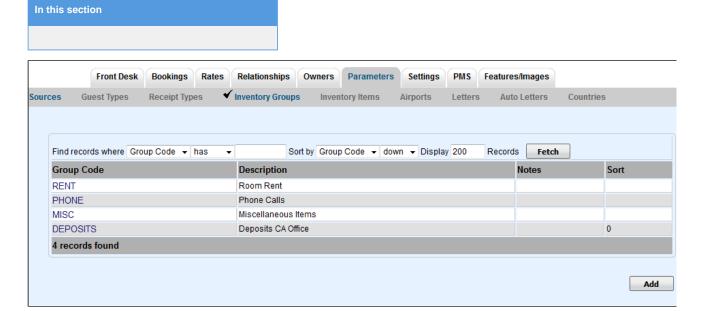
Inventory Groups

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.

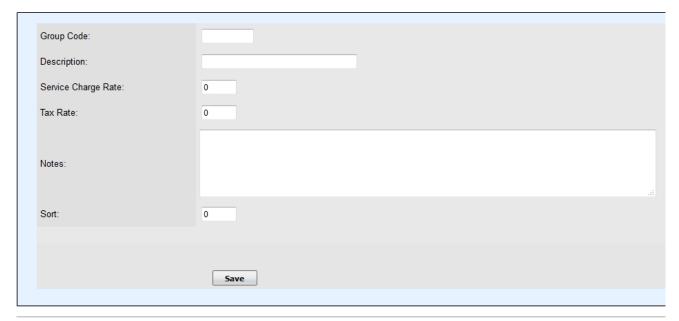
There are three Inventory Groups that have already been setup for your property and it is important that you do not modify or remove them: **RENT**, **PHONE** and **MISC**.

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.



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

