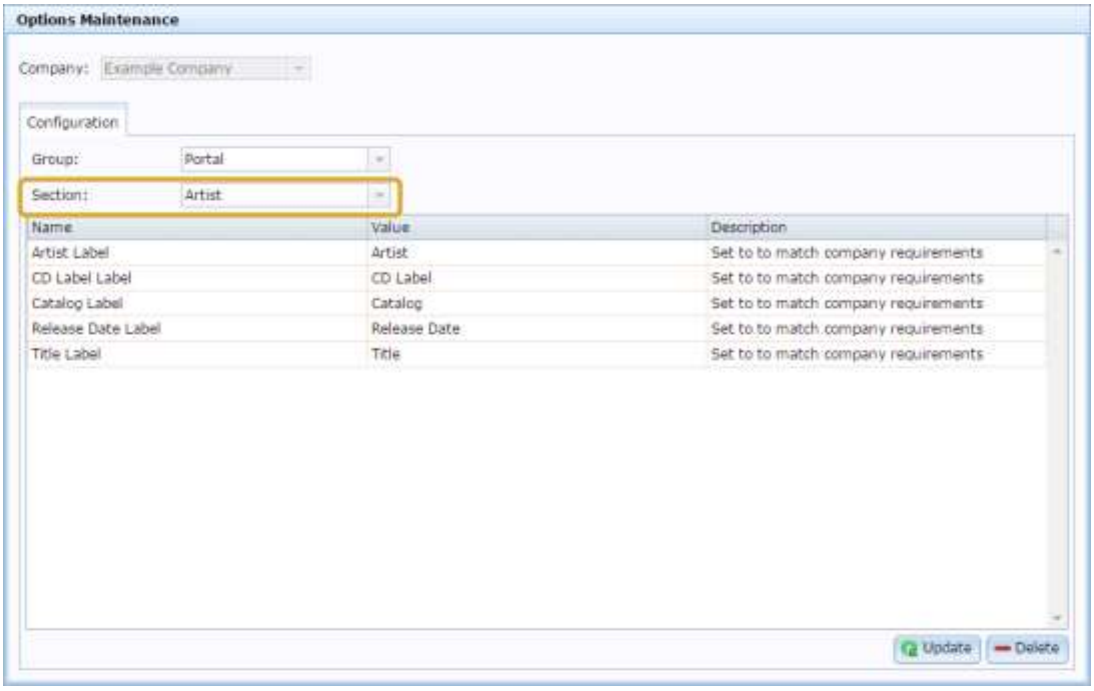
1. Press 

.
2. Press **Company Maintenance** > **Company Options**.



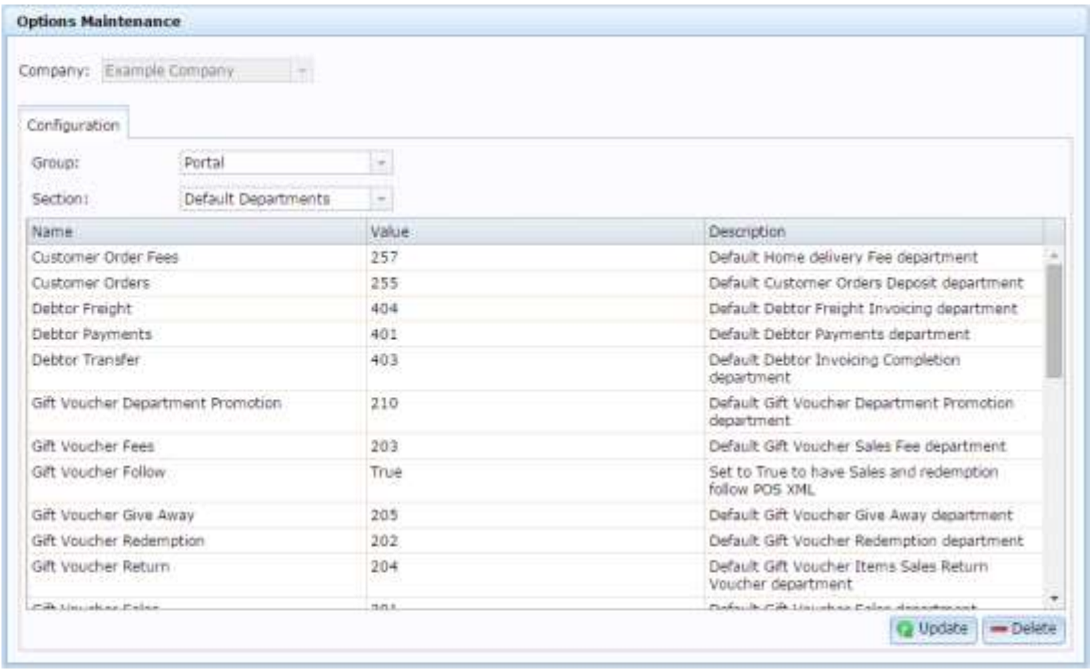
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.



4. Select **Default Departments** from the **Section** drop-down list.

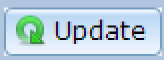
   The Default Departments section is displayed.



Company Options - Default Departments section key fields and buttons

Default department configurations

These define the departments used by specific Portal functions.

> **Note:** The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 
> .
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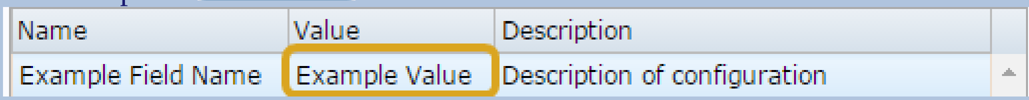
> 
>

> **Note:** You should not have to edit these department numbers.

Configuration	Description
Name	The name of the default department.
Value	The department code to use. **Note:** This code must not conflict with any other department codes used, including inventory departments set up in Department maintenance.
Description	A guide to the purpose of this department. **Note:** You can edit or add to this description.

Configuring departments for your company

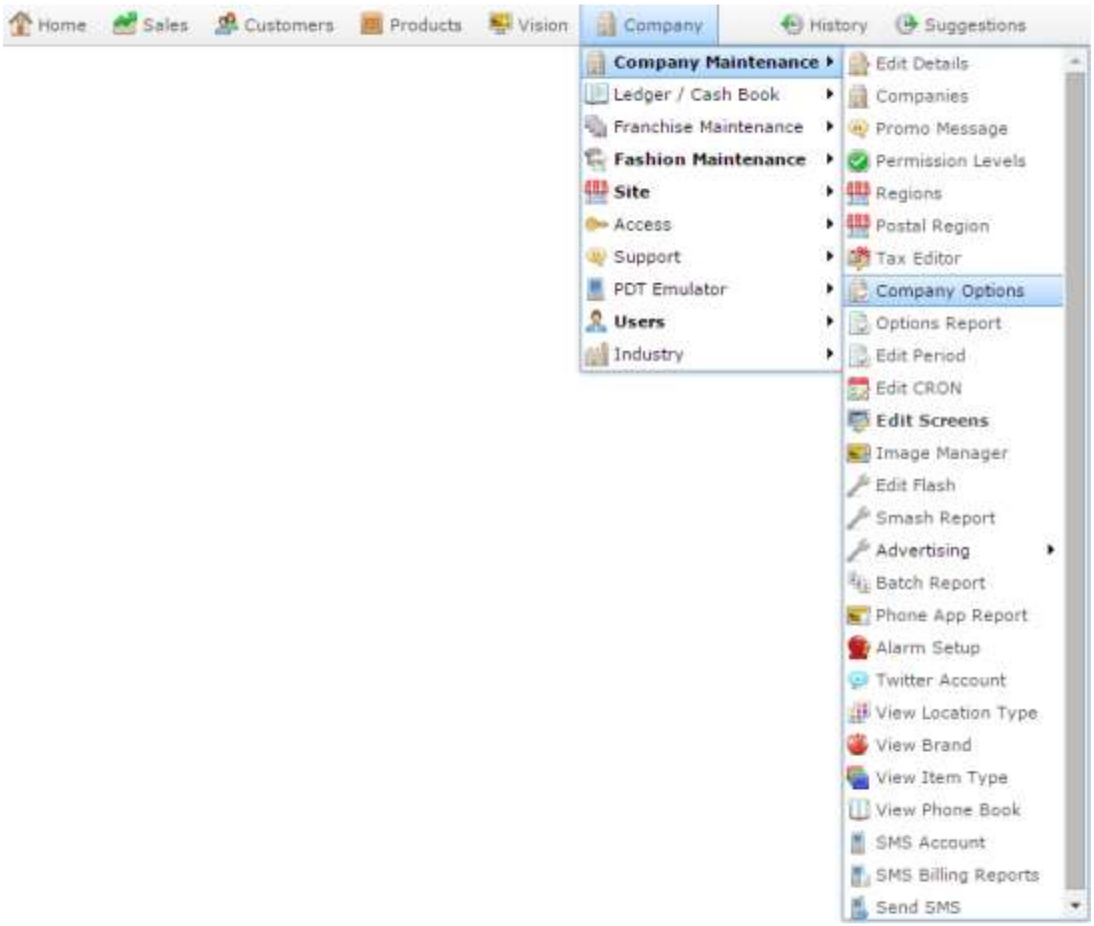
Use the Company Options - Departments section to configure how the Portal manages your company's inventory departments.

Opening the Company Options - Departments section

To open the Company Options - Departments section:

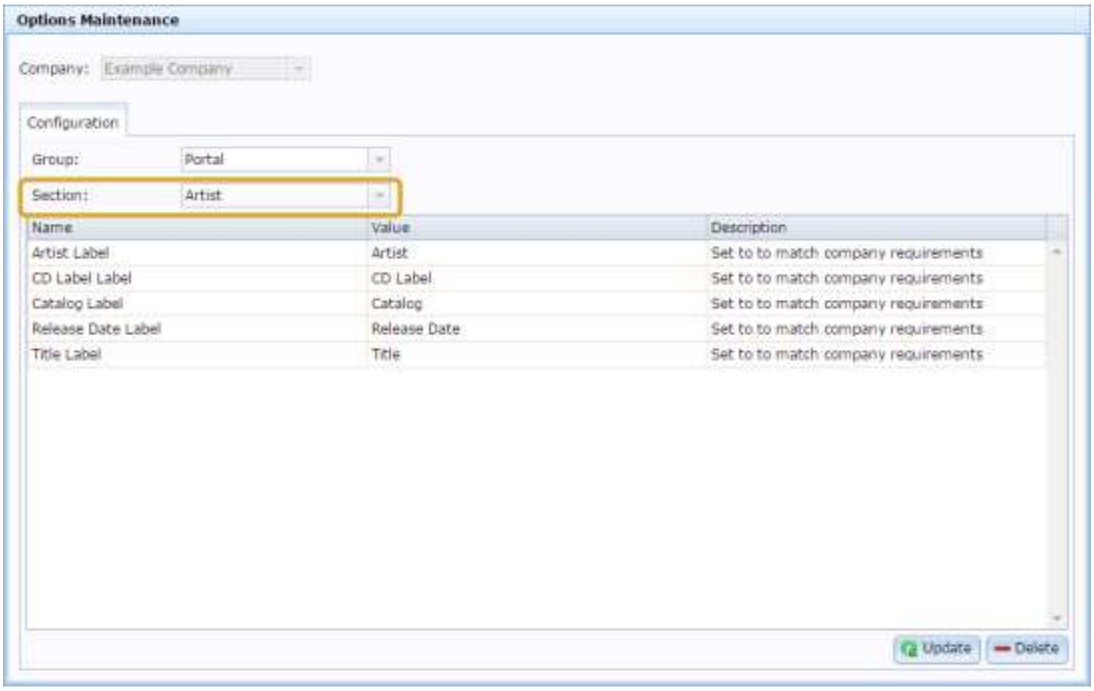
1. Press 

.
2. Press **Company Maintenance** > **Company Options**.



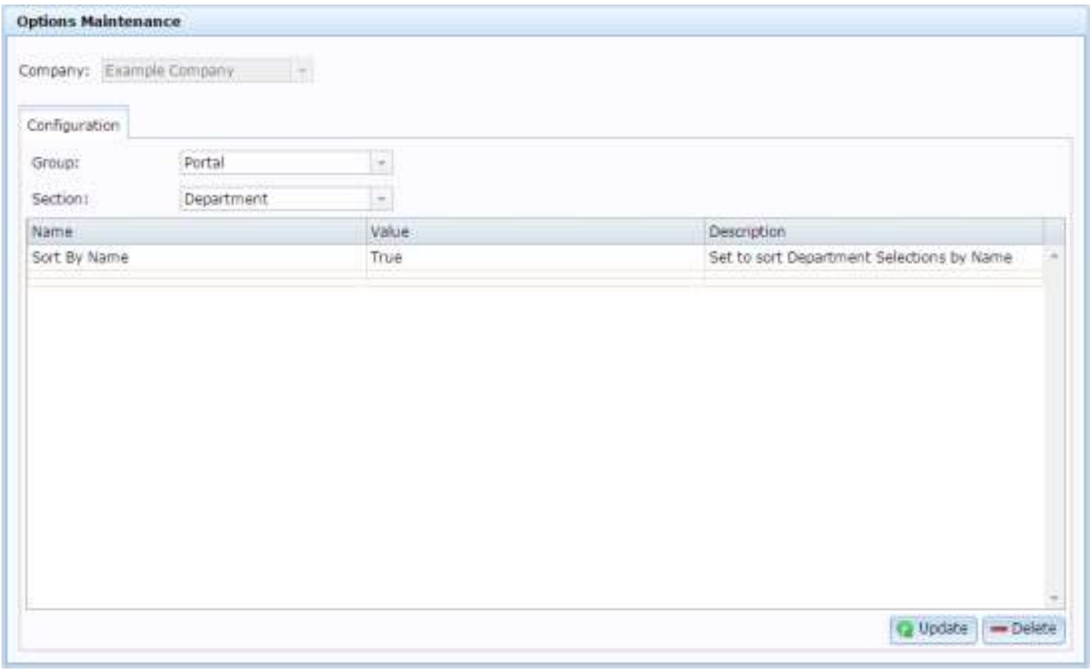
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.



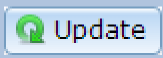
4. Select **Departments** from the **Section** drop-down list.

   The Departments section is displayed.



For more information on Departments, see *Managing divisions and departments*.

Company Options - Departments section key fields and buttons

> **Note:** The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 
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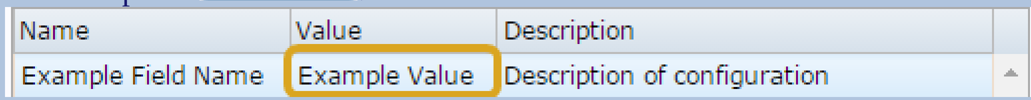
> 
>

Configuration	Description
Sort By Name	Type **True** to sort departments alphabetically by name. Type **False** to sort departments by their department code.

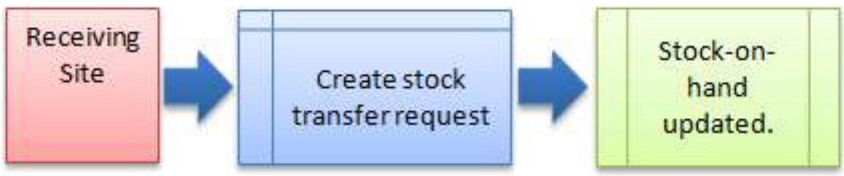
Configuring inter-branch transfers for your company

Use the Company Options - IBT section to configure your company for transfers of stock between sites.

Through the Portal, you can control how many layers of authorisation is required for inter-branch transfers. Higher levels of security adds more authentication steps to the process.

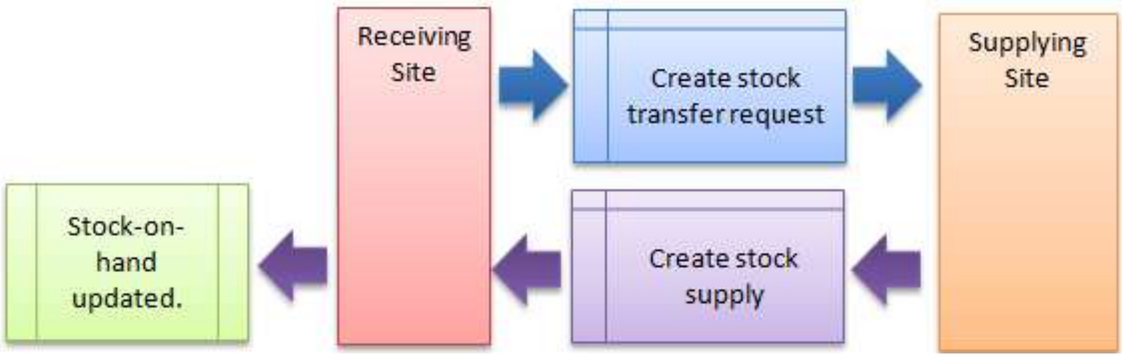
Level 1

At the simplest level, the Portal moves the stock from one site to another when the inter-branch transfer request from the receiving site is finalised. There is no input or authorisation from the site sending the stock. This level assumes the same person controls both sites, and is simply reallocating stock.



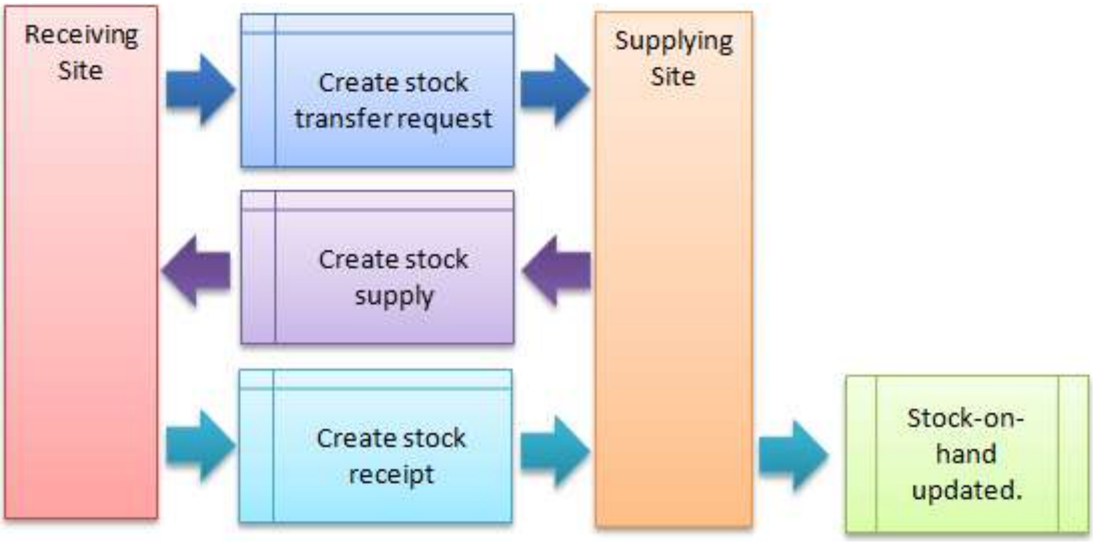
Level 2

At the intermediate level, the receiving site creates an inter-branch transfer to request stock from the sending site. When the request is finalised, the sending site must record how much stock they are actually sending to the receiving site. When this stock transfer from the sending site is finalised, the Portal moves the stock.



Level 3

At the most secure level, the receiving site creates their inter-branch transfer to request stock. The sending site receives the request and creates their transfer record of how much stock they are sending. The receiving site records how much stock they actually received from the sending site. When the receiving site has finalised this stock receipt, the Portal moves the stock.

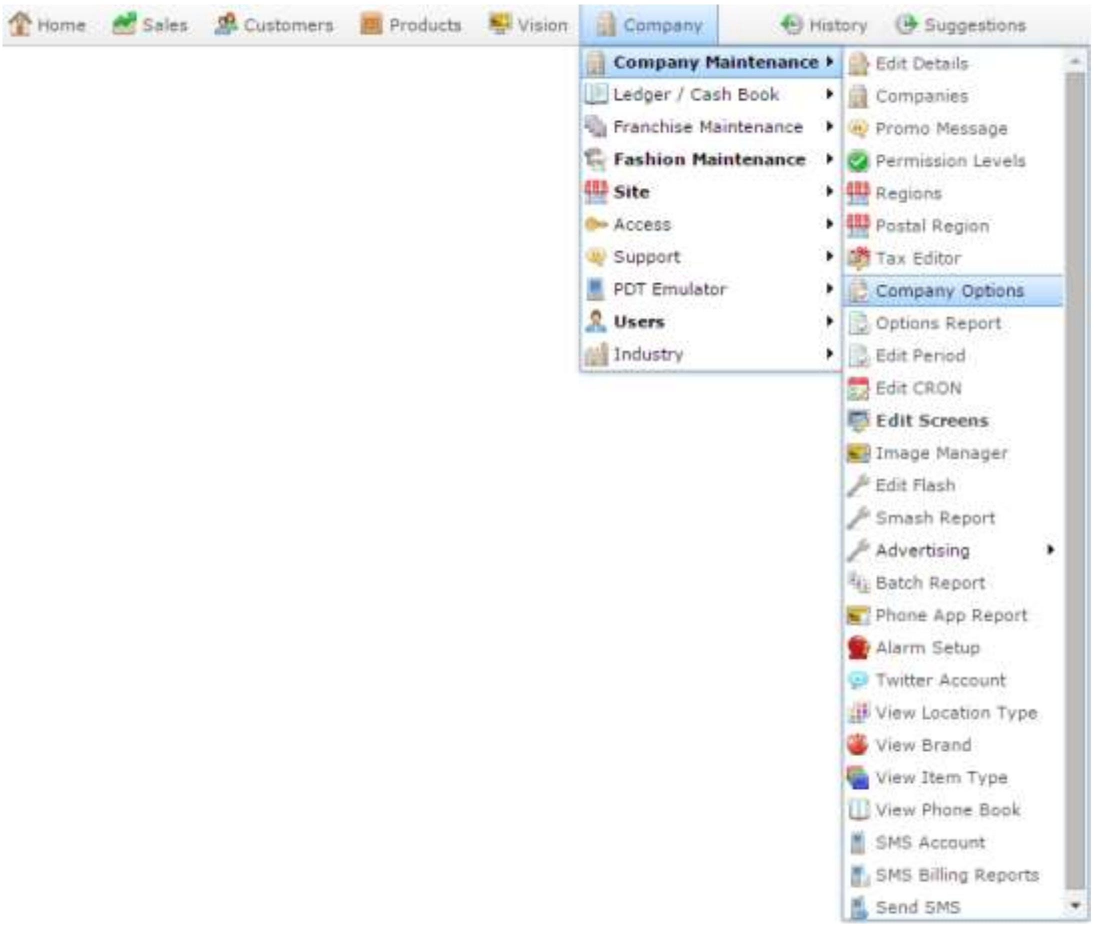

Receiving Site
Create stock transfer request
Supplying Site
Create stock supply
Create stock receipt
Stock-on-hand updated.

Opening the Company Options - IBT section

To open the Company Options - IBT section:

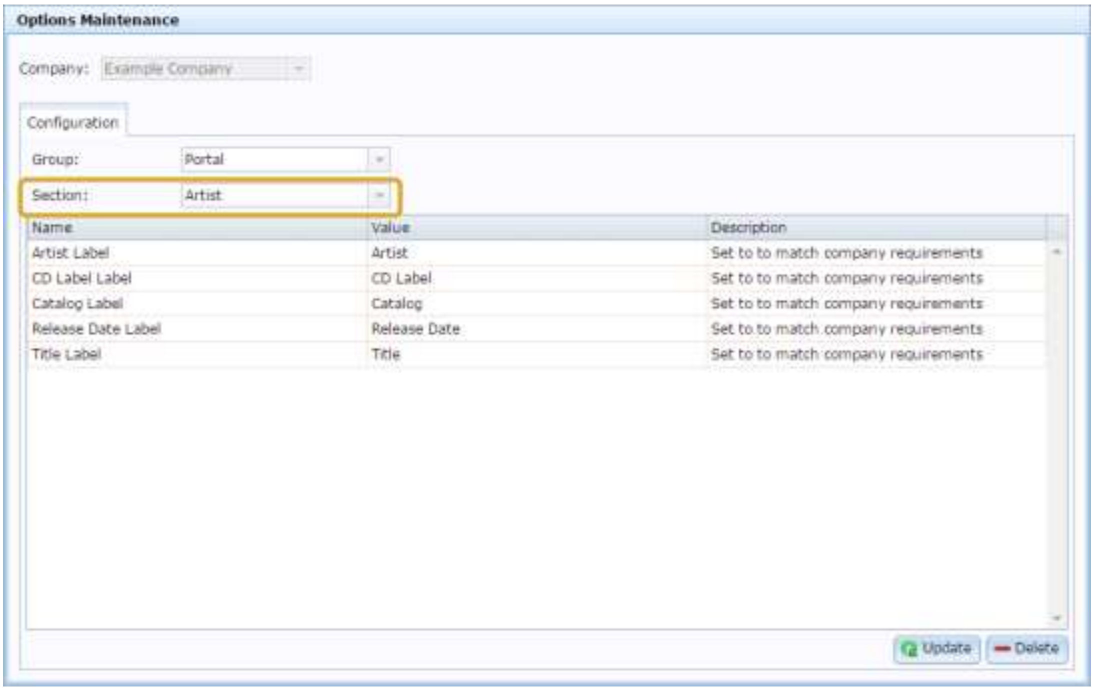
1. Press 

.
2. Press **Company Maintenance** > **Company Options**.



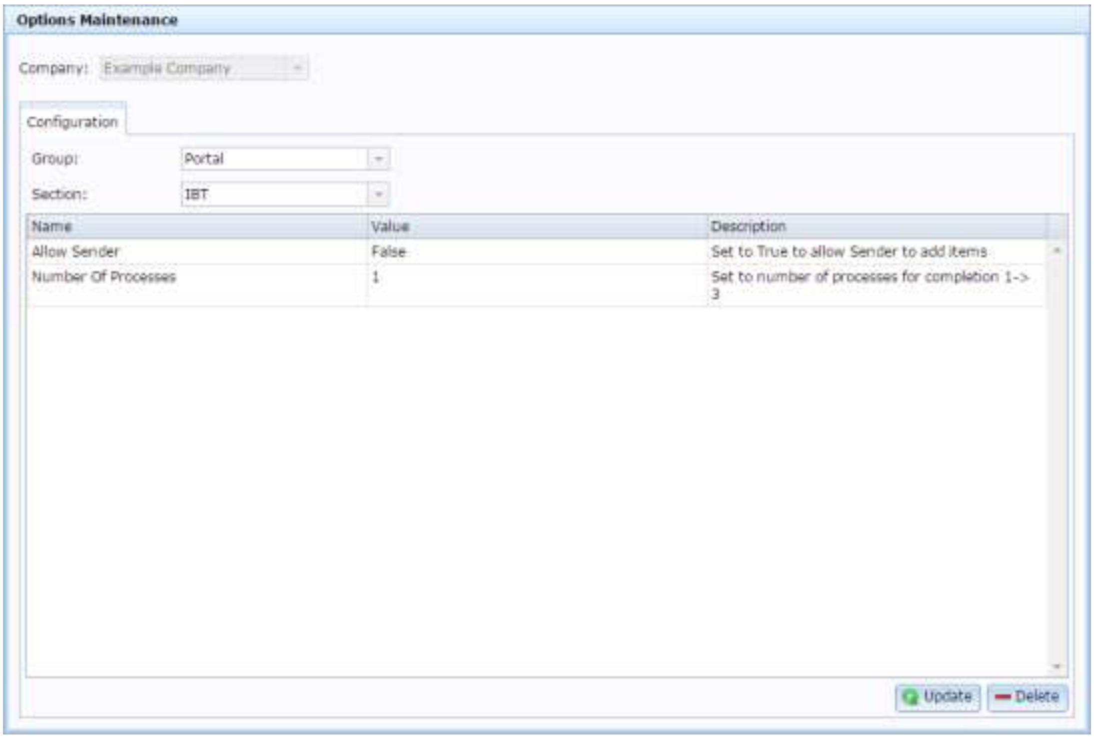
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.

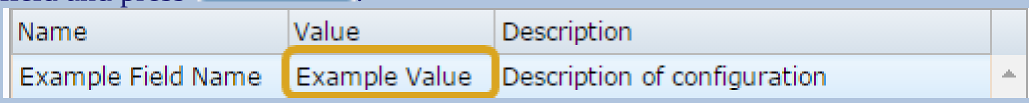


4. Select **IBT** from the **Section** drop-down list.

   The IBT section is displayed.



Company Options - IBT section key fields and buttons

> **Note:** The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press Update.
>
> 
>

Configuration	Description
Allow Sender	Type True to permit the sending branch to add items to the transfer.
Number of Processes	Select the level of authentication required for inter-branch transfers. **1** Simplest authentication. 1. Receiving site creates a request. Stock is moved. **2** Intermediate authentication. 1. Receiving site creates a request. 2. Sending site records what stock is sent. Stock is moved. **3** Highest authentication. 1. Receiving site creates a request. 2. Sending site records what stock is sent. 3. Receiving site confirms what stock is received. Stock is moved.

Configuring inventory options for your company

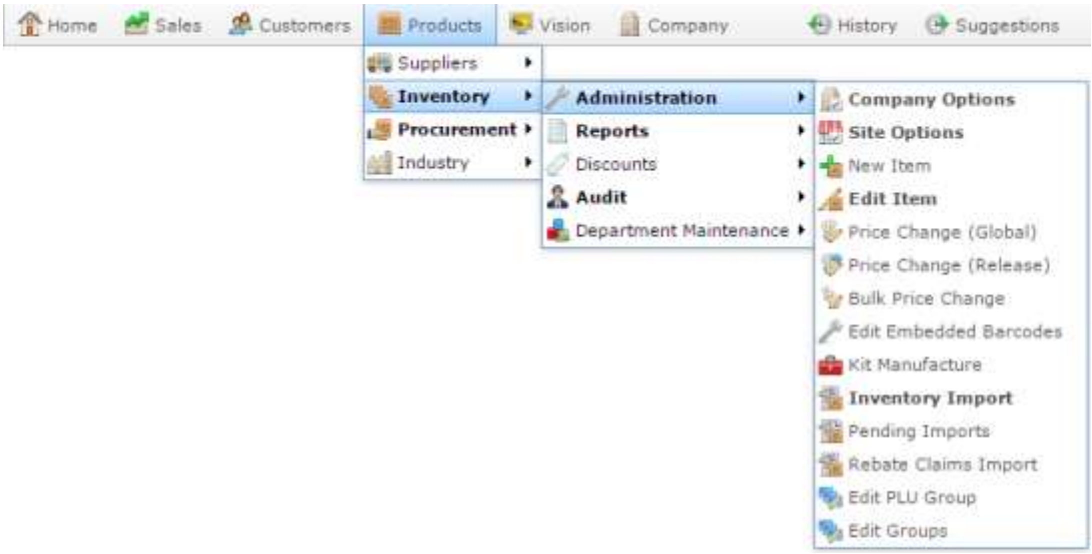
Use the Company options - Inventory screen to control how inventory is managed in a company. These settings apply to all sites within a company.

Opening the Company options - Inventory screen

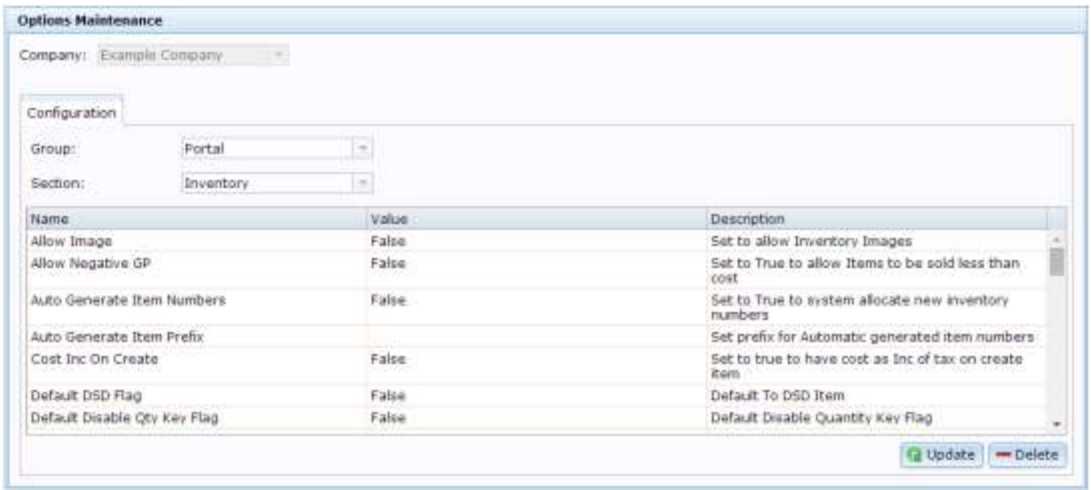
To open the Company options - Inventory screen:

1. Press 

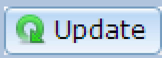
in the main menu bar.
2. Press **Inventory** > **Administration** > **Company options**.



The Company options - Inventory screen is displayed.



Company options - Inventory screen key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 

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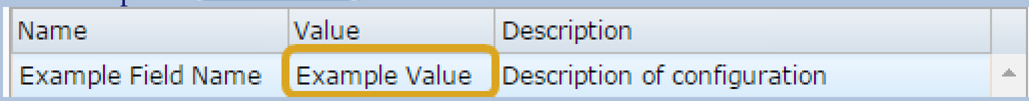


Configuration	Description
Allow image	Type **True** to allow images of items to be stored on the Portal.
Allow Negative GP	Type **True** to allow items to be sold at less than their cost.
Auto Generate Item Numbers	Type **True** to automatically allocate unique item numbers for items added to your inventory.
Auto Generate Item Prefix	Type the prefix that should be added at the start of automatically generated item numbers. Leave this field blank to not add any prefix.
Cost Inc On Create	Type **True** if your item costs include tax.
Default DSD Flag	Type **True** if your items are usually purchased directly from the debtor (Direct Supply form Debtor). If your organisation warehouses supplies and requires companies to purchase items from a central warehouse, type **False**.
Default Disable Qty Key Flag	Type **True** to disable the Point of Sale quantity key by default. For example, if most of your items are sold by weight. This setting can be overridden for individual items.

Configuration	Description
Default Discount Flag	Type **True** to permit discounts for items by default.
Default Discount Max	Type the default maximum percentage that items can be discounted. This can be overridden for individual items.
Default Max SOH	Type the maximum stock on hand amount for all items. This can be overridden for individual items.
Default Min Order Qty	Type the minimum quantity to be used when ordering items. This can be overridden for individual items.
Default Model Stock	Type the default Target Model Stock (Days) to be used for items, which determines the number of days' worth of stock you want to maintain. See *Inventory Management - Stock Control tab*.
Default Pack	The default number of items included when items are combined in a pack.
Default Reorder Point	The default stock on hand level that triggers reordering items. This can be overridden for individual items.
Default Reorder Qty	The default number of items to reorder. This can be overridden for individual items.
Default Replenishable Flag	Type **True** if your items can usually be reordered or replenished. This can be overridden for individual non-replenishable items.
Default Send To Terminals Flag	Type **True** if most of your items should be available to be sold via the Point of Sale.

Configuration	Description
Default Size	Type the default size of your items. This can be overridden for individual items.
Default Tax Inclusive	Type **True** if your item prices usually include tax. This can be overridden for individual items.
Default Tax Rate	Type the default tax rate for items.
Default Use By Days	Type the default number of days a perishable item can be kept, printed on labels. This date is calculated from the date the label is printed, and can be overridden for individual items.
Enable Artist Information	Type **True** to store artist information for items. **Note:** The label used for Artist Information can be overridden for your company.
Enable Colour Information	Type **True** to store colour fashion and brand information for items.
Enable Cost Plus Pricing	Type **True** to allow the portal to automatically calculate item prices based on the item cost plus a set amount or percentage.
Enable Extra Information	Type **True** to store additional information from the warehouse about items such as Fashion variants, etc. **Note:** The field names of the extra information depend on your Portal configuration.
Enable Ingredients	Type **True** to store ingredient and nutritional information about items.

Configuration	Description
	Note: This information is not required for item creation, even if this configuration is enabled.
Force Firstcase	Force the first letter of each word in the item description to be upper case.
Force Lowercase	Force all letters in the item description to be lower case.
Force Uppercase	Force all letters in the item description to be upper case.
IGA Supplier	Type your allocated IGA supplier number to be used for IGA imports.
Image Height	Type the maximum height in pixels of item images.
Image Width	Type the maximum width in pixels of item images.
Level 1 Cost Plus Fixed	If cost-plus pricing is enabled, type the fixed amount to be added to the standard (retail) pricing level.
Level 1 Cost Plus Percentage	If cost-plus pricing is enabled, type the percentage of the cost to be added to the standard (retail) pricing level.
Level 2 Cost Plus Fixed	If cost-plus pricing is enabled, type the fixed amount to be added to the level 2 pricing level.
Level 2 Cost Plus Percentage	If cost-plus pricing is enabled, type the percentage of the cost to be added to the level 2 pricing level.

Configuration	Description
Level 3 Cost Plus Fixed	If cost-plus pricing is enabled, type the fixed amount to be added to the level 3 pricing level.
Level 3 Cost Plus Percentage	If cost-plus pricing is enabled, type the percentage of the cost to be added to the level 3 pricing level.
Level 4 Cost Plus Fixed	If cost-plus pricing is enabled, type the fixed amount to be added to the level 4 pricing level.
Level 4 Cost Plus Percentage	If cost-plus pricing is enabled, type the percentage of the cost to be added to the level 4 pricing level.
Level 5 Cost Plus Fixed	If cost-plus pricing is enabled, type the fixed amount to be added to the level 5 pricing level.
Level 5 Cost Plus Percentage	If cost-plus pricing is enabled, type the percentage of the cost to be added to the level 5 pricing level.
Recalc Cost	Type **True** if you want the Portal to automatically recalculate all item costs if the Tax Included / Excluded flag is changed.
Show Margins	Type **True** if you want to be able to view profit margins on items in the Pricing tab of Inventory Maintenance. See *Inventory Management - Pricing tab*.
Supplier Required	Type **True** to require a supplier for each created item.
Update Kit Cost	Type **True** if the cost of a kit should be automatically calculated by the cost of the component items. Type **False** if you want to update the kit cost manually.

Configuration	Description
Use SOH For Labels	Type **True** to use stock-on-hand for label counts when generating individual labels for items.

Configuring your company to use Metcash

Use the Company Options - Metcash section to configure your company to use a Metcash account.

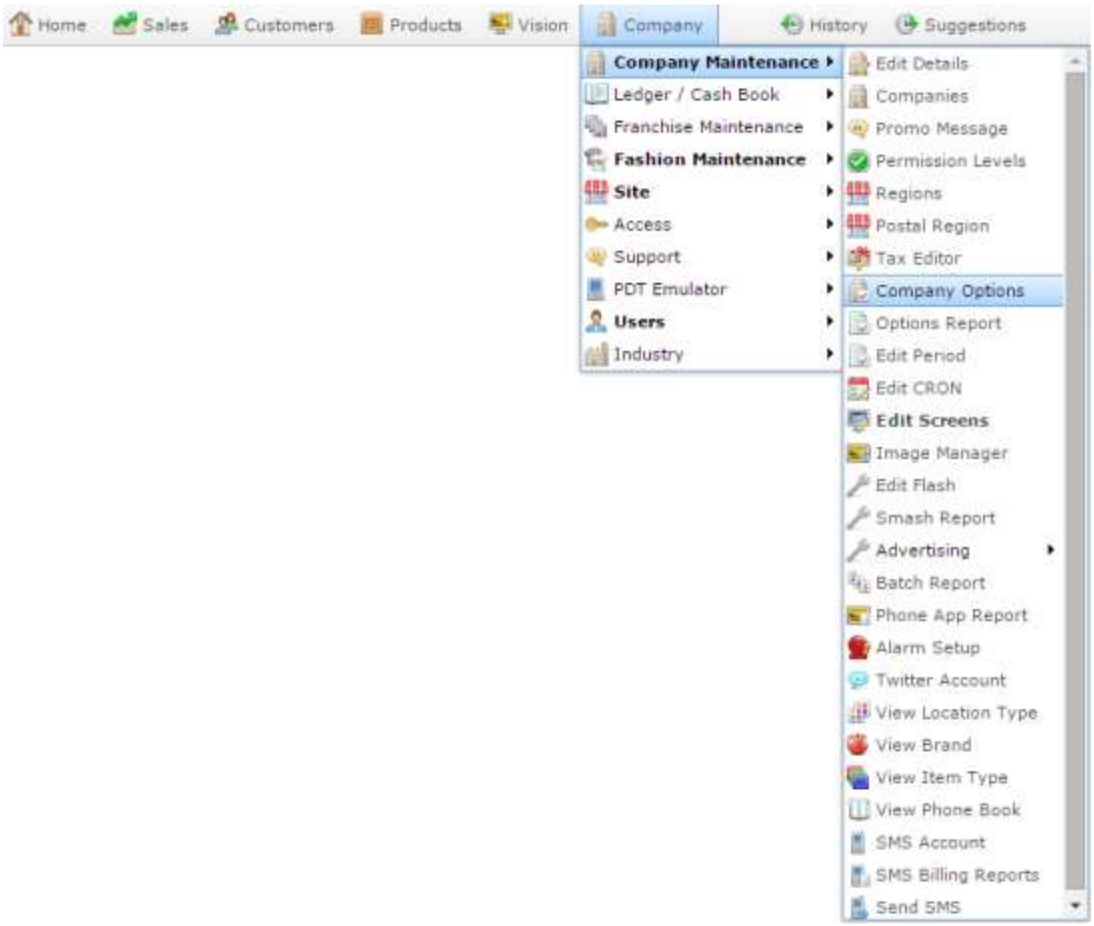
> **Note:** You must request your configuration values from your Metcash liaison. Configure the Portal values to match the information you are given.

Opening the Company Options - Metcash section

To open the Company Options - Metcash section:

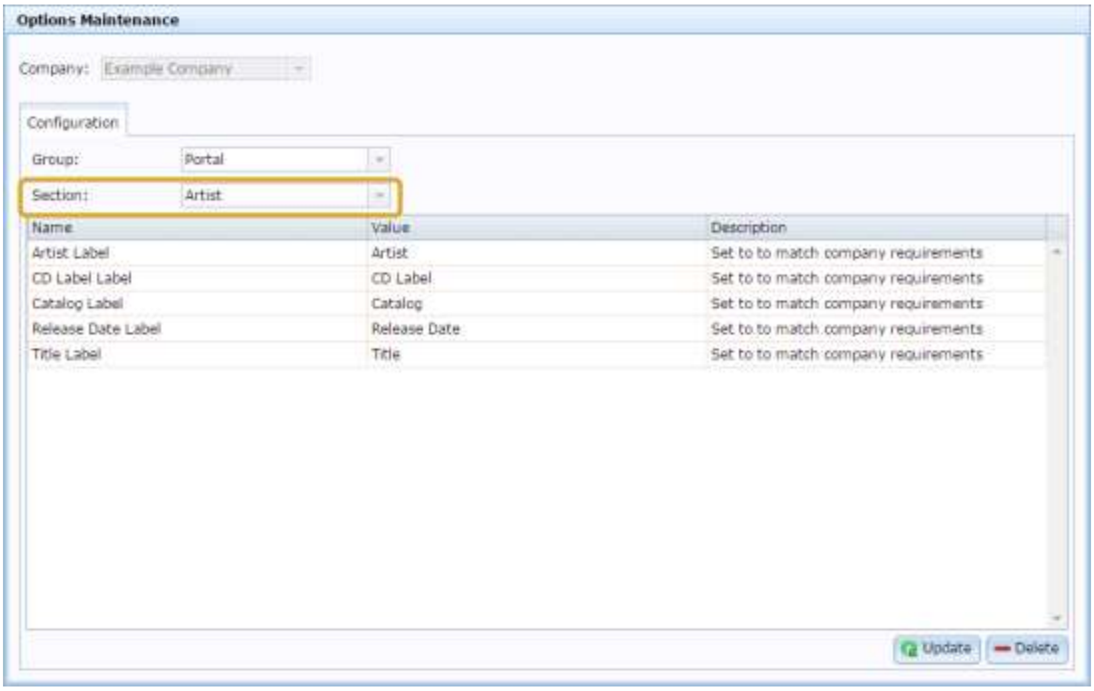
1. Press 

.
2. Press **Company Maintenance** > **Company Options**.



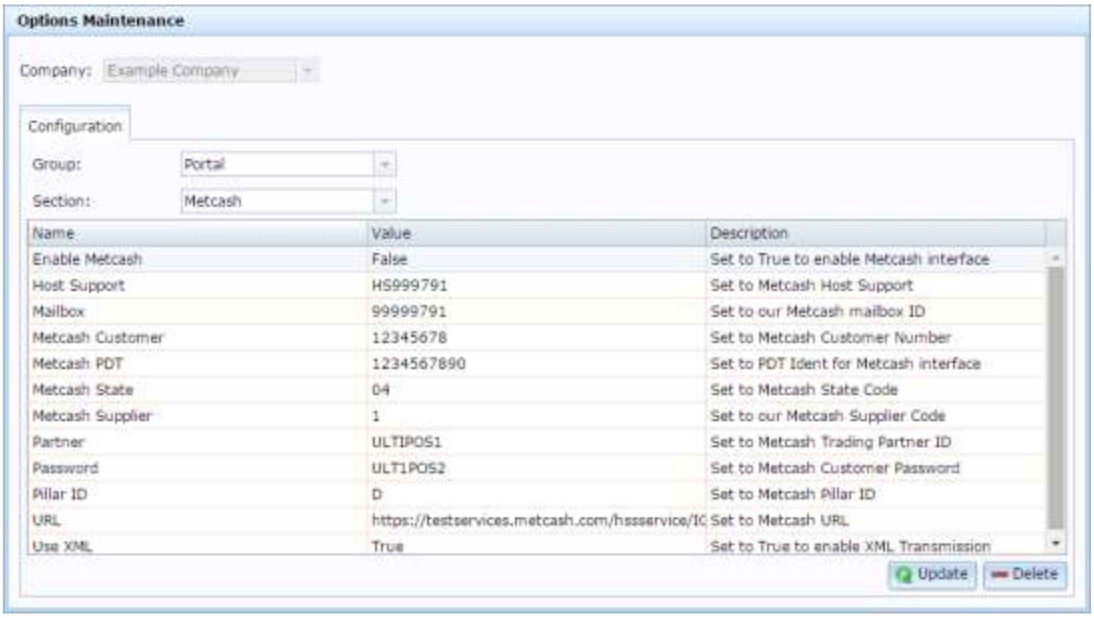
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.



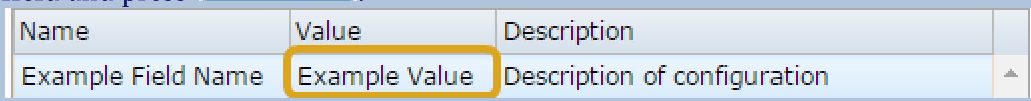
4. Select **Metcash** from the **Section** drop-down list.

   The Metcash section is displayed.



Company Options - Metcash section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press Update.



Configuration	Description
Enable Metcash	Type True to set the Portal to use the Metcash interface with suppliers.
Host Support	Type your Metcash host support number.
Mailbox	Type your Metcash mailbox ID number.
Metcash Customer	Type your Metcash customer or account number.
Metcash PDT	Type your PDT identification code for the Metcash interface.
Metcash State	Type your Metcash state code.
Metcash Supplier	Type your Metcash supplier code.
Partner	Type your Metcash trading partner's ID code.
Password	Type your Metcash customer account password.

Configuration	Description
Pillar ID	Type your Metcash pillar ID.
URL	Type the Metcash URL you want the Portal to send Metcash requests to.
Use XML	Type **True** to use XML for Metcash transactions. **Note:** It is recommended to set this to True. If **False**, the Portal uses the previous text interface of Metcash which has been discontinued.

Configuring pallets for your company

Use the Company Options - Pallet section to configure how your company uses pallets when receiving or invoicing stock.

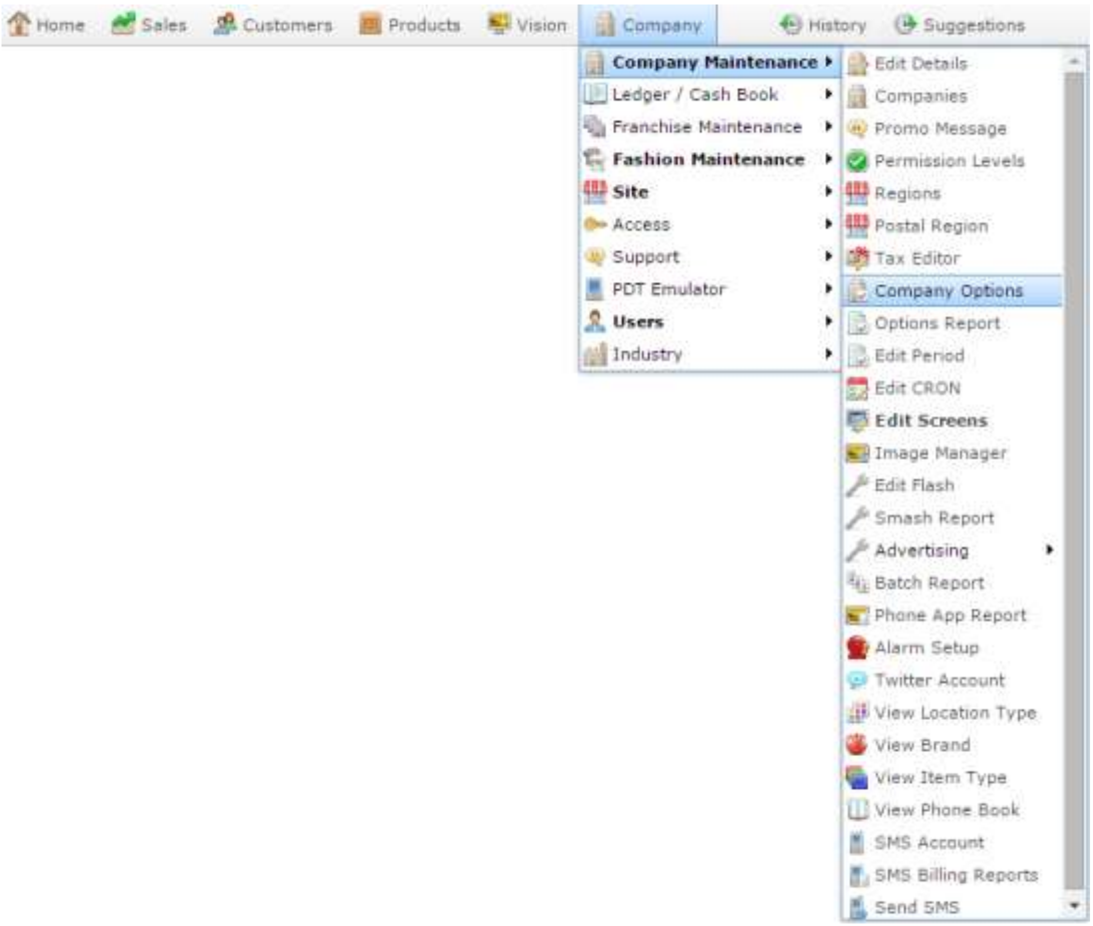
The pallets feature allows you to scan barcodes that encode the item code, weight or quantity, price, use-by date and manufacturer in a serial number. This can be used to track the carton through your inventory and note expired or lost cartons.

Opening the Company Options - Pallet section

To open the Company Options - Pallet section:

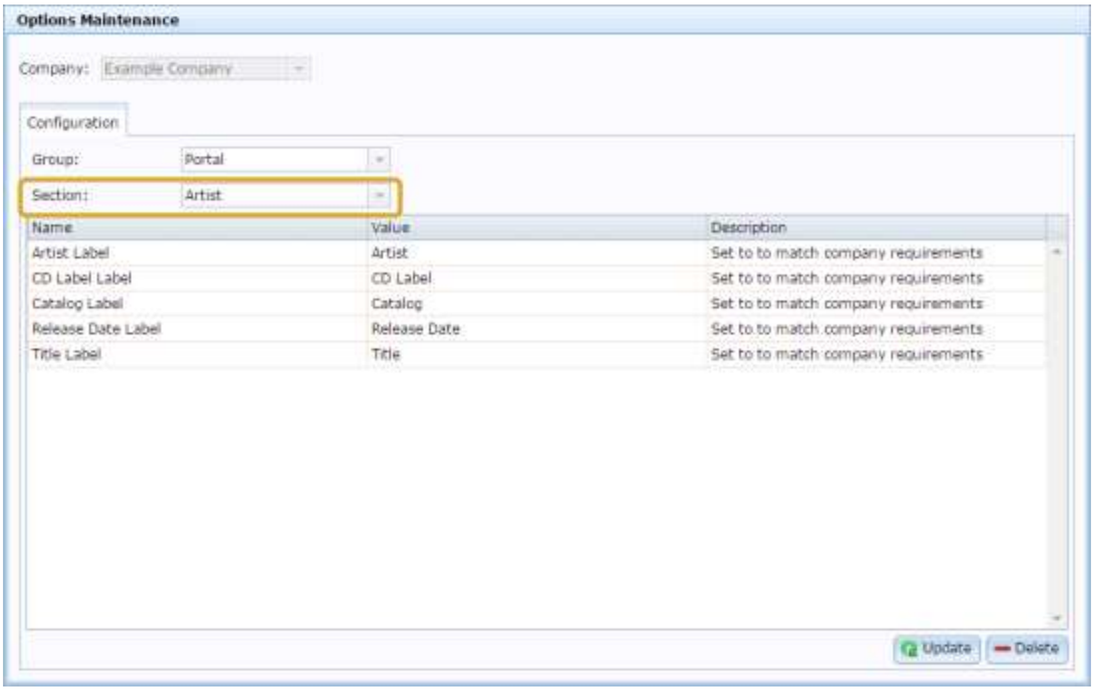
1. Press 

.
2. Press **Company Maintenance** > **Company Options**.



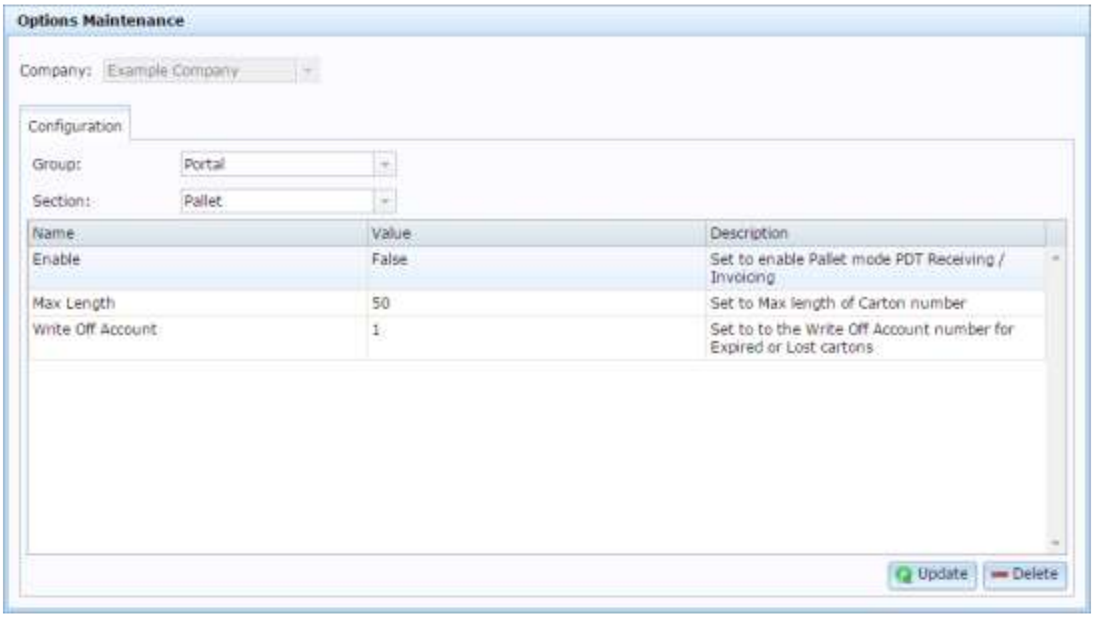
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.

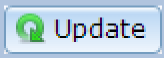


4. Select **Pallet** from the **Section** drop-down list.

   The Pallet section is displayed.



Company Options - Pallet section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 

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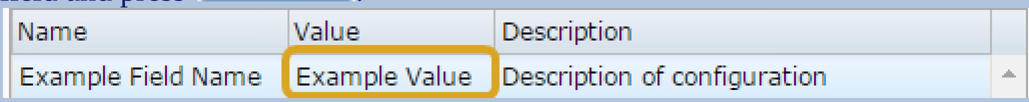


Configuration	Description
Enable	Type **True** to use the Pallet mode when receiving or invoicing using a PDT.
Fixture	Type the unique code for the fixture that stores your receipted items.
GTIN Length	Type the number of digits used in the item's Global Trade Item Number (GTIN).
KG	Type the number of kilograms per carton for use in purchase orders. Kilograms ordered are converted into number of pallets during the order process.
Max Length	Type the maximum number of digits in a carton scan number. Cartons with a number longer than this are rejected by the Portal as incorrect.
Must Be Received	Type **True** to require a pallet to be received before it can be dispatched.
Write Off Account	Type the ledger code or account number to be used when writing off expired or lost cartons.

Configuring your company for PDI

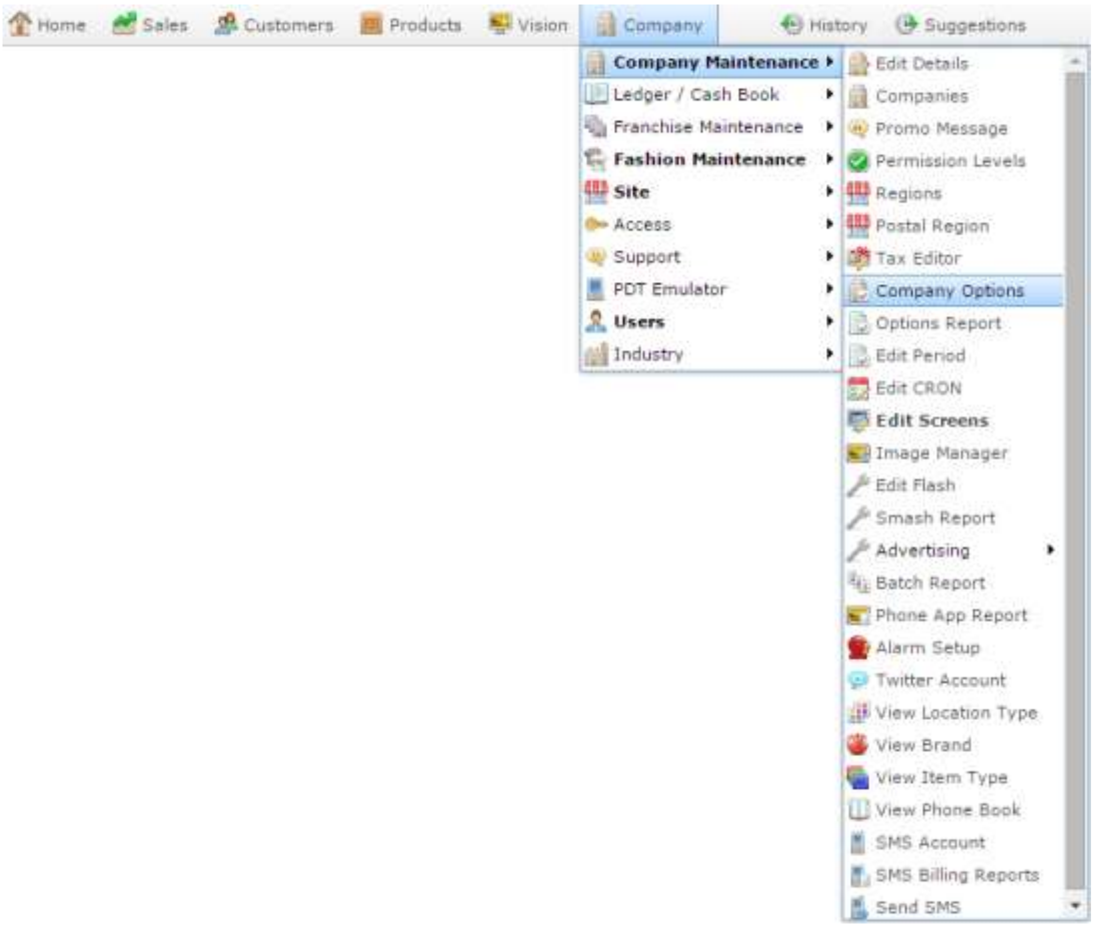
Use the Company Options - PDI section to configure your company to use the Portal Data Interchange to speed up your purchasing and receipting workflow with other companies that also use the Portal. See *Using the Portal Data Interchange (PDI)*.

Opening the Company Options - PDI section

To open the Company Options - PDI section:

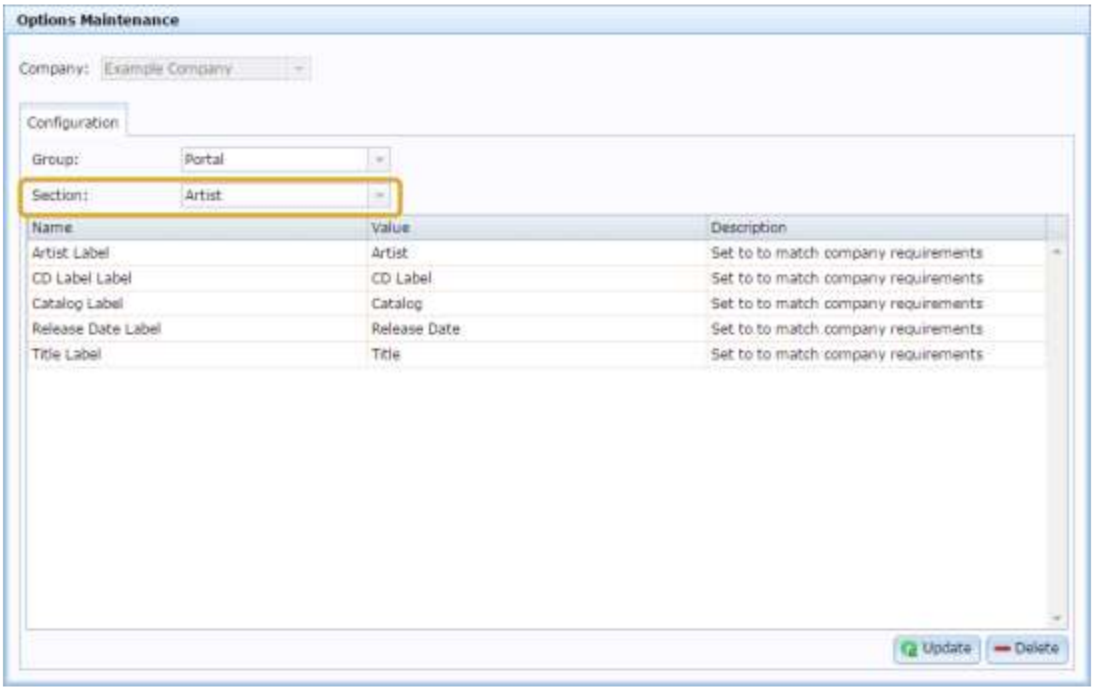
1. Press 

.
2. Press **Company Maintenance** > **Company Options**.



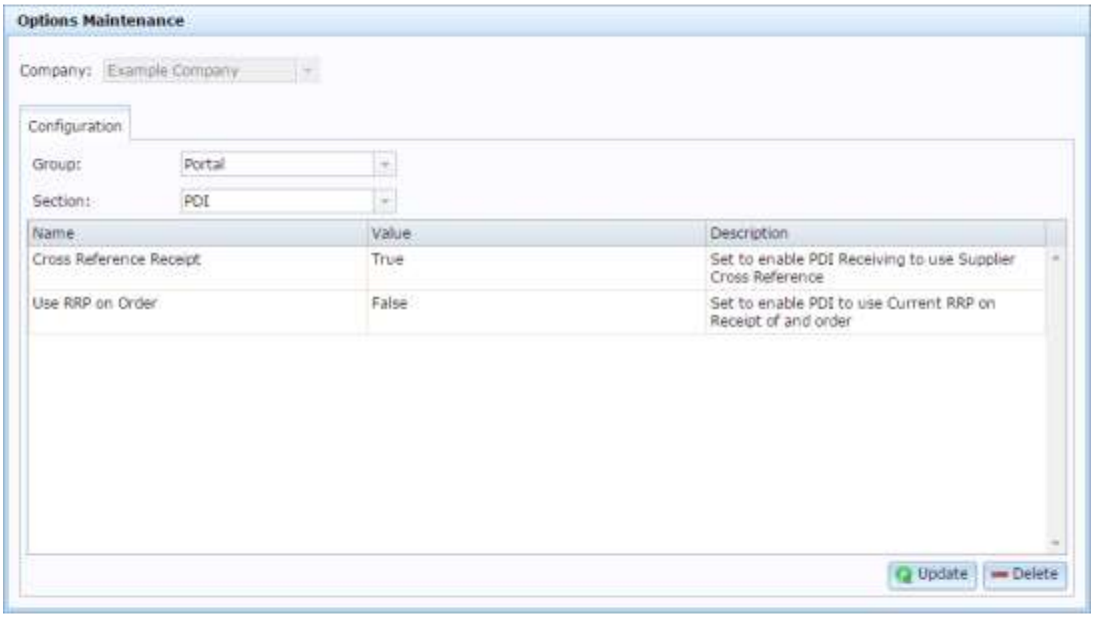
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.

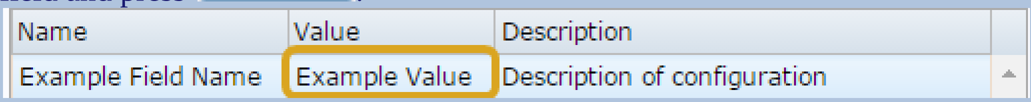


4. Select **PDI** from the **Section** drop-down list.

   The PDI section is displayed.



Company Options - PDI section key fields and buttons

> **Note:** The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press Update.
>
> 
>

Configuration	Description
Cross Reference Receipt	Type True to use supplier cross reference codes when creating receipts using the Portal data interchange.
Use RRP on Order	Type true to use the recommended retail price when generating customer orders and stock receipts using the Portal data interchange.

Configuring the price matrix for your company

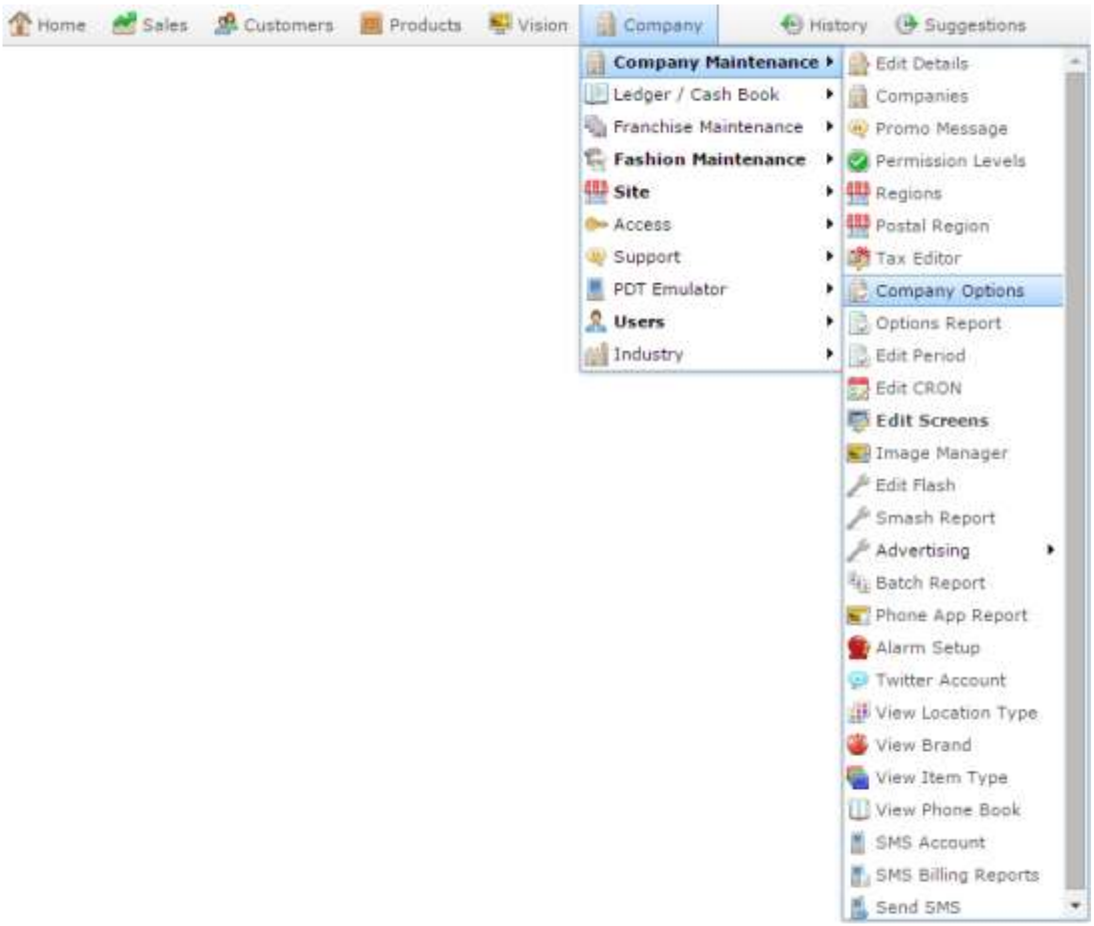
Use the Company Options - Price Matrix section to configure item and supplier cost-to-sell price matrices for your company.

Opening the Company Options - Price Matrix section

To open the Company Options - Price Matrix section:

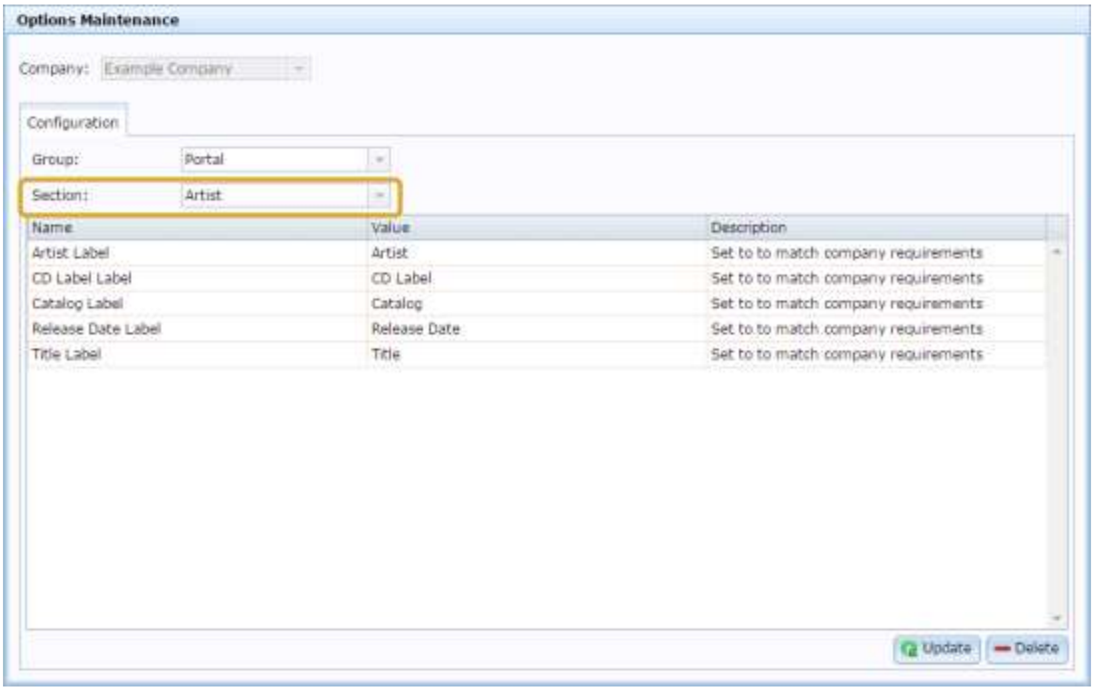
1. Press 

.
2. Press **Company Maintenance** > **Company Options**.



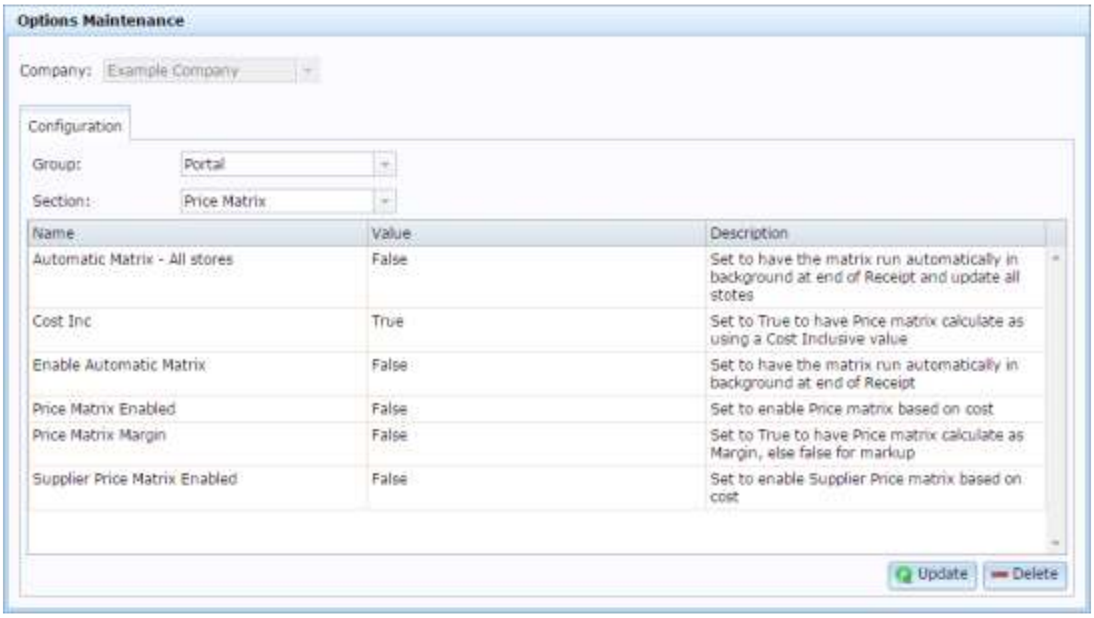
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.

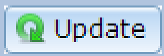


4. Select **Price Matrix** from the **Section** drop-down list.

   The Price Matrix section is displayed.



Company Options - Price Matrix section key fields and buttons

> **Note:** The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 
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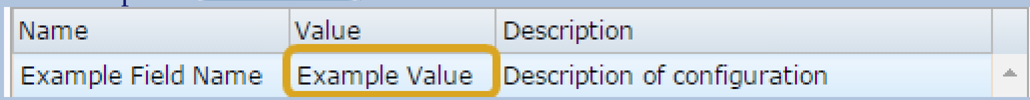
> 
>

Configuration	Description
Automatic Matrix - All stores	Type **True** for the Portal to update all site's price matrices after receipting stock.
Cost Inc	Type **True** to use a cost that includes GST or sales tax when calculating price matrices.
Enable Automatic Matrix	Type **True** for the Portal to update a creditor's price matrices after receipting stock from them.
Price Matrix Enabled	Type **True** to generate cost-to-sell-price matrices for items across all suppliers. **Note:** Either the Price Matrix or the Supplier Price Matrix can be configured, but not both.
Price Matrix Margin	Type **True** to use a margin calculation when updating price matrices. Type **False** to use a markup calculation.
Supplier Price Matrix Enabled	Type **True** to generate a cost-to-sell-price matrix for items per supplier. **Note:** Either the Price Matrix or the Supplier Price Matrix

Configuration	Description
	can be configured, but not both.

Configuring promotions for your company

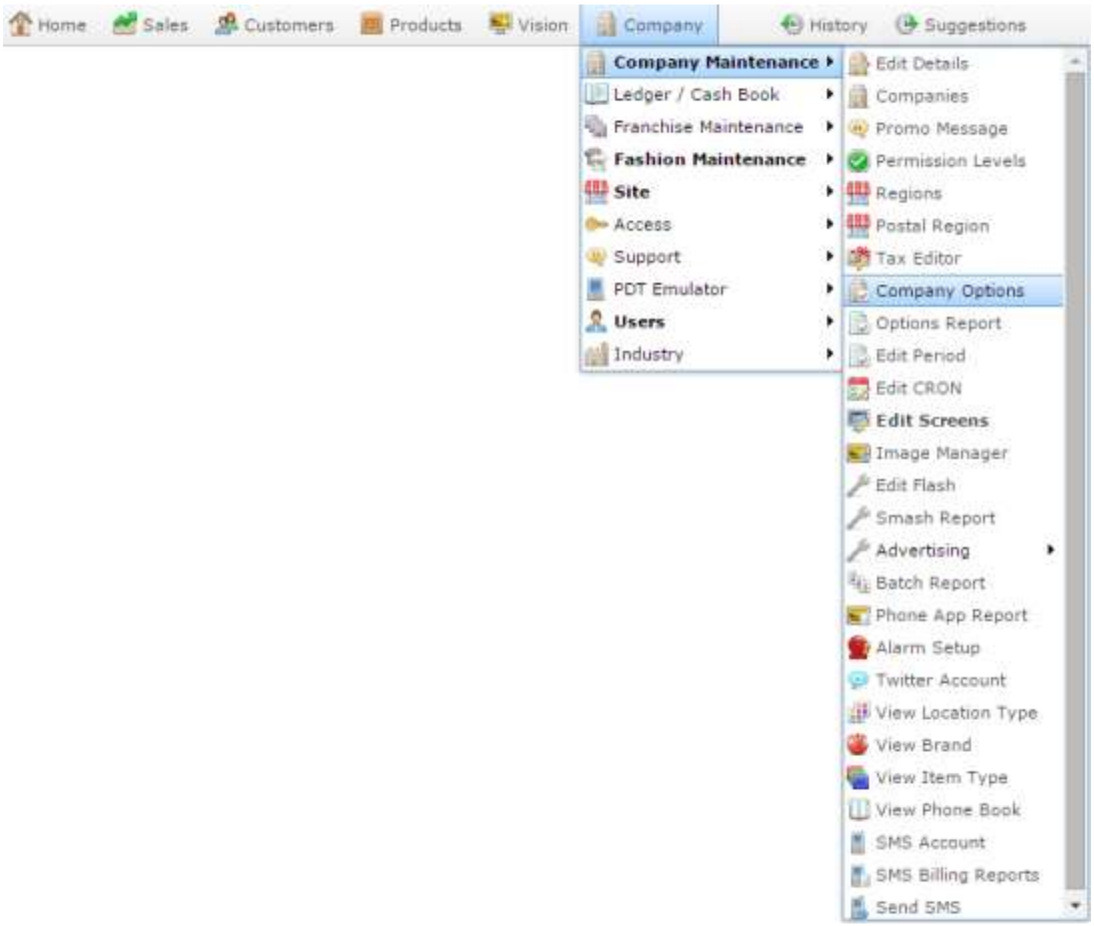
Use the Company Options - Promotions section to configure how your company manages promotions.

Opening the Company Options - Promotions section

To open the Company Options - Promotions section:

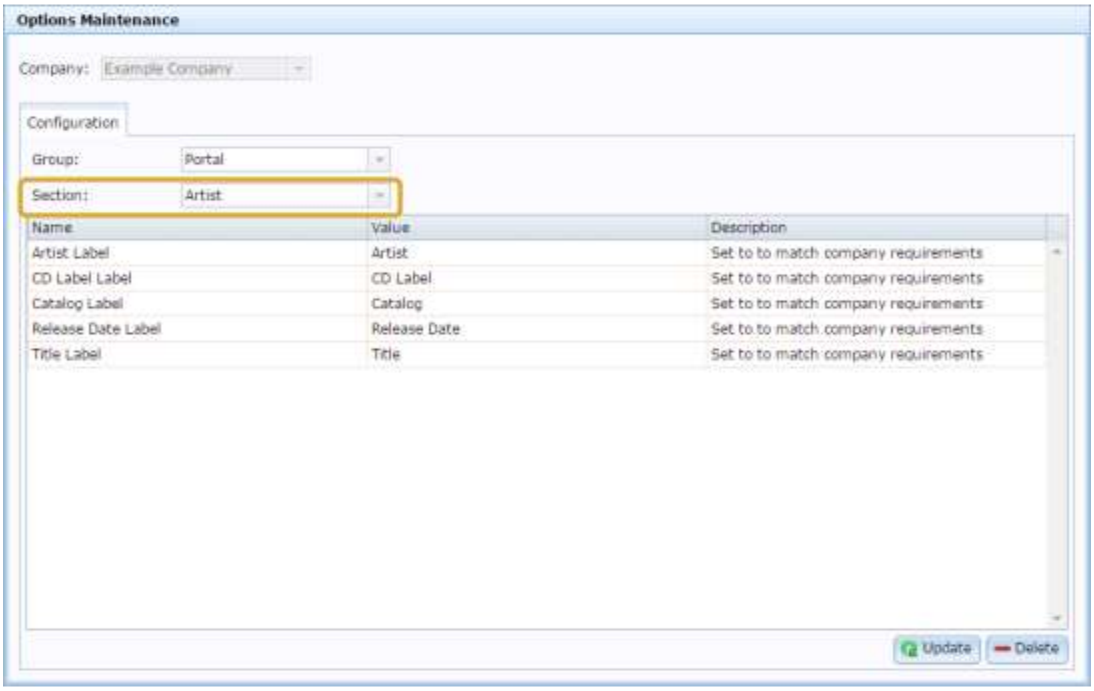
1. Press 

.
2. Press **Company Maintenance** > **Company Options**.



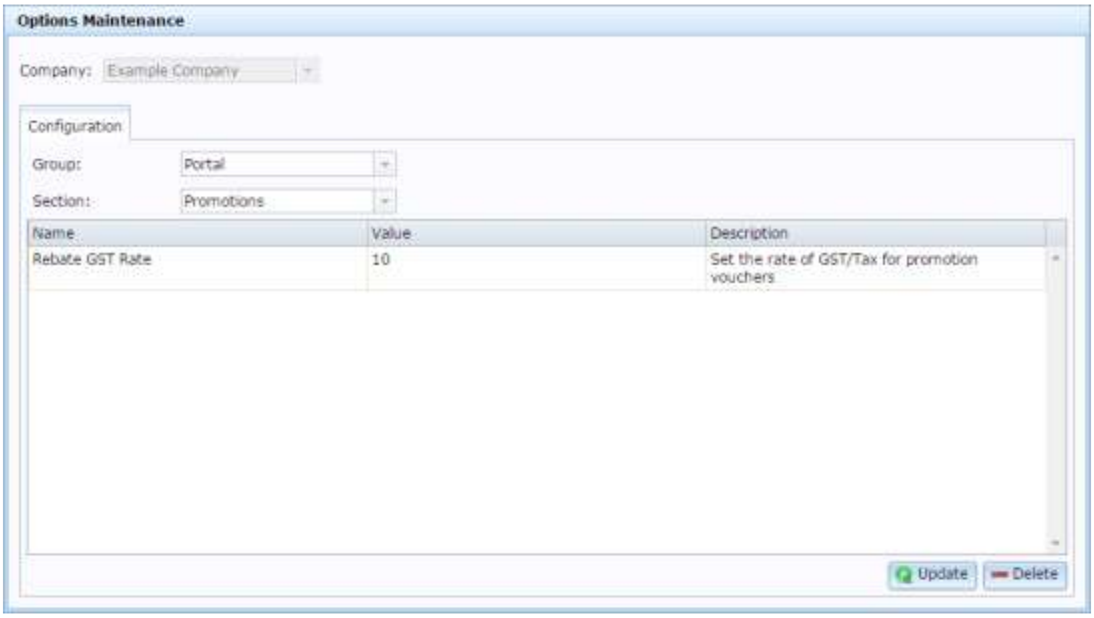
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.

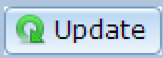


4. Select **Promotions** from the **Section** drop-down list.

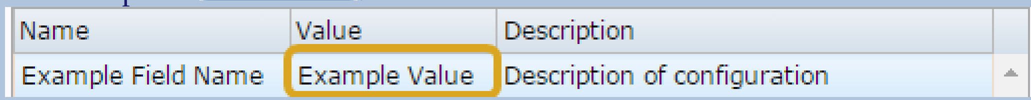
   The Promotions section is displayed.



Company Options - Promotions section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 

.



Configuration	Description
Rebate GST Rate	Type the GST or tax percentage for promotion vouchers. For example, if the tax rate is 10%, type **10**.

Configuring purchase orders for your company

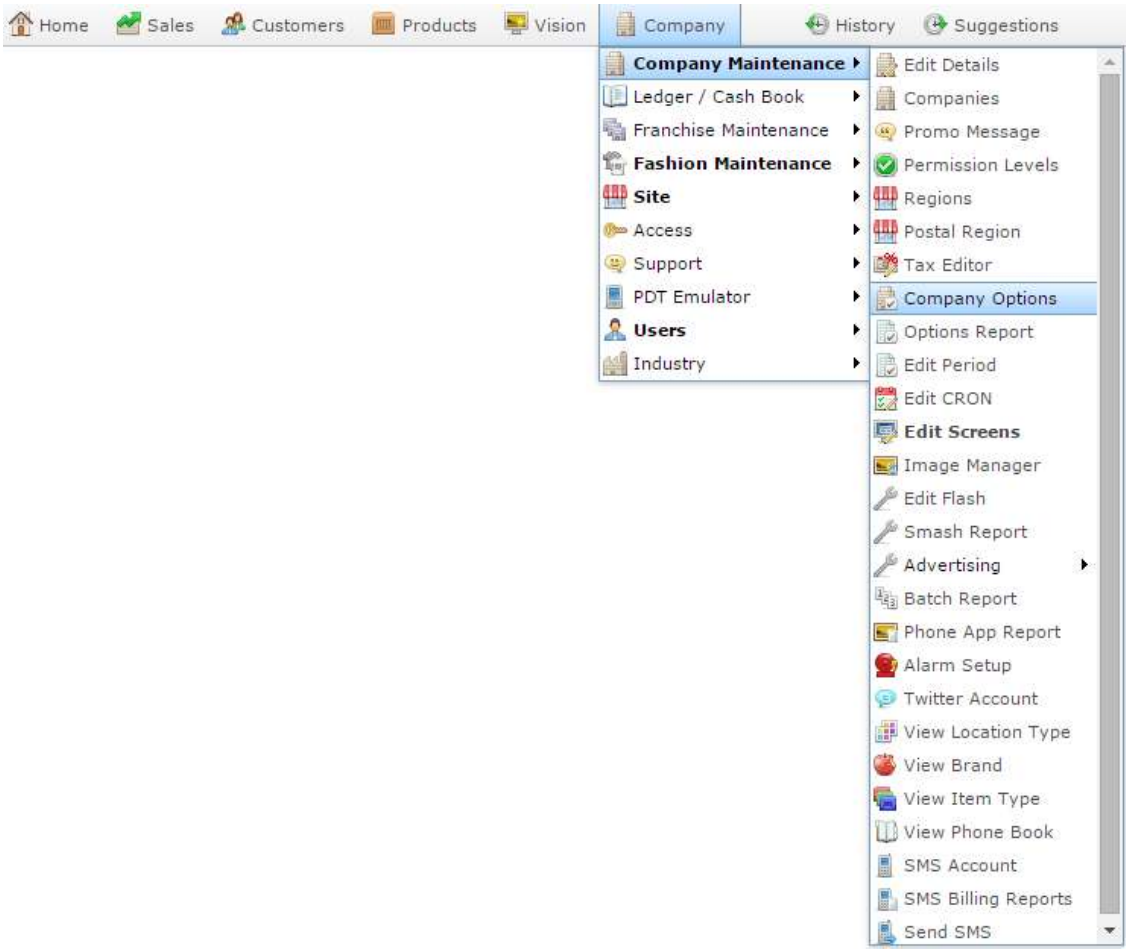
Use the Company Options - Purchase Orders section to configure your company for creating and managing purchase orders of items.

Opening the Company Options - Purchase Orders section

To open the Company Options - Purchase Orders section:

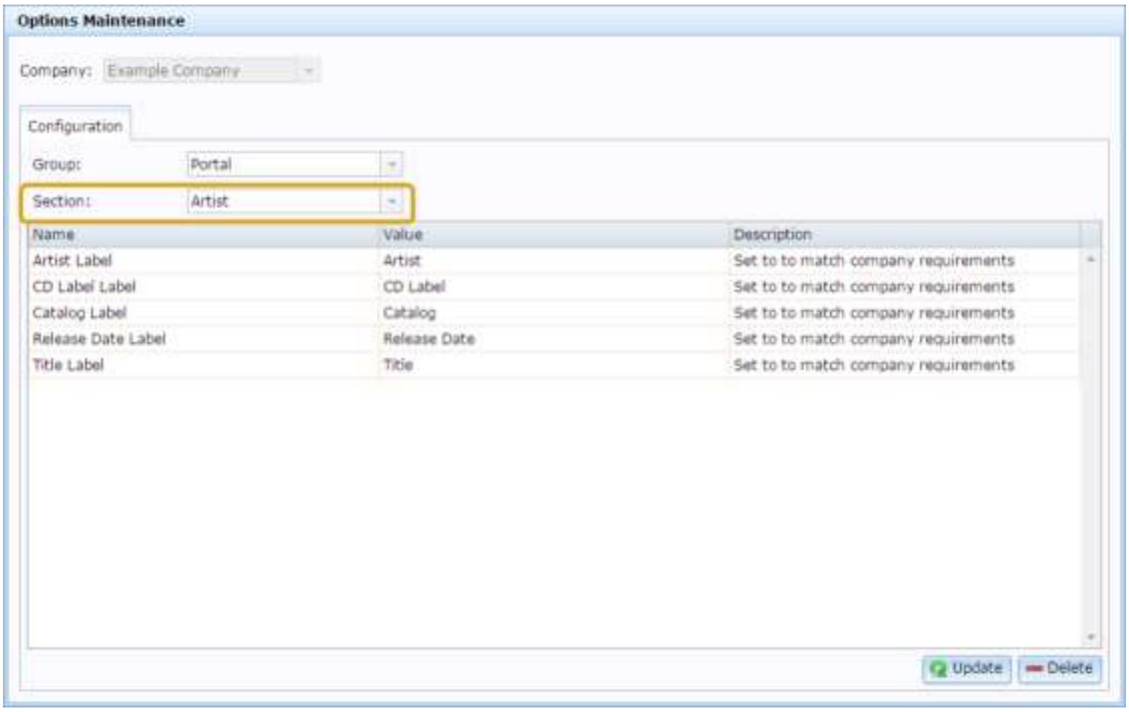
1. Press 

.
2. Press **Company Maintenance > Company Options**.



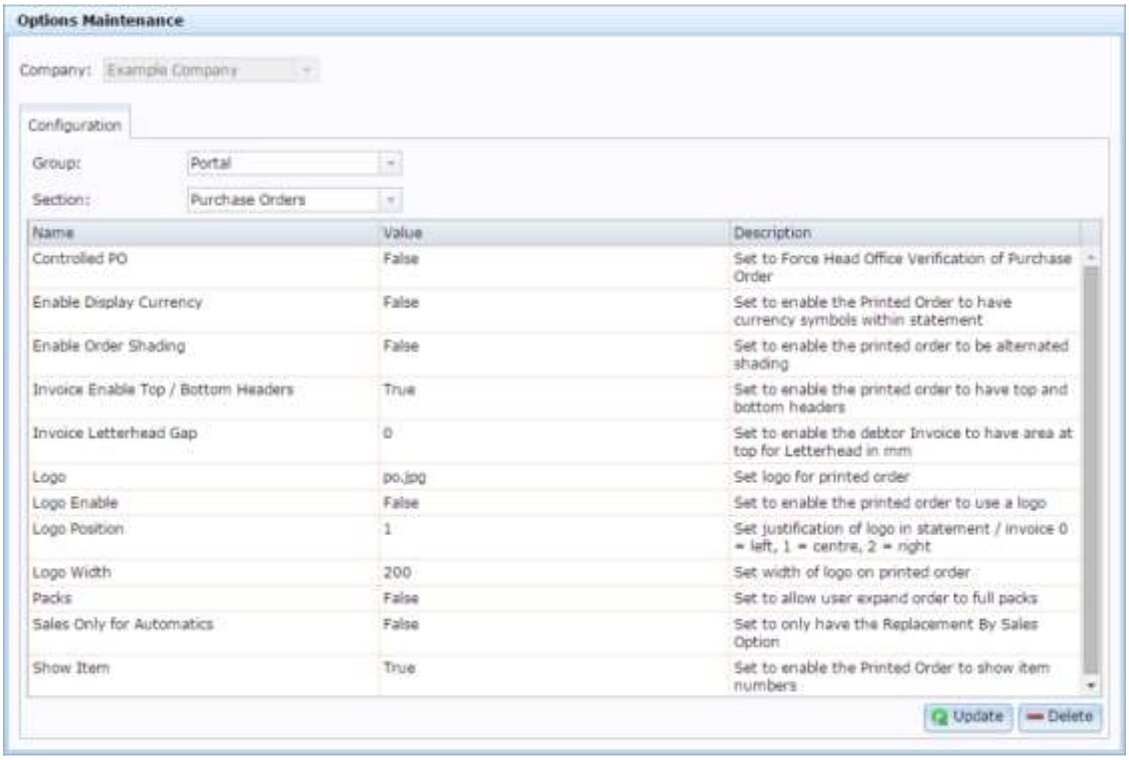
   The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.



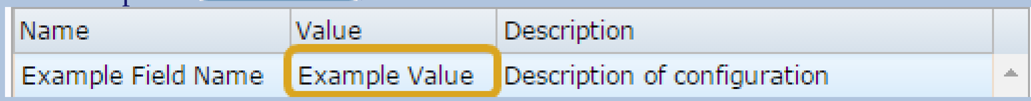
4. Press **Purchase Orders** from the **Section** drop-down list.

   The Purchase Orders section is displayed.



Company Options - Purchase Orders section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press Update.



Configuration	Description
Controlled PO	Type True to require purchase orders to be authorised before they can be finalised.
Enable Display Currency	Type True to display currency symbols on the purchase orders.
Enable Order Shading	Type True to shade every second row of the printed purchase order. **Note:** When enabled, this option increases the amount of ink used when printing purchase orders.
Invoice Enable Top / Bottom Headers	Type True to use a header and footer on the printed purchase order.
Invoice Letterhead Gap	Type the number of millimetres to leave as a gap at the top of the page for a letterhead. For example, if your letterhead is 1.5 cm tall, and you want a 3 mm gap after it before the purchase order starts, type **18**.
Logo	Type the name of the logo to print on the printed purchase order.

Configuration	Description
Logo Enable	Type True to use a logo on the printed purchase order.
Logo Position	Type the justification of the logo on the printed purchase order. **0** left-justified. **1** centered. **2** right-justified.
Logo Width	Type the width of the logo in pixels.
Packs	Type True to automatically convert an order to full packs. For example, if an item is supplied in packs of 6, a purchase order of 5 units is automatically expanded to 1 pack of 6 units. This is different to ordering and receiving exclusively in packs, where the Portal multiplies all order quantities by the pack amount, rather than ordering individual units. See *Configuring packs for your site* on page 159. Also see *Inventory Management - Details tab*.
Sales Only for Automatics	Type True to have the Portal automatically manage procurement on a sell-on-order-one basis.
Show Item	Type True to display item codes on the printed purchase order.

Configuring requisition options for your company

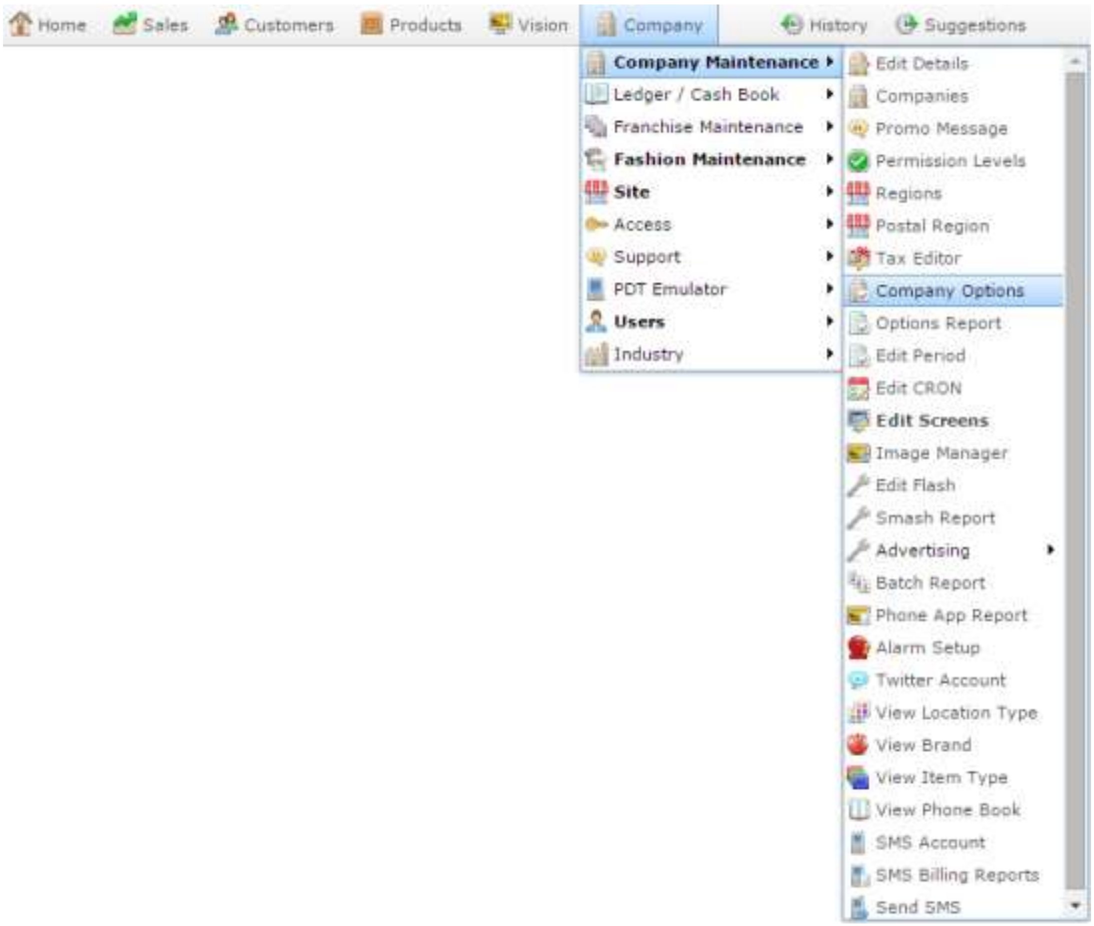
Use the Company Options - Requisitions section to configure your company for

Opening the Company Options - Requisitions section

To open the Company Options - Requisitions section:

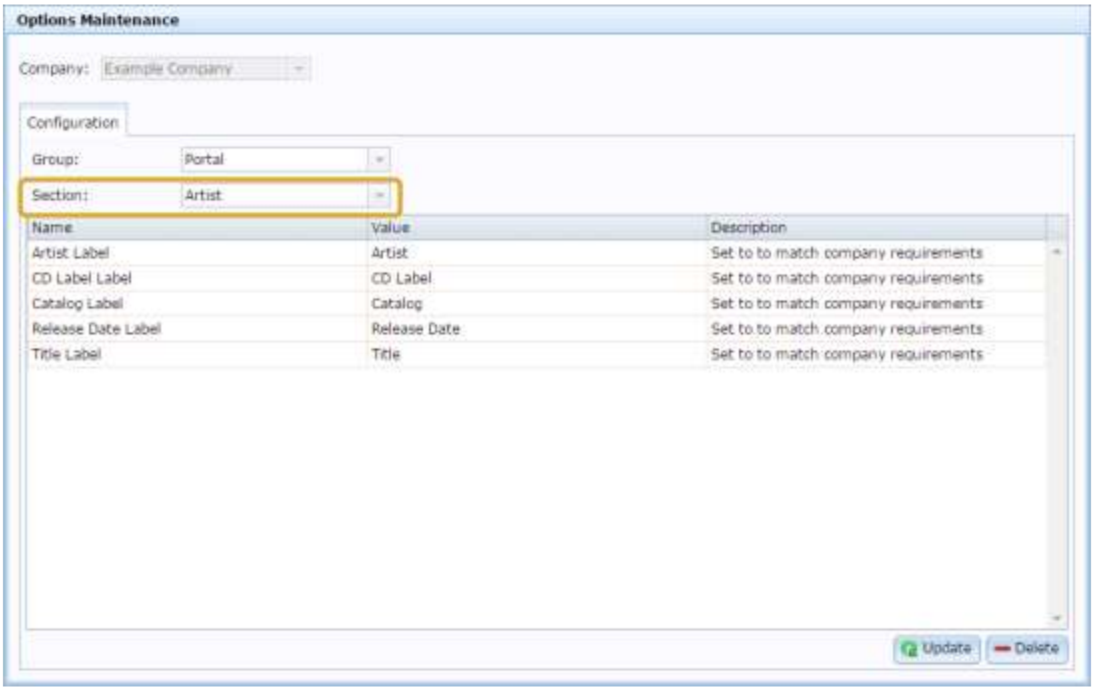
1. Press 

.
2. Press **Company Maintenance** > **Company Options**.



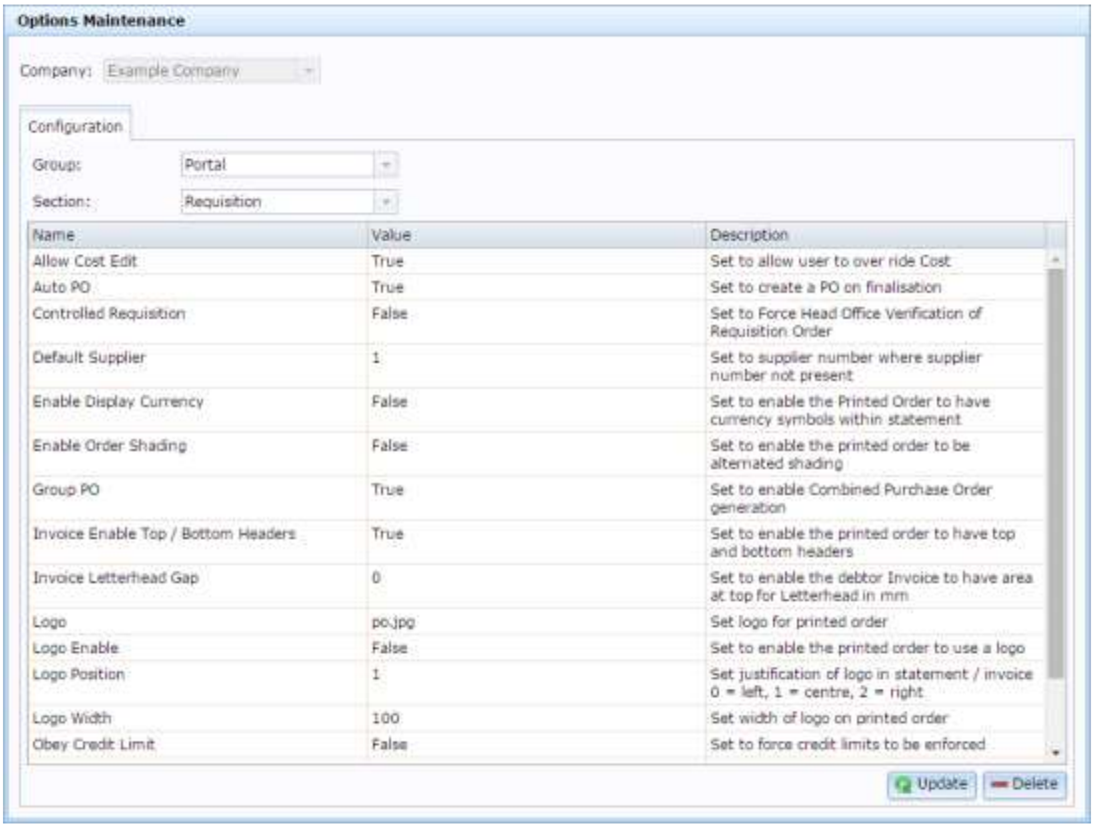
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.

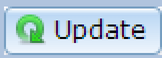


4. Select **Requisitions** from the **Section** drop-down list.

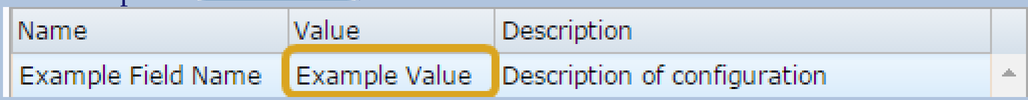
   The Requisitions section is displayed.



Company Options - Requisitions section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 

.



Configuration	Description
Allow Cost Edit	Type True to allow operators to override an item cost when creating requisitions.
Auto PO	Type True to automatically convert finalised requisitions into purchase orders.
Controlled Requisition	Type True to require requisitions to be authorised by head office before they can be finalised.
Default Supplier	Type the supplier number of the supplier to use as the default supplier.
Enable Display Currency	Type True to display currency symbols on the printed requisition.
Enable Order Shading	Type True to shade every alternate row of the printed requisition for easier reading.
Group PO	Type True to combine requisitions from multiple sites into a single group purchase order.
Invoice Enable Top /	Type True to display headers and footers on the printed

Configuration	Description
Bottom Headers	requisitions.
Invoice Letterhead Gap	Type the number of millimetres to leave as a gap at the top of the page for a letterhead. For example, if your letterhead is 1.5 cm tall, and you want a 3 mm gap after it before the purchase order starts, type **18**.
Logo	Type the name of the logo to print on the printed requisition.
Logo Enable	Type True to use a logo on the printed requisition.
Logo Position	Type the justification of the logo on the printed requisition. **0** left-justified. **1** centered. **2** right-justified.
Obey Credit Limit	This configuration is no longer in use.
Obey Max	Type True to prevent operators from ordering units of an item that would exceed the item's maximum stock-on-hand. For example, if the stock-on-hand of an item is 15 units and the maximum is 50 units, an operator would not be permitted to order more than 35 units.
Show Item	Type True to display the item numbers in the requisitions screen.

Configuring stock adjustments for your company

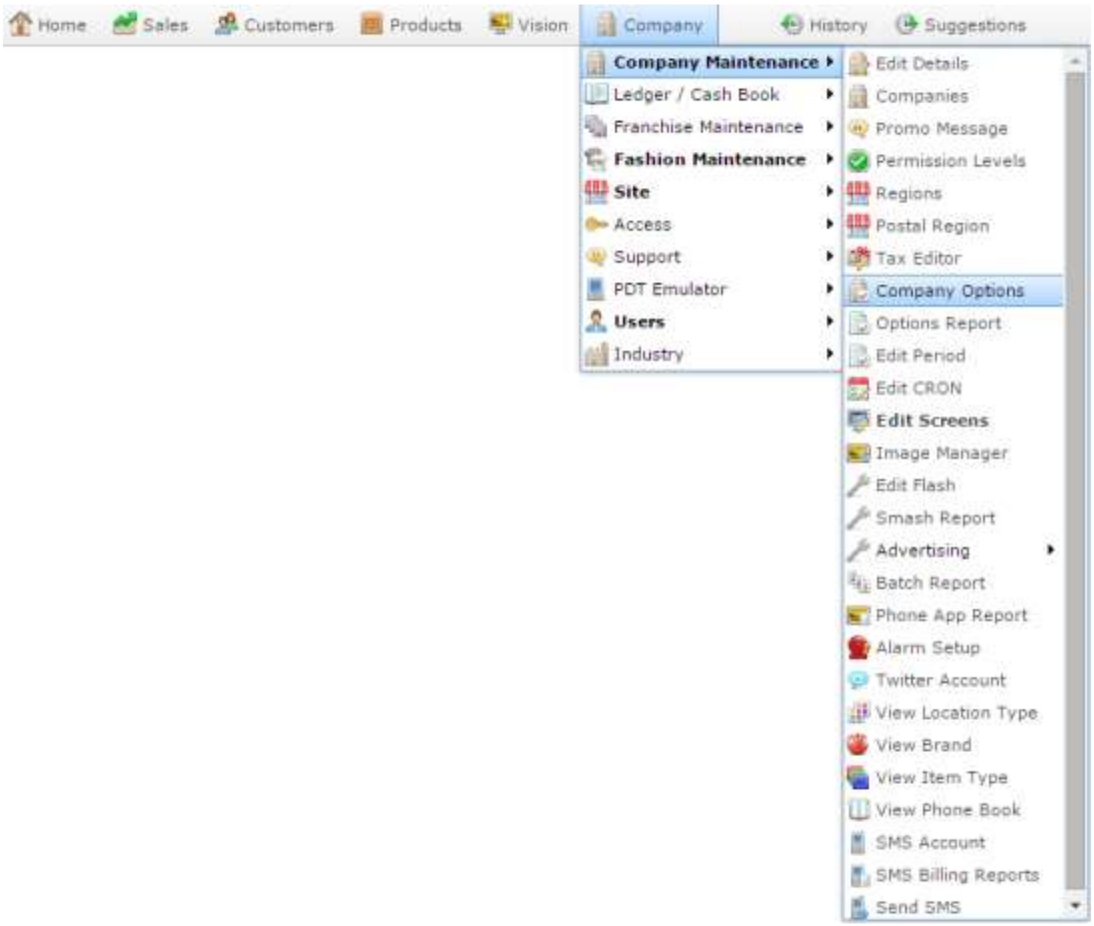
Use the Company Options - Stock Adjustments section to configure your company for using stock adjustments to increase or decrease your stock due to write-offs or found-stock.

Opening the Company Options - Stock Adjustments section

To open the Company Options - Stock Adjustments section:

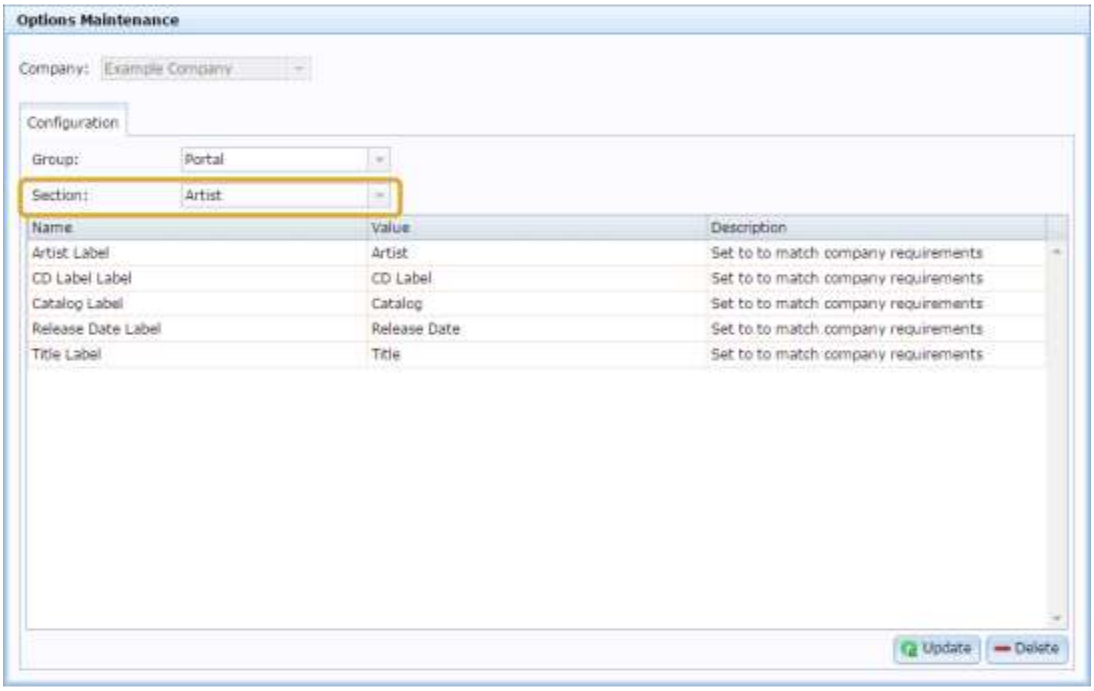
1. Press 

.
2. Press **Company Maintenance** > **Company Options**.



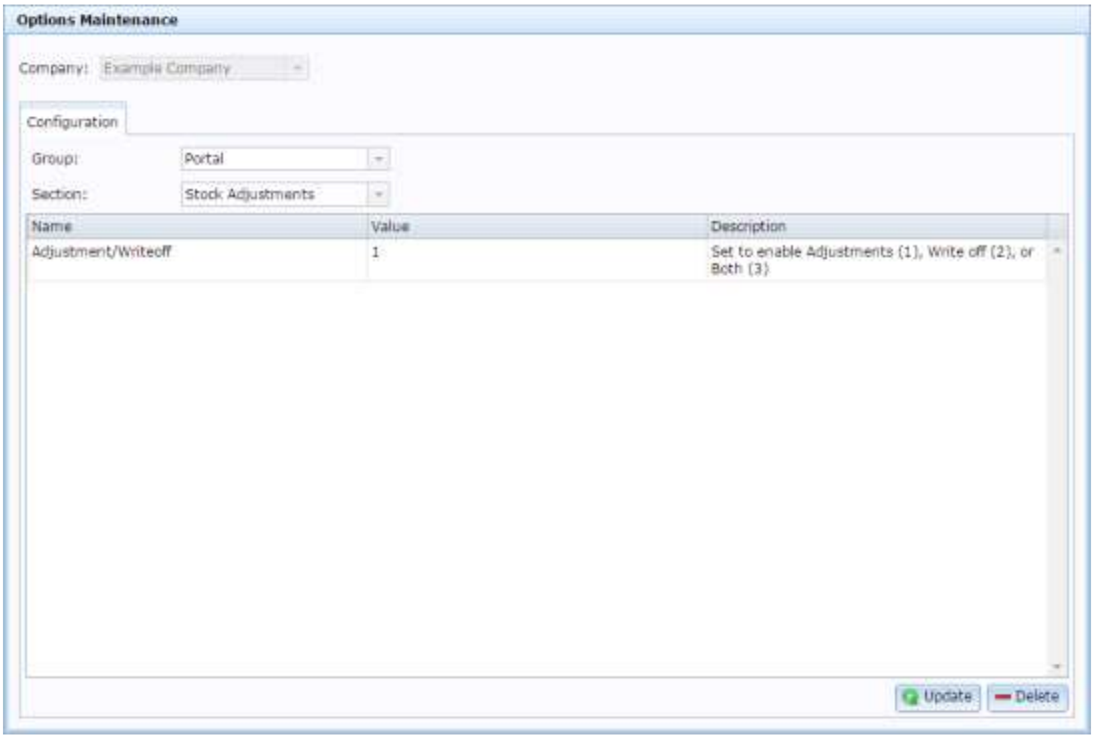
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.



4. Select **Stock Adjustments** from the **Section** drop-down list.

   The Stock Adjustments section is displayed.



Company Options - Stock Adjustments section key fields and buttons

> **Note:** The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press Update.
>
> | Name | Value | Description |
> |---|---|---|
> | Example Field Name | Example Value | Description of configuration |

Configuration	Description
Adjustment/Writeoff	Type the number corresponding to how you want stock adjustments to function. **1** Enable the Adjustments screen, which can be used to increase or decrease stock levels. **Note:** Positive adjustment units decrease stock, negative adjustment units increase stock. **2** Enable the Write Off screen, which can only be used to reduce stock levels by writing off stock. **3** Enable both the Adjustments screen and the Write Off screen.

Configuring stock receipts for your company

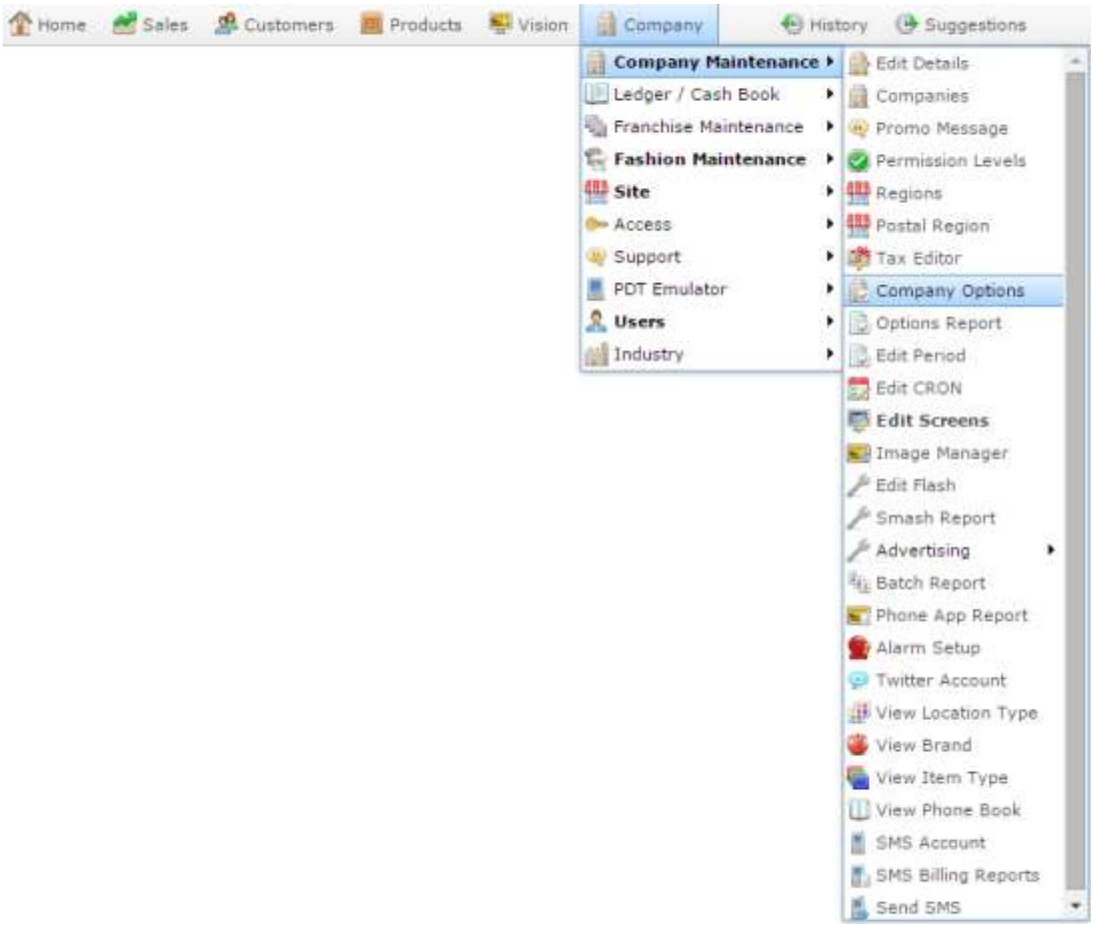
Use the Company Options - Stock Receipts section to configure your company for receipting stock from suppliers.

Opening the Company Options - Stock Receipts section

To open the Company Options - Stock Receipts section:

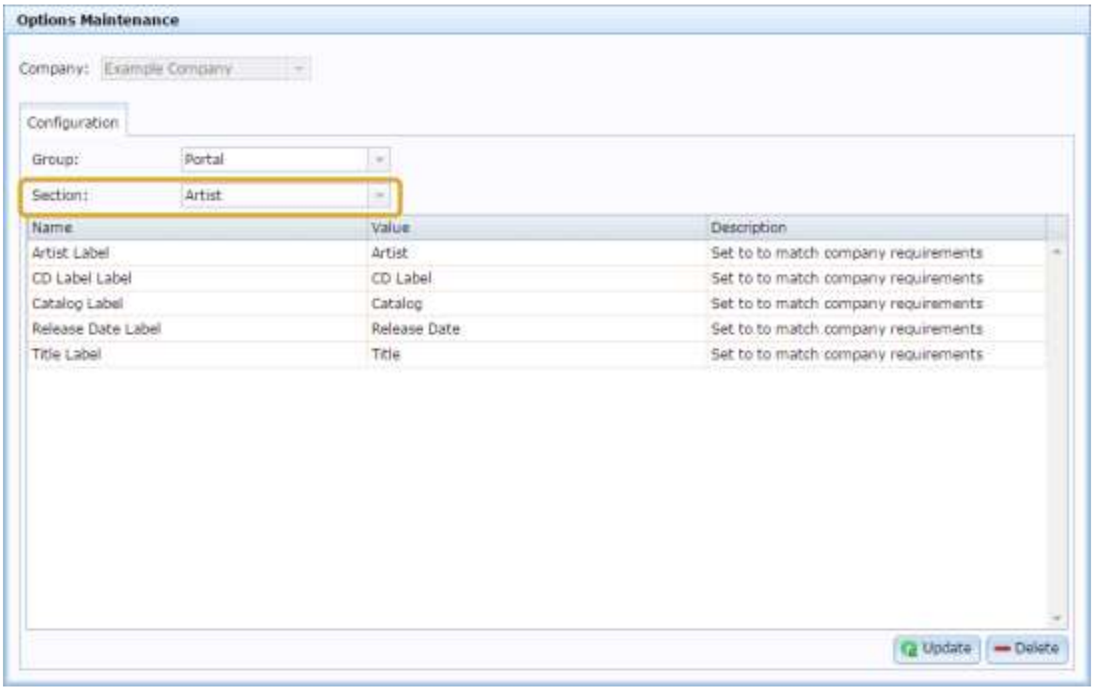
1. Press 

.
2. Press **Company Maintenance** > **Company Options**.



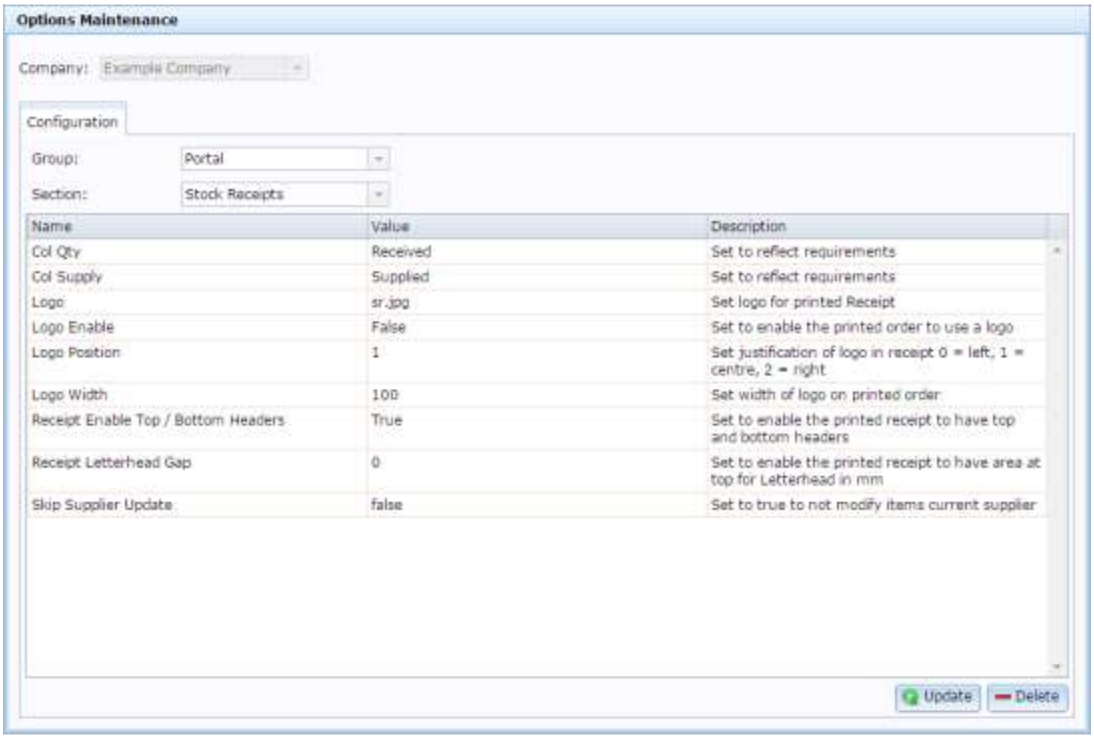
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.



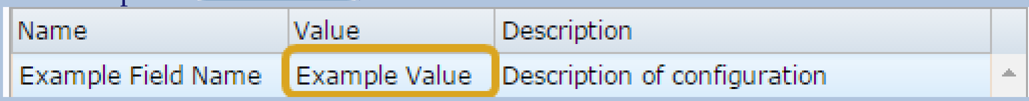
4. Select **Stock Receipts** from the **Section** drop-down list.

   The Stock Receipts section is displayed.



Company Options - Stock Receipts section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press Update.



Configuration	Description
Col Qty	Type the label you want to display for the stock receipts column that records how many units of stock you received.
Col Supply	Type the label you want to display for the stock receipts column that displays how many units the supplier sent.
Logo	Type the name of the logo to print on the printed stock receipt.
Logo Enable	Type True to use a logo on the printed stock receipt.
Logo Position	Type the justification of the logo on the printed stock receipt. **0** left-justified. **1** centered. **2** right-justified.
Logo Width	Type the width of the logo in pixels.

Configuration	Description
Receipt Enable Top / Bottom Headers	Type True to use a header and footer on the printed stock receipt.
Receipt Letterhead Gap	Type the number of millimetres to leave as a gap at the top of the page for a letterhead. For example, if your letterhead is 1.5 cm tall, and you want a 3 mm gap after it before the purchase order starts, type **18**.
Skip Supplier Update	Type False to automatically set each item's current supplier to the supplier in the stock receipt. Type True to not change the item's current supplier from stock receipts.

Configuring tax for your company

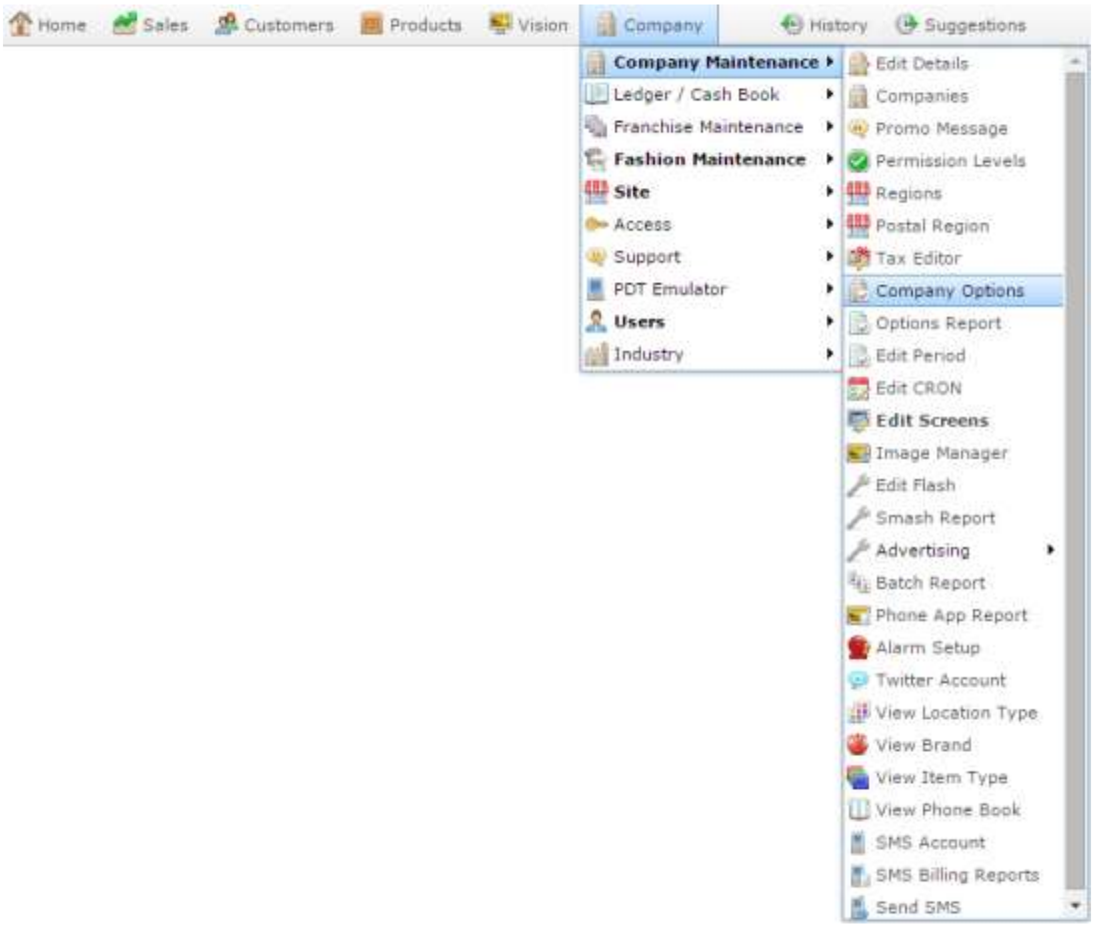
Use the Company Options - Tax section to configure the tax and accounting methods the Portal uses for your company.

Opening the Company Options - Tax section

To open the Company Options - Tax section:

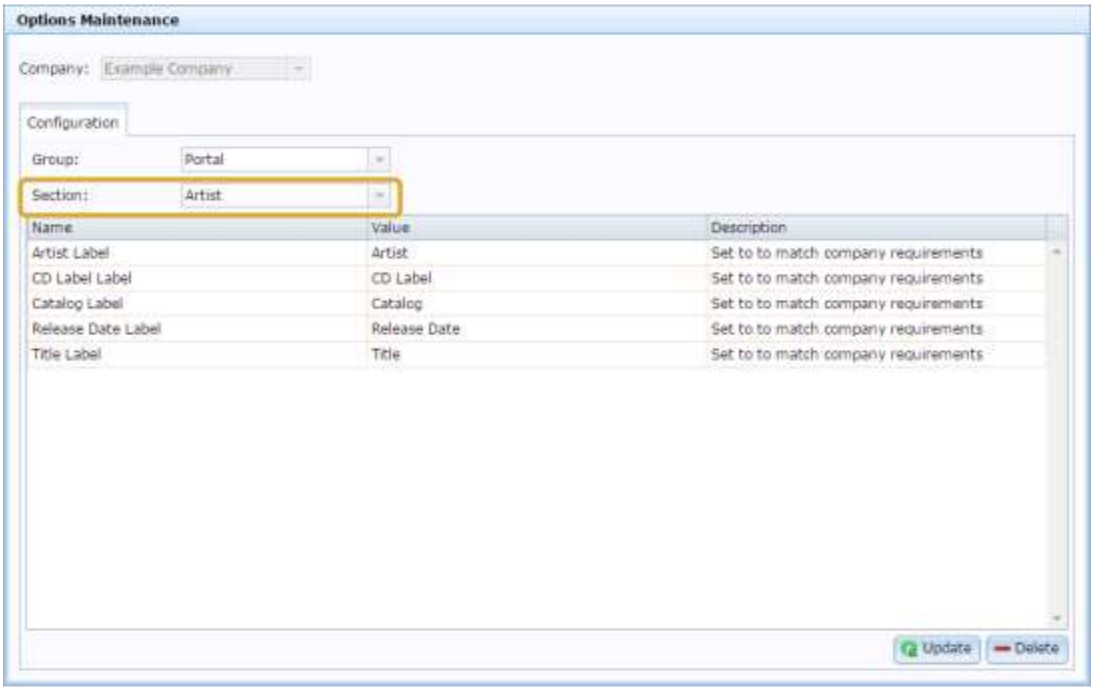
1. Press 

.
2. Press **Company Maintenance** > **Company Options**.



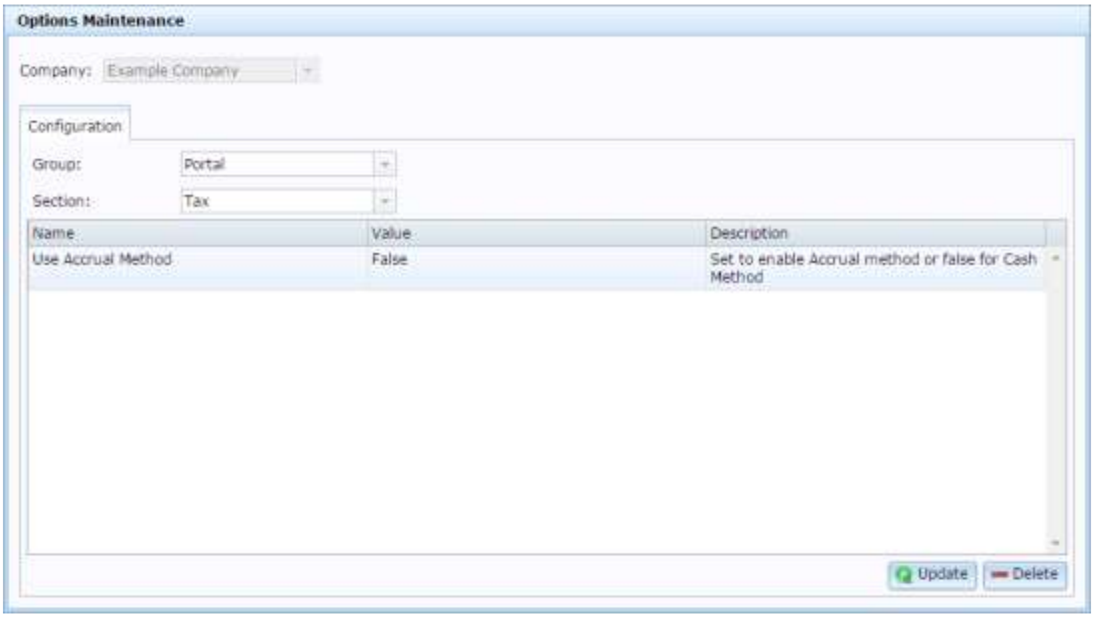
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.

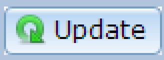


4. Select **Tax** from the **Section** drop-down list.

   The Tax section is displayed.



Company Options - Tax section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 

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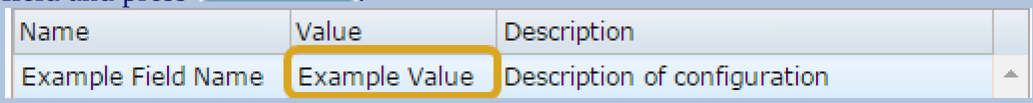


Configuration	Description
Use Accrual Method	Type **True** to use Accrual Accounting in the Portal. Type **False** to use Cash Accounting in the Portal.

Configuring supplier types for your sites

The Portal permits two different supplier types:

- Warehouse suppliers, where a supplier represents the central warehouse of your company that sites order and receive from.
- Direct supply from debtors (DSD), where a supplier is a separate company that a site is ordering from directly.

Both types of suppliers use a creditor configured in your Portal, and operate in the same way. You can configure the Portal to treat them differently:

- Some operations may be allowed for one type of supplier, but not for the other.
- DSD suppliers may be disabled for sites altogether, so all sites must order from the company warehouse.

You can configure:

- Whether DSD suppliers are available for your company.

  See the **Hide DSD Flag** field in *Configuring creditors for your company* on page 29.

- Which supplier each site should use as the warehouse supplier.

  See the **Default Warehouse** field in *Configuring purchase order options for your site* on page 165.

  Note: This is configured per-site, not company-wide.

- Whether sites can edit the item costs for DSD or Warehouse suppliers.

  See the **DSD - Allow Cost** and **Warehouse - Allow Cost** fields in *Configuring purchase order options for your site* on page 165.

  Note: This is configured per-site, not company-wide.

- How stock should be receipted from DSD and Warehouse suppliers, including handling back orders, default receipt types, item cost editing and receiving items that were not ordered.

  See *Configuring stock receipting options for your site* on page 168.

  Note: This is configured per-site, not company-wide.

- How stock should be returned to DSD and Warehouse suppliers, including returning non-active items, and updating creditor totals.

  See *Configuring stock returns for your site* on page 175.

> **Note:** This is configured per-site, not company-wide.

Configuring item variation labels for your company

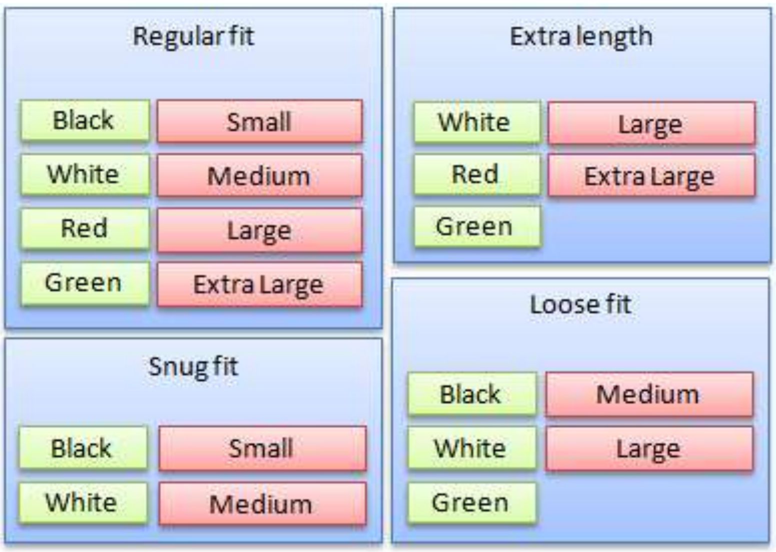
The Portal provides three groups of item variation, called Fashion. The default labels used by the Portal are Style, Colour and Size.

> **Note:** This feature can be disabled by setting **Enable Colour Information** to **False** in the Inventory area of Company Maintenance. See *Configuring inventory options for your company* on page 43

Each group can list any number of options.

> **Note:** You can rename these groups to match your company's requirements, such as hardware categories or food preparation types. If you rename these groups, all reports and maintenance screens use these names instead of the defaults. This documentation will refer to them using the Portal defaults. See *Configuring item variations for your company* on page 90.

Colour and size is related to style. After all your colour, size and style options are defined, you must specify which colours and sizes are available for each style.



Each item can have a single style selected, and then a single colour and size selected from the colours and sizes available for that style. Using item variations allows you to view and group items in particular reports, and also quickly order variations of items using purchase orders.

To configure your company's item variations, or Fashion:

1. Define the Fashion labels, if you want your Portal configuration to use something other than Style, Size and Colour.

   For example, a food store may use Food Group, Storage (canned, freeze dried, etc) and Quality (Homebrand, Premium, Organic, etc).

   See *Configuring item variations for your company* on page 90.

2. Create the Style, Size and Colour options you want. See:
   - *Creating a style* on page 94.
   - *Creating a size* on page 96.
   - *Create a colour* on page 98.

3. For each style, assign the colour and size options available.

   See *Linking colours and sizes to styles* on page 106.

Also see:

- *Style Edit report* on page 109.
- *Size Edit report* on page 111.
- *Colour Edit report* on page 113.*Style Maintenance screen* on page 115
- *Style Maintenance screen* on page 115.
- *Style Maintenance (styles) screen* on page 118.
- *Size Maintenance screen* on page 122.
- *Colour Maintenance screen* on page 124.

Configuring additional information fields for your company

You can store custom information for each item in the Information tab of that item's Inventory Maintenance screen. The Portal uses a default set of labels, but you can define whatever labels best suits your needs. There are several text fields and a date field that you can customise to suit your inventory needs. When you customise these labels, all reports and maintenance screens use your chosen label.

Note: These labels apply for all items in your inventory, and cannot be specified on a per-item basis. This documentation uses the default Portal labels.

To configure the additional information field labels, use the Artist area of Company Maintenance.

See *Configuring artist properties for your company* on page 22.

Configuring item variations for your company

Use the Company Options - Fashion section to configure your company's item variations. Choose up to three categories that the same item can vary, such as a specific fit or cut, a size or colour. You can configure the Portal to rename these three categories as needed, and configure them to contain whatever variations you need. See *Configuring item variation labels for your company* on page 87.

> **Note:** Item variations are not the same as item options. Item options are used to include additional optional features with items at the time of sale, such as adding a special logo to a t-shirt. Item variations are variants on the item that can't be changed at time of sale, such as the size of a t-shirt, or its colour. For more information on item options, see *Managing item options and modifiers*.

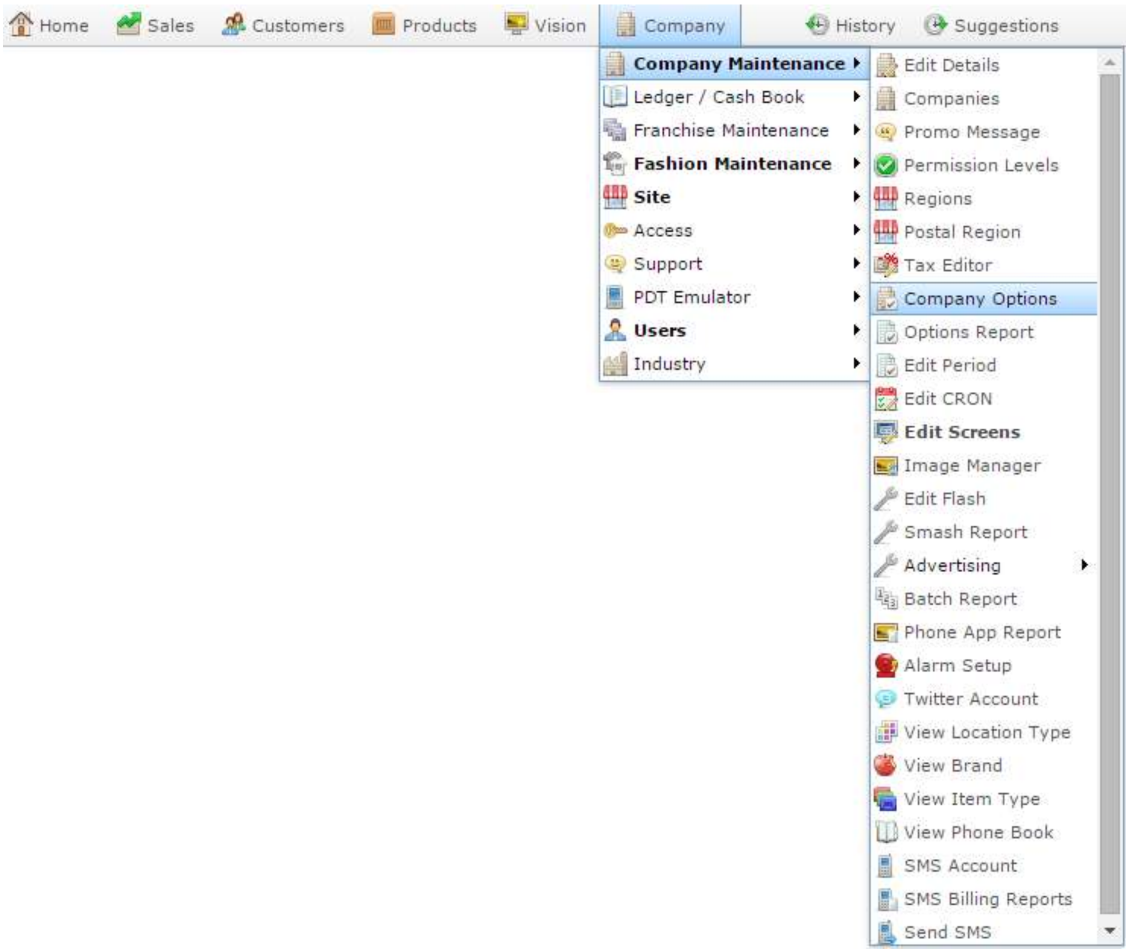
> **Note:** The terms **colour**, **size** and **style** are used in this documentation because they are the default terms of the Portal. You can configure the Portal to use the terms that best fit your inventory variants.

Opening the Company Options - Fashion section

To open the Company Options - Fashion section:

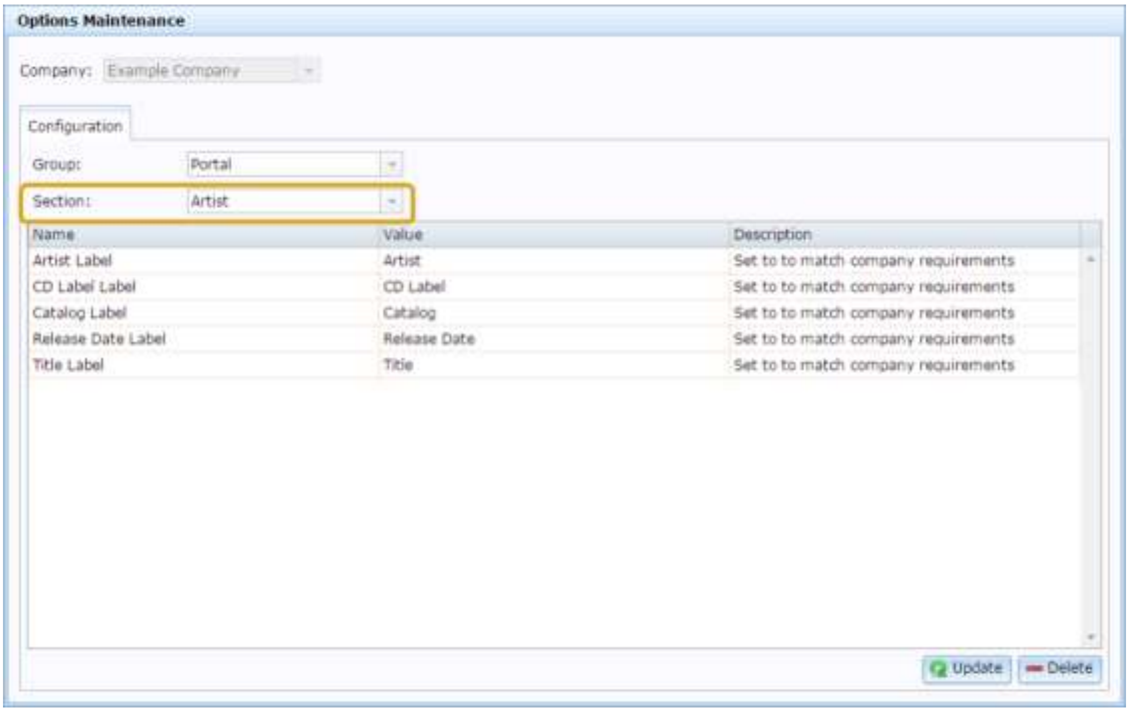
1. Press 

.
2. Press **Company Maintenance** > **Company Options**.



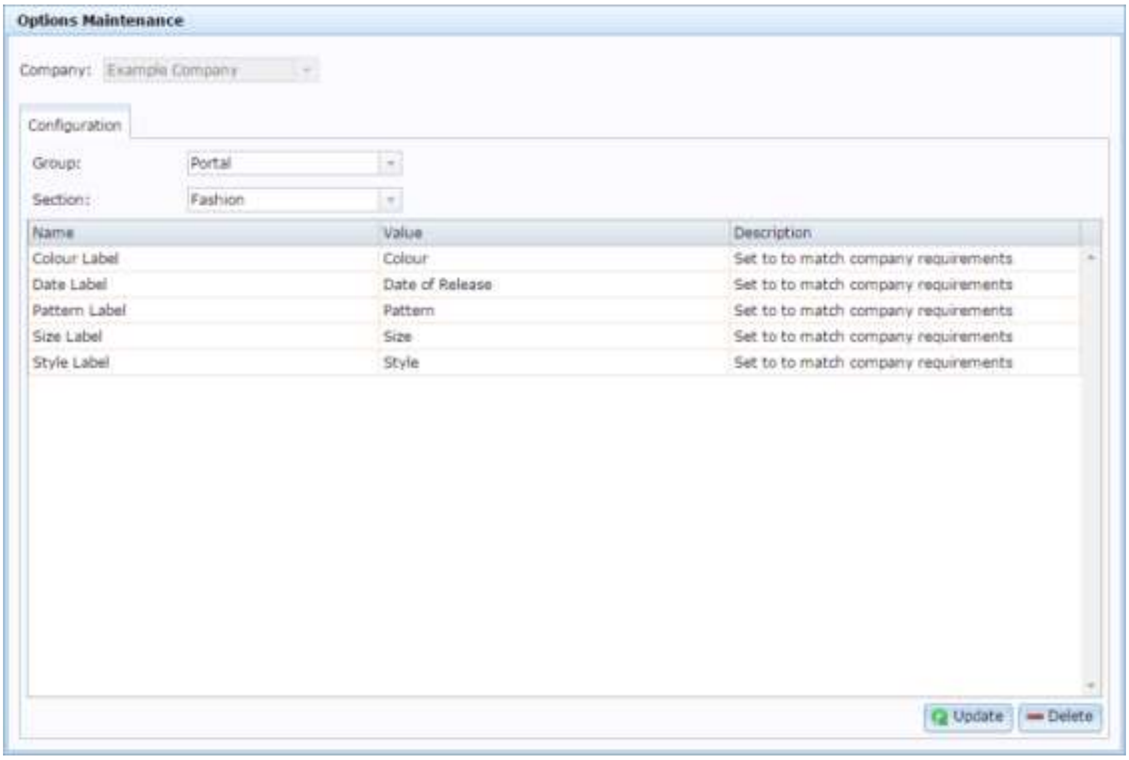
The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.

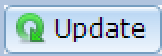
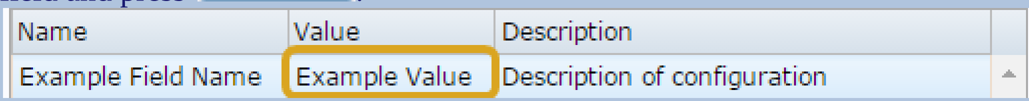


4. Select **Fashion** from the **Section** drop-down list.

   The Fashion section is displayed.



Company Options - Fashion section key fields and buttons

> **Note:** The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press .
>
> 
>

Configuration	Description
Colour Label	Type the label to use for a secondary item variation category in the **Value** field. An item can have one colour selected from a set you configure. See *Create a colour* on page 98.
Date Label	Type the label to use for the item's date information in the **Value** field. For example, date of release, date of design.
Pattern Label	Type the label to use for the item's pattern description in the **Value** field. This is a descriptive text field for the item.
Size Label	Type the label to use for a secondary item variation category in the **Value** field. An item can have one size selected from a set you configure. See *Creating a size* on page 96.
Style Label	Type the label to use for the primary item variation category in the **Value** field. An item can have one style selected from a set you configure. See *Creating a style* on page 94.

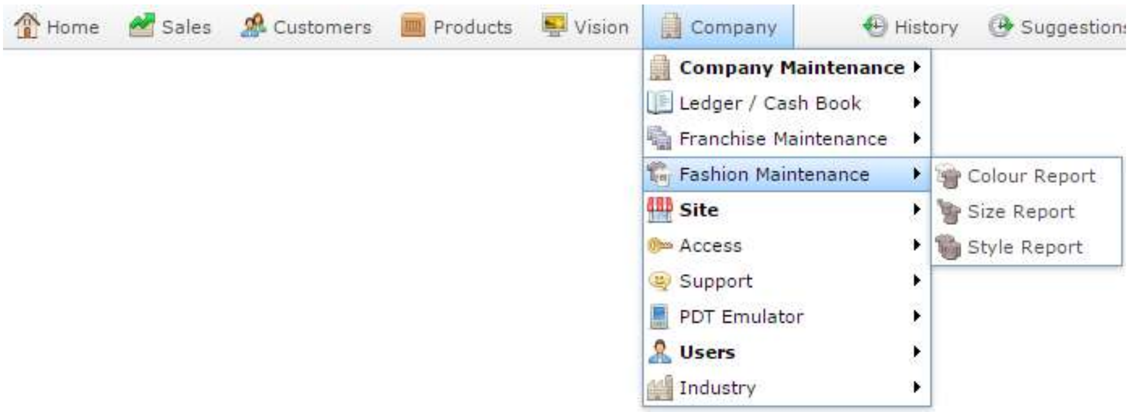
Creating a style

Create a fashion style so that you can assign style, size and colour variations to items.

Note: Your Portal configuration may use labels other than Style, Size and Colour. This documentation uses the Portal default labels. See *Configuring item variation labels for your company* on page 87.

To create a style:

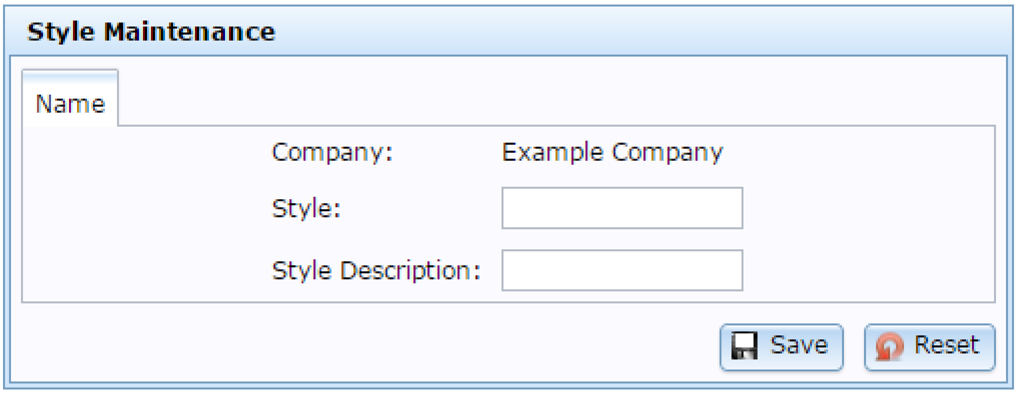
1. Press  in the main menu bar.
2. Press **Fashion Maintenance > Style Report**.



The Style Edit Report is displayed.

3. Press **Create New Style Reference**.

The Style Maintenance screen is displayed.



4. Type the name of the style in the **Style** field.
5. Type a short description of the style in the **Style Description** field.
6. Press 

.

   The style is created.

Creating a size

Create a fashion size so that you can add style and size variations to items.

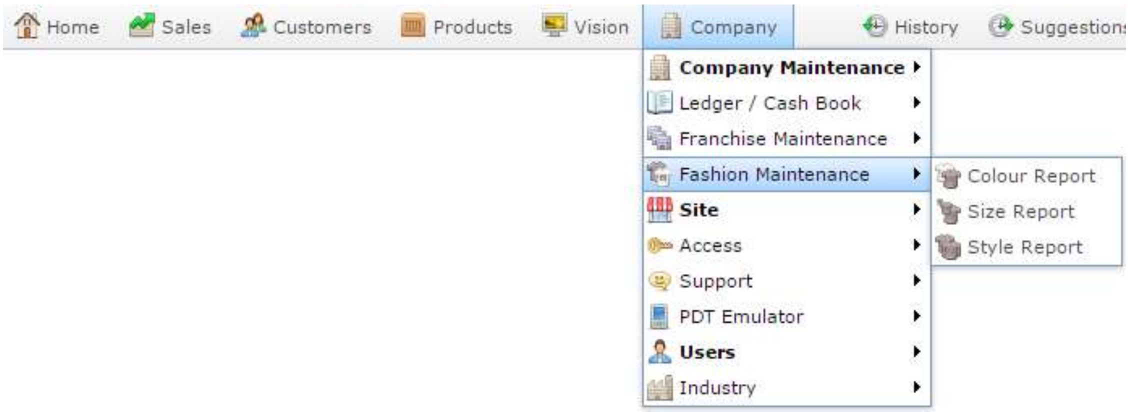
Note: Your Portal configuration may use labels other than Style, Size and Colour. This documentation uses the Portal default labels. See *Configuring item variation labels for your company* on page 87.

> **Note:** Sizes must be linked to styles before they can be selected for an item. See *Linking colours and sizes to styles* on page 106.

To create a size:

1. Press 

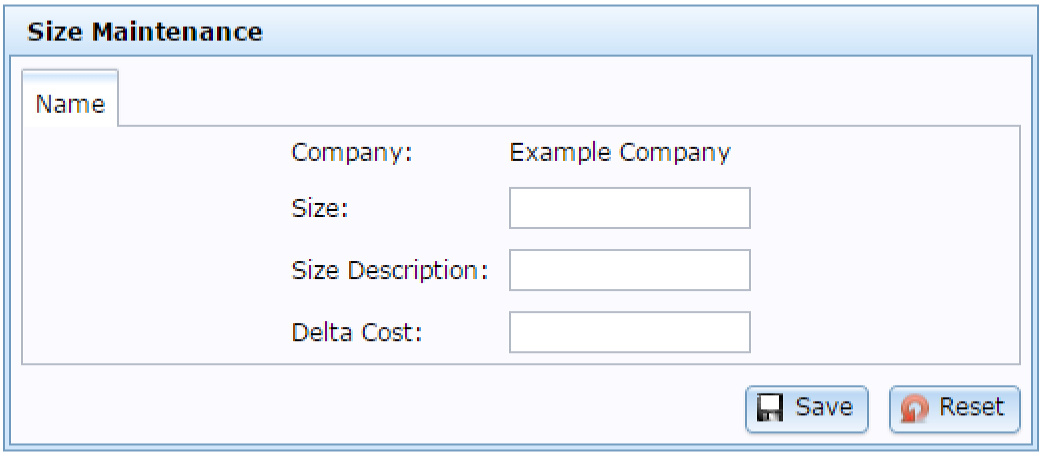
in the main menu bar.
2. Press **Fashion Maintenance > Size Report**.



The Size Edit Report is displayed.

3. Press **Create New Size Reference**.

The Size Maintenance screen is displayed.



4. Type the name of the size in the **Size** field.
5. Type a short description of the size in the **Size Description** field.
6. If the size is more or less expensive, type the negative or positive change in cost in the **Delta Cost** field.

   For example, if this size is $0.20 more expensive, type **.20**. If the size is $5 less expensive, type **-5**.

7. Press .

   The size is created.

Create a colour

Create a fashion colour so that you can add style and colour variations to items via the Information tab of that item's Inventory Maintenance screen.

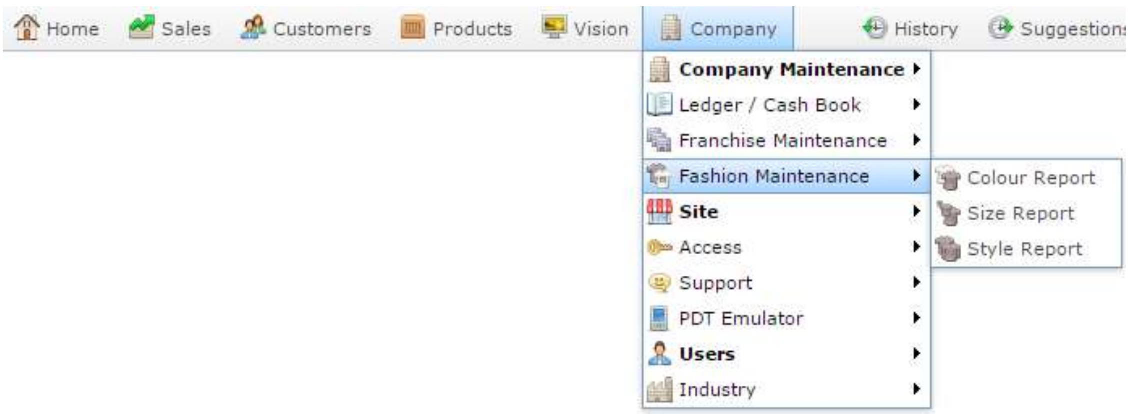
> **Note:** Your Portal configuration may use labels other than Style, Size and Colour. This documentation uses the Portal default labels. See *Configuring item variation labels for your company* on page 87.

> **Note:** Colours must be linked to styles before they can be selected for an item. See *Linking colours and sizes to styles* on page 106.

To create a colour:

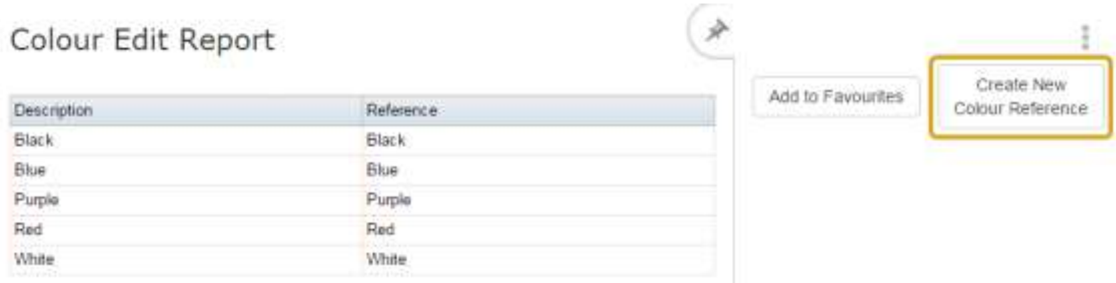
1. Press 

in the main menu bar.
2. Press **Fashion Maintenance > Colour Report**.

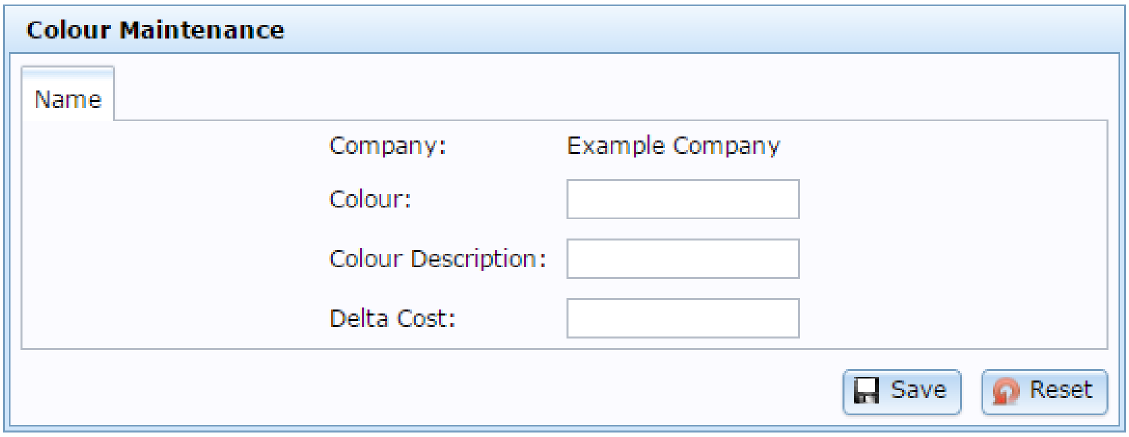


The Colour Edit Report is displayed.

3. Press **Create New Colour Reference**.



The Colour Maintenance screen is displayed.



4. Type the name of the colour in the **Colour** field.
5. Type a short description of the colour in the **Colour Description** field.
6. If the colour is more or less expensive, type the negative or positive change in cost in the **Delta Cost** field.

   For example, if this colour is $0.20 more expensive, type **.20**. If the colour is $5 less expensive, type **-5**.

> **Note:** This is a fixed amount, not a percentage.

7. Press .

   The colour is created.

Editing a style

Edit a fashion style to change its description or name.

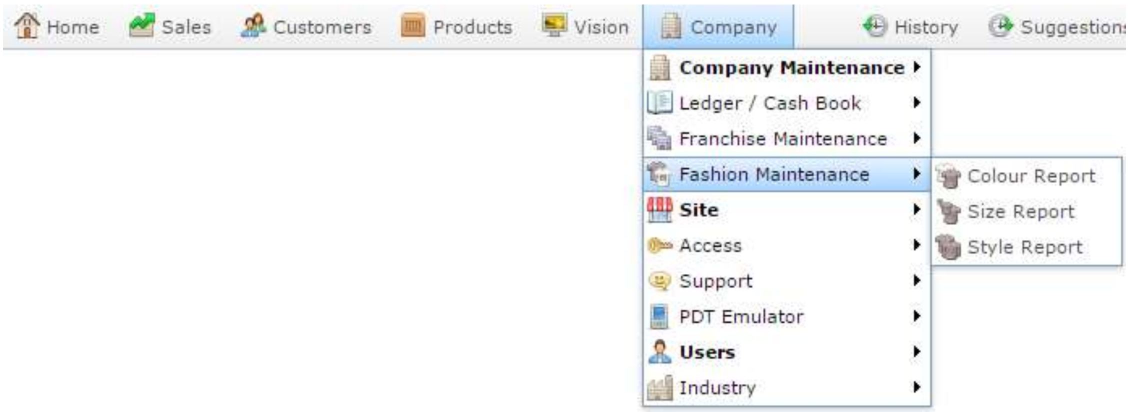
Note: Your Portal configuration may use labels other than Style, Size and Colour. This documentation uses the Portal default labels. See *Configuring item variation labels for your company* on page 87.

> **Note:** If you want to change what sizes or colours are linked with a style, see *Linking colours and sizes to styles* on page 106

To edit a style:

1. Press 

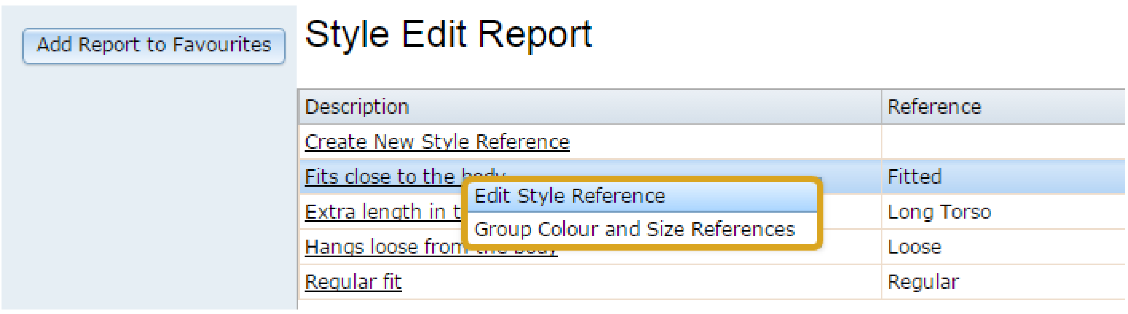
in the main menu bar.
2. Press **Fashion Maintenance > Style Report**.



The Style Edit Report is displayed.

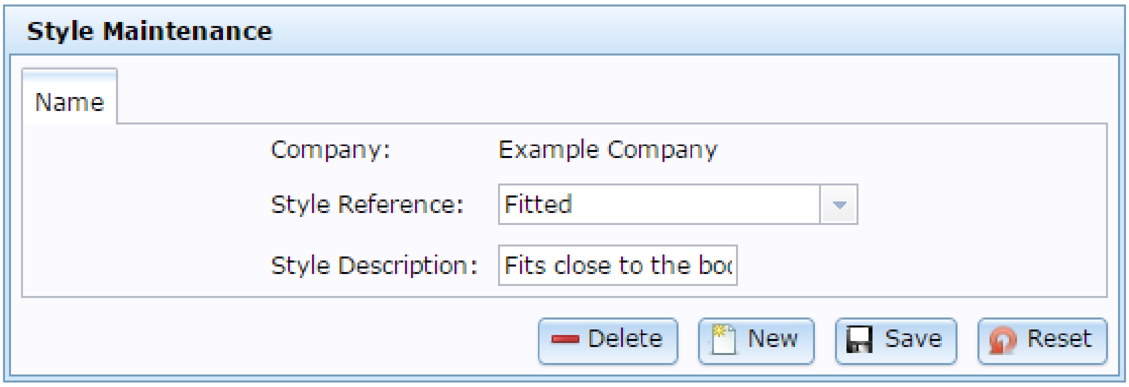
3. Press the description of the style you want to edit.

A popup menu is displayed.



4. Press **Edit Style Reference**.

   The Style Maintenance screen is displayed.



5. Type the new information into the fields.
6. Press 

.

   The style is saved.

Editing a size

Edit a fashion size if you want to change is description or delta cost..

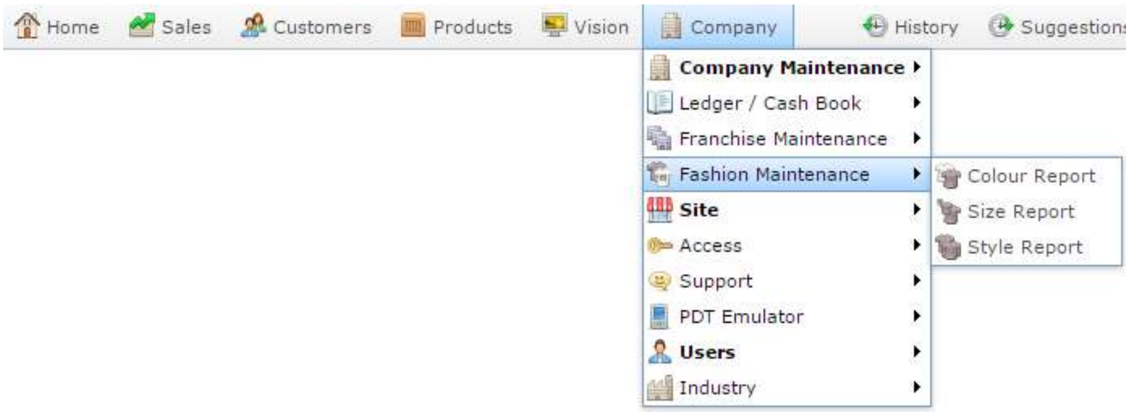
Note: Your Portal configuration may use labels other than Style, Size and Colour. This documentation uses the Portal default labels. See *Configuring item variation labels for your company* on page 87.

Note: If you want to change which styles a size is linked to, see *Linking colours and sizes to styles* on page 106.

To edit a size:

1. Press 

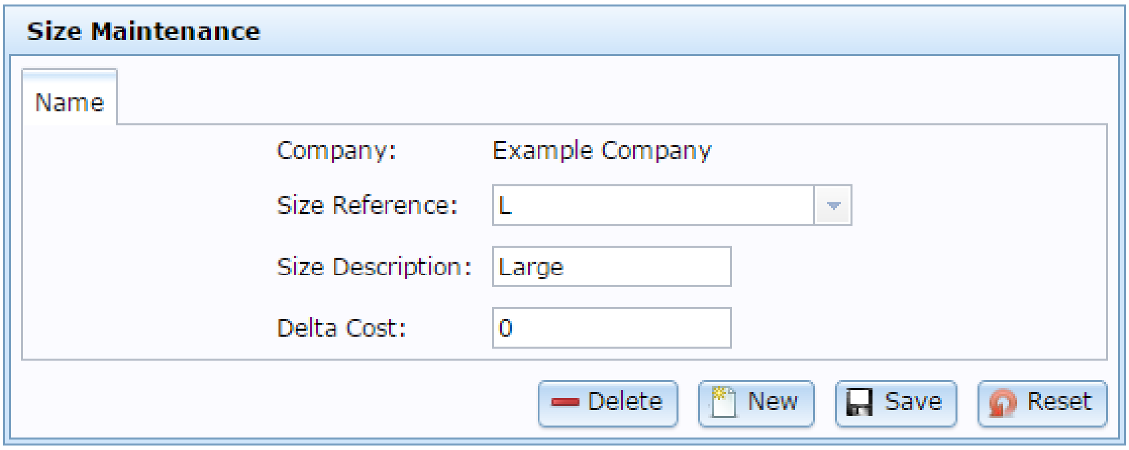
in the main menu bar.
2. Press **Fashion Maintenance** > **Size Report**.



The Size Edit Report is displayed.

3. Press the description of the size you want to edit.

   The Size Maintenance screen is displayed.



4. Type the changes you want to make into the fields.
5. Press 
.

   The size is saved.

Editing a colour

Edit a fashion colour if you want to change is description or delta cost.

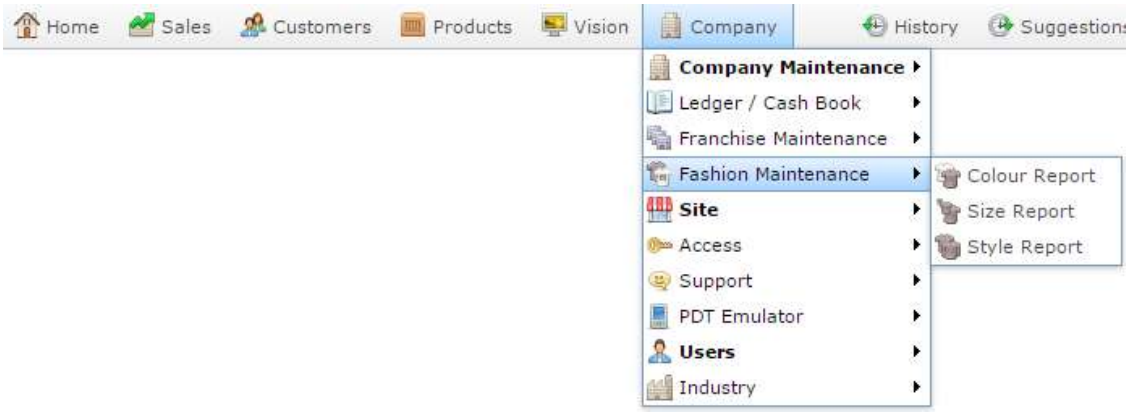
Note: Your Portal configuration may use labels other than Style, Size and Colour. This documentation uses the Portal default labels. See *Configuring item variation labels for your company* on page 87.

Note: If you want to change which styles a colour is linked to, see *Linking colours and sizes to styles* on page 106.

To edit a colour:

1. Press 

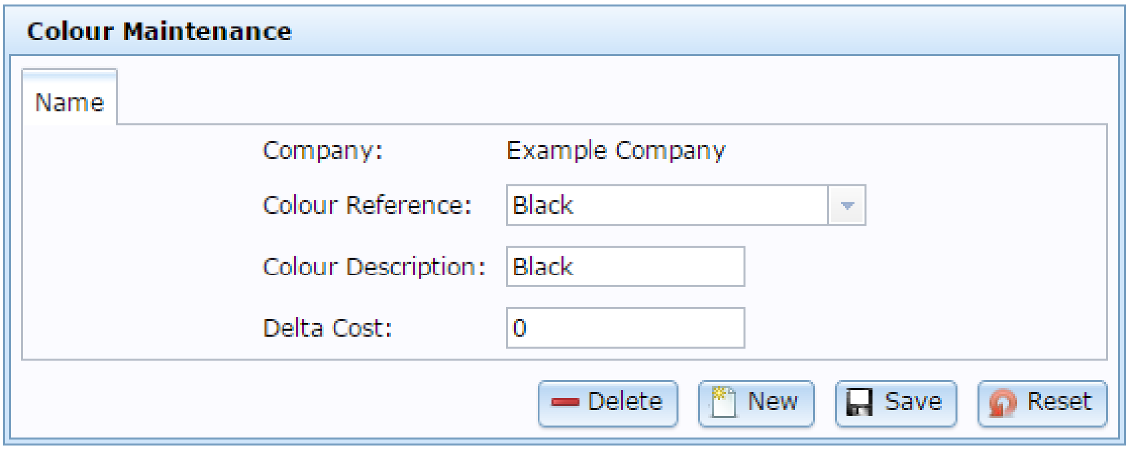
in the main menu bar.
2. Press **Fashion Maintenance** > **Colour Report**.



The Colour Edit Report is displayed.

3. Press the description of the colour you want to edit.

   The Colour Maintenance screen is displayed.



4. Edit the fields you want to edit.
5. Press 

.

   The colour is saved.

Linking colours and sizes to styles

Link sizes and colours to styles in order to select them for item variations. Each style can have a specific size and colour selection enabled, and colours and sizes can be enabled for several different styles.

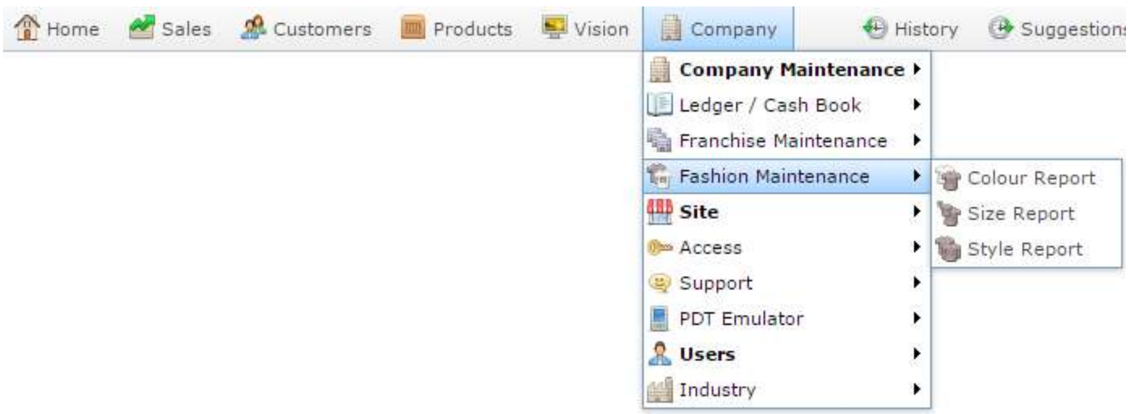
Note: Your Portal configuration may use labels other than Style, Size and Colour. This documentation uses the Portal default labels. See *Configuring item variation labels for your company* on page 87.

Note: Colour and size are applied independently within a style. You cannot restrict colours to particular sizes only within a style, or vice versa.

To link a colour or size to a style:

1. Press 

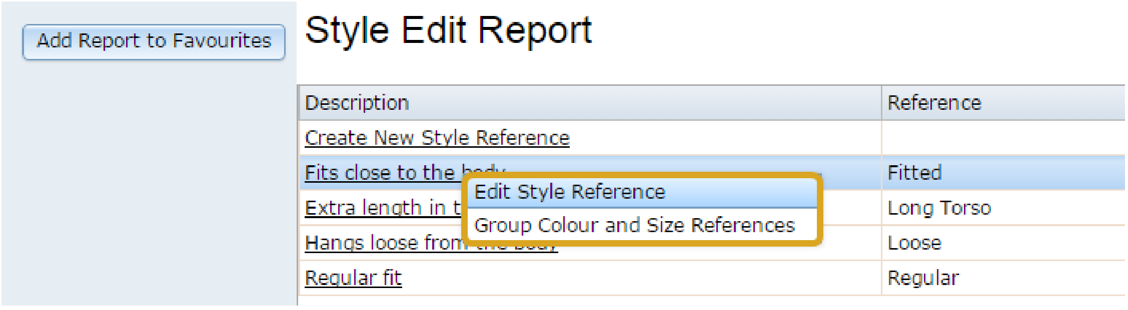
in the main menu bar.
2. Press **Fashion Maintenance** > **Style Report**.



The Style Edit Report is displayed.

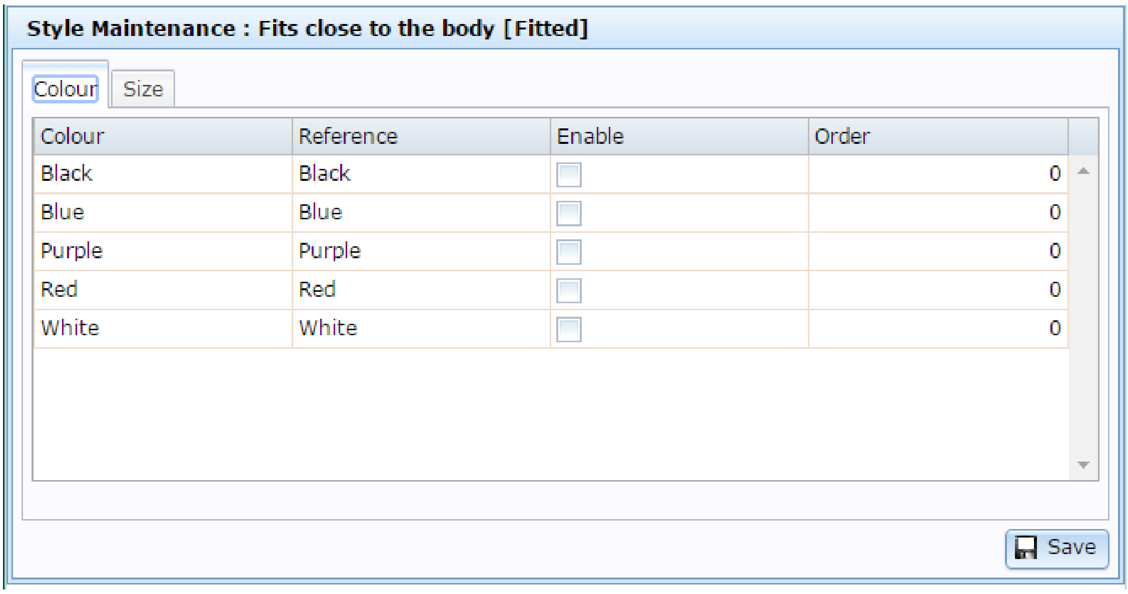
3. Press the description of the style you want to link sizes and colours to.

   A popup menu is displayed.



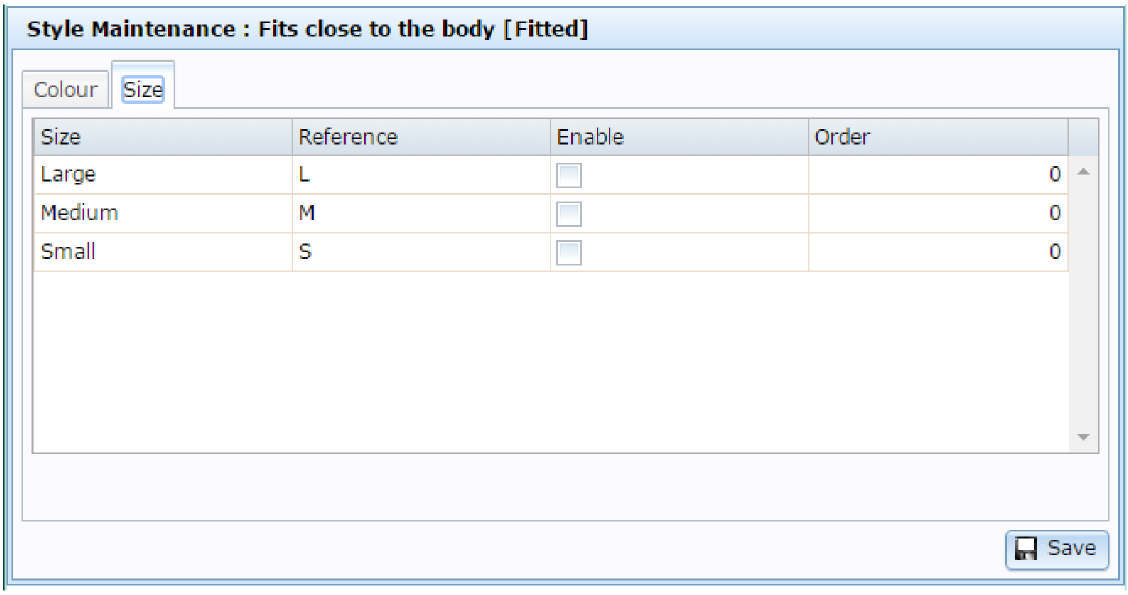
4. Press **Group Colour and Size References**.

   The Colour tab of the Style Maintenance(Style) screen is displayed.



5. Press the **Enable** field for each colour you want to be available for this style.
6. Press the **Size** tab.

   The Size tab of the Style Maintenance (Style) screen is displayed.



7. Press the **Enable** field for each size you want to be available for this size.
8. Press 

.

   The style selections are saved.

Style Edit report

Use the Style Edit report to create styles for use as item variations.

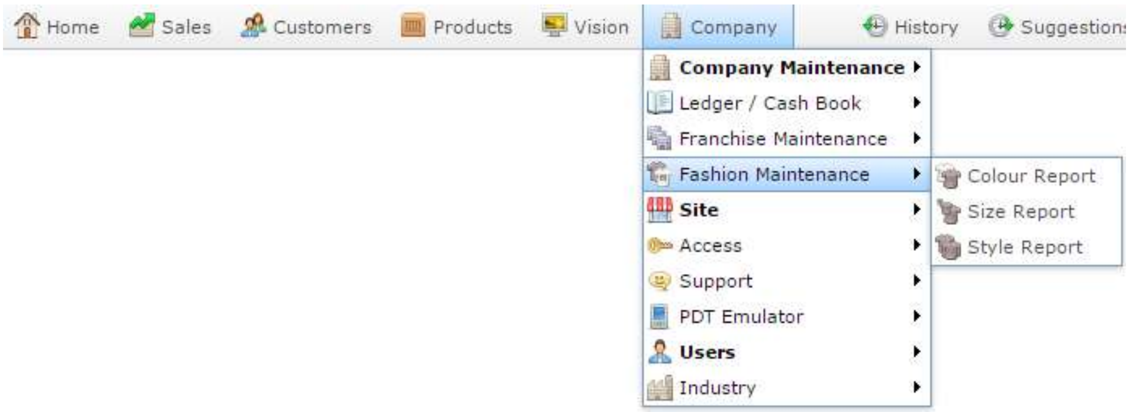
> **Note:** If you are looking for the screen that allows you to enable colours and sizes for styles, see *Style Maintenance (styles) screen* on page 118.

Opening the Style Edit report

To open the Style Edit report:

1. Press 

in the main menu bar.
2. Press **Fashion Maintenance > Style Report**.



The Style Edit Report is displayed.

Style Edit report key fields and buttons

Field	Description
Add Report to Favourites	Press to add this report to your Portal favourites for easier access.
Create New Style Reference	Press to create a new style. See *Creating a style* on page 94.
Description	The description of the existing style. Press to open the style. See *Editing a style* on page 100.
Reference	The name of the style.

Size Edit report

Use the Size Edit report to view the sizes available to your company and open them to edit.

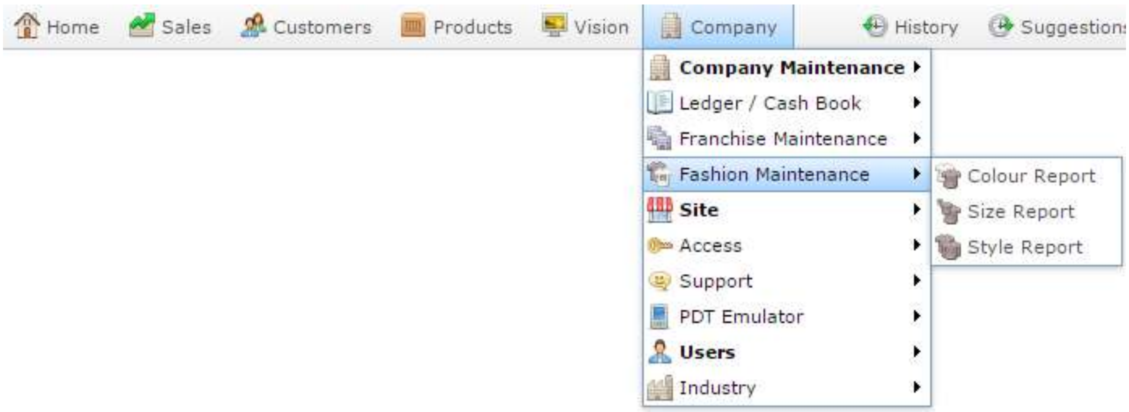
> **Note:** If you are looking for the screen that allows you to enable colours and sizes for styles, see *Style Maintenance (styles) screen* on page 118.

Opening the Size Edit report

To open the Size Edit report:

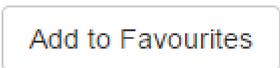
1. Press  in the main menu bar.

2. Press **Fashion Maintenance > Size Report**.



The Size Edit Report is displayed.

Size Edit report key fields and buttons

Field	Description
	Press to add this report to your Portal favourites for easier access.

Field	Description
Create New Size Reference	Press to create a new size. See *Creating a size* on page 96.
Description	The description of the existing size. Press to open the size. See *Editing a size* on page 102.
Reference	The name of the size.

Colour Edit report

Use the Colour Edit report to view the colours available to your company and open them for edit.

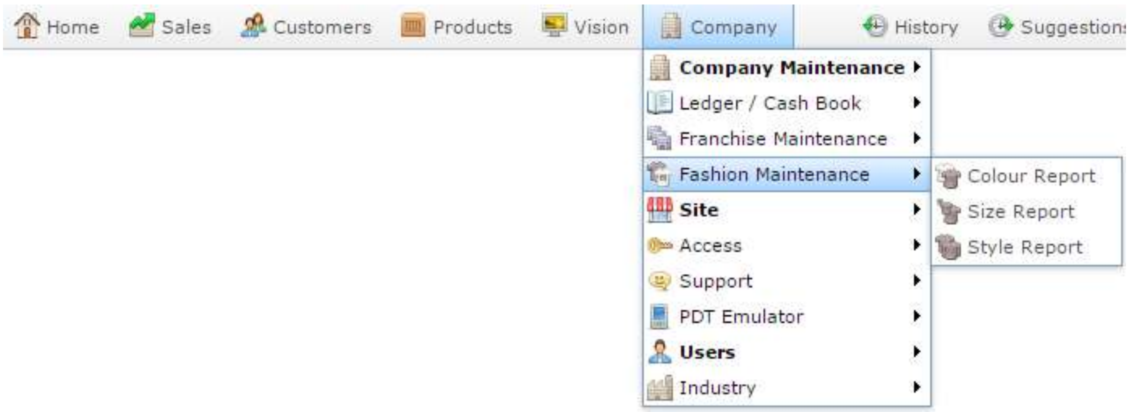
Note: If you are looking for the screen that allows you to enable colours and colours for styles, see *Style Maintenance (styles) screen* on page 118.

Opening the Colour Edit report

To open the Colour Edit report:

1. Press 

in the main menu bar.
2. Press **Fashion Maintenance > Colour Report**.



The Colour Edit report is displayed.

Colour Edit report key fields and buttons

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Create New Colour Reference	Press to create a new colour. See *Create a colour* on page 98.
Description	The description of the existing colour. Press to open the colour. See *Editing a colour* on page 104.
Reference	The name of the colour.

Style Maintenance screen

Use the Style Maintenance screen to create styles for use as item variations.

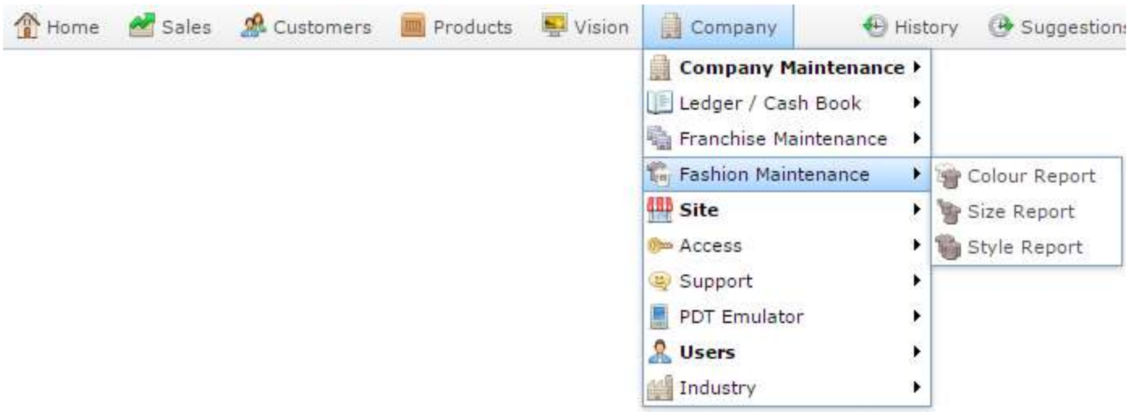
> **Note:** If you are looking for the screen that allows you to enable colours and sizes for styles, see *Style Maintenance (styles) screen* on page 118.

Opening the Style Maintenance screen

To open the Style Maintenance screen:

1. Press  in the main menu bar.

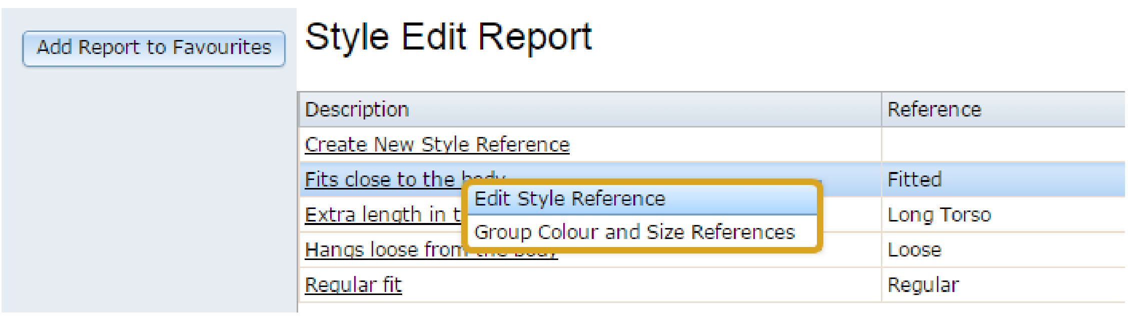
2. Press **Fashion Maintenance > Style Report**.



The Style Edit Report is displayed.

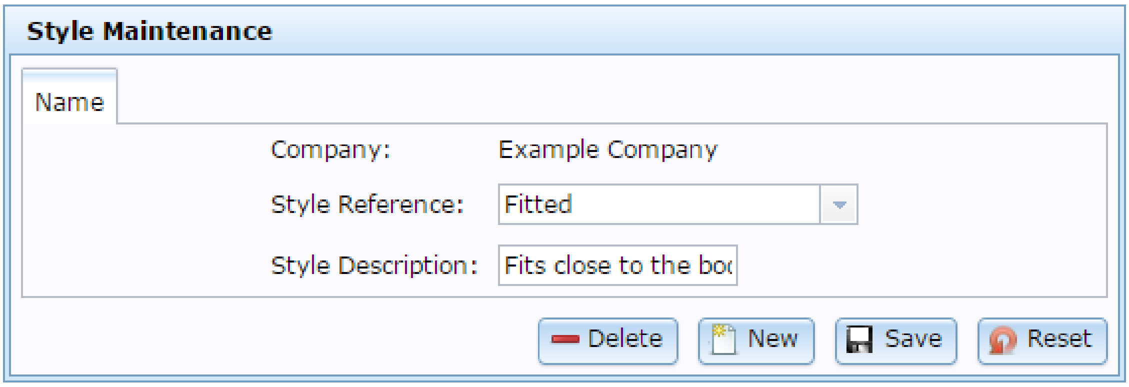
3. Press the description of the style you want to edit.

   A popup menu is displayed.



4. Press **Edit Style Reference**.

   The Style Maintenance screen is displayed.



Style Maintenance screen key fields and buttons

Field	Description
Company	The company this style was created under.
Style Reference	The name of the style.
Style Description	A short description of the style.
Delete	Delete this style.
New	Create a new style. See *Creating a style* on page 94.
Save	Save any changes to this style.
Reset	Revert any changes to this style since the last save.

Style Maintenance (styles) screen

Use the Style Maintenance (styles) screen to link sizes and colours to a style.

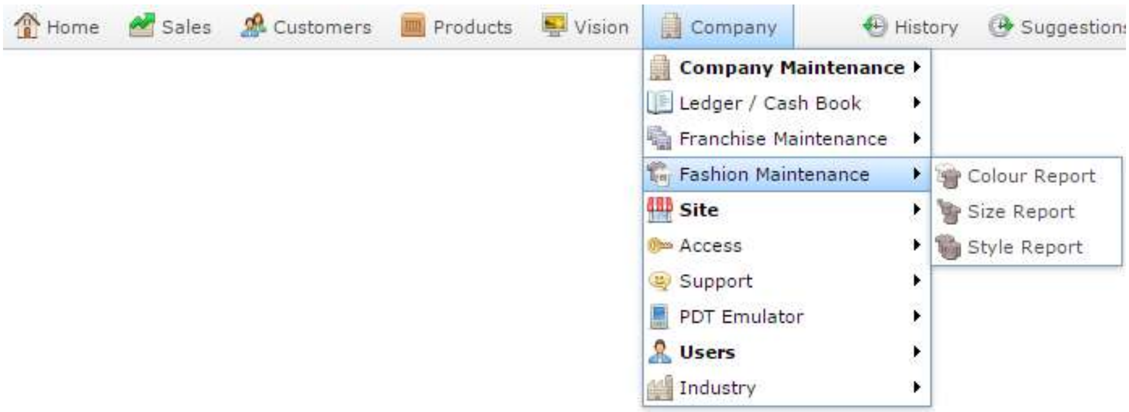
> **Note:** If you want to edit the style's name or description, see *Style Maintenance screen* on page 115.

Opening the Style Maintenance (styles) screen

To open the Style Maintenance (styles) screen:

1. Press 

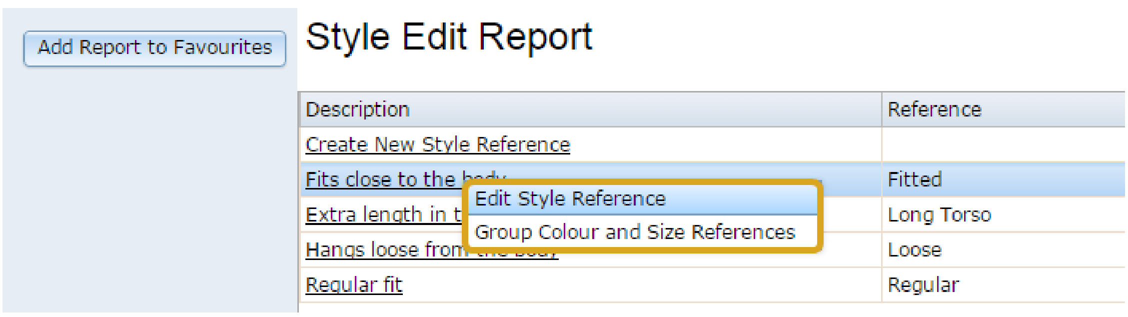
in the main menu bar.
2. Press **Fashion Maintenance > Style Report**.



The Style Edit Report is displayed.

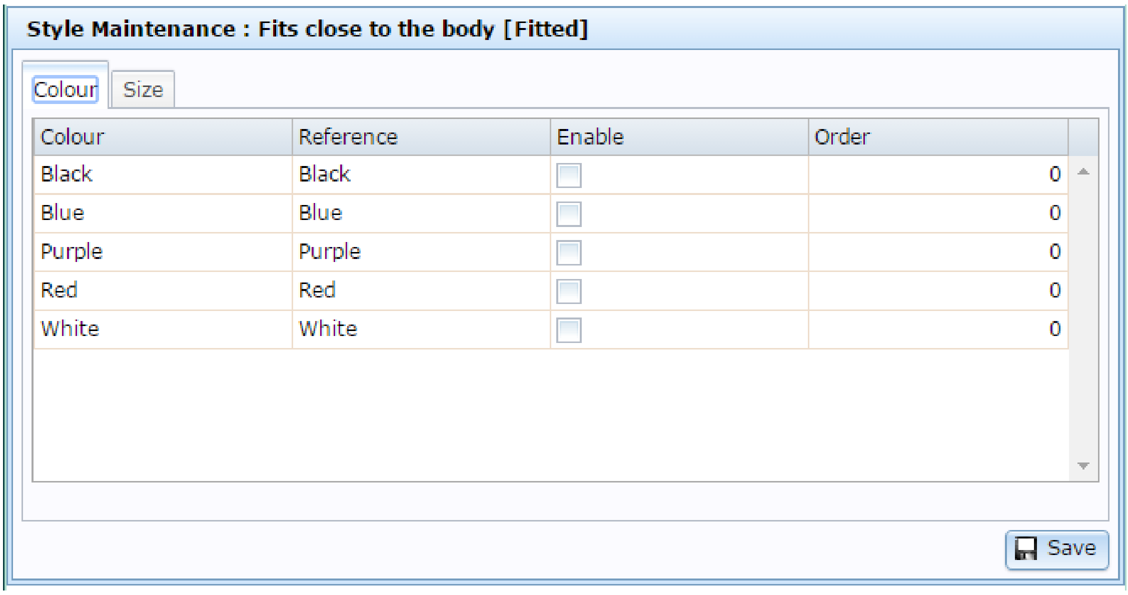
3. Press the description of the style you want to edit.

   A popup menu is displayed.



4. Press **Group Colour and Size References**.

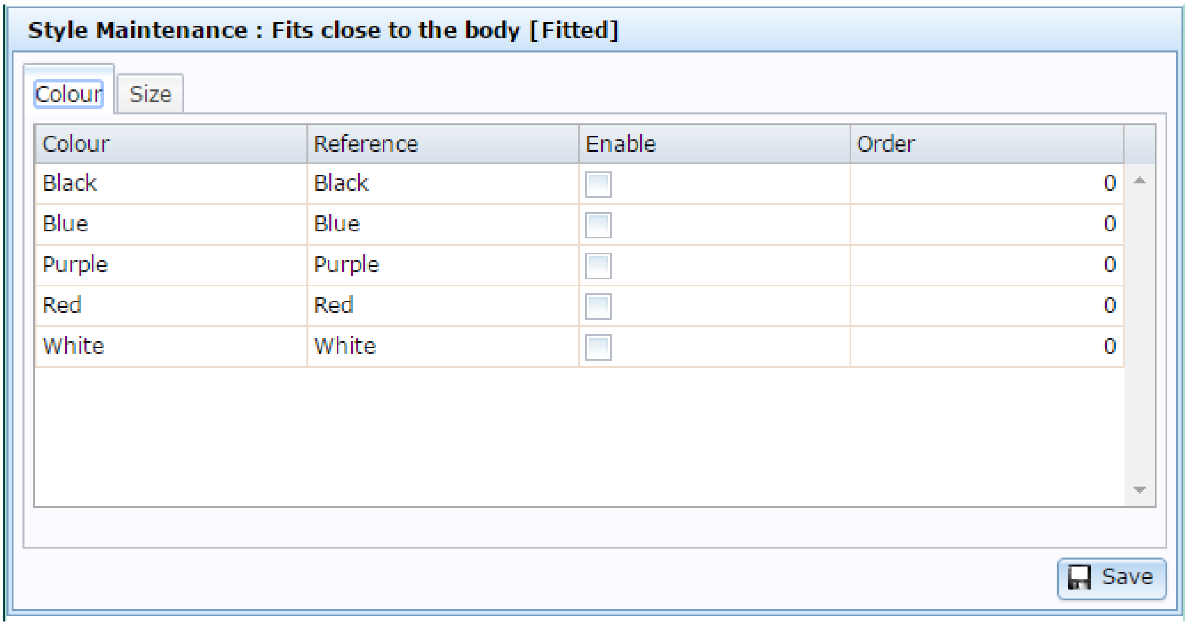
   The Style Maintenance (styles) screen is displayed.



Style Maintenance (styles) screen key fields and buttons

Colour tab

Use this area to enable colours for this style.

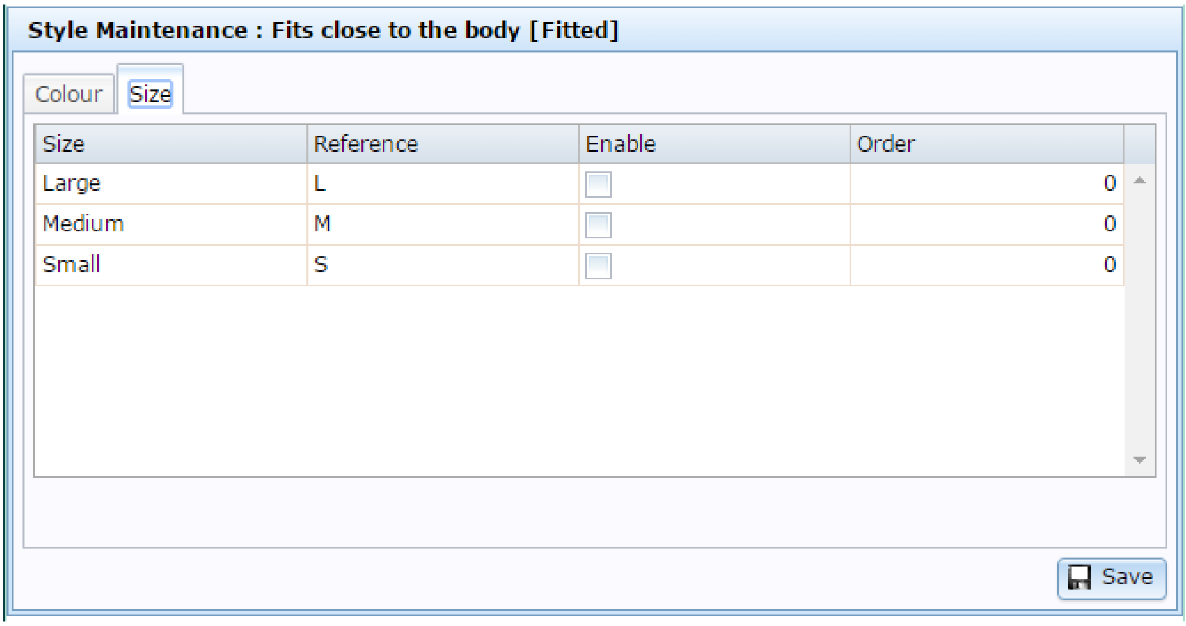


Note: You must create the colours before you can enable them. See *Create a colour* on page 98

Field	Description
Colour	Name of the colour.
Reference	Reference or description of the colour.
Enable	Select to make this colour available in this style.
Order	Type an order for the colour to appear in drop-down lists and reports for this style. Lower numbers appear first.
Save	Save changes to the style.

Size tab

Use this area to enable sizes for this style.



Note: You must create the sizes before you can enable them. See *Creating a size* on page 96

Field	Description
Size	Name of the size.
Reference	Reference or description of the size.
Enable	Select to make this size available in this style.
Order	Type an order for the size to appear in drop-down lists and reports for this style. Lower numbers appear first.
	Save changes to the style.

Size Maintenance screen

Use the Size Maintenance screen to create sizes for use as item variations.

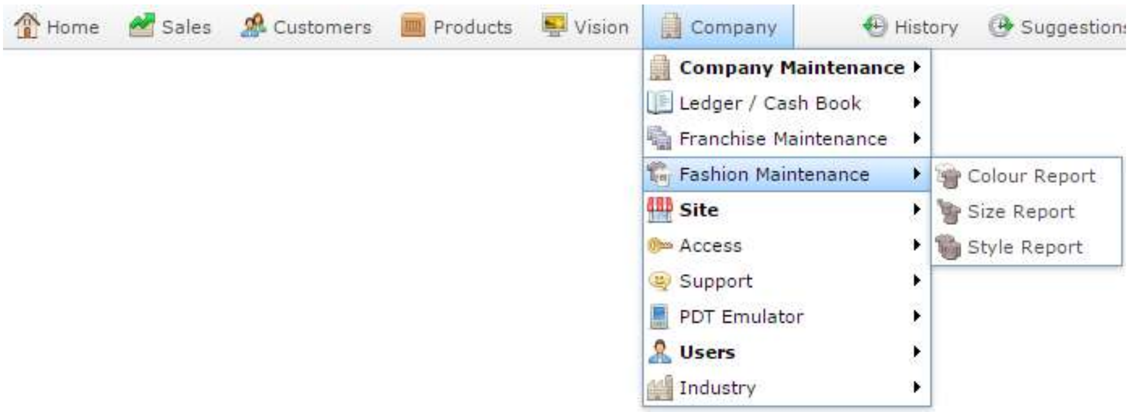
Note: If you are looking for the screen that allows you to enable colours and sizes for styles, see *Style Maintenance (styles) screen* on page 118.

Opening the Size Maintenance screen

To open the Size Maintenance screen:

1. Press 

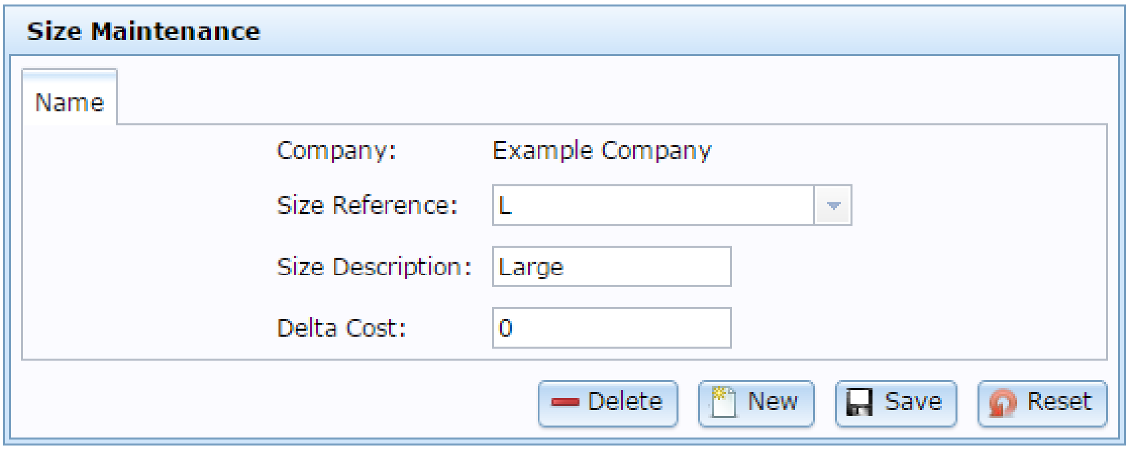
in the main menu bar.
2. Press **Fashion Maintenance > Size Report**.



The Size Edit Report is displayed.

3. Press the description of the size you want to edit.

   The Size Maintenance screen is displayed.



Size Maintenance screen key fields and buttons

Field	Description
Company	The company this size was created under.
Size Reference	The name of the size.
Size Description	A short description of the size.
Delta Cost	The difference in price that selecting this size incurs.
Delete	Delete this size.
New	Create a new size. See *Creating a size* on page 96.
Save	Save any changes to this size.
Reset	Revert any changes to this size.

Colour Maintenance screen

Use the Colour Maintenance screen to create colours for use as item variations.

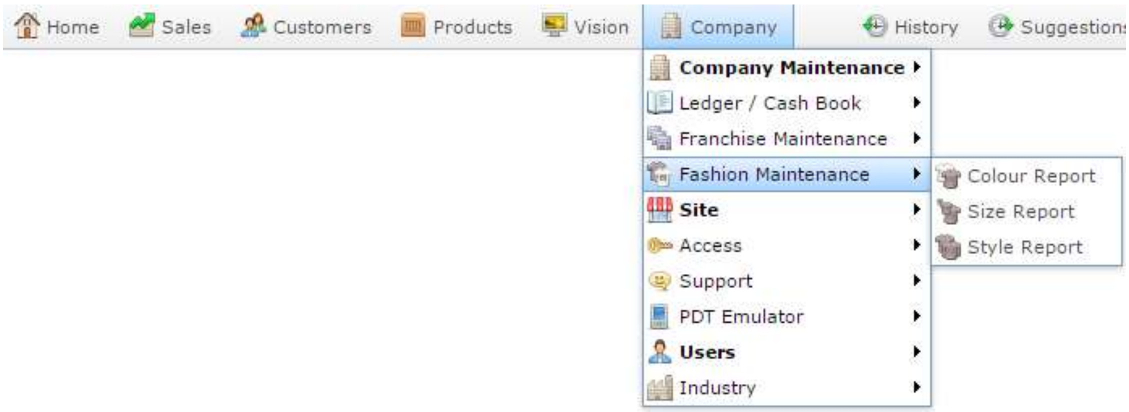
> **Note:** If you are looking for the screen that allows you to enable colours and sizes for styles, see *Style Maintenance (styles) screen* on page 118.

Opening the Colour Maintenance screen

To open the Colour Maintenance screen:

1. Press 

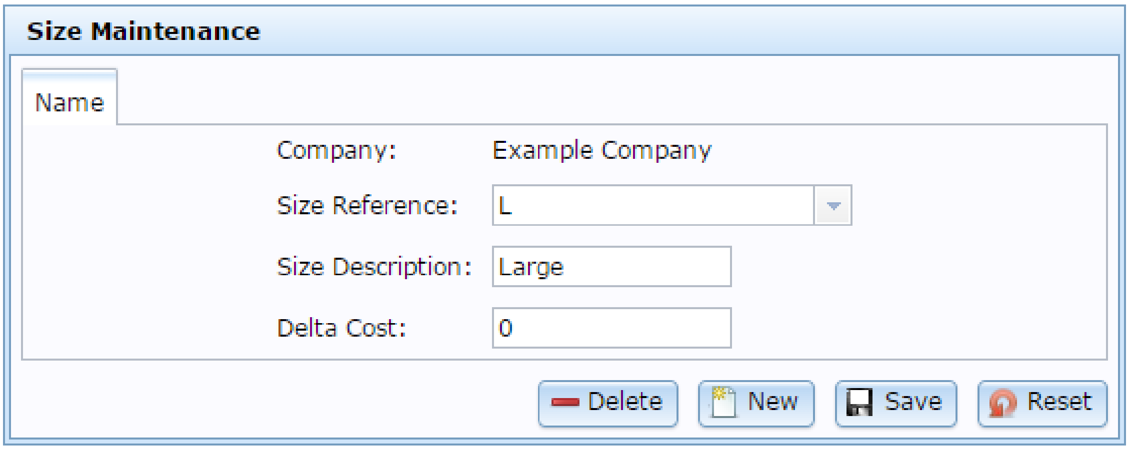
in the main menu bar.
2. Press **Fashion Maintenance > Colour Report**.



The Colour Edit Report is displayed.

3. Press the description of the colour you want to edit.

The Colour Maintenance screen is displayed.



Colour Maintenance screen key fields and buttons

Field	Description
Company	The company this colour was created under.
Colour Reference	The name of the colour.
Colour Description	A short description of the colour.
Delta Cost	The difference in price that selecting this colour incurs.
Delete	Delete this colour.
New	Create a new colour. See *Create a colour* on page 98.
Save	Save any changes to this colour.
Reset	Revert any changes to this colour.

Managing item types

You can use item types to categorise items however you like for reporting purposes.

See:

- *Edit Item Type report* on page 133.
- *Item Type report*.
- *Item Type Maintenance screen* on page 136.

What you can do:

- *Creating a new item type* on page 127.
- *Assigning an item to an item type*.
- *Editing an item type* on page 129.
- *Deleting an item type* on page 131.

Creating a new item type

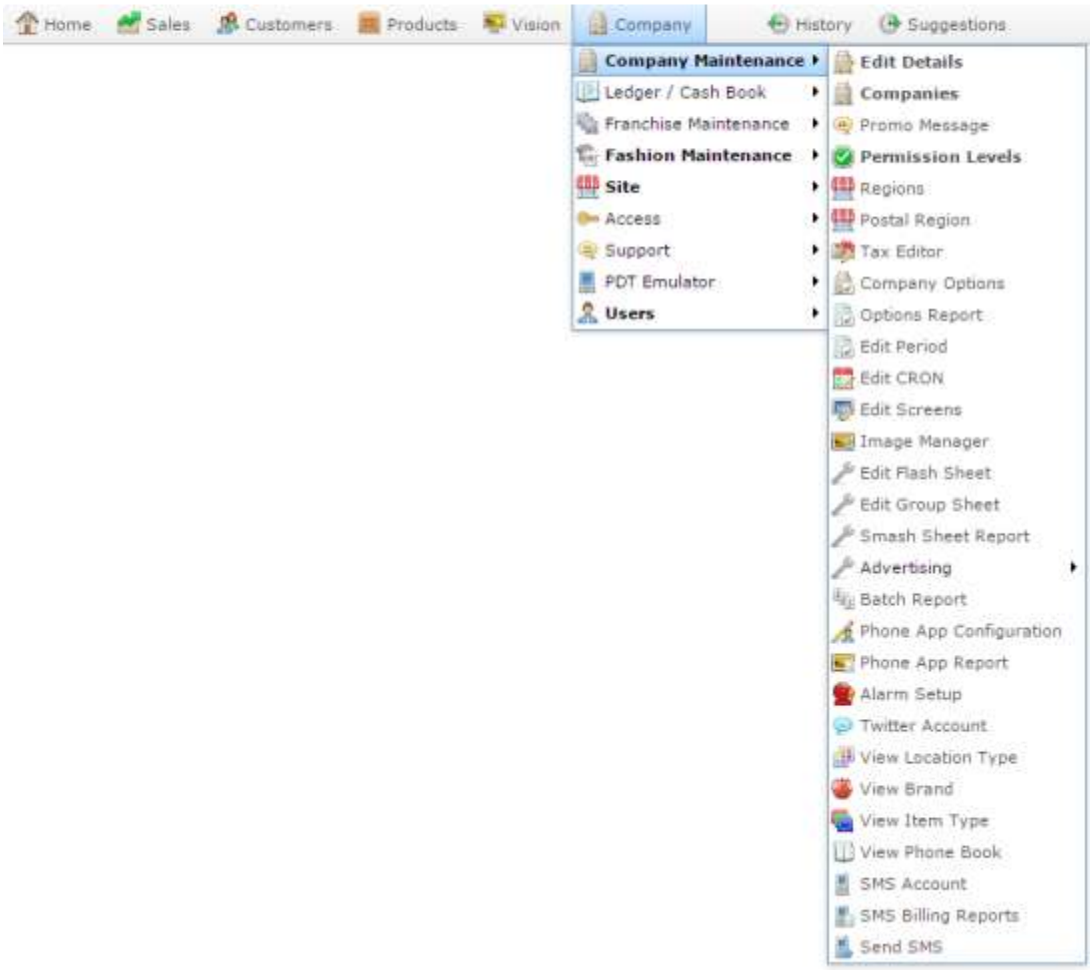
Create a new item type to categorise items for reporting purposes.

> **Note:** You can add items to this type by selecting the type in the **Item Type** field in the Stock Control tab of Item Maintenance. See *Assigning an item to an item type*.

To create an item type:

1. Press 

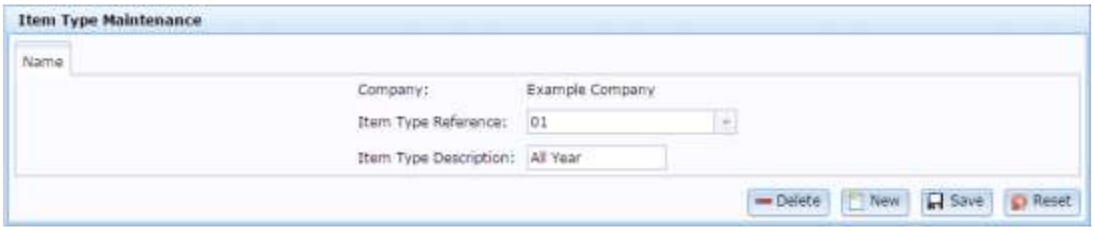
.
2. Press **Company Maintenance > View Item Type**.



The Item Type Maintenance screen is displayed.

3. Press Create New Item Type Reference.

   The Item Type Maintenance screen is displayed.



4. Type a unique code to identify the item type in the **Item Type Reference** field.
5. Type a description of the type in the **Item Type Description** field.
6. Press Save.

   The item type is created.

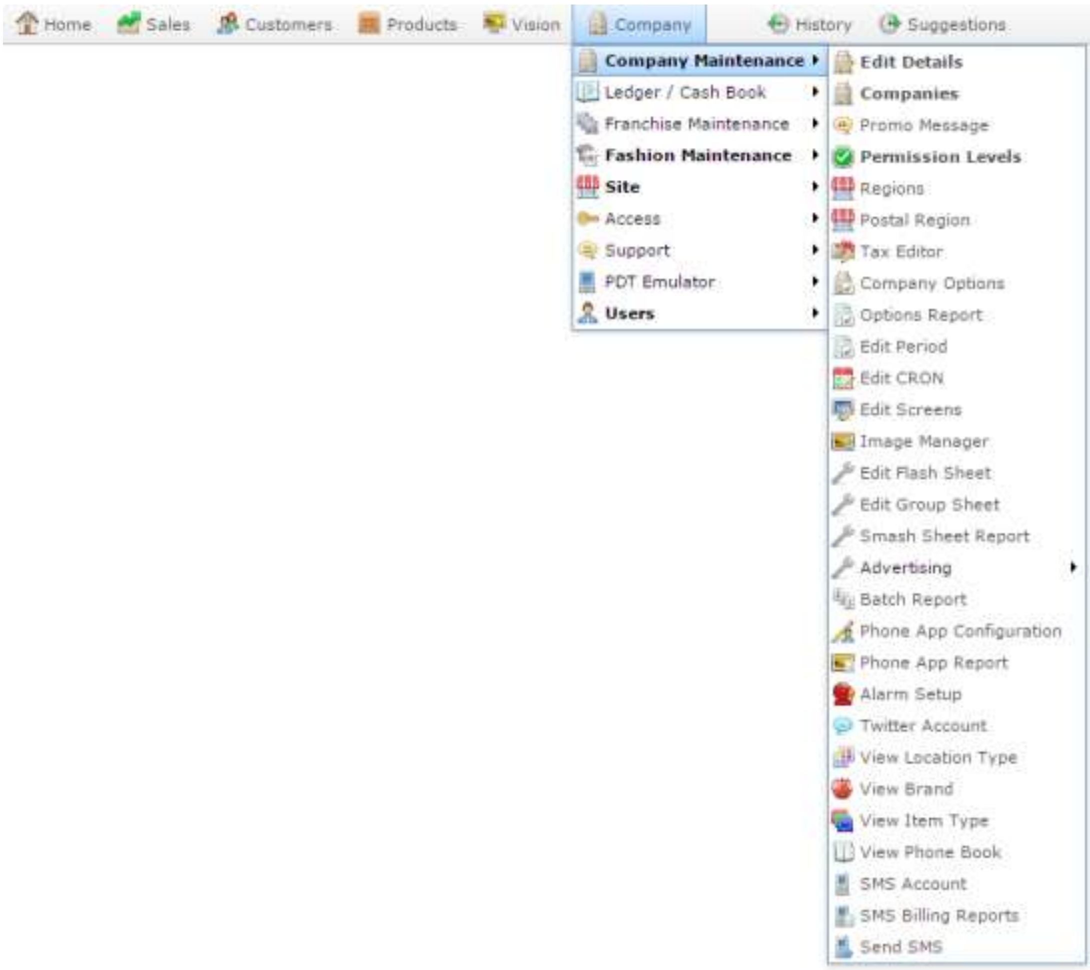
Editing an item type

Edit an item type if you want to change the description.

> **Note:** You cannot add or remove items from this group by this method. To add or remove items, you must assign their Item Type field in the Stock Control tab of the item's Item Maintenance screen. See *Assigning an item to an item type*.

To edit an item type:

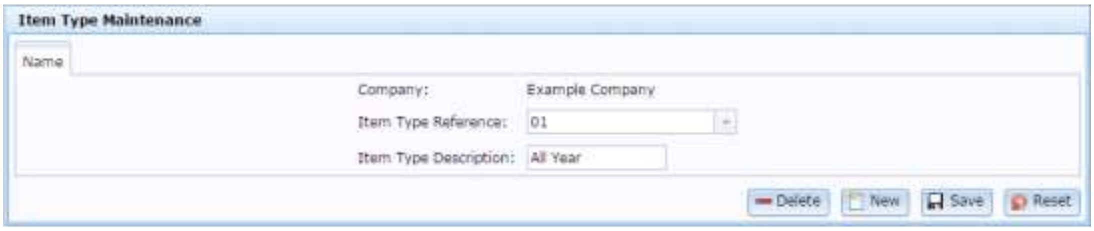
1. Press  .
2. Press **Company Maintenance > View Item Type**.



The Item Type Maintenance screen is displayed.

3. Press the **Description** of the item type you want to edit.

   The Item Type Maintenance screen is displayed.



4. Edit the **Item Type Description** field.

> **Note:** You cannot change the **Item Type Reference** once the item type has been created.

5. Press Save.

   The item type is edited.

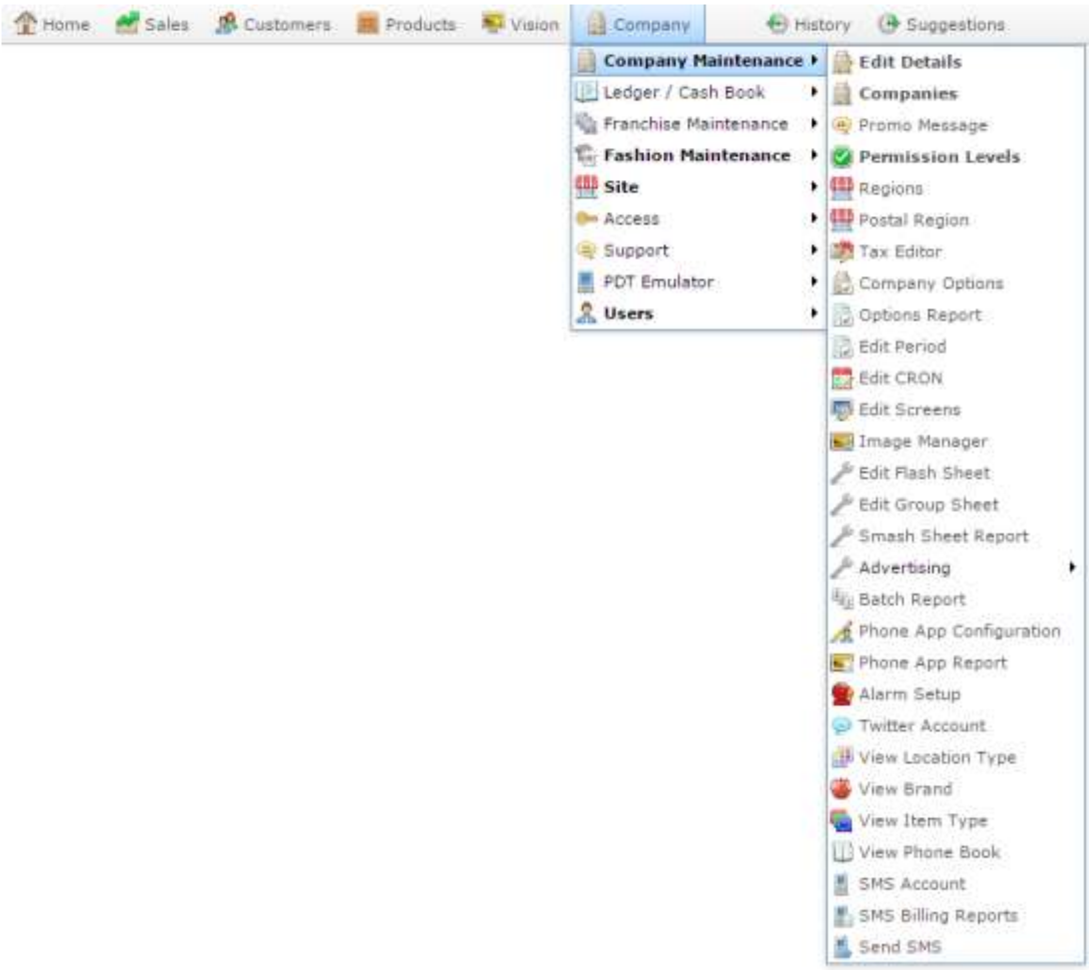
Deleting an item type

Delete an item type if you want to remove the item category from your reporting.

To delete the item type:

1. Press 

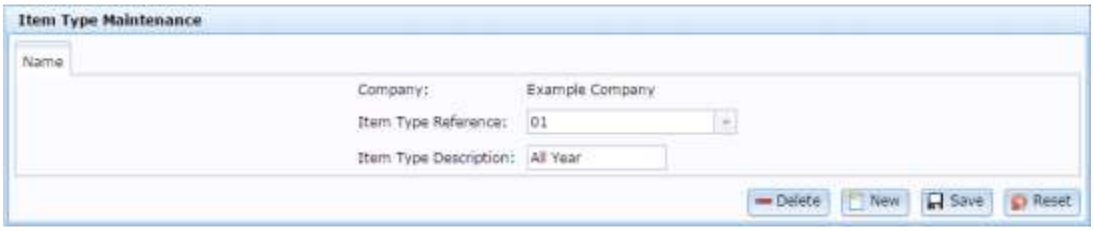
.
2. Press **Company Maintenance** > **View Item Type**.



The Item Type Maintenance screen is displayed.

3. Press the **Description** of the item type you want to delete.

The Item Type Maintenance screen is displayed.



4. Press Delete.

   The item type is deleted.

Edit Item Type report

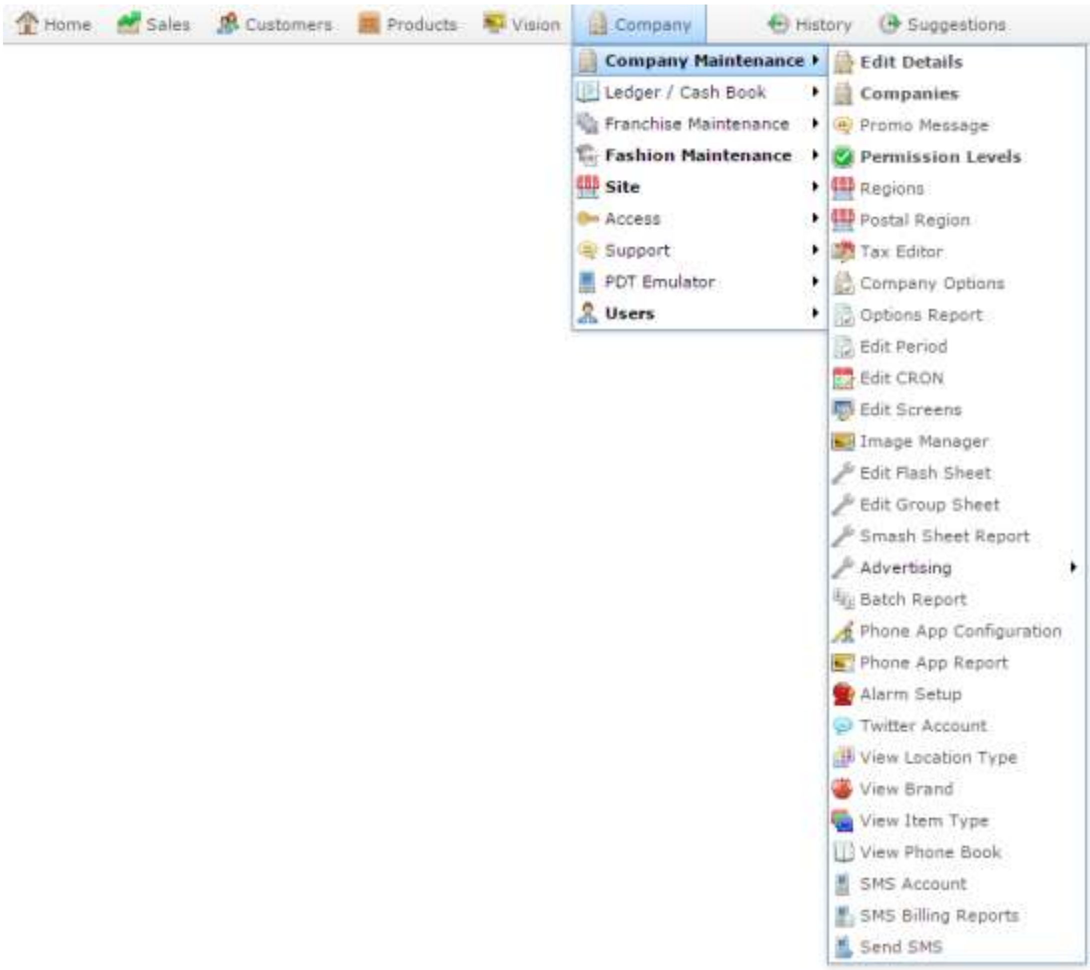
Use the Edit Item Type report to view and open item types for classifying inventory.

> **Note:** This report does not show what items are assigned to each type. For this information, see *Item Type report*.

Opening the Edit Item Type report

To open the Edit Item Type report:

1. Press  .
2. Press **Company Maintenance > View Item Type**.



The Item Type Maintenance screen is displayed.

Edit Item Type report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
Add to Favourites	Press to add this report to your Portal favourites for easier access.
Create New Item Type Reference	Press to create a new item type.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description	Description of the item type. Press to edit the item type.
Reference	Unique code identifying the item type.
Items	Number of items assigned to this item type.

Item Type Maintenance screen

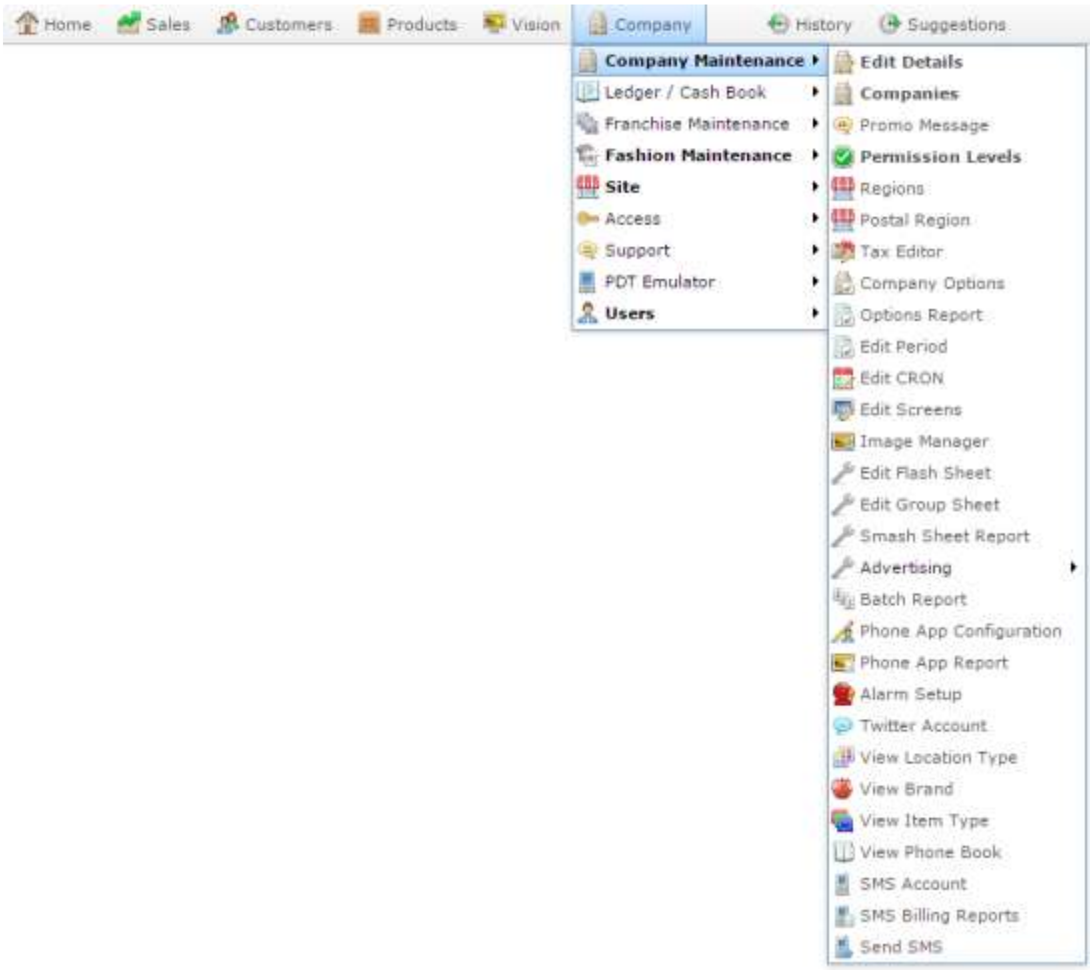
Use this screen to create, edit and delete item types for categorising your inventory.

Opening the Item Type Maintenance screen

To open the Item Type Maintenance screen:

1. Press 

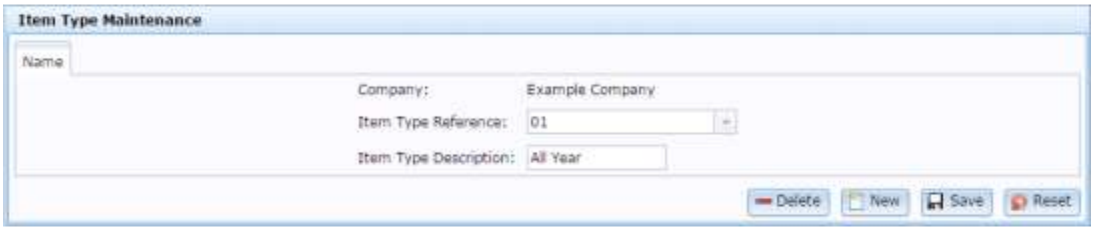
.
2. Press **Company Maintenance > View Item Type**.



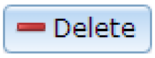
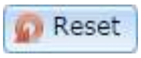
The Item Type Maintenance screen is displayed.

3. Press the **Description** of the item type you want to edit.

The Item Type Maintenance screen is displayed.


Item Type Maintenance
Name
Company:
Example Company
Item Type Reference:
01
Item Type Description:
All Year
Delete
New
Save
Reset

Item Type Maintenance screen key fields and buttons

Field	Description
Company	The company the item type relates to.
Item Type Reference	Unique code identifying the item type. Select another item type to edit here.
Item Type Description	Description of the item type.
	Press to delete the current item type.
	Press to create a new item type.
	Press to save any changes made to the current item type.
	Press to undo any changes made since the item type was last saved.

Configuring inventory and procurement for your site

You can configure the way the Portal procurement operates to best suit your site's processes, including specifying whether a site can purchase items from external creditors, or only from the company's central warehouse.

See *Configuring supplier types for your sites* on page 85.

Also see *Configuring inventory and procurement for your company* on page 5.

Configure the site-specific settings for each site within your company, such as:

- Default pricing and price update delays in your inventory.

  See *Configuring inventory options for your site* on page 148.

- Credit limits and workflow of purchase orders.

  See *Configuring purchase order options for your site* on page 165.

- How and where stock may be receipt from.

  See *Configuring stock receipting options for your site* on page 168.

- How stock returns are processed.

  See *Configuring stock returns for your site* on page 175.

- How stock take works.

  See *Configuring stock take for your site* on page 179.

- Filenames and price periods for label printing

  See *Configuring labels for your site* on page 150.

- How item packs operate.

  See *Configuring packs for your site* on page 159.

- Table surcharges, bill splitting and other table service settings, if required.

  See *Configuring table service for your site* on page 182.

- How and when costs are calculated in stock receipts.

  See *Configuring costs for your site* on page 141.

- How creditor contracts operate for your site.

  See *Configuring creditor contracts for your site* on page 144.

- How PDT sales operate for your site.

  See *Configuring PDT sales for your site* on page 162.

- The site's Metcash settings.

See *Configuring Metcash for your site* on page 153.

- How micro loans work.

  See *Configuring micro loans for your site* on page 156.

Configuring costs for your site

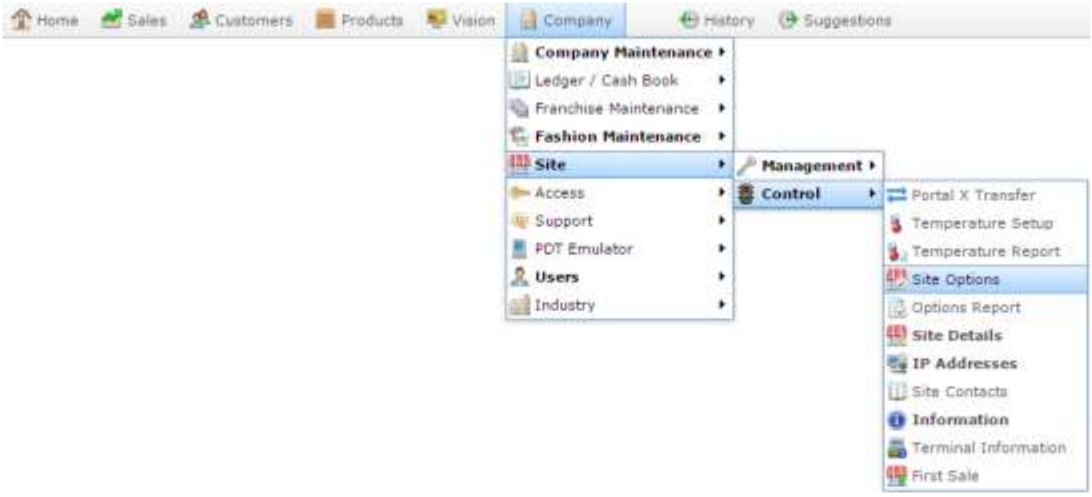
Use the Site Options - Costs section to configure how your site automatically manages item costs using stock receipts.

Opening the Site Options - Costs section

To open the Site Options - Costs section:

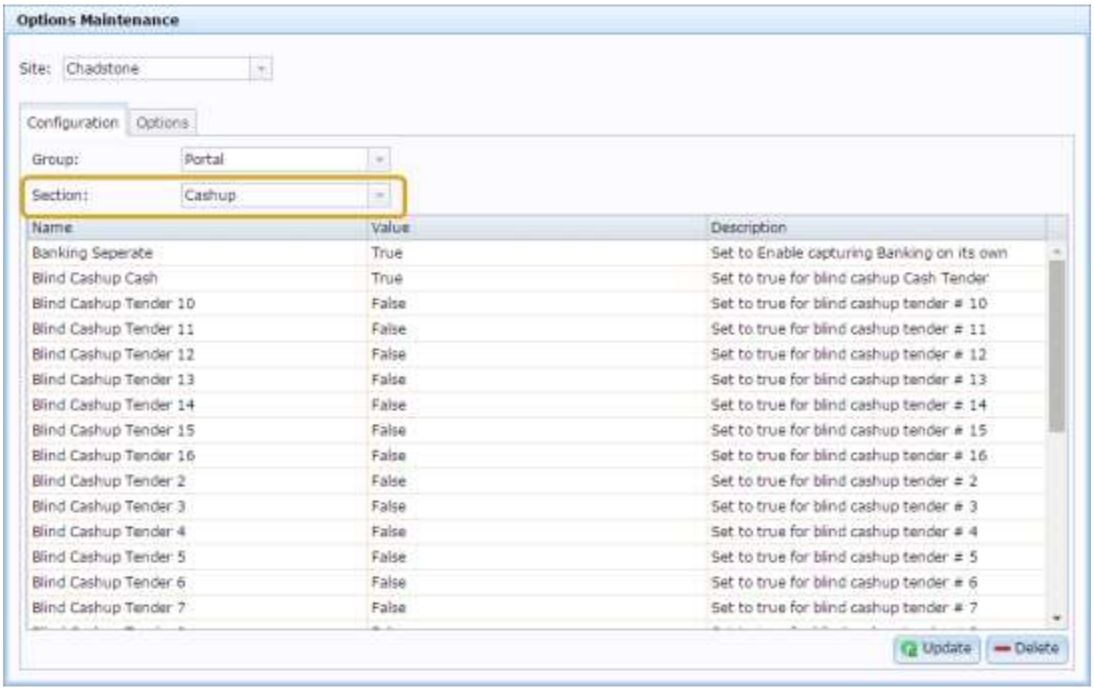
1. Press 

.
2. Press **Site** > **Control** > **Site Options**.



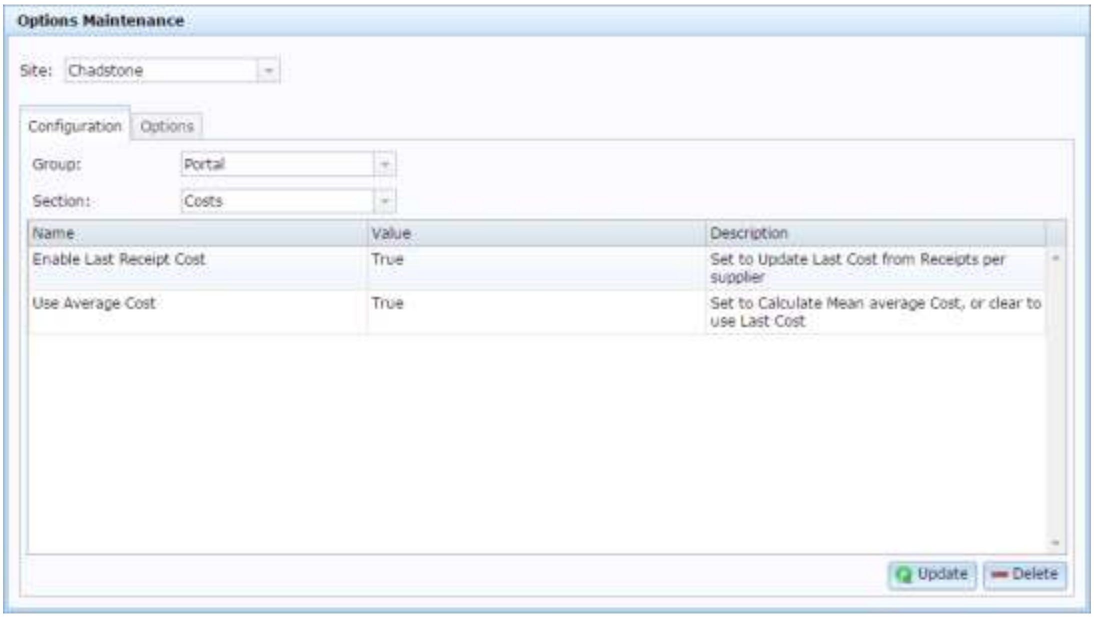
The Cashup section of the Site Options screen is displayed.

3. Open the **Section** drop-down list.

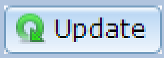
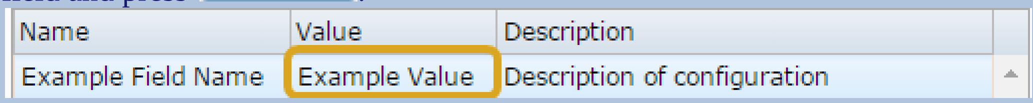


4. Select **Costs** from the **Section** drop-down list.

   The Costs section is displayed.



Site Options - Costs section key fields and buttons

> **Note:** The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 
>
> .
>
> 
>

Configuration	Description
Enable Last Receipt Cost	Type **True** to update item costs using the cost from the last receipt when finalised, or **False** to not automatically update costs.
Use Average Cost	Type **True** to update the item cost by calculating the weighted average (mean) cost. **Note:** The weighted average is calculated as: Existing Stock-on-Hand x Old Cost + Received Stock x New cost / Total stock including received stock. Type **False** to use the last receipt cost. Costs are only updated after receipts have been finalised.

Configuring creditor contracts for your site

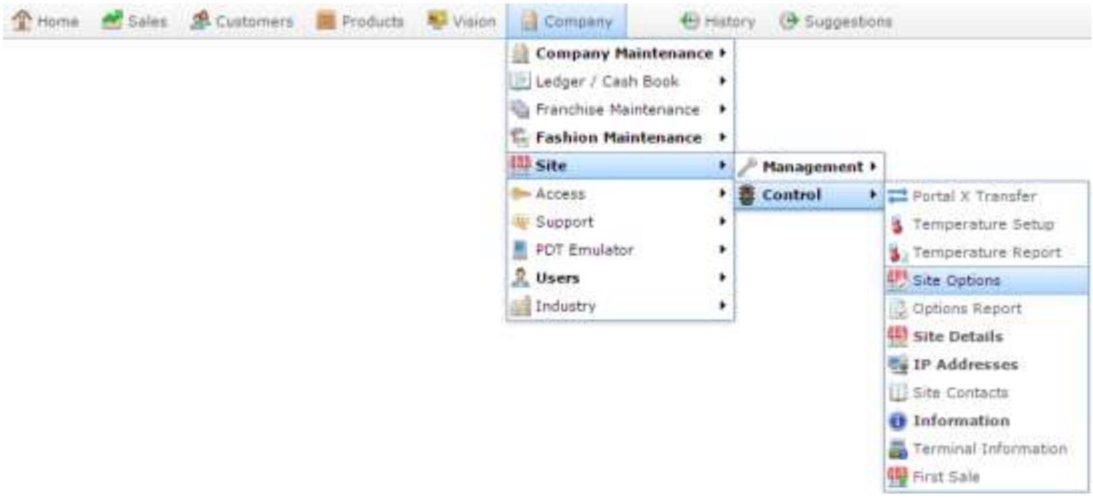
Use the Site Options - Creditor Contracts section to configure how your site manages creditor contracts.

Opening the Site Options - Creditor Contracts section

To open the Site Options - Creditor Contracts section:

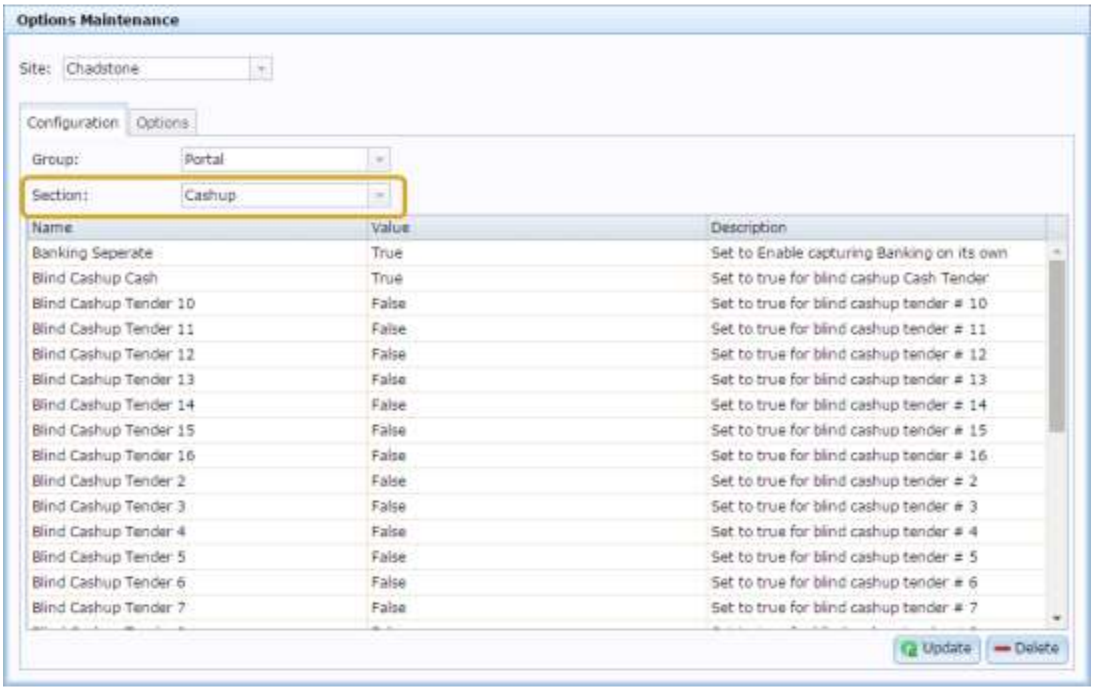
1. Press 

.
2. Press **Site** > **Control** > **Site Options**.



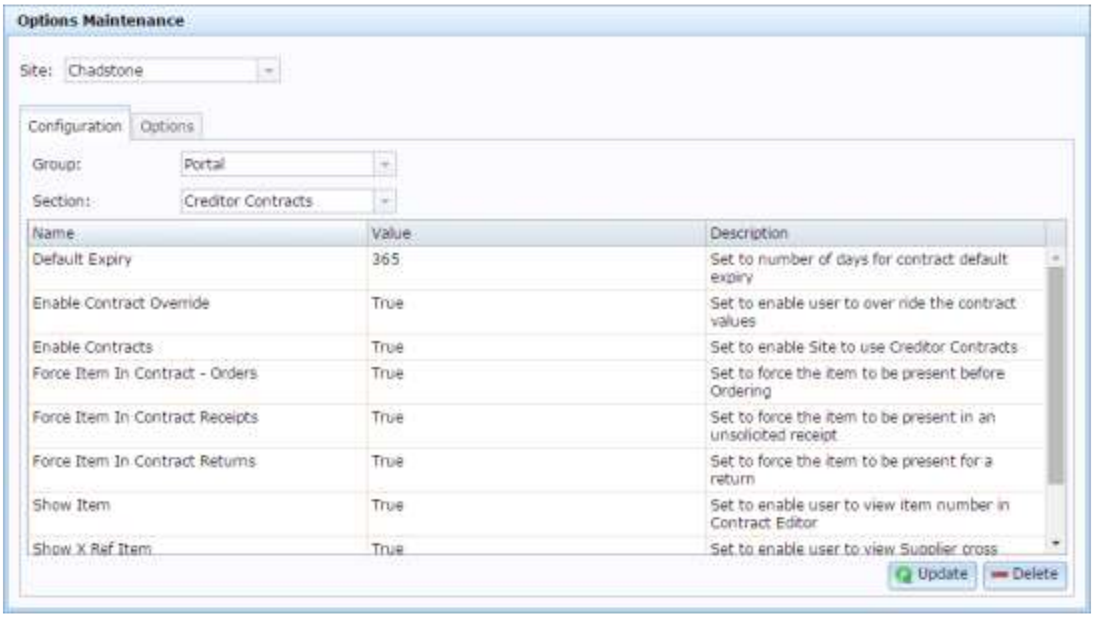
The Cashup section of the Site Options screen is displayed.

3. Open the **Section** drop-down list.

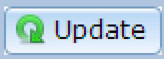


4. Select **Creditor Contracts** from the **Section** drop-down list.

   The Creditor Contracts section is displayed.



Site Options - Creditor Contracts section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 

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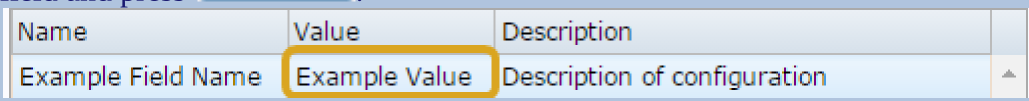


Configuration	Description
Default Expiry	Type the number of days before contracts should expire by default. For example, if you contracts usually last one year, type **365**.
Enable Contract Override	Type **True** to allow Portal users to override contract values.
Enable Contracts	Type **True** to enable creditor contracts for this site.
Force Item In Contract - Orders	Type **True** to only allow items to be ordered when a contract is in place for that item.
Force Item In Contract Receipts	Type **True** to only allow items to be received when a contract is in place for that item.
Force Item In Contract Returns	Type **True** to only allow items to be returned when a contract is in place for that item.
Show Item	Type **True** to display the item code in Contract Maintenance.

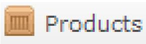
Configuration	Description
Show X Ref Item	Type **True** to display the supplier's code for the item in Contract Maintenance.
Update Cost of Contract in Receipts	Type **True** to update the price of the item in the creditor's contract when the item is received from that creditor.

Configuring inventory options for your site

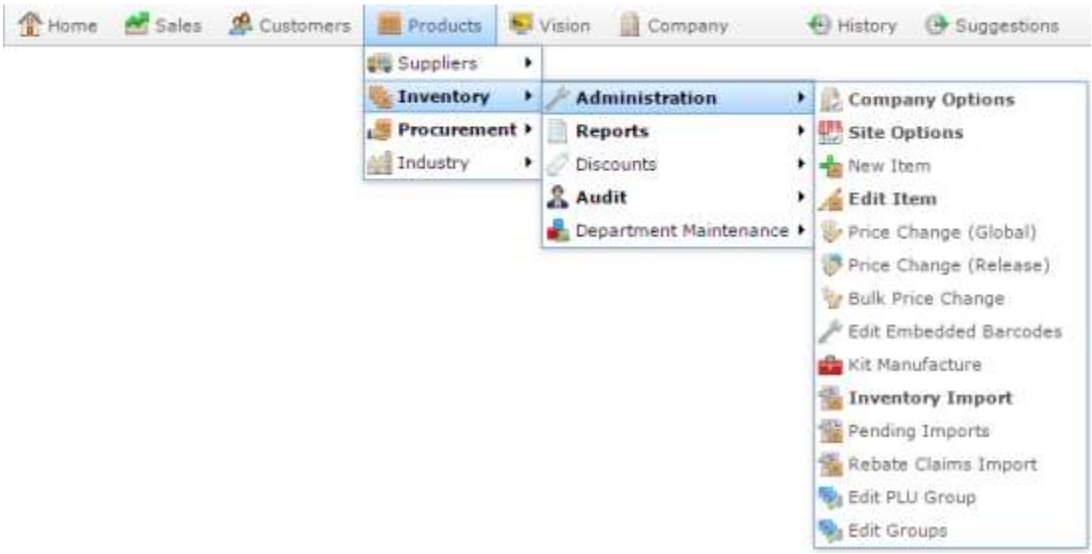
Use the Site options - Inventory screen to configure how items are managed on a site-by-site basis. These settings only affect the selected site.

Opening the Site options - Inventory screen

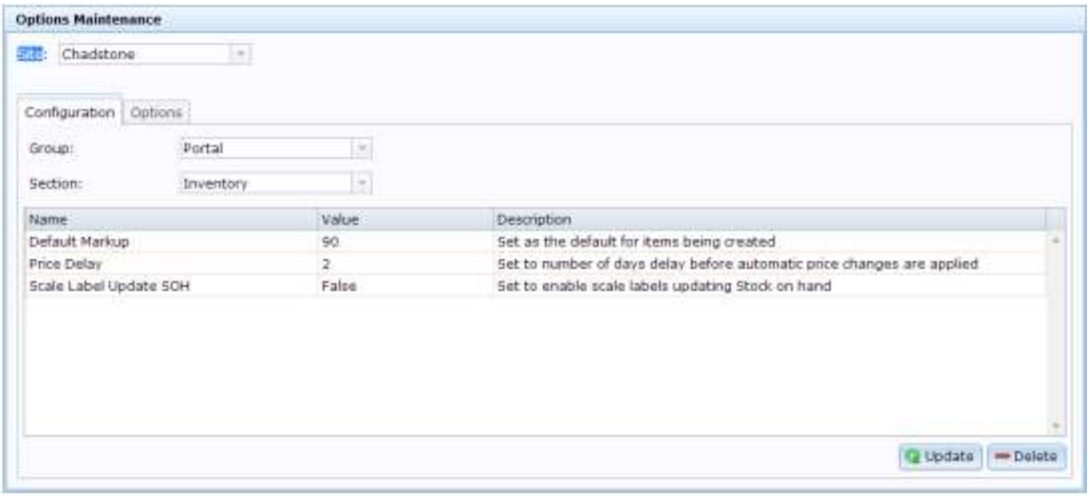
To open the Site options - Inventory screen:

1. Press 

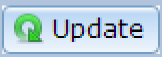
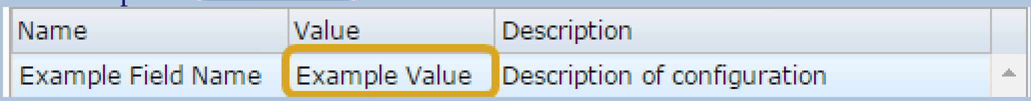
in the main menu bar.
2. Press **Inventory** > **Administration** > **Site options**.



The Site options - Inventory screen is displayed.



Site options - Inventory screen key fields and buttons

> **Note:** The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 
>
> .
>
> 
>

Configuration	Description
Default Markup	Type the default percentage markup to be used when items are created.
Price Delay	Type the number of days before Portal price changes are applied to the Point of Sale.
Scale Label Update SOH	Type **True** to update the stock-on-hand when creating scale labels.

Configuring labels for your site

Use the Site Options - Labels section to configure how the Portal manages labels printed via the Label Maintenance screen, including:

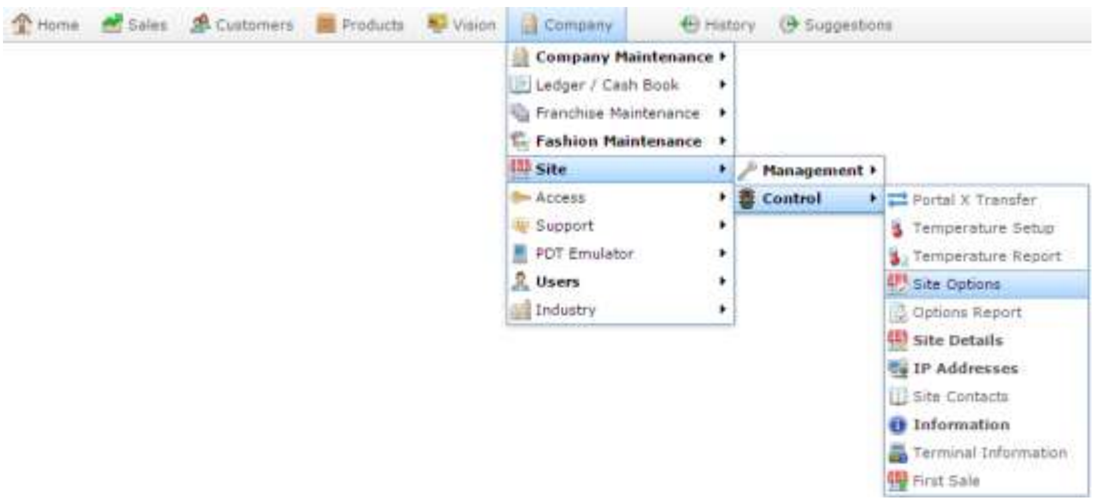
- The number of days the Portal looks into the future for pending price changes.
- The number of days the Portal looks into the past for price changes.
- The filenames to use for downloadable item database files.

See *Printing labels*.

Opening the Site Options - Labels section

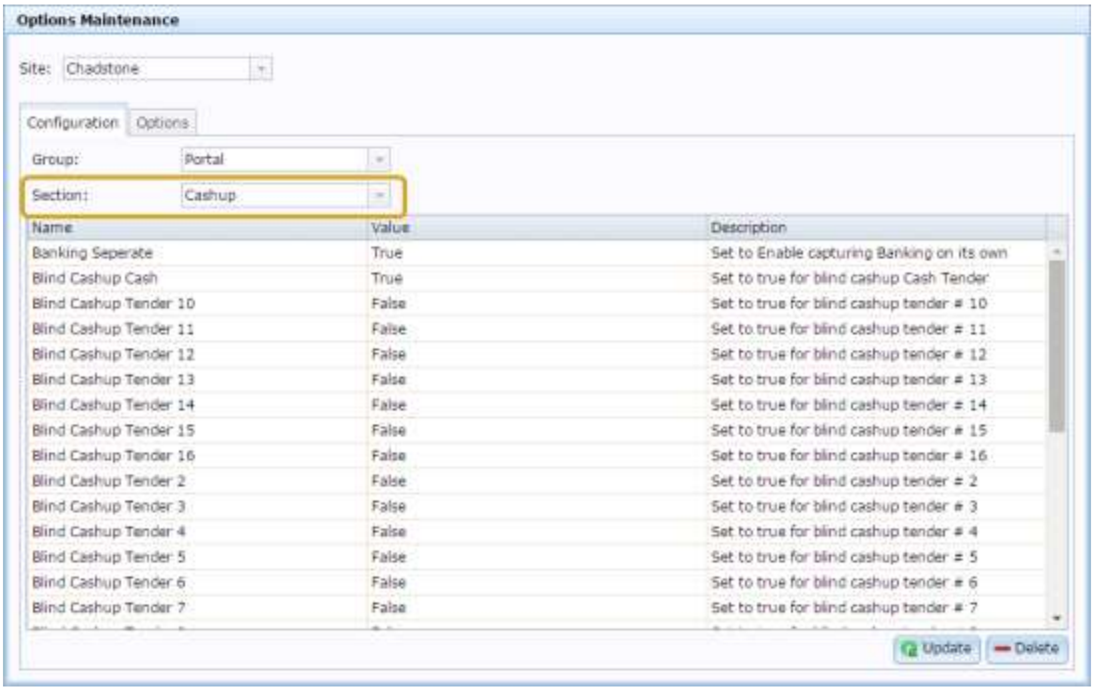
To open the Site Options - Labels section:

1. Press .
2. Press **Site** > **Control** > **Site Options**.



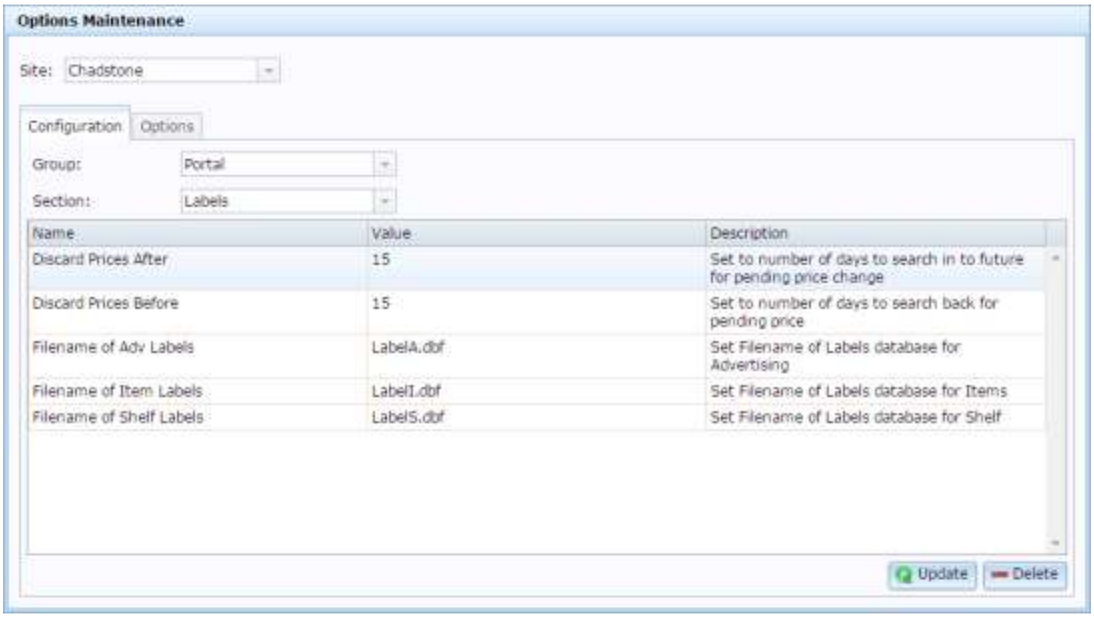
The Cashup section of the Site Options screen is displayed.

3. Open the **Section** drop-down list.

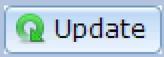
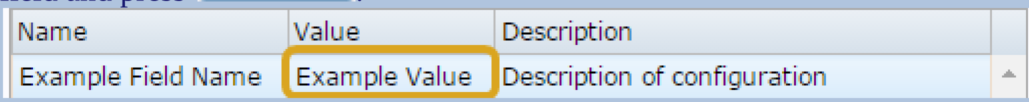


4. Select **Labels** from the **Section** drop-down list.

   The Labels section is displayed.



Site Options - Labels section key fields and buttons

> **Note:** The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press .
>
> 
>

Configuration	Description
Discard Prices After	Type the number of days ahead the Portal should scan for global price changes when adding items to the label list. For example, if you want the Portal to add all items that change price in the next two weeks, type **14**.
Discard Prices Before	Type the number of days past the Portal should scan for global price changes when adding items to the label list. For example, if you want the Portal to add all items that have changed price in the last week, type **7**.
Filename of Adv Labels	Type the filename of the database file for advertising labels. For example, **LabelA.dbf**.
Filename of Item Labels	Type the filename of the database file for individual item labels. For example, **LabelI.dbf**.
Filename of Shelf Labels	Type the filename of the database file for shelf labels. For example, **LabelS.dbf**.

Configuring Metcash for your site

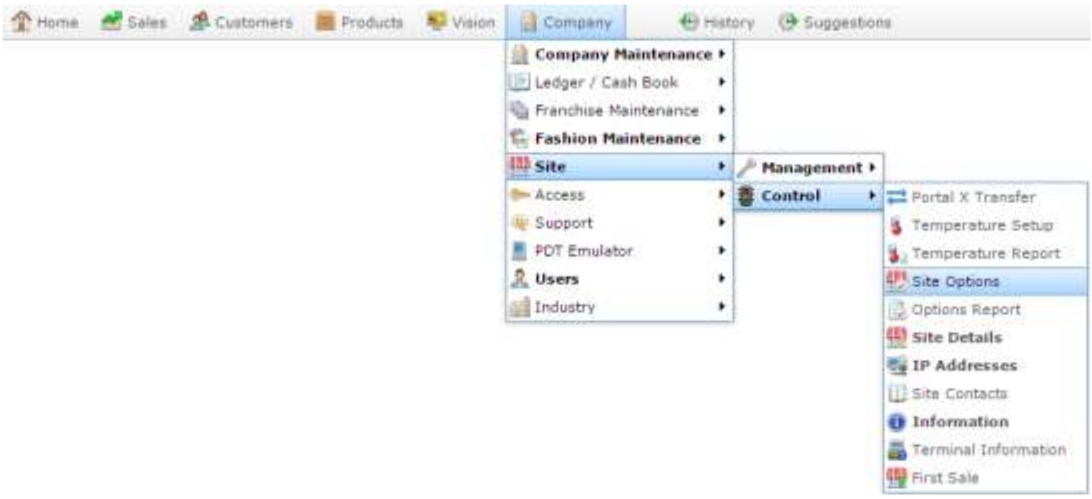
Use the Site Options - Metcash section to configure your site to use Metcash distributors.

Opening the Site Options - Metcash section

To open the Site Options - Metcash section:

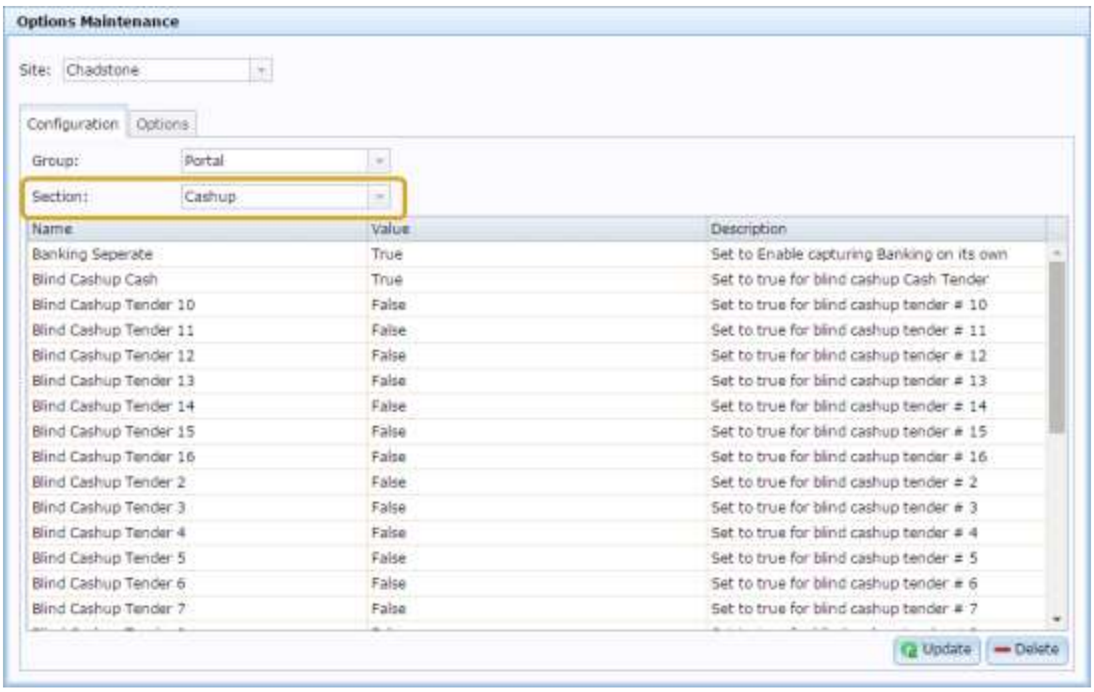
1. Press 

.
2. Press **Site** > **Control** > **Site Options**.



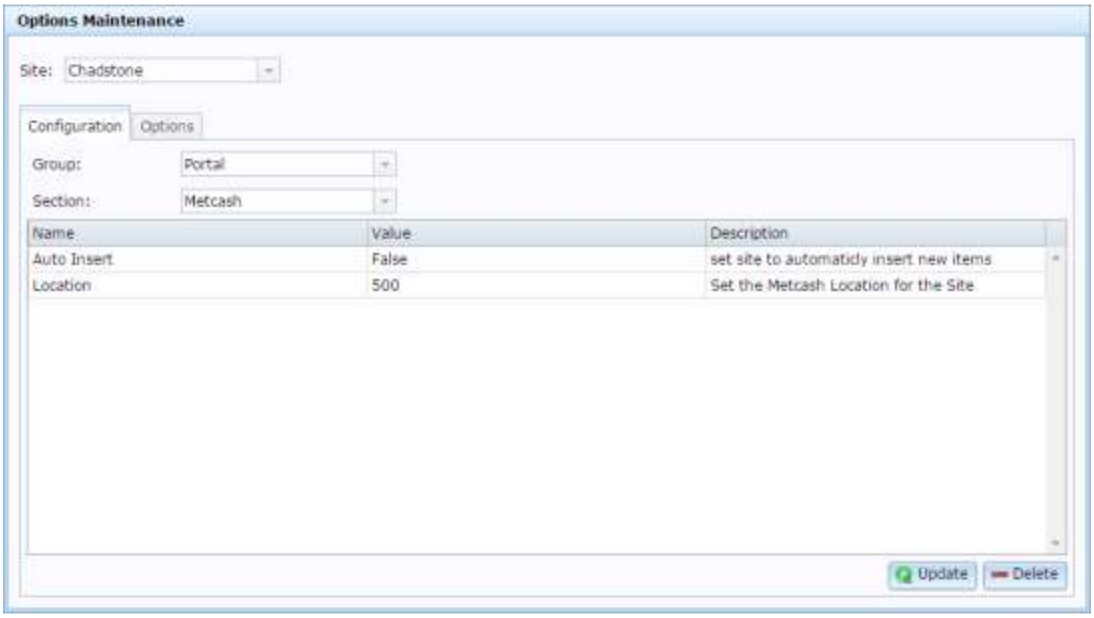
The Cashup section of the Site Options screen is displayed.

3. Open the **Section** drop-down list.

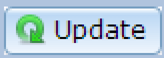


4. Select **Metcash** from the **Section** drop-down list.

   The Metcash section is displayed.



Site Options - Metcash section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 

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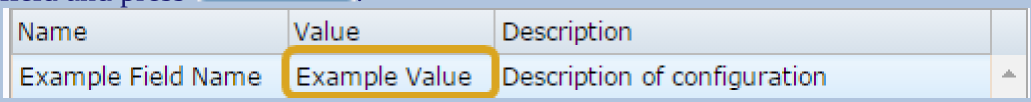


Configuration	Description
Auto Insert	Type **True** to automatically insert new Metcash items from import into the inventory.
Location	Type the Metcash location code that identifies this site, if your Portal configuration uses locations.

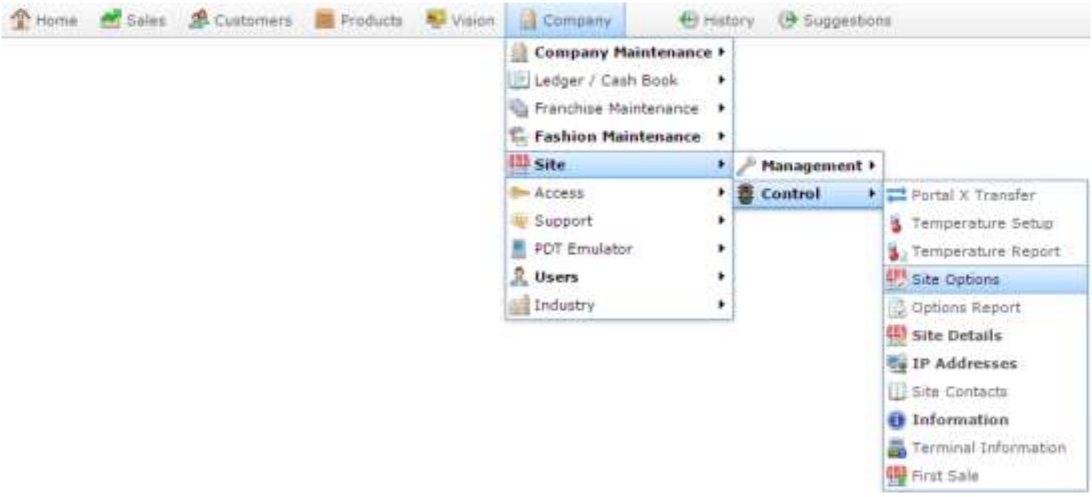
Configuring micro loans for your site

Use the Site Options - Micro Loan section to configure your site for micro loans.

Opening the Site Options - Micro Loan section

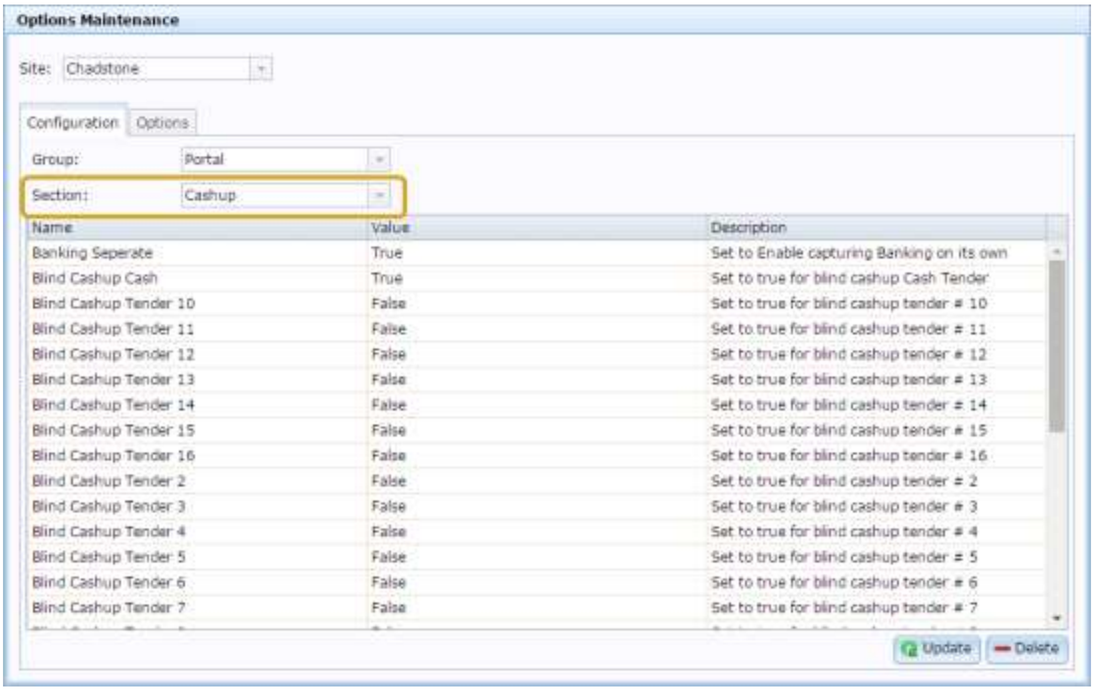
To open the Site Options - Micro Loan section:

1. Press .
2. Press **Site** > **Control** > **Site Options**.



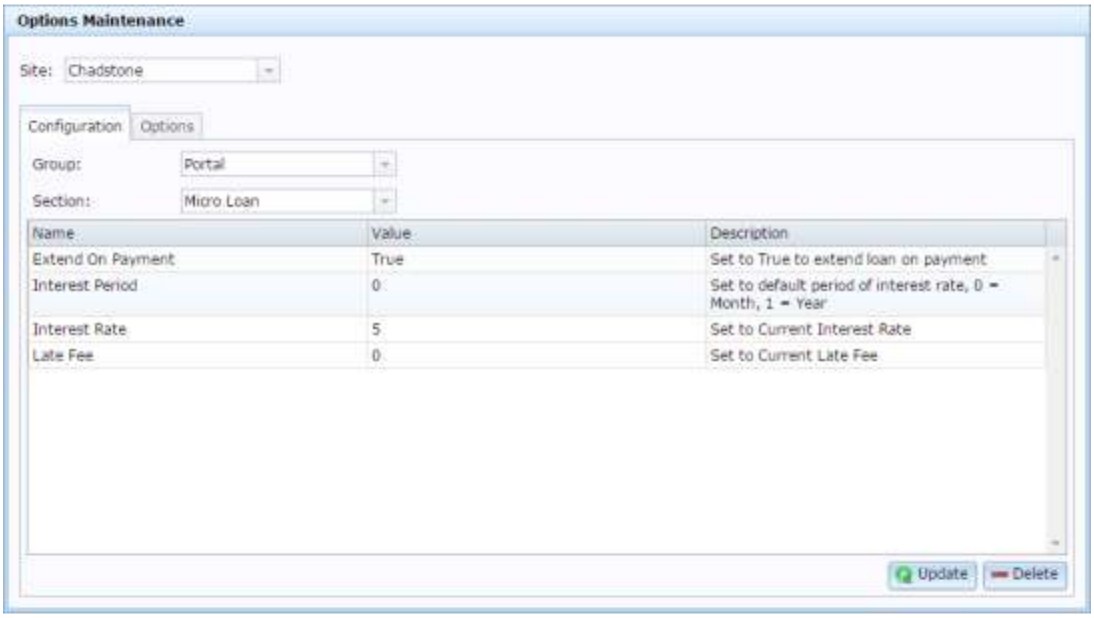
The Cashup section of the Site Options screen is displayed.

3. Open the **Section** drop-down list.

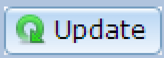


4. Select **Micro Loan** from the **Section** drop-down list.

   The Micro Loan section is displayed.



Site Options - Micro Loan section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 

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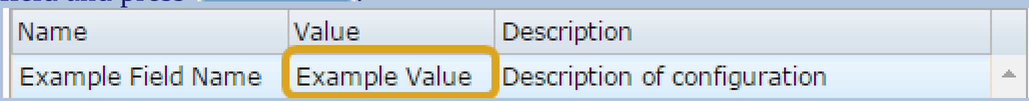


Configuration	Description
Extend on Payment	Type **True** to automatically extend the loan after a payment has been made.
Interest Period	Type the default period of interest: ▪ **0** for monthly interest. ▪ **1** for yearly interest.
Interest Rate	Type the current interest rate. For example, if the interest is 5%, type **5**.
Late Fee	Type the late fee dollar amount.

Configuring packs for your site

Use the Site Options - Packs section to configure your site to use pack ordering, so that you order and receive packs of stock instead of individual units.

> **Note:** This is different to automatically expanding partial-pack orders to full packs. This configuration automatically multiplies all ordered units by the pack size. For example, if the pack size is 5, and you add a quantity of 3 in a purchase order, the Portal automatically converts the order to 15 units.

> **Tip:** If you're looking for the configuration to expand partial-pack orders to full packs, see the **Packs** field in *Configuring purchase orders for your company* on page 67.

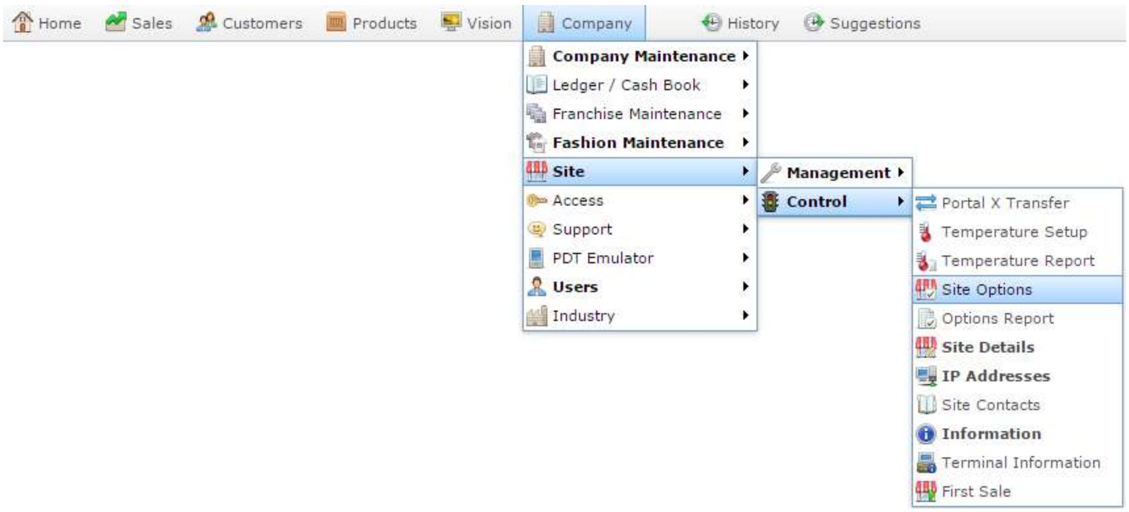
> **Note:** You can use pack ordering along side individual ordering by configuring the number of units in an item's pack on the Details tab of Item Maintenance. If an item has a pack quantity of 1, then pack ordering has no effect on your ordering. See *Inventory Management - Details tab*.

Opening the Site Options - Packs section

To open the Site Options - Packs section:

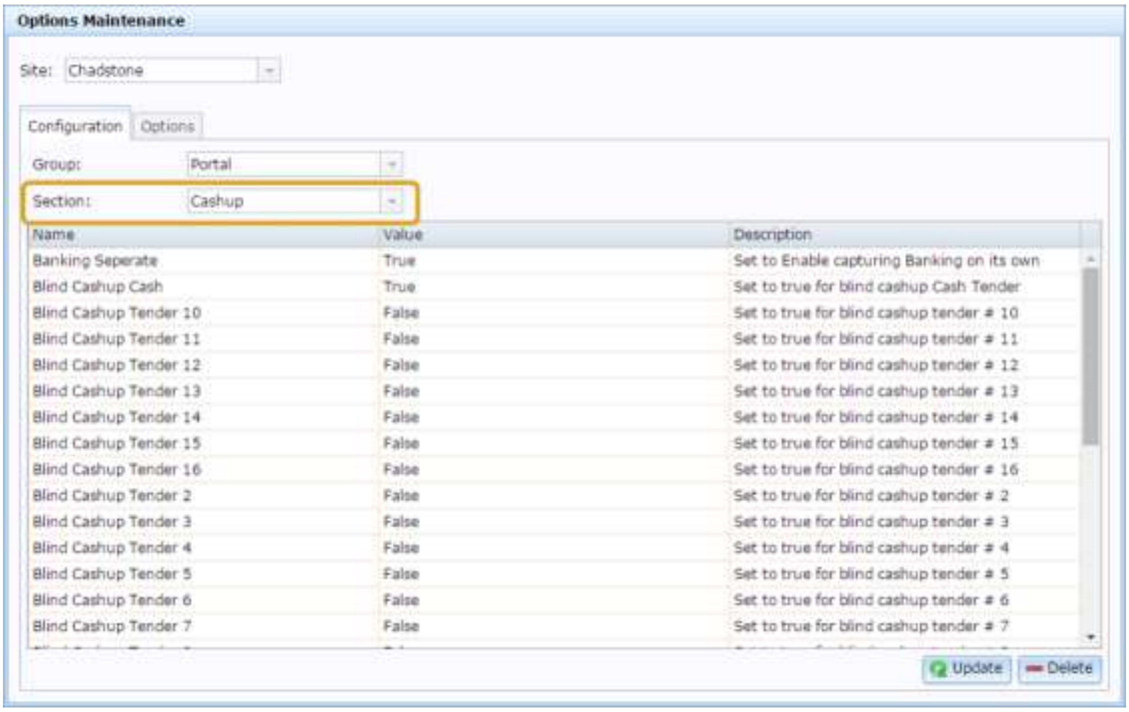
1. Press 

.
2. Press **Site** > **Control** > **Site Options**.



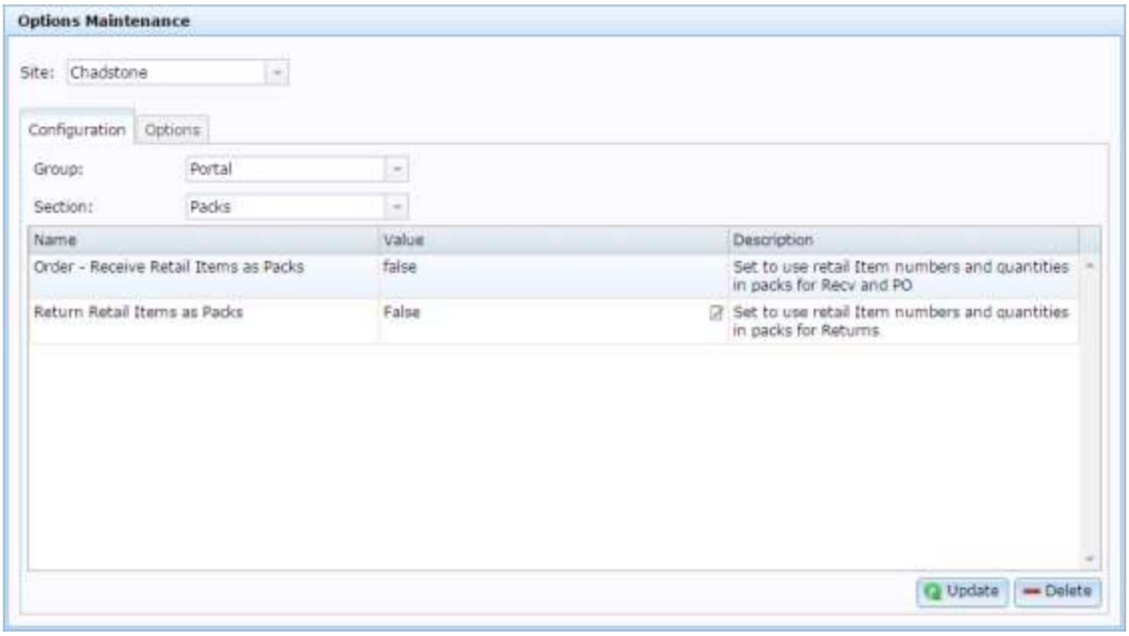
The Cashup section of the Site Options screen is displayed.

3. Open the **Section** drop-down list.

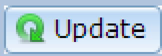


4. Select **Packs** from the **Section** drop-down list.

   The Packs section is displayed.



Site Options - Packs section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 

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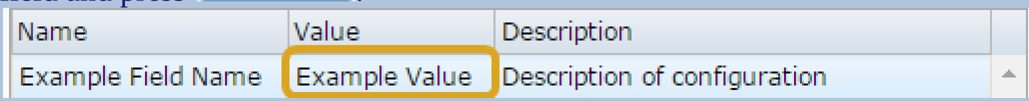


Configuration	Description
Order - Receive Retail Items as Packs	Type **True** to use pack ordering in receipting and purchase orders, so that you order the number of packs instead of individual units. For example, if an item contains 4 to a pack, and you order 4, the Portal automatically expands this order to 16 individual items, or 4 packs.
Return Retail Items as Packs	Type **True** to use pack ordering in returns, so that you return the number of packs instead of individual units. For example, if an item contains 4 to a pack, and you return 1, the Portal automatically expands this return to 4 individual items, or 1 pack.

Configuring PDT sales for your site

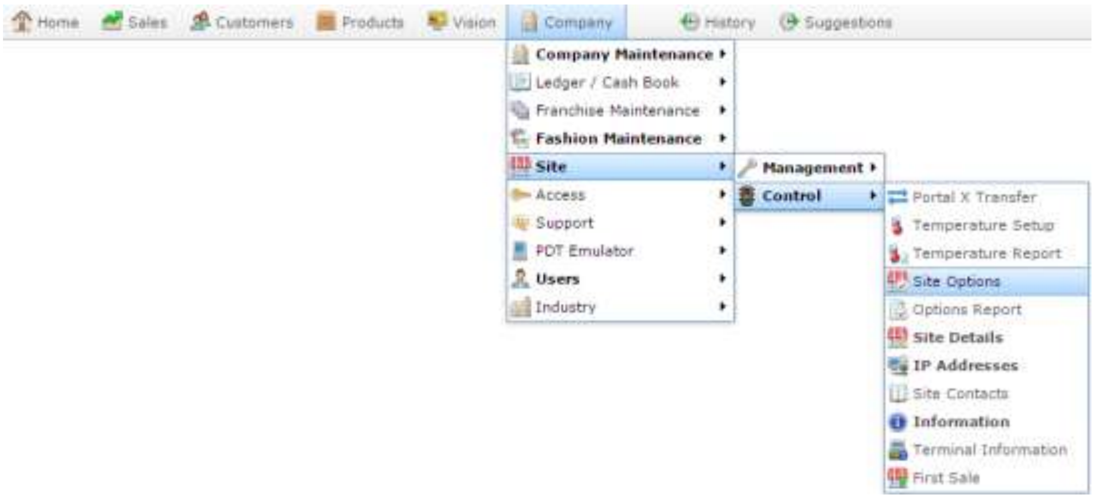
Use the Site Options - PDT Sales section to configure how PDT logins work for your site.

Opening the Site Options - PDT Sales section

To open the Site Options - PDT Sales section:

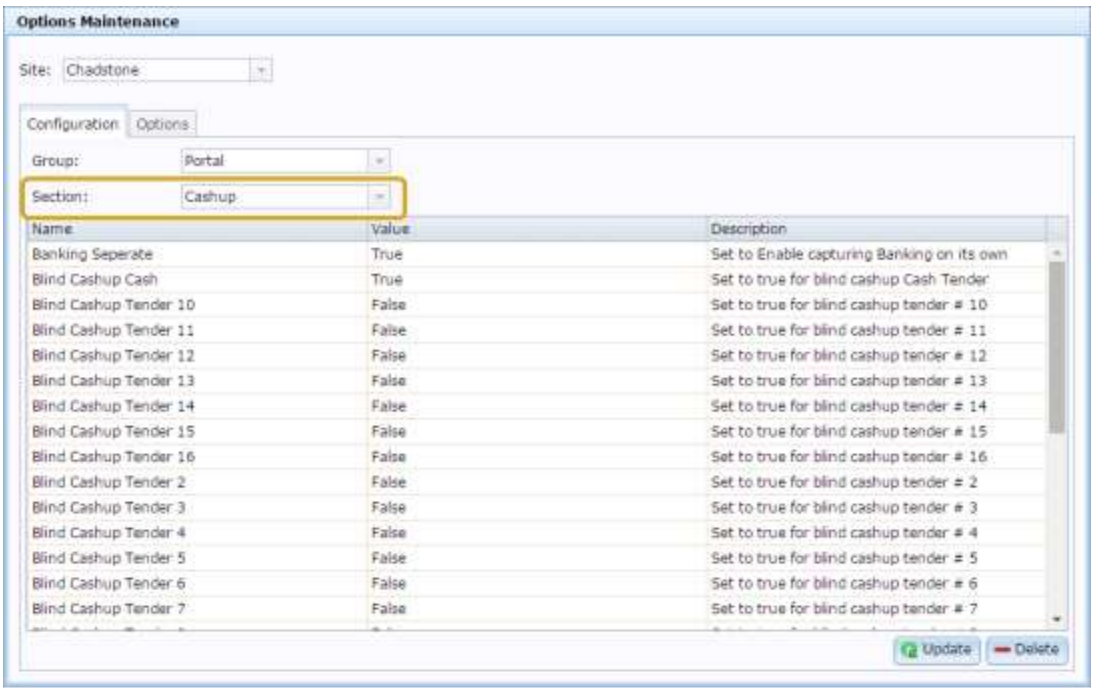
1. Press 

.
2. Press **Site** > **Control** > **Site Options**.



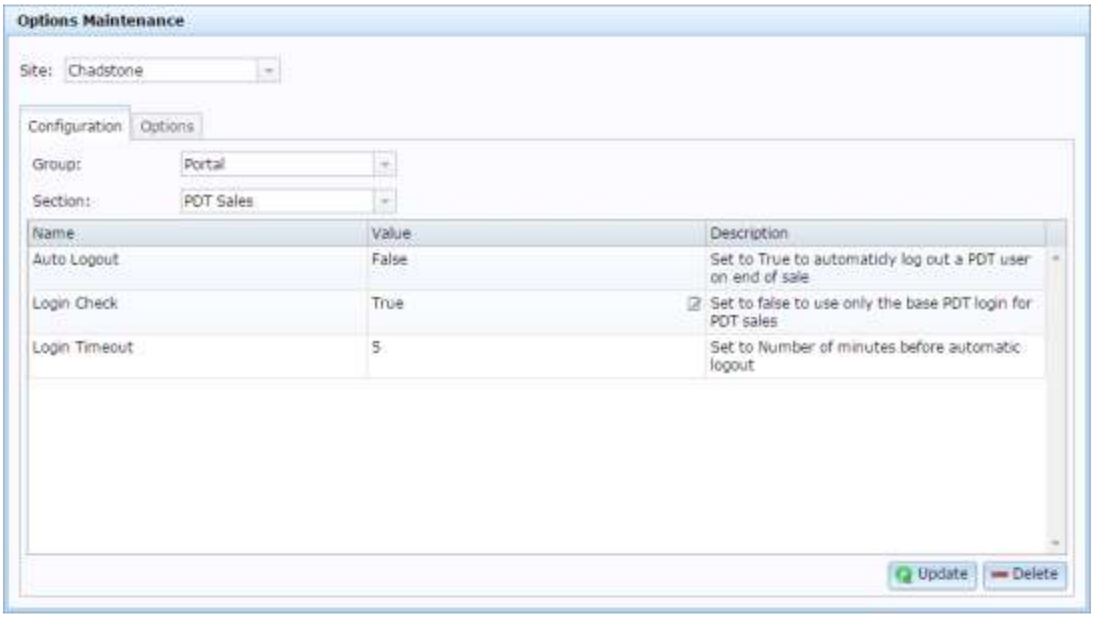
The Cashup section of the Site Options screen is displayed.

3. Open the **Section** drop-down list.

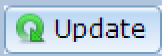


4. Select **PDT Sales** from the **Section** drop-down list.

   The PDT Sales section is displayed.



Site Options - PDT Sales section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 

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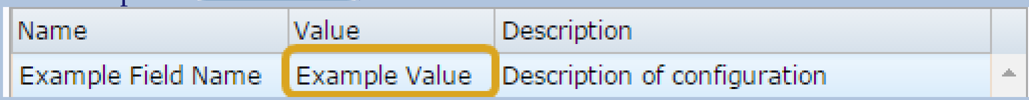


Configuration	Description
Auto Logout	Type **True** to automatically log out PDTs after a transaction has been completed.
Login Check	Type **True** to require individual staff logins on PDT transactions, or **False** to only use the base PDT login.
Login Timeout	Type the number of minutes before PDTs automatically log out.

Configuring purchase order options for your site

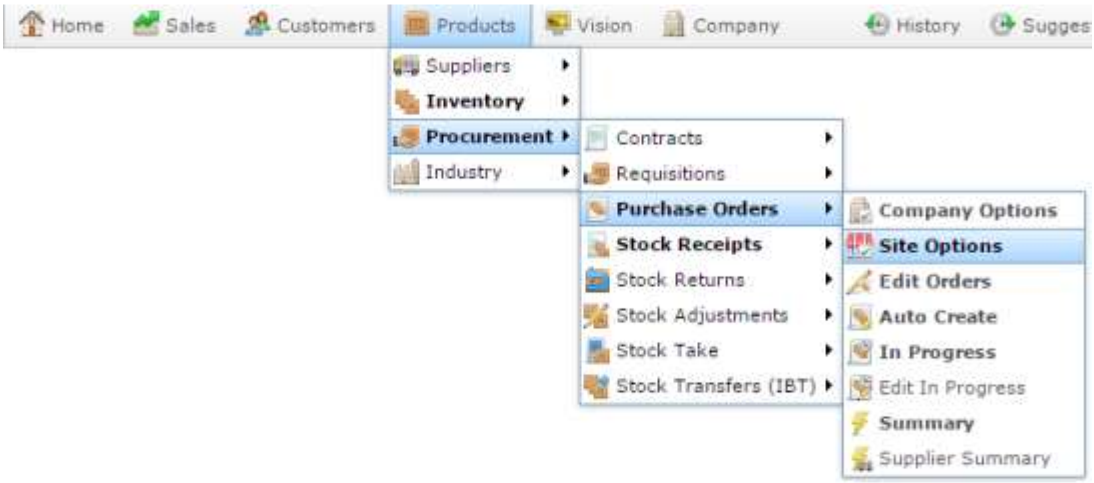
Configure how purchase orders should operate within the Portal using the Site options - Purchase orders screen.

Opening Site options - Purchase orders screen

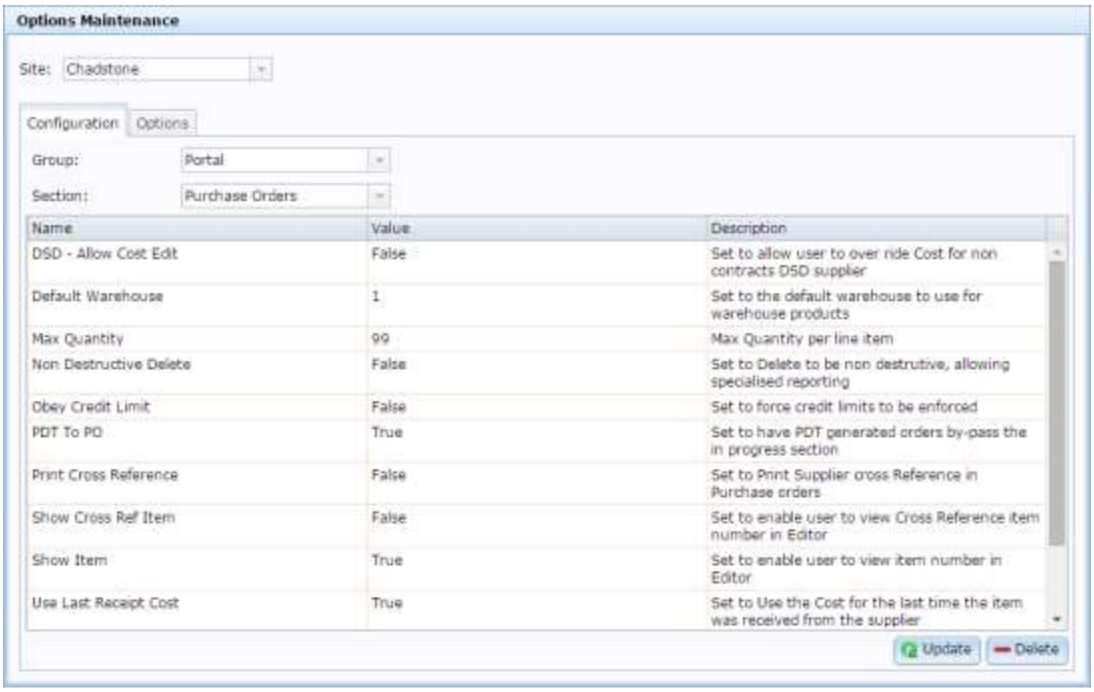
To open the Site options - Purchase orders screen:

1. Press 

.
2. Press **Procurement** > **Purchase Orders** > **Site Options**.

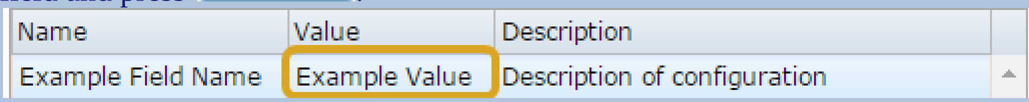


The Site Options - Purchase Orders screen is displayed.



Site options - Purchase orders screen key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press Update.



Configuration	Description
DSD - Allow Cost Edit	Type **True** to allow operators to override an item's cost when ordering directly from suppliers without a contract.
Default Warehouse	Type the supplier number of the supplier to use as the default company warehouse.
Max quantity	Type in the maximum quantity allowed per line item, to prevent accidental over-ordering.
Non Destructive Delete	Type **True** to use non-destructive deletion so information is retained for special reports.
Obey Credit Limit	Type **True** to ensure purchase orders obey supplier credit limits.
PDT to PO	Type **True** to by-pass the In progress stage for purchase orders that have been created on a PDT.
Print Cross Reference	Type **True** to print the supplier cross reference on the purchase orders.
Show Cross Ref	Type **True** to show the supplier's item code for each item in the purchase order editor.

Configuration	Description
Item	
Show Item	Type **True** to show the item number in the purchase order editor.
Use Last Receipt Cost	Type **True** to update the item's cost with the most recent item cost from stock receipts. Type false to use an average of all item costs from stock receipts.
Warehouse - Allow Cost Edit	Type **True** to allow operators to edit the cost of items ordered from the company warehouse.
Warehouse - Allowed All	Type **True** to allow all items to be ordered from the company warehouse. Type **False** to enforce warehouse items are ordered from the company warehouse, and not directly from a debtor-supplier.

Configuring stock receipting options for your site

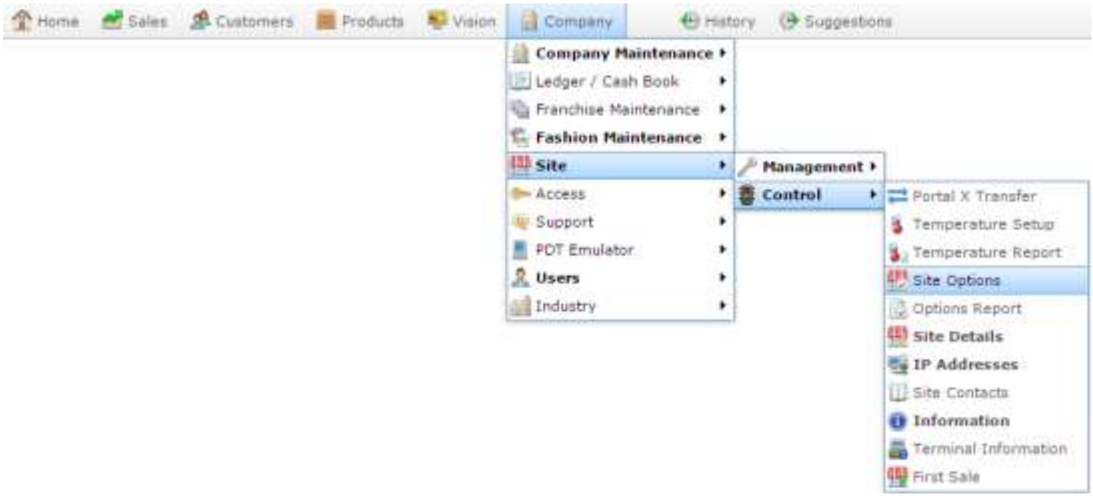
Use the Site Options - Stock Receipts section to configure your site for receiving stock from a supplier.

Opening the Site Options - Stock Receipts section

To open the Site Options - Stock Receipts section:

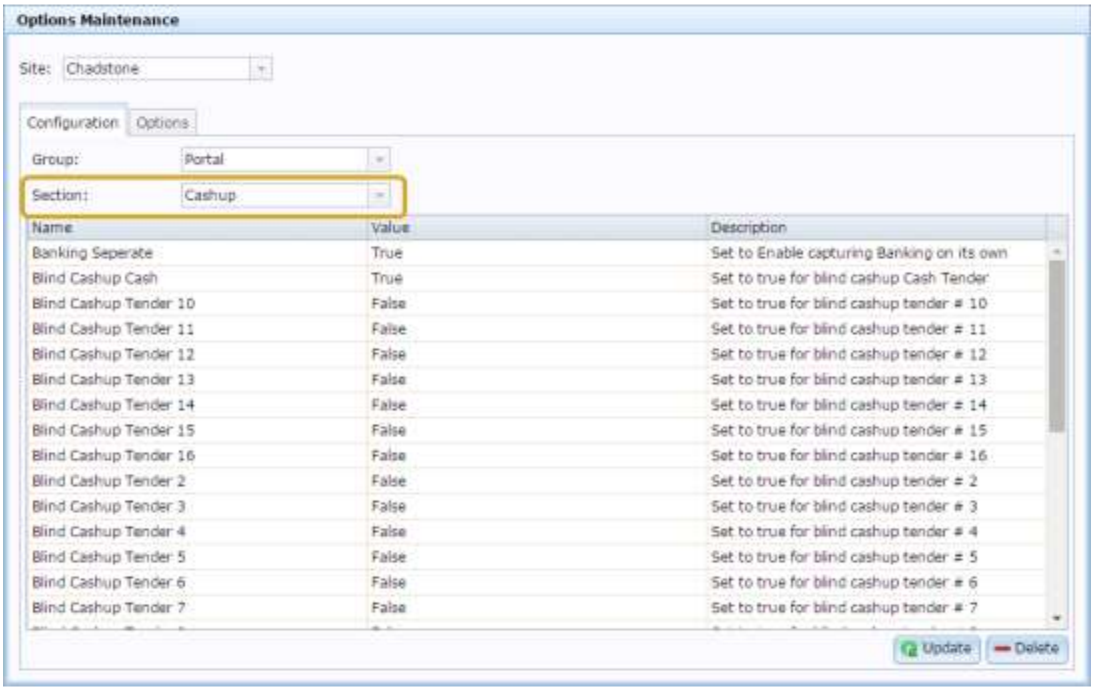
1. Press 

.
2. Press **Site** > **Control** > **Site Options**.



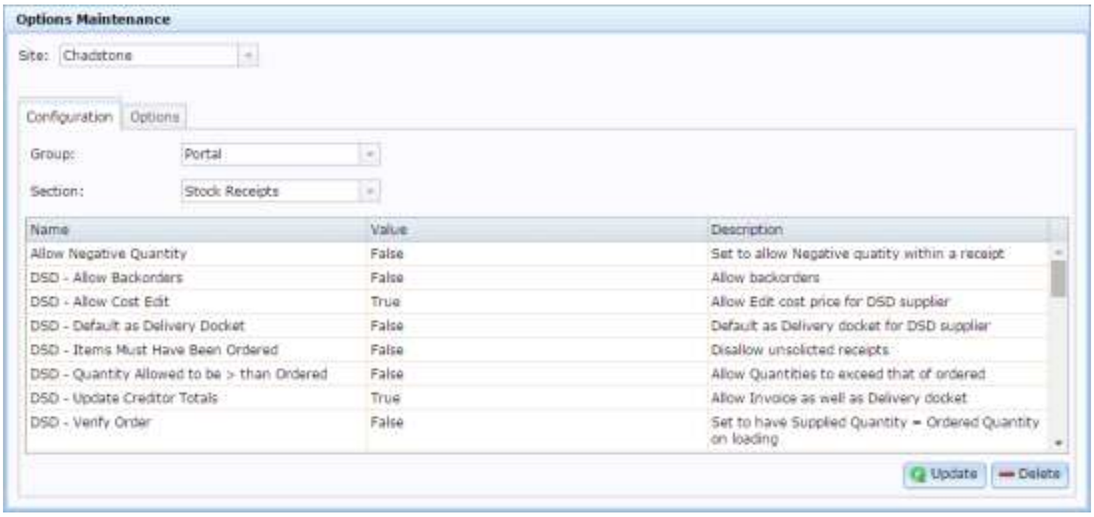
The Cashup section of the Site Options screen is displayed.

3. Open the **Section** drop-down list.

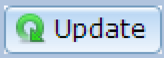


4. Select **Stock Receipts** from the **Section** drop-down list.

   The Stock Receipts section is displayed.



Site Options - Stock Receipts section key fields and buttons

> **Note:** The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 
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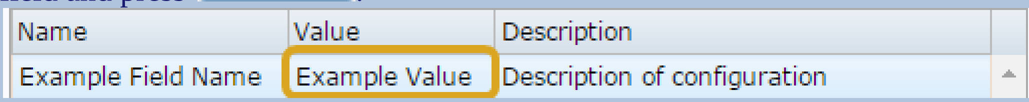
> 
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Configuration	Description
Display All Totals	Type True to display additional totals with tax information on the Stock Receipts screen.
Enable Matrix Price Screen	Type True to display the Price Matrix screen when a stock receipt has been finalised.
Enter via Line Total	Type True to input item quantities by line total by default when creating stock receipts. **Note:** You can change this individually for each stock receipt.
Fees Tax Rate	Type the tax rate percentage to use for supplier fees. For example, **10** is a 10% tax rate. **Note:** Supplier fees are only used with Invoice type stock receipts.
Freight Tax Rate	Type the tax rate percentage to use for freight and delivery charges. For example, **10** is a 10% tax rate. **Note:** Delivery charges are only used with Invoice type stock receipts.

Configuration	Description
Labels	Type True to allow operators to create Item, Shelf and Advertising labels after finalising a stock receipt.
Labels for Open Receipts	Type True to allow labels to be generated when from a stock receipt that hasn't been finalised.
Non Destructive Delete	Type True to keep stock receipt headers when deleting a stock receipt.
Search by XRef First	Type True to search for items using the supplier's item code before searching for the item using the Portal item code. **Tip:** Set this to **True** to speed up searches if you usually receipt items using the supplier code instead of your own code.
Show Cross Ref Item	Type True to display the supplier's item code on the stock receipt.
Show Item	Type True to show the item description in stock receipts.
Show Rejected Column	Type True to display a column for rejected stock on the stock receipt.
Single PO Per Receipt	Type True to allow only one purchase order to be processed in a stock receipt.
Split Freight Creditor Update	Type True to display the supplier fees and freight charges as separate lines on the invoice.

Configuration	Description
Update On Order for Unsolicited	Type True to update the Stock On Order count when receipting items that were not included in the purchase order.
Update Retail on Cost Change	Type True to automatically update the retail cost when the supplier's cost of the item changes.
Update Retail on Cost Change Reduction	Type True to automatically update the retail cost when the supplier's cost of the item decreases. **Note: Set Update Retail On Cost Change** to **True** and this field to **False** if you want to update the retail price only when the cost of the item increases.
Warehouse - Allow Backorders	Type True to automatically create a second purchase order for back-ordered items when receipting from the warehouse.
Warehouse - Allow Cost Edit	Type True to allow operators to edit item costs when receipting from the warehouse.
Warehouse - Allow Free Goods	Type True to allow items to be received without cost when receipting stock from the warehouse.
Warehouse - Allowed All	Type True to permit all items to be receipted from the warehouse.
Warehouse - Default As Delivery Docket	Type True to use the Delivery docket type of stock receipt for the warehouse by default.
Warehouse - Items Must Have Been Ordered	Type True to restrict stock receipting to items listed in the purchase order when receipting from the warehouse.

Configuration	Description
Warehouse - Quantity Allowed to be > than Ordered	Type True to allow operators to receive more stock of an item than was listed in the purchase order when receipting from the warehouse.burmi
Warehouse - Update Creditor Totals	Type true to allow invoice-type stock receipts from the warehouse.
Warehouse - Verify Order	Type True to pre-fill the item quantities on stock receipts from the warehouse with the purchase order quantities.
DSD - Allow Backorders	Type True to automatically create a second purchase order for back-ordered items when receipting from direct suppliers.
DSD - Allow Cost Edit	Type True to allow operators to edit item costs when receipting from direct suppliers.
DSD - Default as Delivery Docket	Type True to use the Delivery docket type of stock receipt for direct suppliers by default.
DSD - Items Must Have Been Ordered	Type True to restrict stock receipting to items listed in the purchase order when receipting from direct suppliers.
DSD - Quantity Allowed to be > than Ordered	Type True to allow operators to receive more stock of an item than was listed in the purchase order when receipting from direct suppliers.burmi
DSD - Update Creditor Totals	Type true to allow invoice-type stock receipts from direct suppliers.
DSD - Verify Order	Type True to pre-fill the item quantities on stock receipts

Configuration	Description
	from a direct supplier with the purchase order quantities.

Configuring stock returns for your site

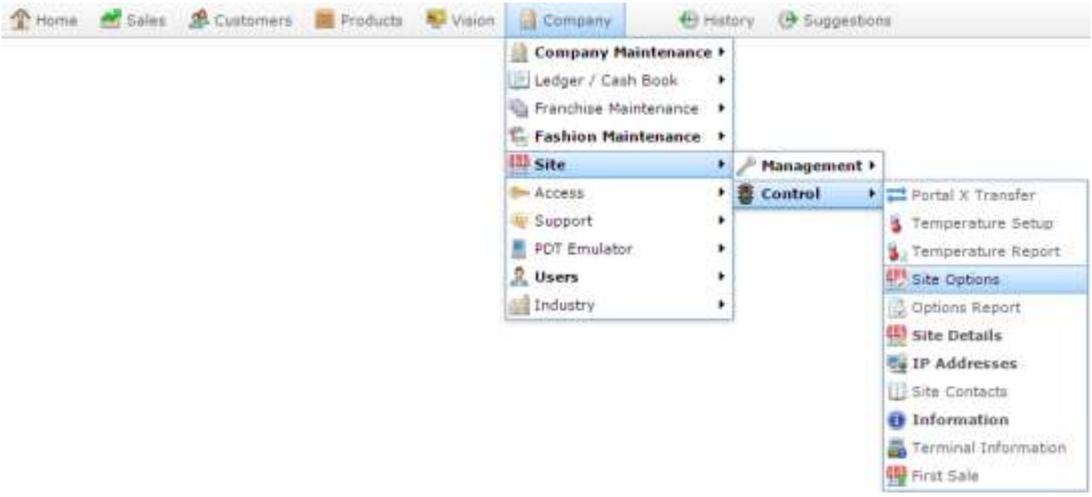
Use the Site Options - Stock Returns section to configure your site for returning stock to a supplier.

Opening the Site Options - Stock Returns section

To open the Site Options - Stock Returns section:

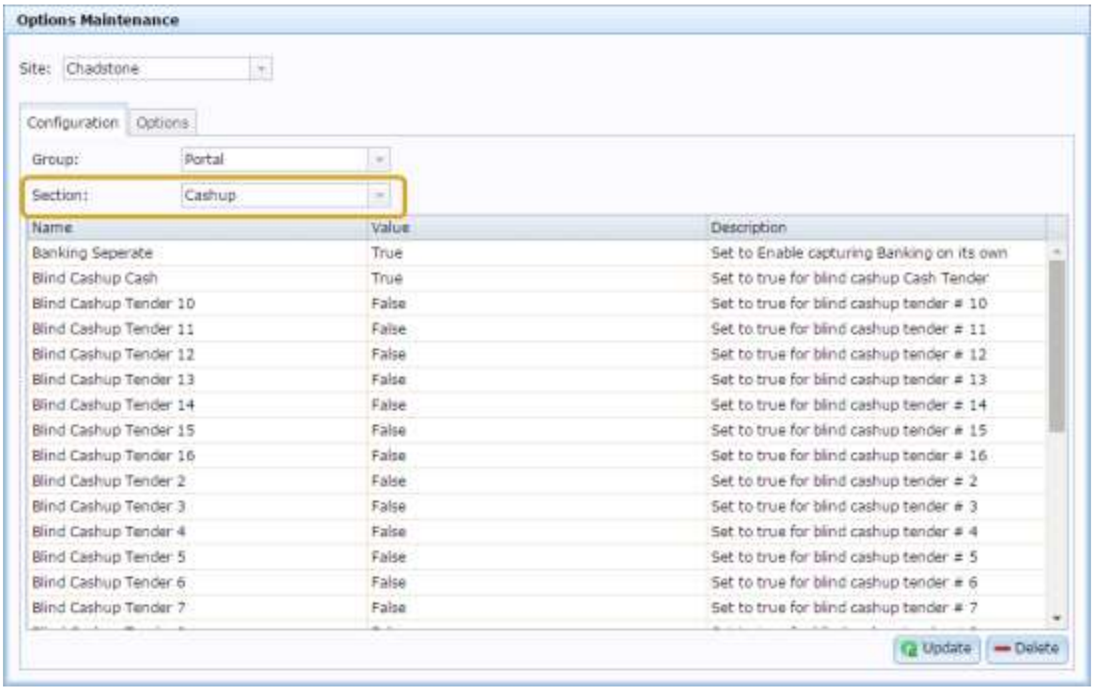
1. Press 

.
2. Press **Site** > **Control** > **Site Options**.



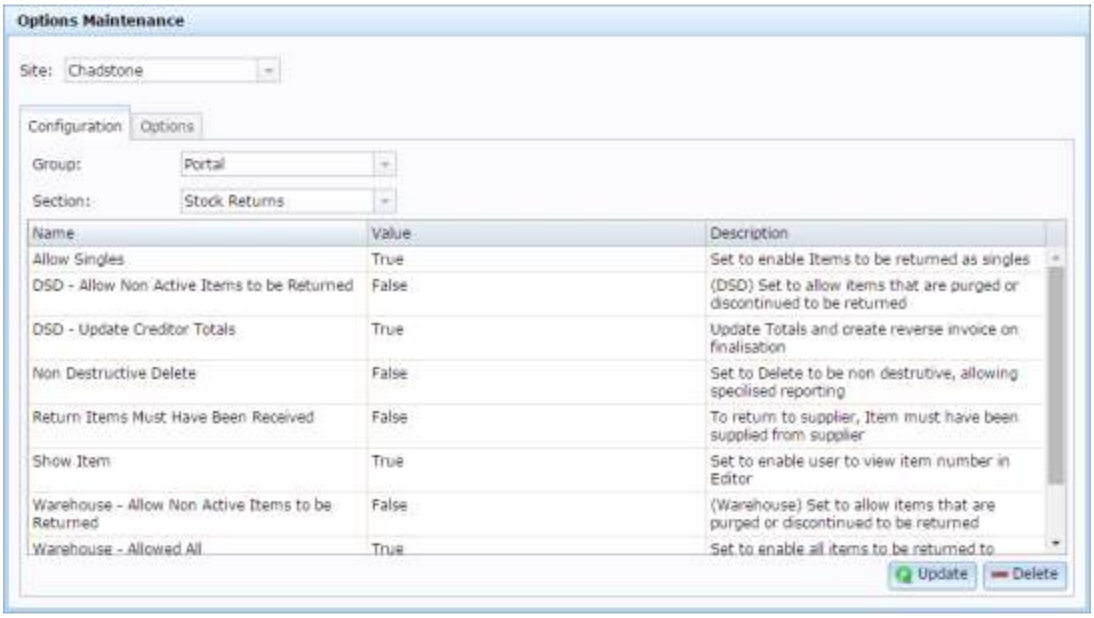
The Cashup section of the Site Options screen is displayed.

3. Open the **Section** drop-down list.



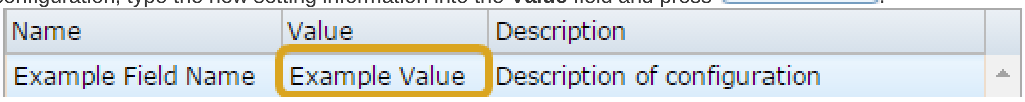
4. Select **Stock Returns** from the **Section** drop-down list.

   The Stock Returns section is displayed.



Site Options - Stock Returns section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press Update.



Configuration	Description
Allow Singles	Type **True** to allow items to be returned in single units.
DSD - Allow Non Active Items to be Returned	Type **True** to allow items that are discontinued or purged to be returned to a direct supplier. See *Inventory Management - Stock Control tab*.
DSD - Update Creditor Totals	Type **True** to configure the Portal to automatically update creditor account totals and create a reverse invoice for the direct supplier when you finalise the return.
Non Destructive Delete	Type **True** to mark items as deleted without destroying the data, for reporting purposes.
Return Items Must Have Been Received	Type **True** to only permit items that have been received from the supplier to be returned to them.
Show Item	Type **True** to display the item number when returning stock.
Warehouse - Allow Non Active Items to be Returned	Type **True** to allow items that are discontinued or otherwise not active to be returned to the warehouse. See *Inventory Management - Stock Control tab*.

Configuration	Description
Warehouse - Allowed All	Type **True** to allow all items to be returned to the warehouse, even if they haven't been received from the warehouse.
Warehouse - Update Creditor Totals	Type **True** to configure the Portal to automatically update creditor account totals and create a reverse invoice for the warehouse when you finalise the return.

Configuring stock take for your site

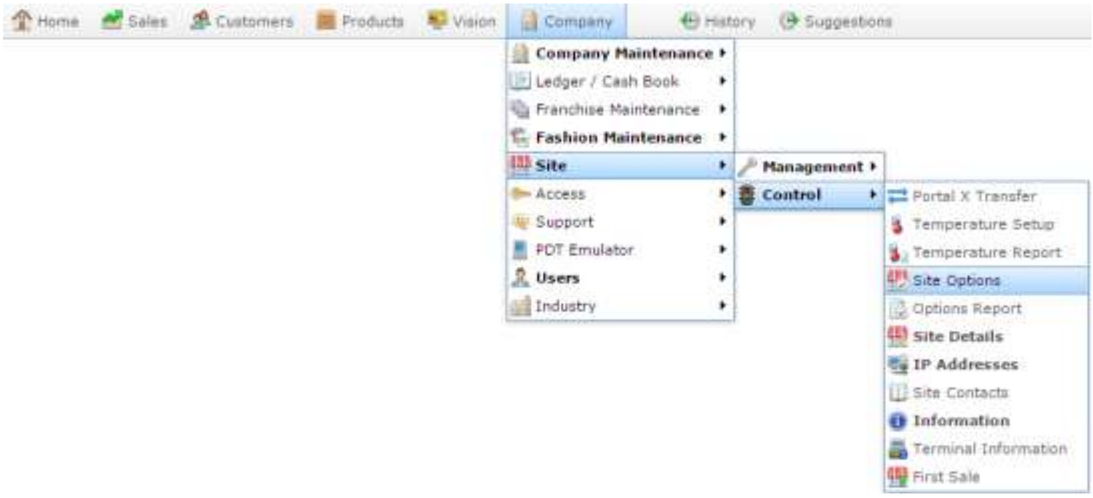
Use the Site Options - Stock Take section to configure your site for stocktaking to determine accurate stock-on-hand levels.

Opening the Site Options - Stock Take section

To open the Site Options - Stock Take section:

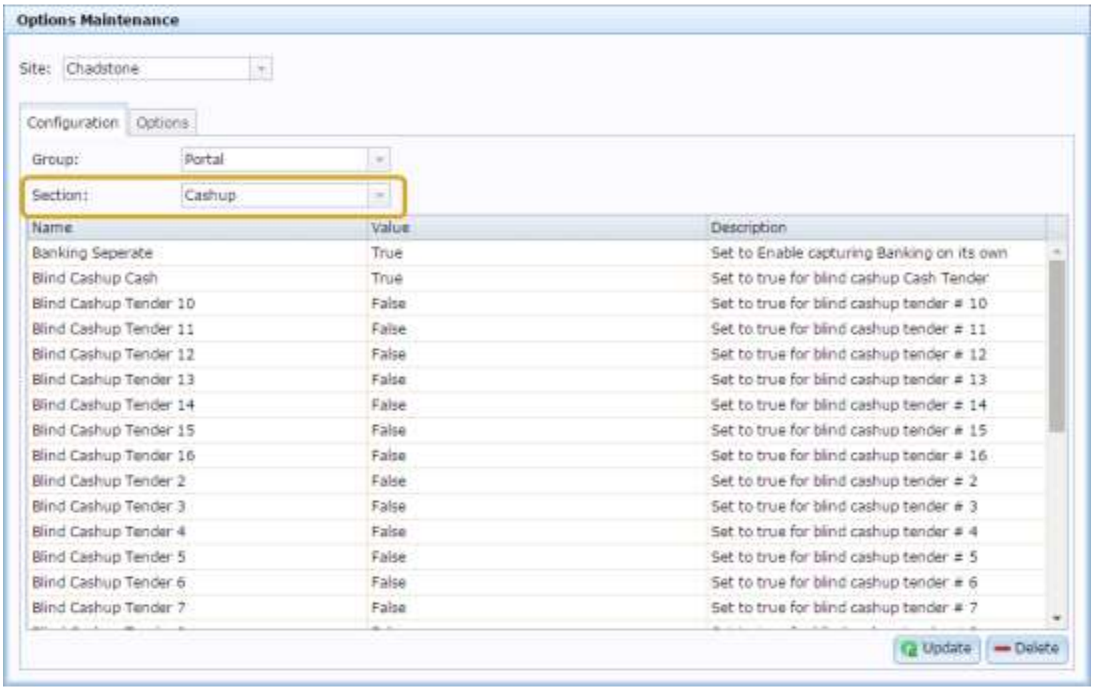
1. Press 

.
2. Press **Site** > **Control** > **Site Options**.



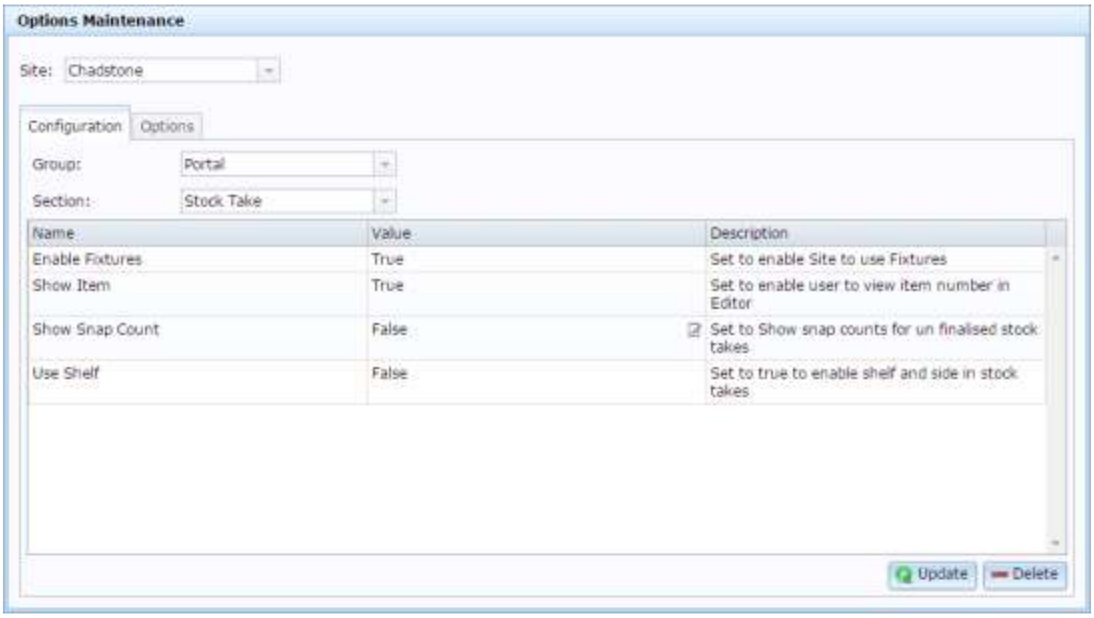
The Cashup section of the Site Options screen is displayed.

3. Open the **Section** drop-down list.

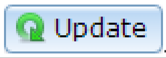


4. Select **Stock Take** from the **Section** drop-down list.

   The Stock Take section is displayed.



Site Options - Stock Take section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 

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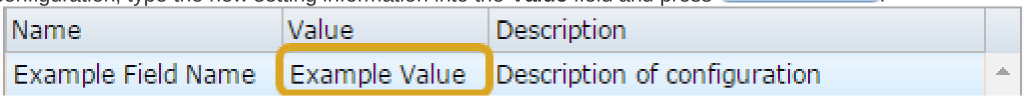


Configuration	Description
Enable Fixtures	Type **True** to use fixtures to group stock counts by gondola or stock fixture. Otherwise, stocktakes are counted across the entire site at once.
Show Item	Type **True** to display the item code in the stock take editor.
Show Snap Count	Type **True** to display the snap counts during stock takes.
Use Shelf	Type **True** to enable shelf and side item counts when using fixtures.

Configuring table service for your site

Use the Site Options - Table section to configure your site for table service.

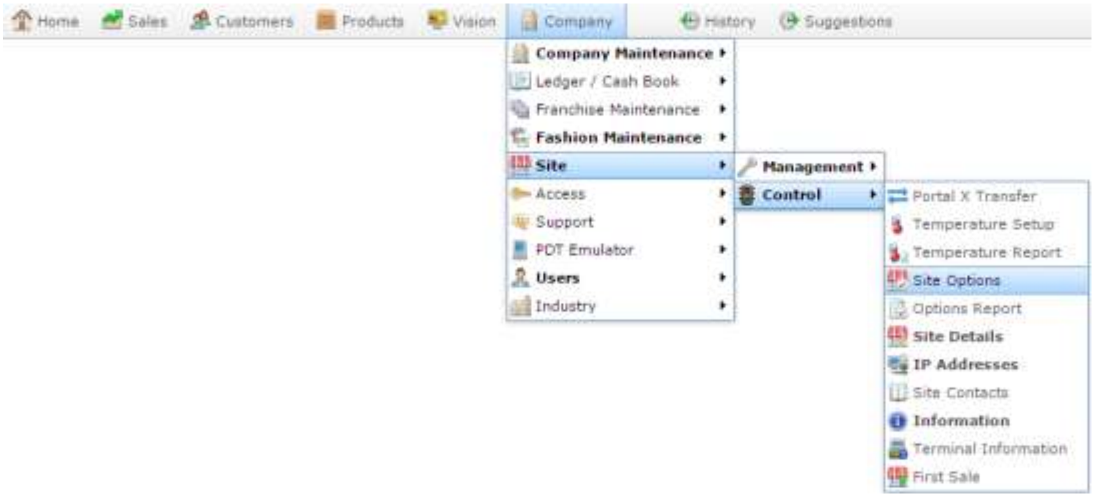
> **Note:** You can configure additional service charges and taxes on the iZen Point of Sale. Those charges are in addition to the charges configured here.

Opening the Site Options - Table section

To open the Site Options - Table section:

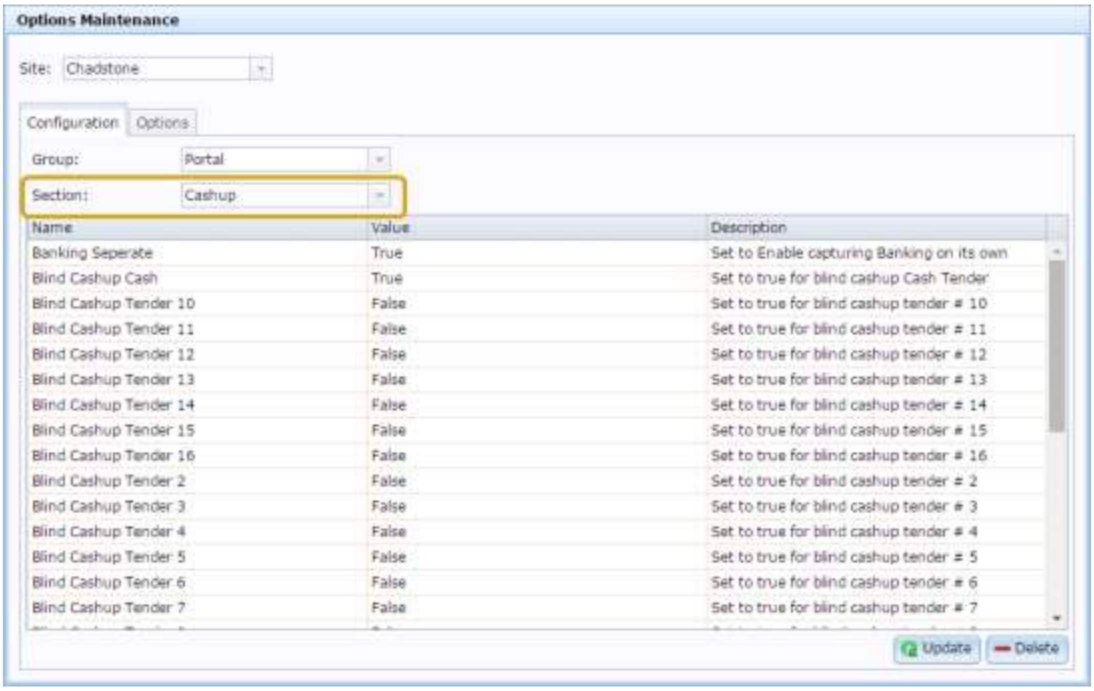
1. Press 

.
2. Press **Site** > **Control** > **Site Options**.



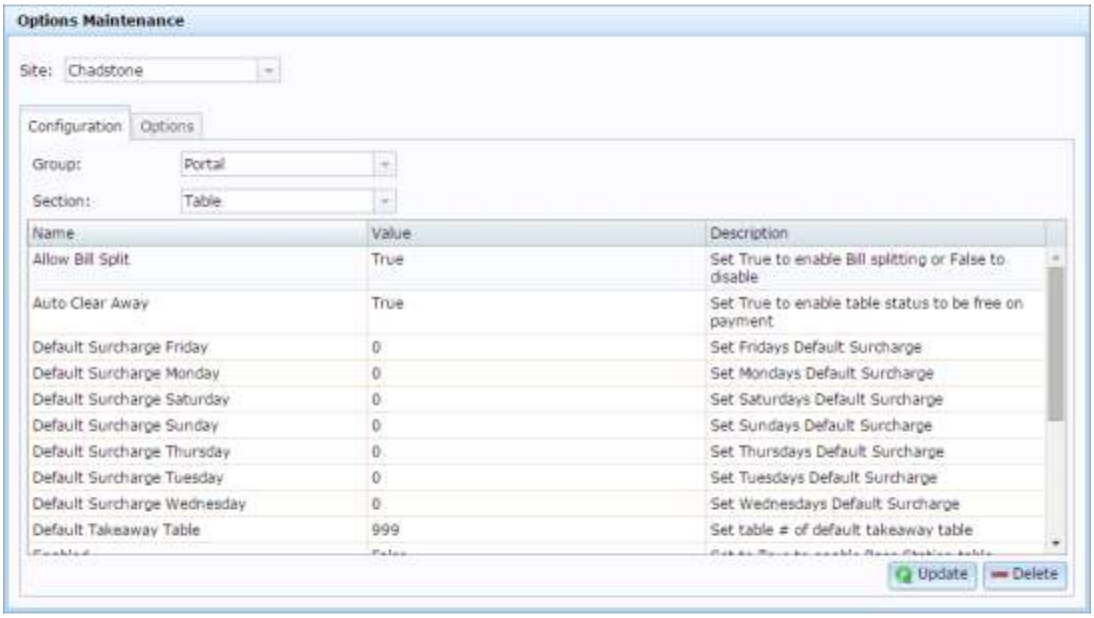
The Cashup section of the Site Options screen is displayed.

3. Open the **Section** drop-down list.

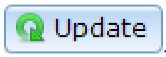


4. Select **Table** from the **Section** drop-down list.

   The Table section is displayed.



Site Options - Table section key fields and buttons

Note: The Portal is controlled by the information saved in each configuration's **Value** field. To change a Portal configuration, type the new setting information into the **Value** field and press 

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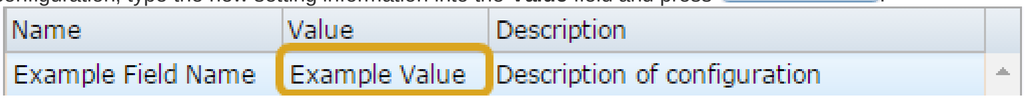

Note: The following configuration settings are not currently in use by the iZen Point of Sale table service system.

Configuration	Description
Allow Bill Split	Type **True** to allow customers to split bills in a single transaction, where each customer pays for the specific meals or items they ordered.
Auto Clear Away	Type **True** to immediately make tables available once payment has been made, or **False** to require Point of Sale operators to mark tables as free manually.
Default Surcharge (Day)	Type the default service charge to be applied to table transactions on the specified day.
Default Takeaway Table	Type the table number to be used by default for takeaway orders.
Enabled	Type **True** to print items to the kitchen. Type **False** to prevent all printing to the kitchen printers.
Full Tracking	Type **True** to track what items are sold on which tables and when.
Set Print Ready On Add	Type **True** to ensure the iZen Point of Sale prints newly added items in the kitchen printer.

Configuration	Description
	Note: If you are not using the iZen Point of Sale, you can ignore this configuration.
Surcharge Department	Type the department code to use for surcharges.
Surcharge Tax Rate	Type the tax rate to apply to surcharges.
Table Description	Type the label used for tables. For example, Pole, Tag, Table.
Update Table Sales	Type **True** to record a sales history for each table.

Glossary

Account

An account is a general ledger structure that categorises particular kinds of income or expenditure for financial reports. Accounts may also be called Ledgers in the Portal.

Aged balance

An aged balance is an amount of money owed that has been adjusted to factor an interest rate applied over time. For example: you owe a creditor $1000, with a 10% interest. You pay $700, leaving $300 still to pay. After the interest period elapses, 10% interest is applied to the remaining $300. Your aged balance is now $330.

Balance

A balance is the total amount of money owed either by yourself to a creditor, or by a debtor to you. A balance may be:

- Positive, indicating money is owed.
- Zero, indicating no money is owed.
- Negative, indicating the party who owed money has over-paid. For example, if you pay a creditor $1000 when you only owed $999, your balance would be -$1.

Barcode

A barcode is a string of numbers that links to an item. Items can have multiple barcodes assigned to them. Some barcodes called Price Embedded Barcodes encode information such as the quantity, weight or price of the item into the barcode. You can configure different types of price embedded barcodes in the Portal.

Batch (kit manufacture)

When manufacturing kits, a batch identifies a single point in time where a specified number of kits were manufactured together.

Batch (stock take)

When performing a continuous stock take, a batch identifies a collection of items scanned at one time by one or more PDTs.

Brand

A brand is a means of identifying items that belong to the same product line. Items can only have one brand, but items from different suppliers may have the same brand.

Company

A company represents your organisation within the Portal. A company can have one or more sites, representing physical locations of stores, including online stores. Some Portal configurations and features affect the entire company, other configurations can be specified per site.

Complete Order

A customer order is complete when:

- The order has been fulfilled on the Portal.
- The order has been marked as paid in full on the Portal or the customer has paid the remaining amount on the Point of Sale.
- The order has been collected or delivered.

Contract

A contract is a set of rules dictating the price, quantity and incentives offered by a supplier for a specific item, used by the Portal when calculating the best supplier to purchase a particular quantity of that item. Each contract relates to a single supplier and item, and you can have multiple contracts for each supplier and each item.

Controlled purchase order / Controlled requisition

A controlled purchase order or requisition cannot be finalised until it has been authorised by Head Office.

Cost matrix / price matrix

A cost matrix or price matrix is a means by which the Portal can automatically calculate the price of an item at each price level based on the item's supplier cost. You can create multiple cost levels, so that the price levels of an item that cost $5 might be calculated very differently from an item that cost $10.

A price matrix can be:

- Department-based, where all items within a department follow the same cost level rules.
- Supplier-based, where all items from the same supplier follow the same cost level rules.

Only one method can be used. You can also elect to use neither.

Credit adjustment

A credit adjustment adds credit to a balance, decreasing the amount of money owed. For example, if you owed a creditor $100, a $10 credit adjustment would mean you owed $90. Credit adjustments are usually used to correct errors. If you need to decrease money owed due to a refund or return, you should use a credit note instead.

Credit limit

A credit limit is the maximum amount of money a debtor is allowed to owe your organisation at any one time. For example, if a debtor's credit limit is $1000 and they already owe $900, they can only go into debt to the value of another $100.

Credit note

A credit note adds credit to a balance, decreasing the amount of money owed. It is usually created when a balance needs to be adjusted due to a return, refund or rebate.

Creditor

A creditor is an entity to whom your company owes money. They may be a supplier, providing the items your company sells, or they may provide another service, such as a cleaner. The Portal treats suppliers and creditors the same. They have a balance tracking how much you owe them, and a credit limit that determines how much your company is allowed to owe them at a time.

Creditor payment

A creditor payment is a Portal record of paying invoices or debit adjustments. More than one invoice or debit adjustment may be paid either partially or in full in a single payment record. Creditor payments are a Portal record only and are not connected to your bank account.

Cross-reference

A cross-reference records the supplier's internal item code for an item to streamline the ordering process. Cross-references can make stock receipting easier, if suppliers use their internal codes on delivery dockets. Cross-references are also required to use the Portal Data Interchange (PDI) feature.

Colour

A colour is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

Customer

A customer is a person or organisation who purchases items in advance, to be collected or delivered at a later date. Customers may also have debtor accounts, where they are allowed to owe money to your organisation and can pay off that debt via the Point of Sale.

Debit adjustment

A debit adjustment debits a balance, increasing the amount of money owed. For example, if you owed a creditor $100, a $10 debit adjustment would mean you owed $110. Debit adjustments are usually only used for corrections. If you need to record a charge due to an order of goods or services, you should use an invoice.

Delivery docket

A delivery docket is a type of stock receipt that records the incoming stock without creating a creditor invoice. Delivery dockets cannot record delivery fees or discounts. You can match delivery docket stock receipts to creditor invoices.

Department

A department is a means of categorising items in your inventory. Items can belong to only one department. Depending on your Portal configuration, you may have up to five levels of departments in a hierarchy, by default called Departments, Sub Departments, Categories, Sub Categories and Ranges.

> **Note:** This documentation uses the Portal default names for these levels: Department and Division. Your Portal may be configured to use different names, but the function is the same. You can see the names and levels your Portal uses in the Department Layers tab of Company Maintenance.

Department promotion

A department promotion is a promotion that applies to all items within a specific department. A department promotion allows you to provide a discount for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Discount

A discount is a reduction in the price of an item. Discounts can apply to:

- A selected item, calculated either per-unit or per-line.
- The whole transaction, calculated per-unit or per-line for every item in the transaction.

> **Note:** Some items may have discount maximums. If the discount you select is greater than the maximum discount allowed for the item, the item is only discounted up to its maximum level.

Per-unit discounts can:

- Reduce an item's price by a percentage of the original price. For example, 10% off.
- Reduce an item's price by a flat amount. For example, $1 off.
- Set the per-unit price to a set amount. For example, $5 per item.
- Set the price of the item to its cost price plus a set amount.
- Remove the tax of an item.

Per-line discounts can:

- Cap the total price for an item line to a predetermined amount. For example, the line total may be anything up to a maximum of $10.
- Set the total price for an item line to a predetermined amount. For example, the line total is $10.

A discount may also prompt the operator for a discount amount.

Note: The item and transaction discounts available and the item discount maximums are configured in the Portal.

Note: Special discounts such as some senior citizens or disability discounts make an item tax exempt. If a tax exempt discount is applied, the customer must supply their Senior Citizen or Tax Exempt ID during the tender process in order to receive the discount. The Point of Sale displays the discount as if from the normal tax-inclusive price.

Division

Divisions are top-level classifications for departments in your company. The Portal offers two kinds of divisions to support the Oracle financial interfaces: Reporting and Financial. Each department belongs to a single reporting division and a single financial division.

DSD

A DSD is an external supplier that is not part of your company. You may configure different rules and restrictions for direct suppliers than are used for the company warehouse. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.

Employee

An employee is a member of your company staff that you want to roster on to your staff schedule. Employees may or may not have access to Portal and Point of Sale systems.

Fashion

Fashion is the Portal feature that allows you to create variation of items, such as different colours, sizes and styles of the same item. The default labels of colour, size and style can be changed to something that suits your inventory.

Fixture

A fixture is a physical structure or area within your site that contains stock. This may include gondolas, counters, refrigerators, back-room receipt trolleys, tables, wall sections or any other area that regularly contains stock on your site. Fixtures are used primarily during stock take.

Group promotion

A group promotion is a promotion that applies to all items within a group that you define. A group promotion allows you to provide a free item or a discount for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Group purchase order

A group purchase order is a purchase order that combines the requisitions from several sites into one purchase order. Stock levels can be allocated to each site during the creation of the order.

Inventory

The inventory is the Portal feature of maintaining all items that you offer for sale in your company.

Invoice

An invoice details an amount owed by an entity such as your company or a debtor, and the goods or services that incurred that cost. An invoice usually details the period of time by which it must be paid.

You can also receipt stock using an invoice. An invoice stock receipt automatically creates an invoice for that creditor in your Portal records, and allows you to record additional information such as delivery fees and discounts.

Inter-branch transfers (IBT)

An inter-branch transfer is a transfer of stock from one site within a company to another.

Item

An item represents a good or service provided by your organisation. Items are added to transactions in order to sell or return them. An item will include information about its:

- Barcode.

> **Note:** An item can have more than one barcode.

- Description.
- Unit of measurement, for example an item may be sold by weight or as individual units.
- Price per unit of measurement.

Items also have additional information stored on the Portal, such as stock on hand, promotions and discount maximums.

Item options

Items can be modified with options to detail the customer's specific request. For example, a coffee order may contain soy milk or extra sugar. The options available for each item must be configured in the Portal.

Item variation

An item variation is an item that uses Fashion variations of colour, size and style. The default labels of colour, size and style may be renamed for your Portal configuration.

Journal

A journal is a unique code identifying a date, site and terminal for a transaction within the Portal.

Kit

A kit is an item that is made up of several other items in your inventory. The kit item itself does not have a stock-on-hand. Instead, when a kit item is sold, the stock-on-hand of the component items is decreased accordingly.

Label

A label is attached to an item and displays information about that item, such as the item's price, best before date and quantity, cooking or nutritional information, or a barcode. Labels can be printed via the Point of Sale.

Ledger

A ledger is a financial category or general ledger grouping that a transaction corresponds to for accounting purposes. For example, Expenses, Staff Salary, etc. The Portal uses a ledger for the Trail Balance Profit report. Your Portal may be configured not to use other ledgers.

Ledger type

A ledger type is a category or grouping of ledgers for accounting and reporting purposes, such as Income or Expenses. Your Portal may be configured not to use ledgers.

Line minimum

A line minimum is the minimum number of different items that must be in a transaction to trigger an effect, such as a promotion. Each unique item in a transaction creates its own line. Multiple units of the same item are recorded on the same line. A line minimum of 3 requires 3 unique items to be purchased.

Manufactured Kit

A manufactured kit is an item that is made up of several other items in your inventory. The kit item must be manufactured on site before it can be sold, and the stock-on-hand of the kit item is tracked by the Portal. When you manufacture a kit, the stock-on-hand of the component items is decreased and the stock-on-hand of the kit item is increased accordingly.

Matching

Matching is the process of linking a delivery docket receipt with a creditor invoice you have created in the Portal. Invoice-type stock receipts automatically create a creditor invoice and do not need to be matched.

Menu area

A menu area is a category of items designed to group items into meal types during table service. For example, coffees, mains, desserts. Menu areas control which modifier items can be applied to which prime items.

Modifier item

A modifier item is an item in your inventory that is used to add a modification to another item, such as adding 'soy milk' to a coffee. While modifier items can have costs and add to the price of the item they are modifying, they cannot be sold directly on the Point of Sale.

Open transaction

An open transaction is a transaction that has not yet been finalised. For example, a creditor invoice that has not been paid.

Operator

An operator is a staff member who uses the Point of Sale to process transactions or manage the cash drawer. Each operator is identified by a unique operator code and password that they use to log into the Point of Sale. Operator codes are unique to each site, but do not have to be unique within a company.

Pack

A pack represents the number of units that an item is supplied in. For example, you may sell cans of soft drink individually, but they are be ordered in packs of 24 from the supplier. This is different to a referral, where both the single can and the pack of cans are tracked in the inventory.

Pallet

A pallet is a set of cartons containing items that are grouped together as a specific collection so they can be tracked from supplier through to sale via barcodes. A pallet usually has a special barcode that encodes the number of cartons it contains, while each carton has a special barcode detailing the quantity of items it contains and their expiry dates.

Pallet barcodes may also be linked electronically to the carton barcodes.

Payment terms

Payment terms is the number of days after issuing an invoice that a creditor expects to be paid. Common payment terms are 21, 30, 60 or 90.

PDT

A PDT, or portable data terminal, is a small hand-held device with a touchscreen and an in-built scanner that can interact with the Portal to sell, order or count stock via the PDT software interface. PDTs are registered as terminals for a site, just as full Point of Sale terminals are, and require operators to log in to use them.

Portal Data Interchange (PDI)

The Portal Data Interchange (PDI) is a Portal feature that allows two separate companies that both use the AMC Convergent IT Portal to streamline their procurement process by automating the creation of customer orders and stock receipts between the companies.

Permission

A permission is a configuration that determines whether an operator is allowed to perform a specific task. For example, the ability to authorise purchase orders or change employee records may be restricted to certain individuals.

Portal operator

A Portal operator is someone with login credentials to your company's Portal. What a Portal operator can do depends on their permissions. A Portal operator cannot use their Portal login to log into the Point of Sale.

Point of Sale operator

A Point of Sale operator is someone with login credentials to your site's Point of Sale and PDTs. Depending on their permissions, they may have limited access to some Portal functionality through a PDT, but they cannot use their Point of Sale login to log into the Portal.

Point of Sale supervisor

A Point of Sale supervisor is a Point of Sale operator with some additional permissions to do things like authorise changes to the Point of Sale terminal, authorise gift voucher returns, or anything else that your Point of Sale configuration requires a supervisor's authorisation for. Their supervisor status is separate from any Portal permissions they may have. Depending on their permissions, they may have limited access to some Portal functionality through a PDT, but they cannot use their Point of Sale login to log into the Portal.

Price change

A price change updates the Portal with new prices for each price level of an item. Price changes can only be performed by operators with sufficient Portal privileges.

Price level

The Portal inventory system can store multiple price levels. For example, you may have one price level for retail customers and another for corporate or wholesale customers. The Point of Sale can be configured to use the appropriate price level when a debtor or customer is added to the transaction.

Prime item

A prime item is an item that can be sold normally through your Point of Sale. Most of the items in your inventory are likely to be prime items.

Procurement

The procurement system is the set of Portal features that manage and maintain the act of replenishing your stock levels, including managing creditors, contracts, requisitions, purchase orders, stock receipts, returns, adjustments and stock take.

Promotion

A promotion is a Portal feature which lets you create sophisticated rules to offer discounts, free items or rebates when the customer purchases a particular set of or combination of items. The Portal allows you to create promotions based on departments, suppliers, or your own custom item groups.

Promotion group

A promotion group is a group of items you define that either is used to trigger a promotion, or has the effects of the promotion applied to it. You can use the same group for multiple promotions.

Purchase order

A purchase order is a request to an individual supplier to purchase a set quantity of specific items. Purchase orders can be created manually, automatically created from finalised requisitions, or generated using procurement configurations.

Rebate

A rebate is an amount of money offered back to the customer by a supplier as an incentive to purchase. As opposed to a discount, special or promotion, where your company covers the lost profit from the price reduction, the supplier is responsible for reimbursing your company.

Rebate group

A rebate group is a collection of rebate item groups, used to easily control start and end dates of rebates.

Rebate item group

A rebate item group is a collection of rebate items, where each item has its rebate rules defined.

Receipt

A receipt is the printed record of a transaction, including the items, quantities and prices, any loyalty information, the tenders submitted and the operator, the terminal and date the transaction took place at.

Referral

A referral is a connection between two items in your inventory, where one is considered part of the other. For example, if your inventory tracks both individual cans of soft drink and crates of 24 cans, you can use a referral so that purchasing a single can (Selling item) depletes your stock of crates (Stock item) by 1/24th. This is different to using packs, as both individual cans and whole crates of items are tracked in your inventory.

Referred item

A referred item is an item that is depleted by the sale of another item. For example, if your inventory tracks both individual cans of soft drink and crates of 24 cans and sells the cans individually, the referred item is the crate of cans, which is depleted every time an individual can is sold. Referred items are also called Stock items in this documentation.

Requisition

A requisition is a list of items requested by a particular site. Each item is given a requested supplier, and all items are included in a single requisition, even if they are from different suppliers. Finalising a requisition can automatically open a purchase order for the appropriate suppliers. Requisitions from multiple sites may be combined into a group purchase order for a supplier, if your Portal is configured to permit group purchase orders.

Roster

A roster is a schedule of when specific staff members are supposed to work.

Sale minimum

A sale minimum is a minimum transaction amount used to trigger a promotion or other effect. For example, a sale minimum of $10 requires that at least $10 of items are purchased in a single transaction.

Selling item

A selling item is an item that uses a referral to track its stock levels on a different item. For example, if your inventory contains both individual cans of soft drink and crates of 24-cans, and your company sells the individual cans but tracks stock of the crates of 24 cans, then the individual can is the selling item.

Size

A size is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

> **Note:** This should not be confused with an item's size as defined in the Details tab of Inventory Maintenance, which details how units of an item should be measured and sold.

Snap count

A snap count is a record of the stock-on-hand of an item or set of items at the time of the snap count, as tracked by the Portal. Snap counts are used for calculations and reporting.

Special

A special is a temporary reduced price given to a specific item for a period of time. Where a promotion applies to a group of items, a special applies only to an individual item.

Stock adjustment / write-off

A stock adjustment is a record of increasing or decreasing an item's stock-on-hand, with a reason. For example, stock was found after stock take, or stock has been damaged.

Stock item

A stock item is an item that is referred to by another item, to track the stock-on-hand. For example, if your inventory contains both individual cans of soft drink and crates of 24-cans, and your company sells the individual cans but tracks stock of the crates of 24 cans, then the crate of 24 cans is the stock item.

Stock on hand

Stock on hand is the number of units of a particular item a site currently has. It is updated automatically by stock receipting, transfers, adjustments and sales, and compared against stock take numbers to determine shrinkage.

Stock receipt

A stock receipt is the process of recording stock incoming from a supplier to a site. Stock receipts record the supplier, date, item and quantities, including any items that were received but not ordered, or items that were listed but not delivered. Stock receipts may use a delivery docket, which is a plain record of incoming stock, or an invoice, which creates a corresponding creditor invoice in the Portal to link with the stock receipt.

Stock return

A stock return is the process of returning stock to a supplier because it is faulty or otherwise unsuitable for sale. Stock returns record the date, item and quantity being returned and the reason for each item being returned.

Stock take

A stock take is the process of counting all units of stock at a particular site to obtain an accurate stock-on-hand level. Stock takes can either be continuous, where stock is counted while the site is still open for trading, or manual, where all stock is counted in a single session while the site is closed for trading.

Style

A style is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

Supplier

A supplier is a creditor from whom you purchase items in your inventory.

Supplier promotion

A supplier promotion is a promotion that applies to all items marked as purchased from a specific supplier. A supplier promotion allows you to provide a discount or supplier rebate for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Terminal

A terminal is the tablet or other device that runs the Point of Sale. Each terminal is connected to the site via the base station, and is identified by a unique terminal number, which is recorded in every transaction made by the terminal.

Point of Sale Transaction

A Point of Sale transaction is an exchange of items, which represent goods or services provided by your organisation, for payment. Transactions include all the relevant information about the exchange:

- The date, time, site and location of the transaction.
- The operator who performed the transaction, and which terminal they used.
- The items purchased or returned and in what quantities.
- The amounts and types of payments provided, including any change or reimbursement provided to the customer or redeemed loyalty points.

  > **Note:** Transactions cannot be finalised until they balance. That is, the amount owed by the customer is zero, and any amount that has been overtendered has been issued as change.

- The loyalty number linked to the transaction, if applicable.

You can view what is currently included in the transaction in the Transaction list of the Point of Sale.

> **Note:** In the Portal, a transaction also refers to an exchange of money, such as the payment of a creditor, or a debit adjustment.

Transaction line

A transaction line is an entry in the Transaction list that contains an item and its quantity. If more than one unit of an item is added to a transaction, the units are grouped into a single line. Actions such as price overrides, voids, discounts or refunds then apply to all units in the line.

Warehouse

A warehouse is a supplier that represents your company's central warehouse, used when sites order some or all of their inventory from Head Office rather than directly from external suppliers. You may configure different rules and restrictions for warehouse suppliers than are used for direct suppliers. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.