

Inventory Items

Inventory Items allow you to create specific items for sale through your House Account or as additional charges to a Guest Folio. These items appear in the drop-down list in Add Charge, see [Add Charge](#), and as Items for sale on your website if you have the POS feature enabled. See [POS Module](#). These items can also be seen in Daily Reports - [Item Analysis Reports](#).

Once you create an Inventory Item, you can assign it to an Inventory Group, See [Inventory Groups](#). Inventory Groups are used for categorizing Inventory Items in both the Add Charge drop-down list and on the [Item Analysis Report](#).

If you are selling the items online, then [add Inventory Items images](#) that will appear on your website with the item.

Inventory Items can also be used in creating packages. See [Packages](#). See an Example for Cape Schanck Lightstation - <http://requests.bookingcenter.com/enquiry.phtml?site=SHANCK>

There are four Inventory Items that have already been set up for your property and it is important that you do not modify or remove them: **RENT**, **PHONE**, **NO-SHOW** and **DB**. These mandatory Inventory items enable charges to be posted to folios including Room Rent, No Show charges, and Guarantee by Direct Bill.

You can add as many Inventory Items and Inventory Groups as needed.

In this section

To add or edit Inventory Items, go to **SETUP | PARAMETERS | INVENTORY ITEMS**. When you click on Inventory Items, a list is displayed with all of your inventory items.

Front Desk

Bookings

Rates

Relationships

Owners

Parameters

Settings

PMS

Features/Images

Sources

Guest Types

Receipt Types

Inventory Groups

✓ Inventory Items

Airports

Letters

Auto Letters

Countries

Find records where

Item Code

has

Sort by

Item Code

down

Display

200

Records

Fetch

| Item Code | Description | Group Code | Sell Online | Sort |
|-------------|-----------------------------------|------------|-------------|------|
| 50DEPOSIT | 50% Deposit Paid | RENT | No | |
| BF | Brought Forward | MISC | No | 0 |
| BREAK | Daily Breakfast | MISC | No | |
| CANC | Cancellation Fee | RENT | No | 0 |
| DB | Direct Bill | RENT | No | 0 |
| DEPOSIT | Deposit paid in California office | MISC | No | |
| FULLDEPOSIT | 100% Deposit Paid | DEPOSITS | No | |
| MISC | Miscellaneous Charge | MISC | No | 0 |
| NOSHOW | No Show Charge | RENT | No | 0 |
| PHONE | Phone Calls | PHONE | No | 0 |
| RENT | Room Rent | RENT | No | 0 |
| SERVICE | Service Charge | MISC | No | 0 |
| SKITICKET | 1 Day Adult Ski Lift Ticket | MISC | No | |
| SPA | Spa Treatment | MISC | No | |
| SRVREM | Secondary Tax Removed | MISC | No | 0 |
| TAXREM | Primary Tax Removed | MISC | No | 0 |
| VAT | VAT Tax | MISC | No | |

17 records found

Add

To Add an Inventory Item: Click Add at the bottom right corner of the page and a new screen will appear with a blank form. There are two required fields, but we encourage you to fill out the information as completely as possible. The Description will appear on your website and guest folios.

- ***Item 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 description in the drop-down list when adding a charge and on the Guest Folio. See [Add Charge](#)

- **Group:** Choose an Inventory Group to categorize the item in an [Inventory Groups](#) for the Add Charge drop-down list and the [Item Analysis Report](#).
- **Sell Online:** If the status was set to "Yes", then the item would be available for guests to select as an add-on during an online booking process. Sell Online can be set to either "YES" or "NO" when using the item in a package rate. See [Packages](#).
- **Sell:** Enter the dollar amount of the price of the item.
- **Cost:** Enter the cost of the item (optional)
- **Unit:** what Unit defines the Sell price? For example, 2 units Sell for \$5.
- **Sell at Checkin:** Customers using [Self Check-in/out](#) can set this as an [Add-on Item](#) to sell during the Self Check-in process.
- **Sell at Checkout:** Customers using [Self Check-in/out](#) can set this as an [Add-on Item](#) to sell during the Self Check-out process.
- **Online Deposit:** Choose whether this item requires a deposit when a booking is made.
- **Occupancy Rate:** Optional- add a % rate if needed for a service charge to be automatically calculated for all items in the Group.
- **Occupancy 2 Rate:** Optional- add a % tax rate if needed for a service charge to be automatically calculated for all items in the Group.
- **Tax Rate:**
- **Sort:** Indicate a Sort # to order your list in the drop-down menu in Add a Charge drop-down list, as well as the order an [Add-on Item](#) will list when viewed by a Guest during [Self Check-in/out](#) if set to 'sell at checkin/out'. Thus, 1 comes before 2, 2 before 3, etc
- **Notes:** Optional
- **Extended Description:** Optional

Click **Save** when finished.

To Edit Inventory Item: Click on the Item Code and make changes. To add a new item click Add in the lower right-hand corner and fill out the fields.

In the example below, we are adding an Inventory Item for Ski Pass which is part of the Activities Inventory Group. The item costs the property \$55 and sells to the guest for \$62 and is subject to a \$0 Service Charge and 5% LDG Tax. It is set to Sell Online "No" which means it will not be shown on a Booking Engine but will be shown as an [Add-on Item](#) during [Self Check-in](#).

| | | | |
|------------------|--|----------------------|------------|
| Item Code: | CD | Group: | ACTIVITIES |
| Description: | Adult Day Ski Pass | Sell Online: | No |
| Sell: | 62 | Cost: | 55 |
| Unit: | | Online Deposit: | No Deposit |
| Sell at Checkin: | Yes | Sell at Checkout: | No |
| LDG Rate: | 5 | Service Charge Rate: | 0 |
| | | Sort: | |
| Notes: | One Day Ski Ticket | | |
| Extended Desc: | One Day Adult Ski Ticket valid for any day of your stay. | | |