



Portal User Guide

Divisions and Departments

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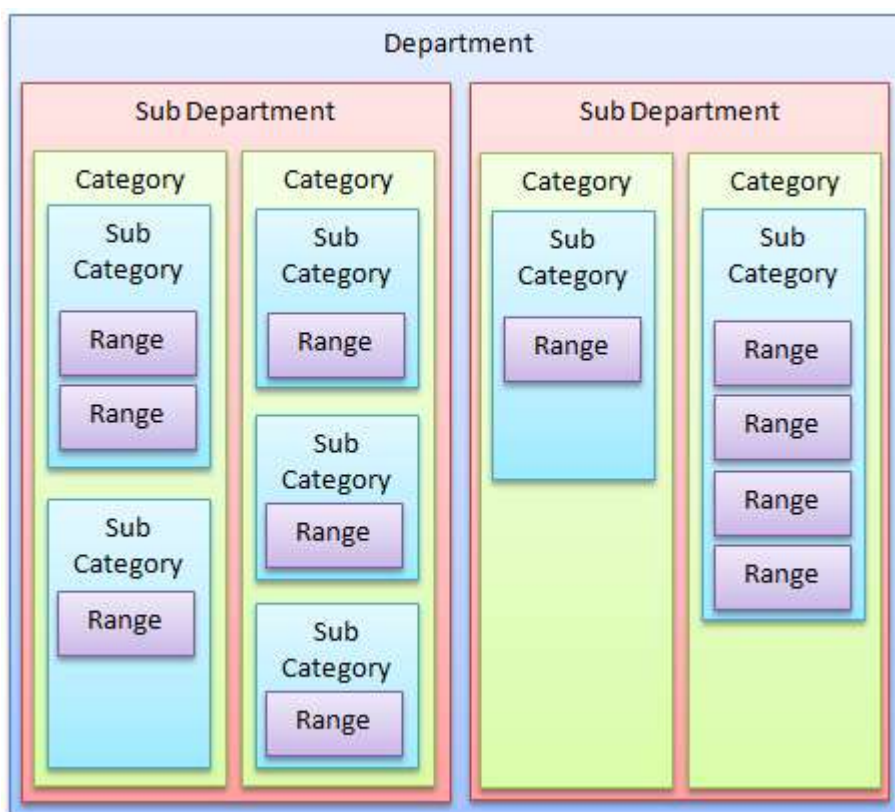
Managing divisions and departments

The Portal provides a flexible hierarchy of categories for your items. You can configure your company to use up to five levels of categorisation using departments, and assign each of those departments to one reporting division and one financial division.

Note: The Portal also uses departments for non-selling activities such as petty-cash. These departments are automatically configured by the Portal and do not contain or refer to items. This section of the documentation refers only to departments you create yourself for your inventory.

Departments

Departments are a hierarchy of up to five levels used to categorise items in your inventory. Each item belongs to the lowest-available department-level. For example, if you use all five levels, each item belongs to a Range. Each Range belongs to a Sub Category, and so on. Department levels offer you a fine degree of control over reporting, tax level defaults, cost-to-sell-price matrices and inventory functions such as procurement.



When your Portal is first initiated, your master administrator configures your Portal to use up to five department levels. You can configure your Portal to use your preferred labels for your department levels. For example, you may want to use the label Type and Sub-Type instead of Category and Sub-Category.

Note: This documentation refers to all department levels by their default Portal labels.

Note: The number of department levels your Portal uses cannot be changed after the Portal is initiated. If you have been configured with level **0**, your Portal uses only Divisions and Departments.

Cost to Sell Matrix

You can configure the Portal to automatically calculate price markups for different price levels per department based on the supplier's cost of the item. You can create different markup rules for different item costs, and enable or disable the calculations for each price level on each cost.

Items use the highest cost level applicable. For example, if you have cost levels at \$5, \$10 and \$15, an item that is \$17 uses the \$15 cost level. An item that is \$12 uses the \$10 level. An item that is \$3 does not use any of these cost levels.

Note: The Portal allows you to automatically calculate prices based on cost on either a per-department or per-supplier basis, but not both at once. Configure your Portal to use the Department price matrix by setting the **Supplier Price Matrix Enabled** configuration to **False** in the Price Matrix area of Company Maintenance. See *Configuring the price matrix for your company*.

Divisions

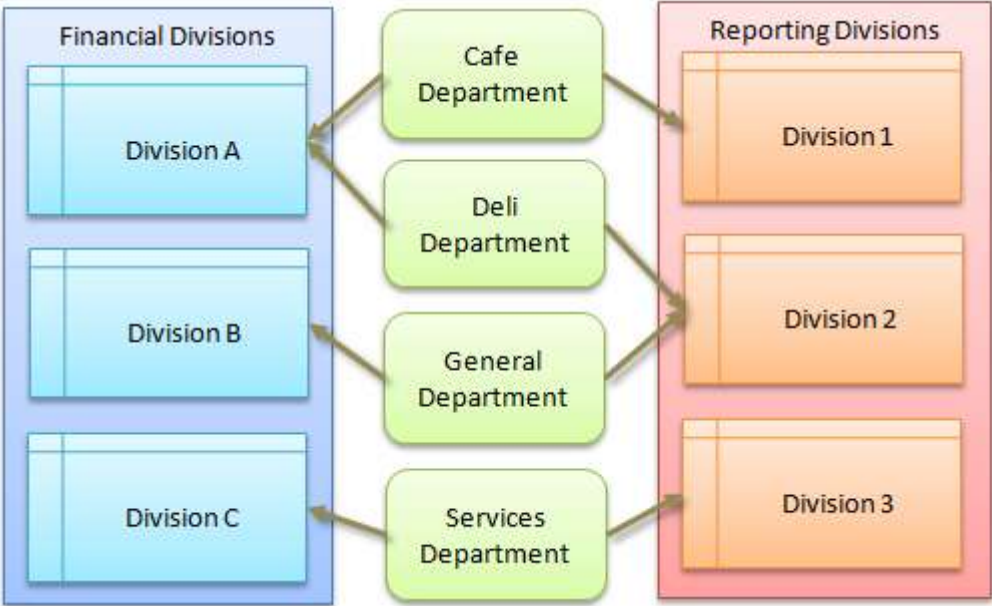
The Portal allows you to provide two top-level classifications for your departments, called divisions:

- A reporting division, to group or distinguish departments when reporting on inventory.
- A financial division, to group or distinguish departments for financial reports.

These two different division types are designed to support the Oracle Financial interfaces.

Departments must belong to one reporting division and one financial division, but two departments may belong to the same financial division and different reporting divisions. This allows you flexibility in how you categorise your items.

Managing divisions and departments



Also see:

- *Financial Division Maintenance screen* on page 33.
- *Report Division Maintenance screen* on page 38.
- *Department Maintenance screen* on page 43.
- *Financial Division report* on page 35.
- *Report Division report* on page 40.
- *Department report* on page 46..
- *Cost to Sell Price Matrix screen* on page 49.
- *Department Cost Price - Price Matrix report.*
- *Configuring the default departments for your company* on page 53.
- *Configuring departments for your company* on page 56.

What you can do:

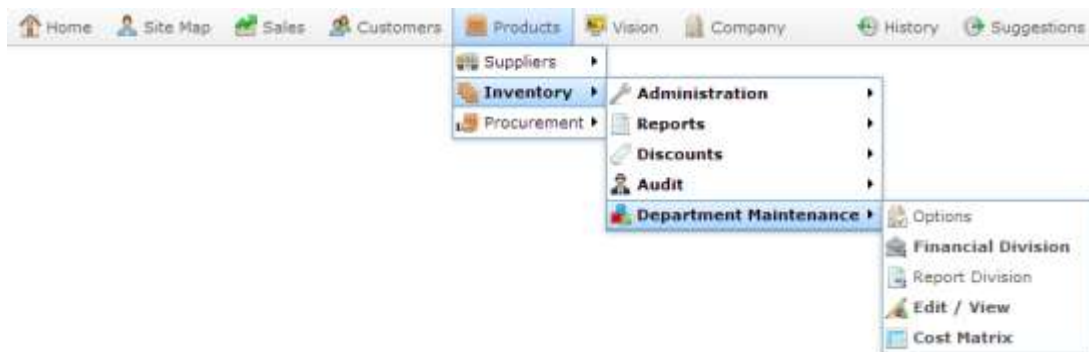
1. *Creating a new financial division* on page 6.
2. *Creating a new reporting division* on page 10.
3. *Creating a department* on page 14.
4. *Finding a financial division* on page 8.
5. *Finding a reporting division* on page 12.
6. *Finding a department* on page 16.
7. *Editing a department* on page 17.
8. *Deleting a financial division* on page 9.
9. *Deleting a reporting division* on page 13.
10. *Deleting a department* on page 19
11. *Adding a department cost level to the cost matrix* on page 21.
12. *Editing a department cost level in the cost matrix* on page 24.
13. *Disabling a price level in a department cost matrix* on page 27.
14. *Deleting a department cost level in the cost matrix* on page 30.

Creating a new financial division

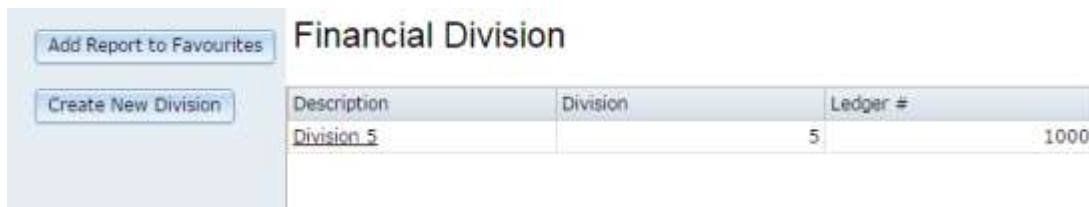
Create a new financial division when you want to categorise a group of departments as financially separate to others.

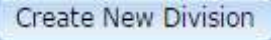
To create a financial division:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Financial Division**.



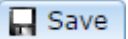
The Financial Division report is displayed.



3. Press .

The Financial Division Maintenance screen is displayed.




4. Type a unique code to identify the division in the **Division** field.
5. Type a description of the division in the **Description** field.
6. Type the ledger number the division relates to in the **Ledger #** field.
7. Press .

The new division is created.

Finding a financial division

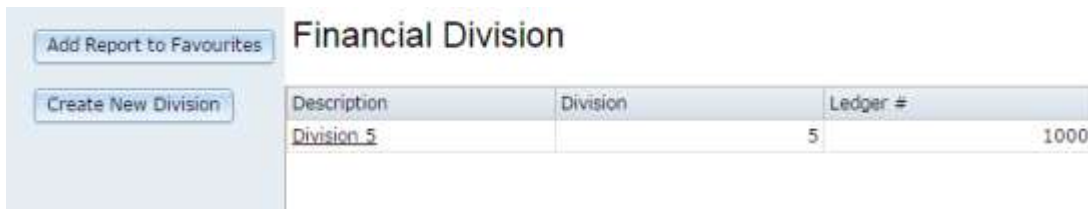
Find a financial division when you want to view or edit its details.

To find a financial division:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Financial Division**.



The Financial Division report is displayed.




The screenshot shows a table with the following data:

Description	Division	Ledger #
Division 5		5 1000

3. Press the division you want to open.

The Financial Division Maintenance screen is displayed.



The screenshot shows the 'Financial Division Maintenance' screen with the following fields:

- Editing Financial Division "5"
- Division: 5
- Description: Division 5
- Ledger #: 1000

Buttons at the bottom: New, Delete, Save, Reset.


Deleting a financial division

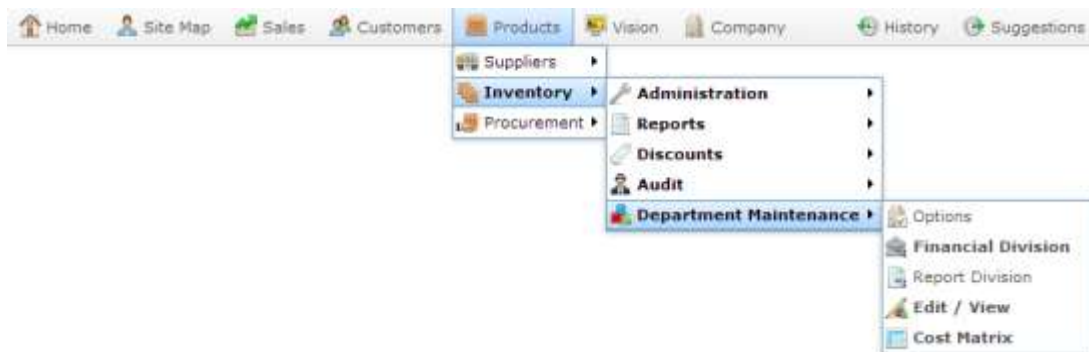
Delete a financial division when it is no longer required by your company.



Important Note: You should not delete divisions without express instructions from AMC Convergent IT Portal administrators.

To delete a financial division:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Financial Division**.



The Financial Division report is displayed.

Financial Division			
Description	Division	Ledger #	
Division 5		5	1000

3. Press the division you want to open.

The Financial Division Maintenance screen is displayed.

Financial Division Maintenance

Editing Financial Division "5"

Division: 5

Description:

Ledger #:


4. Press  **Delete**.

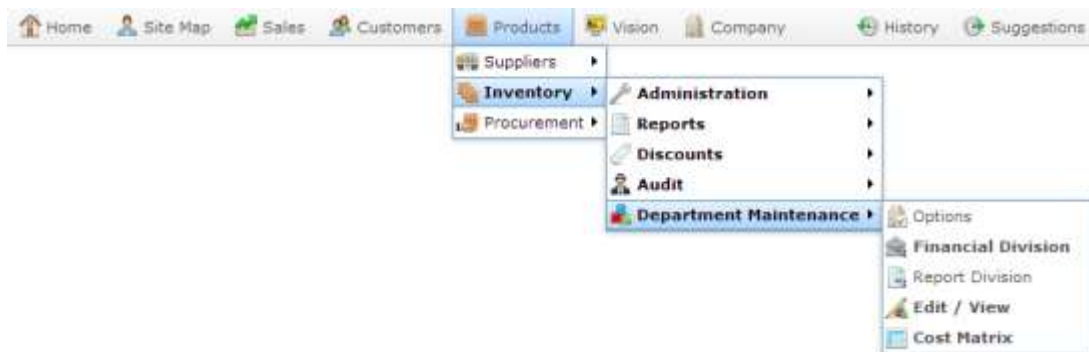
The division is deleted.

Creating a new reporting division

Create a new reporting division when you want to categorise a group of departments as separate to others for the purpose of reporting.

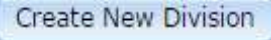
To create a reporting division:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Report Division**.



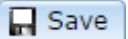
The Report Division report is displayed.



3. Press .

The Report Division Maintenance screen is displayed.




4. Type a unique code to identify the division in the **Division** field.
5. Type a description of the division in the **Description** field.
6. Type the ledger number the division relates to in the **Ledger #** field.
7. Press .

The new division is created.

Finding a reporting division

Find a reporting division when you want to view or edit its details.

To find a reporting division:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Report Division**.




The Report Division report is displayed.



Description	Division	Ledger #
Reporting Main		7

3. Press the division you want to open.

The Report Division Maintenance screen is displayed.



The screenshot shows the 'Report Division Maintenance' form with the following fields and buttons:

- Editing Report Division "7"
- Division: 7
- Description: Reporting Main
- Ledger #:
- Buttons: New, Delete, Save, Reset


Deleting a reporting division

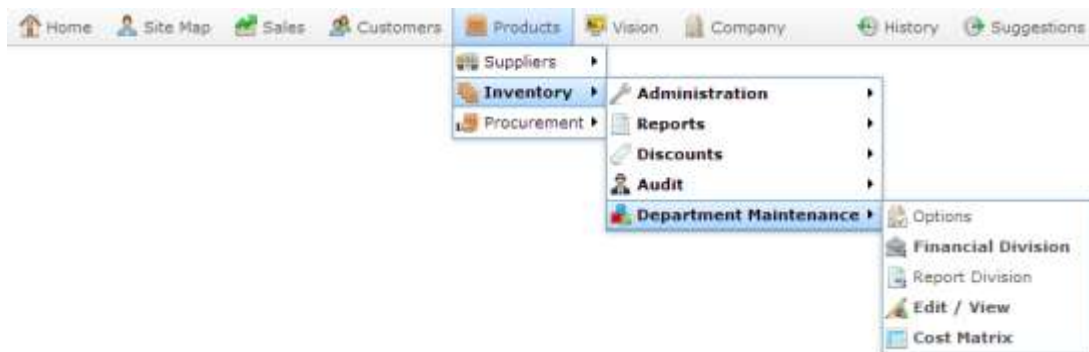
Delete a reporting division when it is no longer required by your company.



Important Note: You should not delete divisions without express instructions from AMC Convergent IT Portal administrators.

To delete a reporting division:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Report Division**.



The Report Division report is displayed.



3. Press the division you want to open.

The Report Division Maintenance screen is displayed.



4. Press  **Delete**.


The division is deleted.

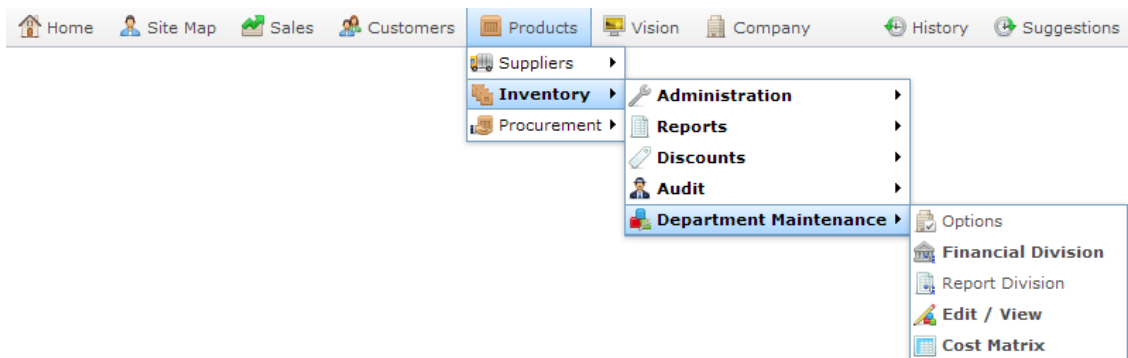
Creating a department

Create a department when you want to group items together for reporting.

Note: You must have at least one reporting division and at least one financial division before you can create a department. See *Creating a new reporting division* on page 10. Also see *Creating a new financial division* on page 6.

To create a department:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Edit / View**.



The Department report is displayed.

Department		Description	Department	Financial Division	Report Division
Add Report to Favourites	Create New Department	Deli	10	Division 5	Reporting Main
		Cafe	50	Division 5	Reporting Main

3. Press [Create New Department](#).
4. The Department Maintenance screen is displayed.

Department Maintenance

Editing New Department

Department:

Description:

Division:

Report Division:

Tax Rate:

User Exit:

5. Type a unique code to identify the department in the **Department** field.
6. Type a description of the department in the **Description** field.
7. Select which financial division the department belongs to from the **Division** drop-down list.
8. Select which reporting division the department belongs to from the **Report Division** drop-down list.
9. Select the tax rate to apply to items within this division from the **Tax Rate** drop-down list.
10. If required, type the name of an additional function to be performed after items from this department are sold in the **User Exit** field.


11. Press .

The department is created.

Finding a department

Find a department when you want to edit it.

To find a department:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Edit / View**.



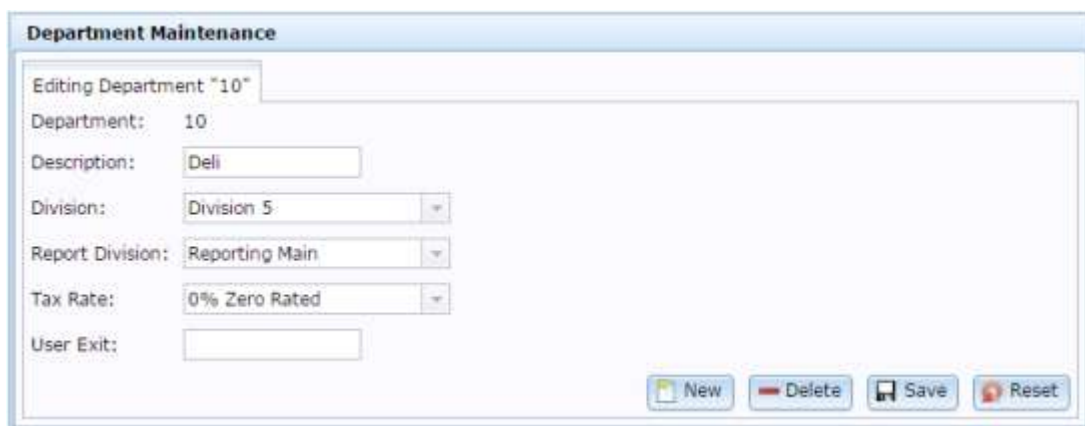
The Department report is displayed.



Description	Department	Financial Division	Report Division
Deli	10	Division 5	Reporting Main
Cafe	50	Division 5	Reporting Main

3. Press the department you want to open.

The Department Maintenance screen is displayed.



Editing Department "10"

Department: 10

Description: Deli

Division: Division 5

Report Division: Reporting Main

Tax Rate: 0% Zero Rated


User Exit:

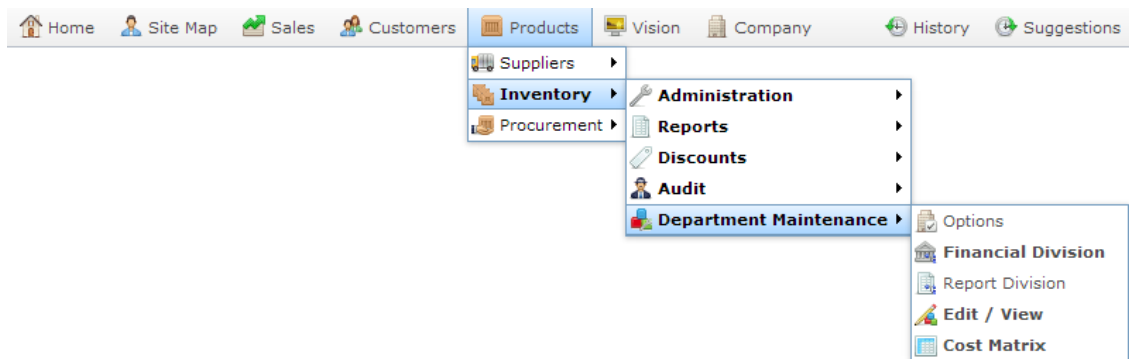
New Delete Save Reset

Editing a department

Edit a department when you want to change its description, or which reporting or financial division it belongs to.

To edit a department:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Edit / View**.



The Department report is displayed.

Department		Description	Department	Financial Division	Report Division
Deli			10	Division 5	Reporting Main
Cafe			50	Division 5	Reporting Main

3. Press the department you want to open.

The Department Maintenance screen is displayed.

Department Maintenance

Editing Department "10"

Department: 10

Description:

Division:

Report Division:

Tax Rate:

User Exit:

See *Department Maintenance screen* on page 43.

4. Make the necessary changes.

Managing divisions and departments

5. Press .


The department changes are saved.

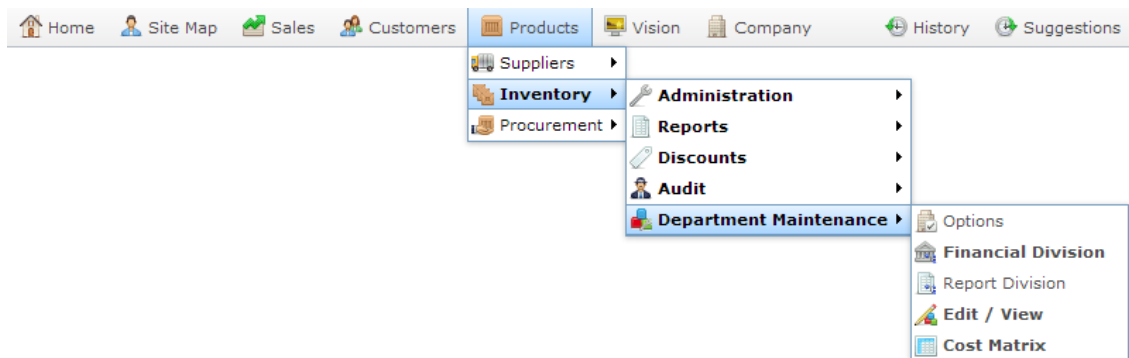
Deleting a department

Delete a department when it is no longer required by your company.

Note: You can only delete a department if it contains no items or sub departments. If you want to delete a department, first assign any sub-departments to another department, and ensure all items are assigned to another department.

To delete a department:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Edit / View**.



The Department report is displayed.

Department		Description	Department	Financial Division	Report Division
Deli			10	Division 5	Reporting Main
Cafe			50	Division 5	Reporting Main

3. Press the department you want to open.

The Department Maintenance screen is displayed.

Department Maintenance

Editing Department "10"

Department: 10

Description:

Division:

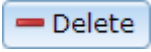
Report Division:

Tax Rate:

User Exit:

Managing divisions and departments

See *Department Maintenance screen* on page 43.

4. Make the necessary changes.
5. Press .

The department is deleted.

Department Cost Price -> Price Matrix

Depart	Cost Point	Retail Marku	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl	Chang	User
Cafe	\$15.00	35.00%	Yes	30.00%	Yes	30.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Exam
Deli	\$15.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	30.00%	Yes	18/12/	User, Exam
Cafe	\$10.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Exam
Deli	\$5.00	65.00%	Yes	60.00%	Yes	60.00%	Yes	55.00%	Yes	55.00%	Yes	18/12/	User, Exam
Cafe	\$0.00	60.00%	Yes	40.00%	Yes	30.00%	Yes	25.00%	Yes	20.00%	Yes	18/12/	User, Exam
Deli	\$0.00	70.00%	Yes	60.00%	Yes	60.00%	Yes	60.00%	Yes	50.00%	Yes	18/12/	User, Exam

Site
Chadstone

Department
All

Add to Favourites

The Cost to Sell Price Matrix screen is displayed.

Cost To Sell Price Matrix

Site: Chadstone
Department: Deli

Matrix

Cost: + Add

Cost	Retail Markup	Retail Enabled	Level 2 Marku	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Level 5 Enabl
\$0.00	70	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	50	<input checked="" type="checkbox"/>
\$5.00	65	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>
\$15.00	40	<input checked="" type="checkbox"/>	35	<input checked="" type="checkbox"/>	35	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>

Update Delete Items

4. Type the cost level you want to add into the Cost field.
5. Press + Add.

Cost To Sell Price Matrix

Site: Chadstone
Department: Deli

Matrix

Cost: + Add

Cost	Retail Markup	Retail Enabled	Level 2 Marku	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Level 5 Enabl
\$0.00	70	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	50	<input checked="" type="checkbox"/>
\$5.00	65	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>
\$15.00	40	<input checked="" type="checkbox"/>	35	<input checked="" type="checkbox"/>	35	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>

Update Delete Items

The cost level is added to the matrix.

6. Type the markup percentages you want to use for each price level in the **Retail Markup** and each of the **Level Markup** fields.

Cost To Sell Price Matrix

Site: Chadstone
Department: Deli

Matrix

Cost:

Cost	Retail Markup	Retail Enabled	Level 2 Markup	Level 2 Enabled	Level 3 Markup	Level 3 Enabled	Level 4 Markup	Level 4 Enabled	Level 5 Markup	Level 5 Enabled
\$0.00	70	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	50	<input checked="" type="checkbox"/>
\$5.00	65	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>
\$15.00	40	<input checked="" type="checkbox"/>	35	<input checked="" type="checkbox"/>	35	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>

7. Select the **Enabled** field next to each price level you want to use this cost level calculation.

Cost To Sell Price Matrix

Site: Chadstone
Department: Deli

Matrix

Cost:

Cost	Retail Markup	Retail Enabled	Level 2 Markup	Level 2 Enabled	Level 3 Markup	Level 3 Enabled	Level 4 Markup	Level 4 Enabled	Level 5 Markup	Level 5 Enabled
\$0.00	70	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	50	<input checked="" type="checkbox"/>
\$5.00	65	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>
\$15.00	40	<input checked="" type="checkbox"/>	35	<input checked="" type="checkbox"/>	35	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>

8. Press .


The cost level is saved.

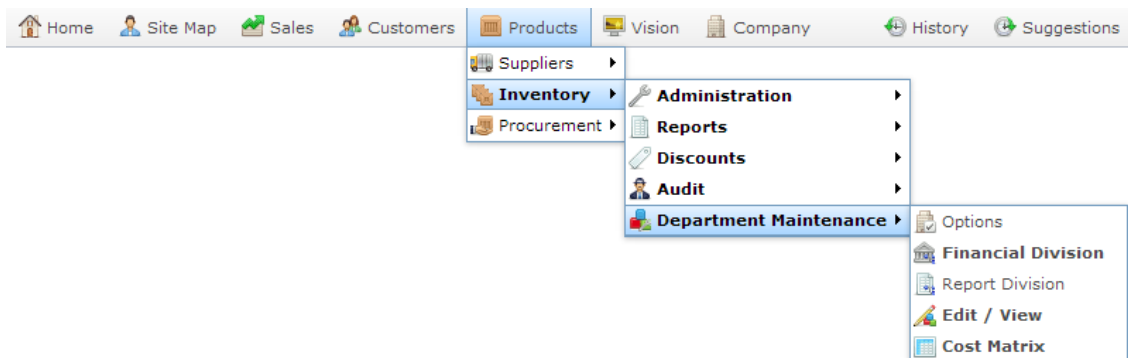
Editing a department cost level in the cost matrix

Edit a cost level to the department cost matrix to change how the Portal calculates prices at various levels for items at or above this cost level in the department.

Note: Items use the highest cost level applicable. For example, if you have cost levels at \$5, \$10 and \$15, an item that is \$17 uses the \$15 cost level. An item that is \$12 uses the \$10 level. An item that is \$3 does not use any of these cost levels.

To edit a cost level:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Cost Matrix**.



The Department Cost Price -> Price Matrix report is displayed.

Department Cost Price -> Price Matrix

Depart	Cost Point	Retail Marku	Enabl ¹	Level 2 Marku	Enabl ²	Level 3 Marku	Enabl ³	Level 4 Marku	Enabl ⁴	Level 5 Marku	Enabl ⁵	Chang	User
Cafe	\$15.00	35.00%	Yes	30.00%	Yes	30.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Exam
Deli	\$15.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	30.00%	Yes	18/12/	User, Exam
Cafe	\$10.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Exam
Deli	\$5.00	65.00%	Yes	60.00%	Yes	60.00%	Yes	55.00%	Yes	55.00%	Yes	18/12/	User, Exam
Cafe	\$0.00	60.00%	Yes	40.00%	Yes	30.00%	Yes	25.00%	Yes	20.00%	Yes	18/12/	User, Exam
Deli	\$0.00	70.00%	Yes	60.00%	Yes	60.00%	Yes	60.00%	Yes	50.00%	Yes	18/12/	User, Exam

Site: Chadstone
 Department: All
 Add to Favourites

3. Press the **Department** you want to view.

Department Cost Price -> Price Matrix

Depart	Cost Point	Retail Marku	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl	Chang	User
Cafe	\$15.00	35.00%	Yes	30.00%	Yes	30.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Exam
Deli	\$15.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	30.00%	Yes	18/12/	User, Exam
Cafe	\$10.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Exam
Deli	\$5.00	65.00%	Yes	60.00%	Yes	60.00%	Yes	55.00%	Yes	55.00%	Yes	18/12/	User, Exam
Cafe	\$0.00	60.00%	Yes	40.00%	Yes	30.00%	Yes	25.00%	Yes	20.00%	Yes	18/12/	User, Exam
Deli	\$0.00	70.00%	Yes	60.00%	Yes	60.00%	Yes	60.00%	Yes	50.00%	Yes	18/12/	User, Exam

Site: Chadstone

Department: All

Add to Favourites

The Cost to Sell Price Matrix screen is displayed.

Cost to Sell Price Matrix

Site: Chadstone

Department: Deli

Matrix

Cost: Add

Cost	Retail Markup	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl
\$0.00	70		60		60		60		50	
\$5.00	65		60		60		55		55	
\$15.00	40		35		35		30		30	

Update Delete Items

4. Select the cost level you want to edit in the Cost field.

Cost to Sell Price Matrix

Site: Chadstone

Department: Deli

Matrix

Cost: Add

Cost	Retail Markup	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl
\$0.00	70		60		60		60		50	
\$5.00	65		60		60		55		55	
\$15.00	40		35		35		30		30	

Update Delete Items

5. Edit the fields as required.

See *Cost to Sell Price Matrix* screen on page 49.

Managing divisions and departments

6. Press .

The cost level is edited.

Disabling a price level in a department cost matrix


Disable the price levels for a department cost level if you do not want the Portal to calculate this price level at this cost level.

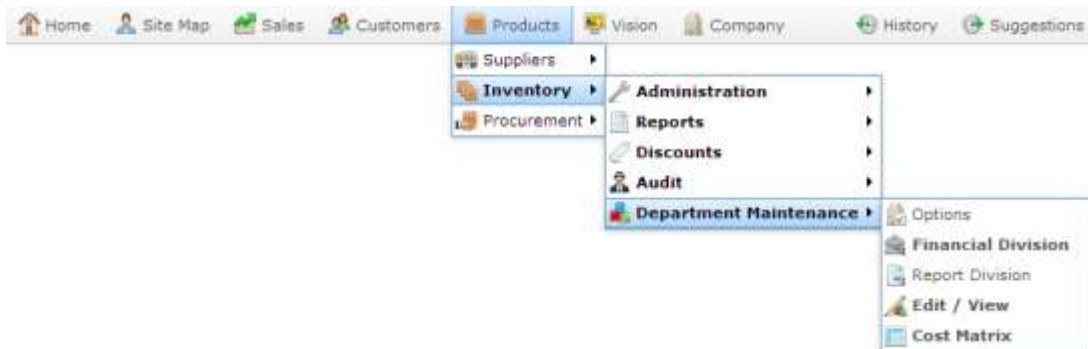
You can use this if you want to use different cost breaks for different price levels without having to duplicate configurations. For example, if your retail price levels follow a different calculation for each cost level, but you want your Level 5 price level calculation to use the same calculation for all cost levels.

Cost	Retail Marku	Retail Enable	Level 2 Marku	Level 2 Enab	Level 3 Marku	Level 3 Enab	Level 4 Marku	Level 4 Enab	Level 5 Marku	Level 5 Enab
\$0.00	60	<input checked="" type="checkbox"/>	40	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	25	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>
\$10.00	40	<input checked="" type="checkbox"/>	35	<input type="checkbox"/>	35	<input type="checkbox"/>	30	<input type="checkbox"/>	25	<input type="checkbox"/>
\$15.00	35	<input checked="" type="checkbox"/>	30	<input type="checkbox"/>	30	<input type="checkbox"/>	30	<input type="checkbox"/>	25	<input type="checkbox"/>

You can also disable all price levels for a calculation instead of deleting the cost level.

To disable a price level:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Cost Matrix**.



The Department Cost Price -> Price Matrix report is displayed.

Department Cost Price -> Price Matrix

Depart Point	Cost Marku	Retail Marku	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl	Chang	User
Cafe	\$15.00	35.00%	Yes	30.00%	Yes	30.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Exam
Deli	\$15.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	30.00%	Yes	18/12/	User, Exam
Cafe	\$10.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Exam
Deli	\$5.00	65.00%	Yes	60.00%	Yes	60.00%	Yes	55.00%	Yes	55.00%	Yes	18/12/	User, Exam
Cafe	\$0.00	60.00%	Yes	40.00%	Yes	30.00%	Yes	25.00%	Yes	20.00%	Yes	18/12/	User, Exam
Deli	\$0.00	70.00%	Yes	60.00%	Yes	60.00%	Yes	60.00%	Yes	50.00%	Yes	18/12/	User, Exam

Site
Chadstone >

Department
All >

Add to Favourites

3. Press the **Department** you want to view.

Department Cost Price -> Price Matrix

Depart	Cost Point	Retail Marku	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl	Chang	User
Cafe	\$15.00	35.00%	Yes	30.00%	Yes	30.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Examj
Deli	\$15.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	30.00%	Yes	18/12/	User, Examj
Cafe	\$10.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Examj
Deli	\$5.00	65.00%	Yes	60.00%	Yes	60.00%	Yes	55.00%	Yes	55.00%	Yes	18/12/	User, Examj
Cafe	\$0.00	60.00%	Yes	40.00%	Yes	30.00%	Yes	25.00%	Yes	20.00%	Yes	18/12/	User, Examj
Deli	\$0.00	70.00%	Yes	60.00%	Yes	60.00%	Yes	60.00%	Yes	50.00%	Yes	18/12/	User, Examj

Site
Chadstone

Department
All

Add to Favourites

The Cost to Sell Price Matrix screen is displayed.

Cost To Sell Price Matrix

Site: Chadstone
Department: Deli

Matrix

Cost: + Add

Cost	Retail Markup	Retail Enabled	Level 2 Marku	Level 2 Enabl	Level 3 Marku	Level 3 Enabl	Level 4 Marku	Level 4 Enabl	Level 5 Marku	Level 5 Enabl
\$0.00	70	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	50	<input checked="" type="checkbox"/>
\$5.00	65	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>
\$15.00	40	<input checked="" type="checkbox"/>	35	<input checked="" type="checkbox"/>	35	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>

Update Delete Items

4. Select the cost level you want to disable price levels for.

Cost To Sell Price Matrix

Site: Chadstone
Department: Deli

Matrix

Cost: + Add

Cost	Retail Markup	Retail Enabled	Level 2 Marku	Level 2 Enabl	Level 3 Marku	Level 3 Enabl	Level 4 Marku	Level 4 Enabl	Level 5 Marku	Level 5 Enabl
\$0.00	70	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	50	<input checked="" type="checkbox"/>
\$5.00	65	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>
\$15.00	40	<input checked="" type="checkbox"/>	35	<input checked="" type="checkbox"/>	35	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>

Update Delete Items

5. Deselect the **Enabled** field next to each price level you want to disable for this cost level calculation.

Cost To Sell Price Matrix

Site:

Department:

Matrix

Cost:

Cost	Retail Markup	Retail Enabled	Level 2 Marku	Level 2 Enabl	Level 3 Marku	Level 3 Enabl	Level 4 Marku	Level 4 Enabl	Level 5 Marku	Level 5 Enabl
\$0.00	70	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	50	<input checked="" type="checkbox"/>
\$5.00	65	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>	55	<input checked="" type="checkbox"/>
\$15.00	40	<input type="checkbox"/>	35	<input type="checkbox"/>	35	<input type="checkbox"/>	30	<input type="checkbox"/>	30	<input type="checkbox"/>

6. Press .

The price levels are disabled.


Deleting a department cost level in the cost matrix

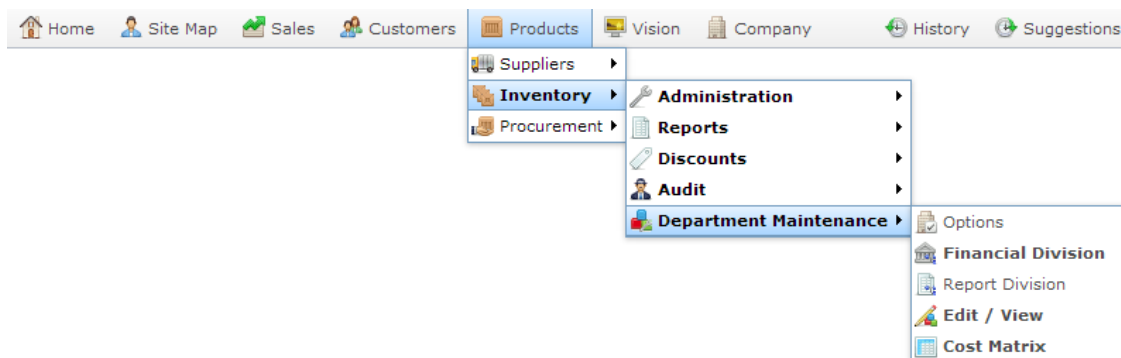
Delete a cost level from the department cost matrix to stop the Portal calculating prices at various levels for items at or above this cost level in the department.

Note: You can disable all price level calculations for a cost level instead of deleting the entire cost level. See *Disabling a price level in a department cost matrix* on page 27.

Note: Items use the highest cost level applicable. For example, if you have cost levels at \$5, \$10 and \$15, an item that is \$17 uses the \$15 cost level. An item that is \$12 uses the \$10 level. An item that is \$3 does not use any of these cost levels.

To delete a cost level:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Cost Matrix**.



The Department Cost Price -> Price Matrix report is displayed.

Department Cost Price -> Price Matrix

Depart	Cost Point	Retail Marku	Enabl ¹	Level 2 Marku	Enabl ²	Level 3 Marku	Enabl ³	Level 4 Marku	Enabl ⁴	Level 5 Marku	Enabl ⁵	Chang	User
Cafe	\$15.00	35.00%	Yes	30.00%	Yes	30.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Exam
Deli	\$15.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	30.00%	Yes	18/12/	User, Exam
Cafe	\$10.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Exam
Deli	\$5.00	65.00%	Yes	60.00%	Yes	60.00%	Yes	55.00%	Yes	55.00%	Yes	18/12/	User, Exam
Cafe	\$0.00	60.00%	Yes	40.00%	Yes	30.00%	Yes	25.00%	Yes	20.00%	Yes	18/12/	User, Exam
Deli	\$0.00	70.00%	Yes	60.00%	Yes	60.00%	Yes	60.00%	Yes	50.00%	Yes	18/12/	User, Exam

Site:

Department:

3. Press the **Department** you want to view.

Department Cost Price -> Price Matrix

Depart	Cost Point	Retail Marku	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl	Chang	User
Cafe	\$15.00	35.00%	Yes	30.00%	Yes	30.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Exam
Deli	\$15.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	30.00%	Yes	18/12/	User, Exam
Cafe	\$10.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Exam
Deli	\$5.00	65.00%	Yes	60.00%	Yes	60.00%	Yes	55.00%	Yes	55.00%	Yes	18/12/	User, Exam
Cafe	\$0.00	60.00%	Yes	40.00%	Yes	30.00%	Yes	25.00%	Yes	20.00%	Yes	18/12/	User, Exam
Deli	\$0.00	70.00%	Yes	60.00%	Yes	60.00%	Yes	60.00%	Yes	50.00%	Yes	18/12/	User, Exam

Site
Chadstone

Department
All

Add to Favourites

The Cost to Sell Price Matrix screen is displayed.

Cost To Sell Price Matrix

Site: Chadstone

Department: Deli

Matrix

Cost: + Add

Cost	Retail Markup	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl
\$0.00	70	<input type="checkbox"/>	60	<input type="checkbox"/>	60	<input type="checkbox"/>	60	<input type="checkbox"/>	50	<input type="checkbox"/>
\$5.00	65	<input type="checkbox"/>	60	<input type="checkbox"/>	60	<input type="checkbox"/>	55	<input type="checkbox"/>	55	<input type="checkbox"/>
\$15.00	40	<input type="checkbox"/>	35	<input type="checkbox"/>	35	<input type="checkbox"/>	30	<input type="checkbox"/>	30	<input type="checkbox"/>

+ Update - Delete Items

4. Select the cost level you want to delete in the Cost field.

Cost To Sell Price Matrix

Site: Chadstone

Department: Deli

Matrix

Cost: + Add

Cost	Retail Markup	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl
\$0.00	70	<input type="checkbox"/>	60	<input type="checkbox"/>	60	<input type="checkbox"/>	60	<input type="checkbox"/>	50	<input type="checkbox"/>
\$5.00	65	<input type="checkbox"/>	60	<input type="checkbox"/>	60	<input type="checkbox"/>	55	<input type="checkbox"/>	55	<input type="checkbox"/>
\$15.00	40	<input type="checkbox"/>	35	<input type="checkbox"/>	35	<input type="checkbox"/>	30	<input type="checkbox"/>	30	<input type="checkbox"/>

+ Update - Delete Items

5. Press - Delete.

Managing divisions and departments


The cost level is deleted.

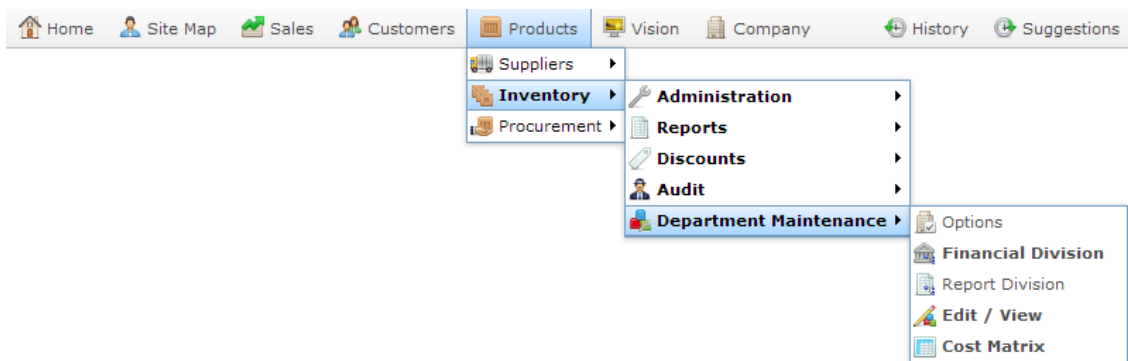
Financial Division Maintenance screen

Use the Financial Division Maintenance screen to create, delete and edit financial divisions for your company.

Opening the Financial Division Maintenance

To open the Financial Division Maintenance:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Financial Division**.



The Financial Division report is displayed.

Financial Division			
Description	Division	Ledger #	
Division 5		5	1000

3. Press the division you want to open.

The Financial Division Maintenance screen is displayed.

Financial Division Maintenance

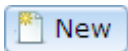
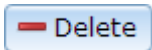
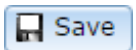
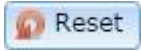
Editing Financial Division "5"

Division: 5

Description:

Ledger #:

Financial Division Maintenance key fields and buttons


Field	Description
Division	The code identifying the division.
Description	Description of the division.
Ledger #	Ledger number the division relates to.
 New	Create a new division. See <i>Creating a new financial division</i> on page 6.
 Delete	Delete this division. See <i>Deleting a financial division</i> on page 9.
 Save	Save any changes to this division.
 Reset	Cancel any changes to this division.

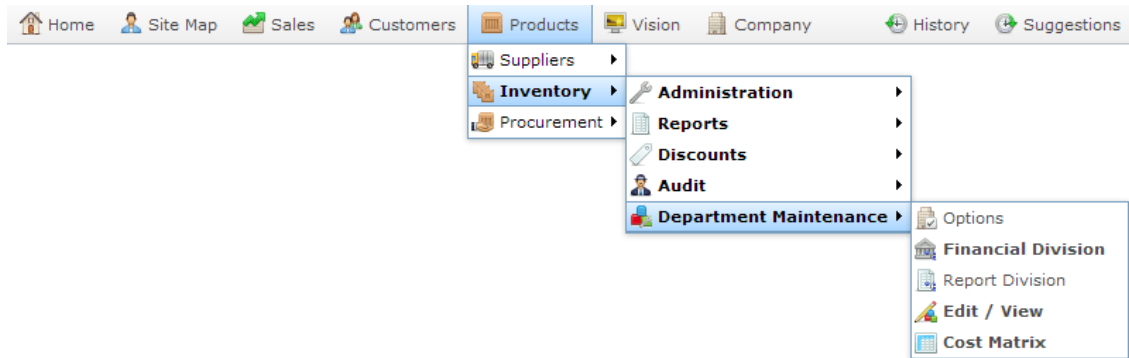
Financial Division report

Use the Financial Division Report to view and create financial divisions for your company.

Opening the Financial Division report

To open the Financial Division report:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Financial Division**.



The Financial Division report is displayed.

Add Report to Favourites

Create New Division

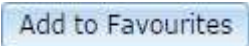
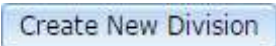
Financial Division

Description	Division	Ledger #
<u>Division 5</u>	5	1000

Financial Division report key fields and buttons

Filters area

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

Field	Description
	Press to add this report to your Portal favourites for easier access.
	Press to create a new financial or reporting division. See <i>Creating a new financial division</i> on page 6. Also see <i>Creating a new reporting division</i> on page 10.

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 division.
Division	Number identifying the division.
Ledger #	Ledger the division relates to.

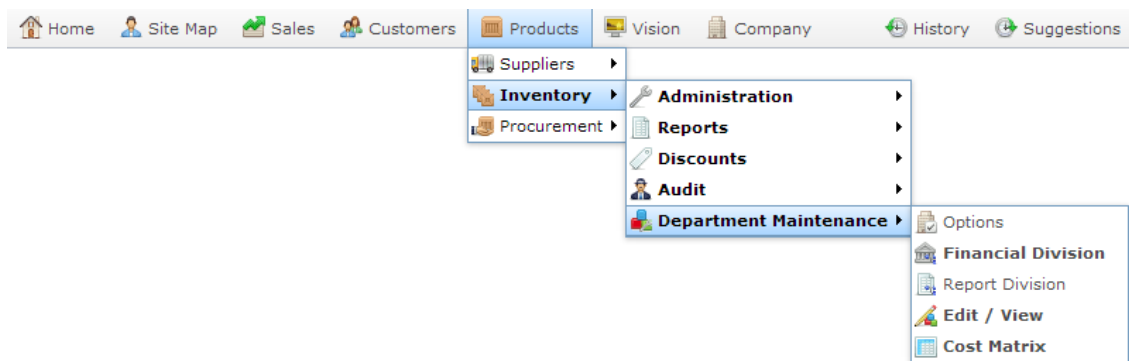
Report Division Maintenance screen

Use the Report Division Maintenance screen to create, delete and edit report divisions for your company.

Opening the Report Division Maintenance

To open the Report Division Maintenance:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Report Division**.

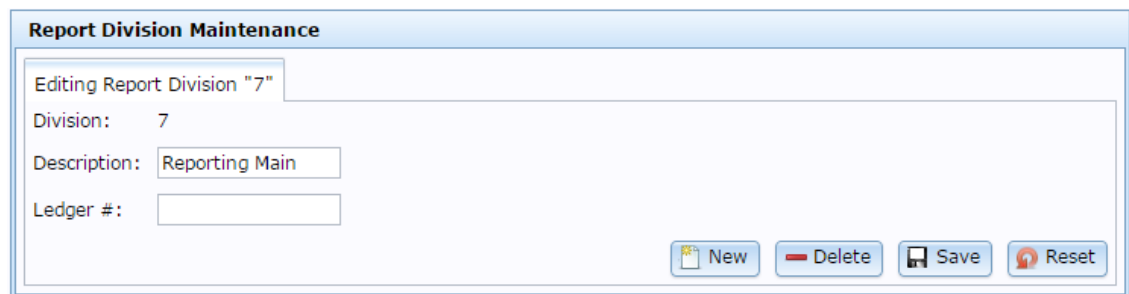


The Report Division report is displayed.

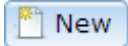
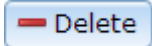
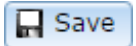
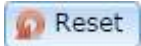


3. Press the division you want to open.

The Report Division Maintenance screen is displayed.



Report Division Maintenance key fields and buttons


Field	Description
Division	The code identifying the division.
Description	Description of the division.
Ledger #	Ledger number the division relates to.
 New	Create a new division. See <i>Creating a new reporting division</i> on page 10.
 Delete	Delete this division. See <i>Deleting a reporting division</i> on page 13.
 Save	Save any changes to this division.
 Reset	Cancel any changes to this division.

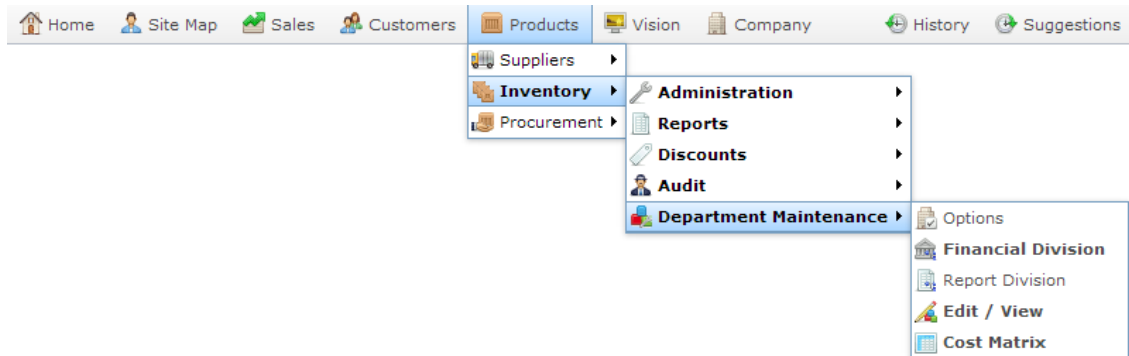
Report Division report

Use the Report Division report to view and create report divisions for your company.

Opening the Report Division report

To open the Report Division report:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Report Division**.



The Report Division report is displayed.

[Add Report to Favourites](#)

[Create New Division](#)

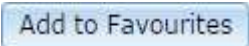
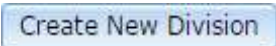
Report Division

Description	Division	Ledger #
Reporting Main		7

Report Division report key fields and buttons

Filters area

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

Field	Description
	Press to add this report to your Portal favourites for easier access.
	Press to create a new financial or reporting division. See <i>Creating a new financial division</i> on page 6. Also see <i>Creating a new reporting division</i> on page 10.

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 division.
Division	Number identifying the division.
Ledger #	Ledger the division relates to.

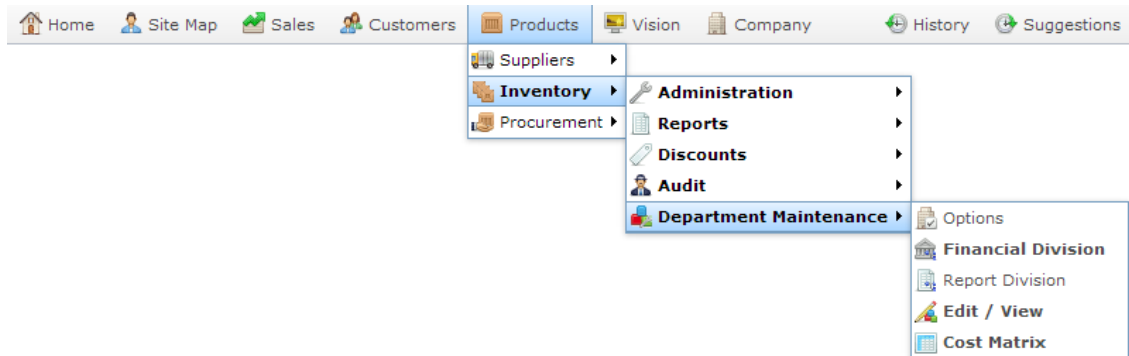
Department Maintenance screen

Use the Department Maintenance screen to create and edit departments for your company.

Opening the Department Maintenance screen

To open the Department Maintenance screen:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Edit / View**.



The Department report is displayed.

Department		Description	Department	Financial Division	Report Division
<input type="button" value="Add Report to Favourites"/>	<input type="button" value="Create New Department"/>	<u>Deli</u>	10	Division 5	Reporting Main
		<u>Cafe</u>	50	Division 5	Reporting Main

3. Press the department you want to open.

The Department Maintenance screen is displayed.

Department Maintenance

Editing Department "10"

Department: 10

Description:

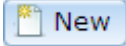
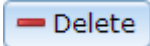
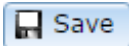
Division:

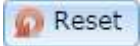
Report Division:

Tax Rate:

User Exit:

Department Maintenance screen key fields and buttons

Field	Description
Department	Code identifying the department.
Description	Description of the department.
Division	Financial division the department belongs to.
Report Division	Reporting division the department belongs to.
Tax Rate	Tax rate used for items in this department. <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p>Note: Individual items may override this tax rate. See <i>Inventory Management - Pricing tab</i>.</p> </div>
User Exit	Additional functions to be performed after an item of this department has been sold.
 New	Create a new department. See <i>Creating a department</i> on page 14.
 Delete	Delete this department. See <i>Deleting a department</i> on page 19.
 Save	Save changes made to this department.


Field	Description
 Reset	Undo any changes made to this department.

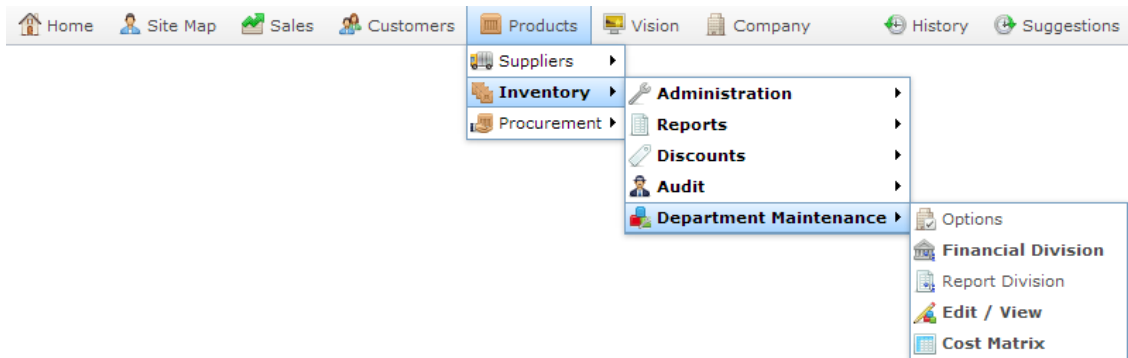
Department report

Use the Department report to view what financial and reporting divisions departments belong to, and edit or create departments.

Opening the Department report

To open the Department report:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Edit / View**.



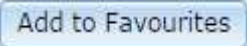
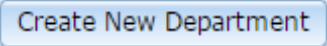
The Department report is displayed.

Department		Description	Department	Financial Division	Report Division
Add Report to Favourites	Create New Department	Deli	10	Division 5	Reporting Main
		Cafe	50	Division 5	Reporting Main

Department report key fields

Filters area

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

Field	Description
	Press to add this report to your Portal favourites for easier access.
	Press to create a new department. See <i>Creating a department</i> on page 14.

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 department.
Department	Unique code identifying the department.
Financial Division	The financial division the department belongs to.
Reporting Division	The reporting division the department belongs to.

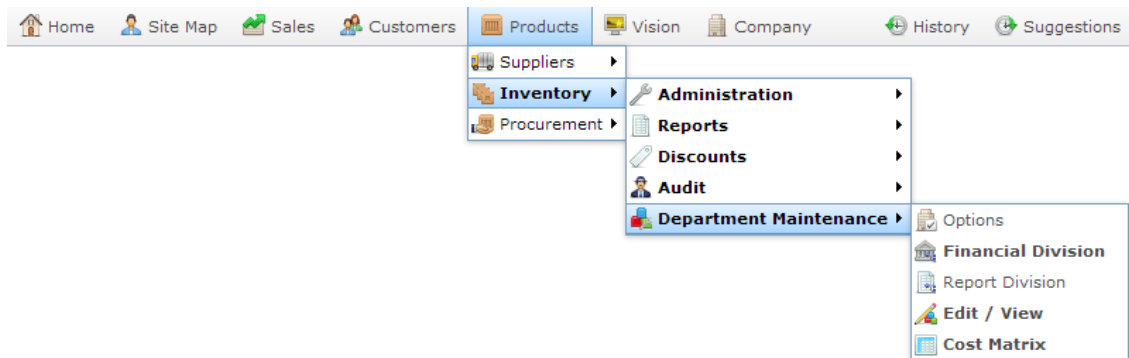
Cost to Sell Price Matrix screen

Replace this text with a brief paragraph description of the main purpose of this window.

Opening the Cost to Sell Price Matrix screen

To open the Cost to Sell Price Matrix screen:

1. Press  **Products** in the main menu.
2. Press **Inventory > Department Maintenance > Cost Matrix**.



The Department Cost Price -> Price Matrix report is displayed.

Department Cost Price -> Price Matrix

Depart	Cost Point	Retail Marku	Enabl ^e Level 2 Marku	Enabl ^e Level 3 Marku	Enabl ^e Level 4 Marku	Enabl ^e Level 5 Marku	Enabl ^e Chang	User
Cafe	\$15.00	35.00%	Yes 30.00%	Yes 30.00%	Yes 30.00%	Yes 25.00%	Yes	18/12/ User, Exam
Deli	\$15.00	40.00%	Yes 35.00%	Yes 35.00%	Yes 30.00%	Yes 30.00%	Yes	18/12/ User, Exam
Cafe	\$10.00	40.00%	Yes 35.00%	Yes 35.00%	Yes 30.00%	Yes 25.00%	Yes	18/12/ User, Exam
Deli	\$5.00	65.00%	Yes 60.00%	Yes 60.00%	Yes 55.00%	Yes 55.00%	Yes	18/12/ User, Exam
Cafe	\$0.00	60.00%	Yes 40.00%	Yes 30.00%	Yes 25.00%	Yes 20.00%	Yes	18/12/ User, Exam
Deli	\$0.00	70.00%	Yes 60.00%	Yes 60.00%	Yes 60.00%	Yes 50.00%	Yes	18/12/ User, Exam

Site: Chadstone
 Department: All
 Add to Favourites

3. Press the **Department** you want to view.

Department Cost Price -> Price Matrix

Depart	Cost Point	Retail Marku	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl	Chang	User
Cafe	\$15.00	35.00%	Yes	30.00%	Yes	30.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Exam
Deli	\$15.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	30.00%	Yes	18/12/	User, Exam
Cafe	\$10.00	40.00%	Yes	35.00%	Yes	35.00%	Yes	30.00%	Yes	25.00%	Yes	18/12/	User, Exam
Deli	\$5.00	65.00%	Yes	60.00%	Yes	60.00%	Yes	55.00%	Yes	55.00%	Yes	18/12/	User, Exam
Cafe	\$0.00	60.00%	Yes	40.00%	Yes	30.00%	Yes	25.00%	Yes	20.00%	Yes	18/12/	User, Exam
Deli	\$0.00	70.00%	Yes	60.00%	Yes	60.00%	Yes	60.00%	Yes	50.00%	Yes	18/12/	User, Exam

Site: Chadstone
 Department: All
 Add to Favourites

The Cost to Sell Price Matrix screen is displayed.

Cost To Sell Price Matrix

Site: Chadstone
 Department: Deli

Matrix

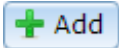
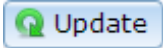
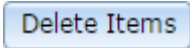
Cost: Add

Cost	Retail Markup	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl
\$0.00	70		60		60		60		50	
\$5.00	65		60		60		55		55	
\$15.00	40		35		35		30		30	

Update Delete Items

Cost to Sell Price Matrix screen key fields and buttons

Field	Description
Site	The site to maintain department cost levels for.
Department	The department to maintain cost levels for.
Cost	Type a cost level to add it to the department cost levels.

Field	Description
 Add	<p>Press to add the cost level in the Cost field to the department cost levels.</p> <p>See <i>Adding a department cost level to the cost matrix</i> on page 21.</p>
 Update	<p>Press to save any changes made to department cost levels.</p> <p>See <i>Editing a department cost level in the cost matrix</i> on page 24.</p> <p>Also see <i>Disabling a price level in a department cost matrix</i> on page 27.</p>
 Delete Items	<p>Press to delete the selected cost levels from the department.</p> <p><i>Deleting a department cost level in the cost matrix</i> on page 30.</p>

Cost level grid

Use this area to maintain cost levels.

Field	Description
Cost	<p>The cost threshold for this rule. Items in this department at or above this cost use these markup rules.</p> <div data-bbox="379 1402 1390 1608" style="background-color: #e6f2ff; padding: 10px;"> <p>Note: Items use the highest cost level applicable. For example, if you have cost levels at \$5, \$10 and \$15, an item that is \$17 uses the \$15 cost level. An item that is \$12 uses the \$10 level. An item that is \$3 does not use any of these cost levels.</p> </div>
Retail Markup	<p>The percentage markup to apply to the cost level to create the retail price.</p>
Retail Markup	<p>Select to enable the Portalto calculate retail prices with this cost level.</p>

Field	Description
Level 2 Markup	The percentage markup to apply to the cost level to create the Level 2 price.
Level 2 Enabled	Select to enable the Portalto calculate Level 2 prices with this cost level.
Level 3 Markup	The percentage markup to apply to the cost level to create the Level 3 price.
Level 3 Enabled	Select to enable the Portalto calculate Level 3 prices with this cost level.
Level 4 Markup	The percentage markup to apply to the cost level to create the Level 4 price.
Level 4 Enabled	Select to enable the Portalto calculate Level 4 prices with this cost level.
Level 5 Markup	The percentage markup to apply to the cost level to create the Level 5 price.
Level 5 Enabled	Select to enable the Portalto calculate Level 5 prices with this cost level.

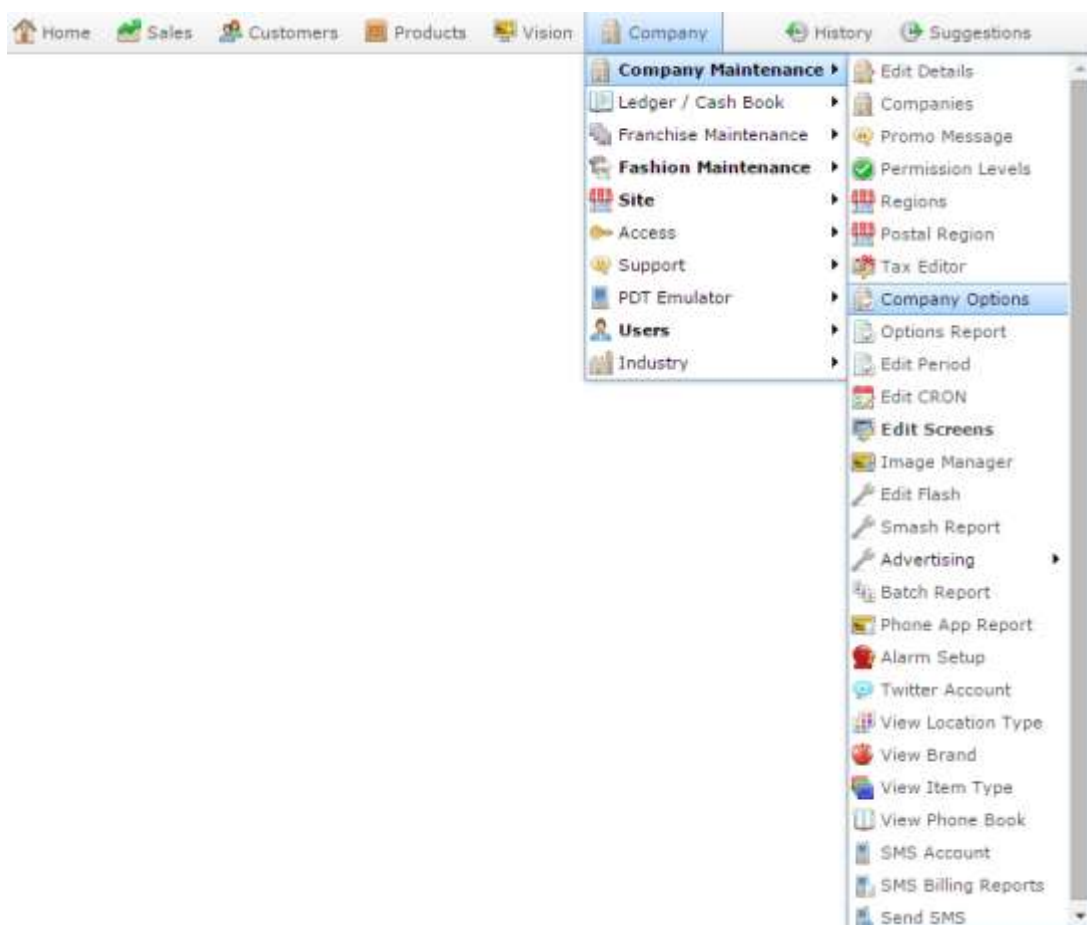
Configuring the default departments for your company

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

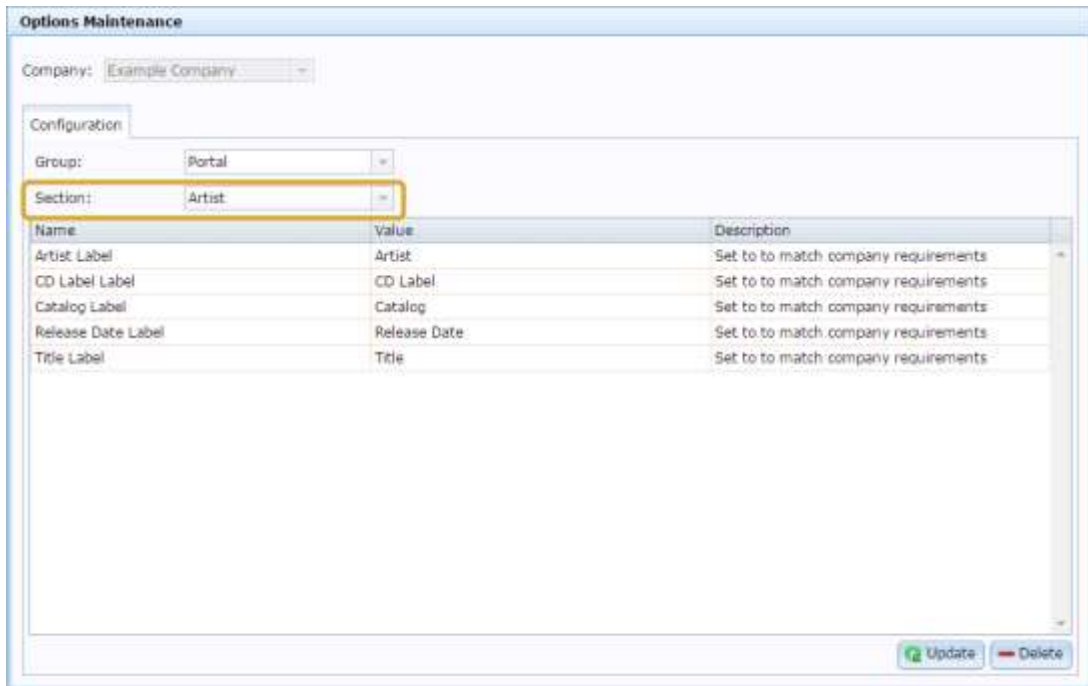
To open the Company Options - Default Departments section:

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



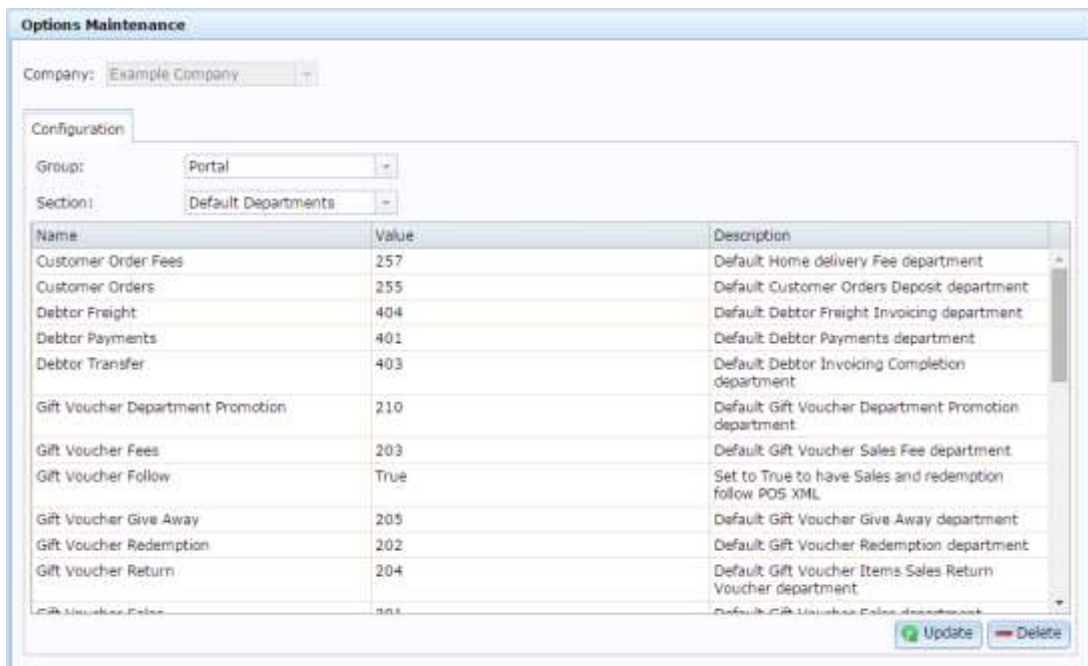
The Artist section of the Company Options screen is displayed.

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



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

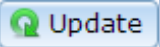
The Default Departments section is displayed.



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 .

Name	Value	Description
Example Field Name	Example Value	Description of configuration

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.

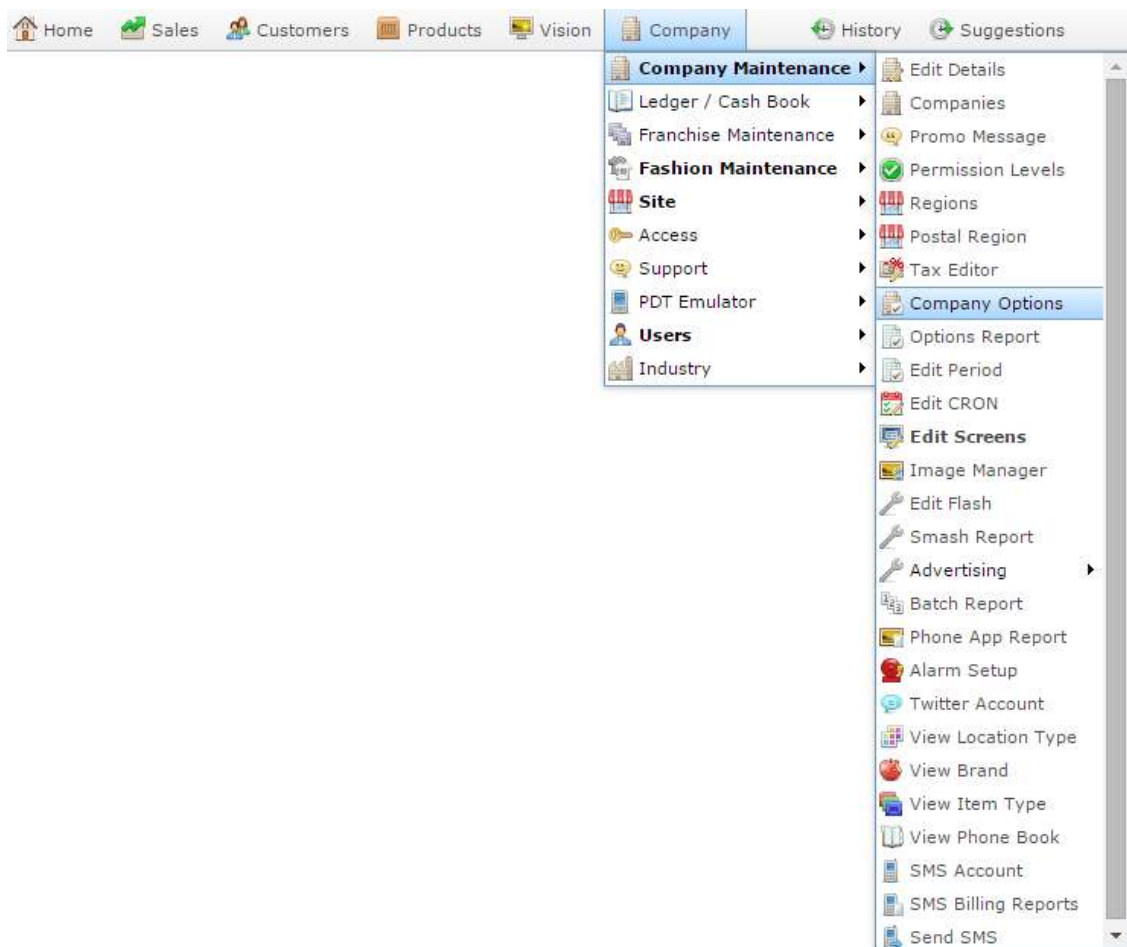
Configuring departments for your company

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

Opening the Company Options - Departments section

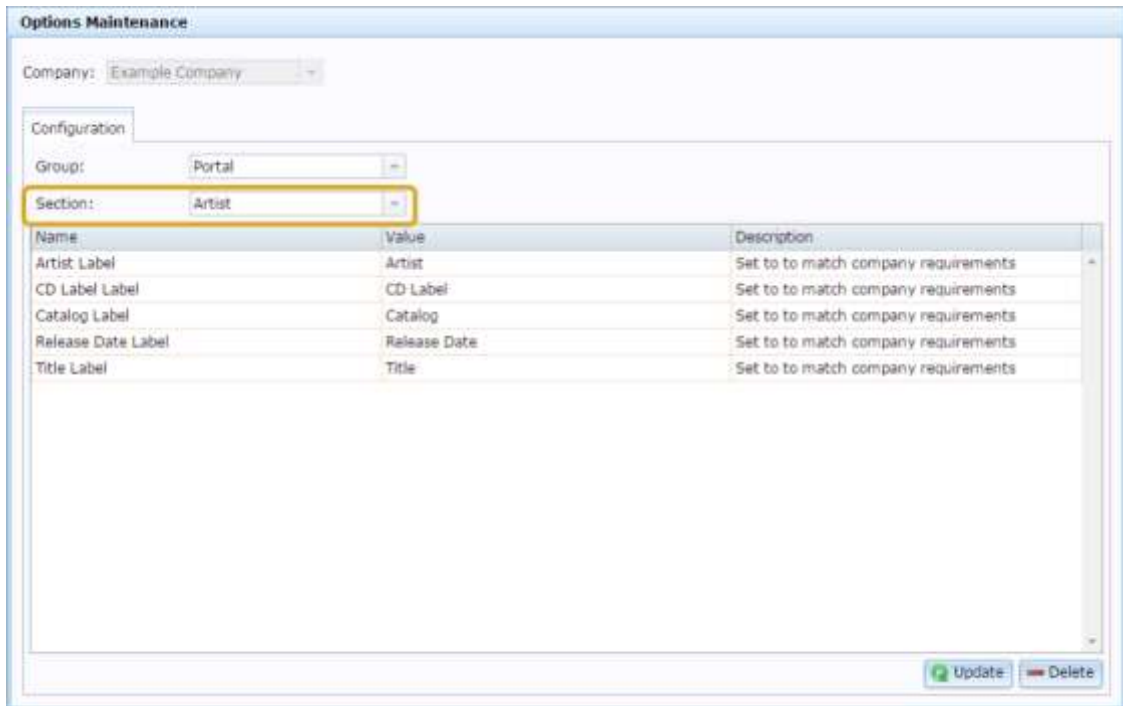
To open the Company Options - Departments section:

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



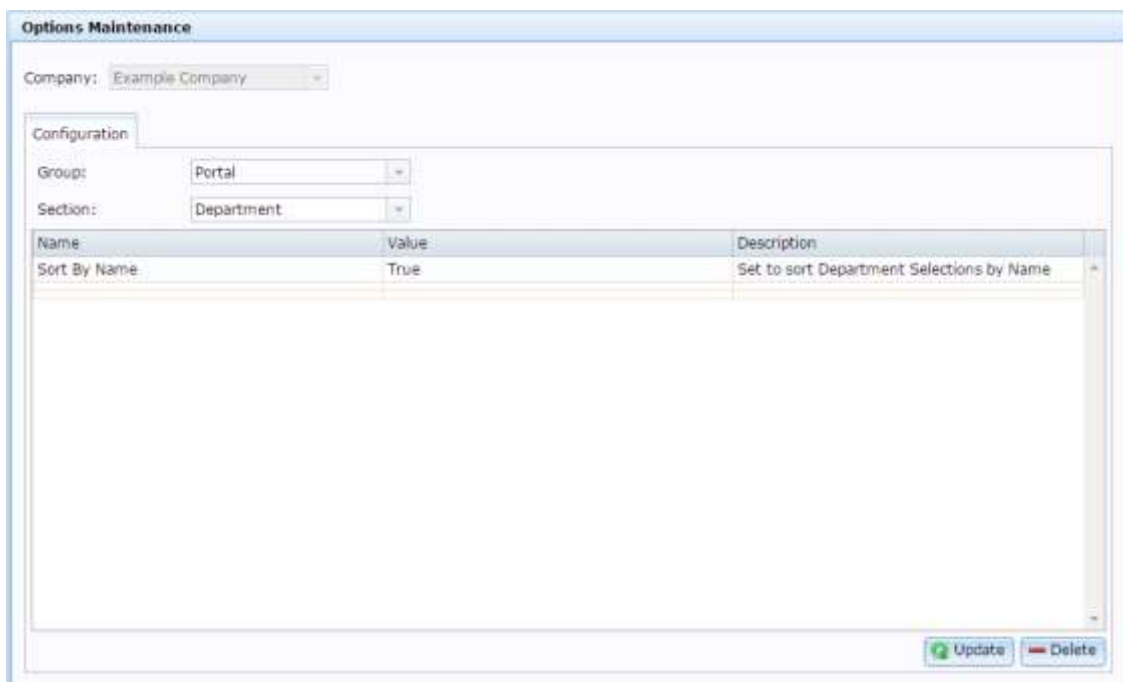
The Artist section of the Company Options screen is displayed.

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



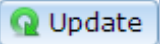
4. Select **Departments** from the **Section** drop-down list.

The Departments section is displayed.



For more information on Departments, see *Managing divisions and departments* on page 2.

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 .

Name	Value	Description
Example Field Name	Example Value	Description of configuration

Configuration

Description

Sort By Name

Type **True** to sort departments alphabetically by name.

Type **False** to sort departments by their department code.

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 singly 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 can not 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 modified 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 softdrink individually, but they are 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 softdrink 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 softdrink 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 softdrink 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 softdrink 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.



Chicken Drum/stk 6 583kg N x \$2.99/kg	\$19.68
Crown Lamb Roast 1.426kg N x \$12.99/kg	\$18.52
Total:	\$38.20
Credit Card	\$20.00
CASH	\$50.00
Change	\$31.80

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.