Inventory Groups

To add or edit Inventory Groups go to **SETUP | PARAMETERS | INVENTORY GROUPS**. Inventory Groups allow you to define categories for your inventory items which will appear in your drop-down list in Add Charge and in Reports.

Once you create an Inventory Group, then go to an Individual Inventory Item and assign it to a Group. See Inventory Items.

There are three Inventory Groups that have already been setup for your property and it is important that you do not modify or remove them: **RENT**, **PHONE and MISC.**

Add an Inventory Group for every category of item(s)/service(s) that you offer that are not covered by an existing group. Examples include, Restaurant, Spa, Gift Shop, Room Service.

	Front Desk	Bookings	Rates	Relationships	Owners	Parameters	Settings	PMS	Features/In	nages		
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Group	Code			Description					Ne	otes		Sort
RENT				Room Rent								
PHON	E			Phone Calls								
				Miscellaneous I	tems							
MISC				Denosite CA Off	ico							0
MISC DEPO	SITS			Depusits CA OI	ice							~

To Add an Inventory Group: Click Add at the bottom right corner of the page and a new screen will appear with a blank form.

- *Group Code: Enter a Code that describes the Group. Examples include SPA, REST, TRANS, DISC This I.D. is for Internal use only and will not be viewed by guests. I.D. must be alpha/numeric only. Do not use punctuation, symbols or hyphens. Use a max. of 10 Characters, 5 characters or less is preferred.
- *Description: Enter a short description. This description will appear as the Group Name in the drop-down list when adding a charge. See Add Charge
- Service Charge Rate: Optional- add a % rate if needed for a service charge to be automatically calculated for all items in the Group.
 Tax Rate: Optional- add a % tax rate if needed for a service charge to be automatically calculated for all items in the Group.
- Notes: Optional
- Sort: Indicate a Sort # to order your list in the drop-down menu in Add a Charge drop-down list
- Click Save when finished.

Group Code:	
Description:	
Service Charge Rate:	0
Tax Rate:	0
Notes:	
Sort:	0
	Save

To Edit an Inventory Group: Click on the Group Code name in the Inventory Groups list. When the screen opens for the Group, click Edit.

- *Group Code: The Group Code can not be edited
 *Description: Enter a short description. This description will appear as the Group Name in the drop-down list when adding a charge. See Add Charge
- Service Charge Rate: Optional- add a % rate if needed for a service charge to be automatically calculated for all items in the Group.
- Tax Rate: Optional- add a % tax rate if needed for a service charge to be automatically calculated for all items in the Group. • Notes: Optional

- Sort: Indicate a Sort # to order your list in the drop-down menu in Add a Charge drop-down list
 Click Save when finished.

Group Code:	PHONE
Description:	Phone Calls
Service Charge Rate:	0
Tax Rate:	0
Notes:	
Sort:	3
	Delete Edit