

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.

In this section

Group Code	Description	Notes	Sort
RENT	Room Rent		
PHONE	Phone Calls		
MISC	Miscellaneous Items		
DEPOSITS	Deposits CA Office		0

4 records found

Add

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:

Tax Rate:

Notes:

Sort:

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