## SETTING PAR LEVELS

The Inventory Management Module of NCR Console allows users with the proper access to set part levels for inventory items. Par levels indicate your minimum required and maximum needed amounts for inventory to help you control costs, and stock properly. To set par levels:

- 1. Log into NCR Console, go to the Store tab and click Product
- 2. Click Inventory
- 3. Click Inventory Tools



## 4. Click Manage Inventory



- 5. Click the Raw Ingredients folder to the left of the screen to expand the category
- 6. Click a subcategory
- 7. Click an item within the subcategory

My Inventory	Category : Bread (Options)			
Raw Ingredients	Item	Theoretical On Hand		
- Bag - Bread - Carton/Can - Dairy	hamburger bun	799.65 24 Case hamburger bu	View History	
	hot dog bun	199.91 24 Case hot dog bun	View History	
Meat	onion ring batter	0.00 1 gal onion ring bat	View History	
Package	pizza dough	499.89 24 Case pizza dough	View History	
- 🍯 Retail - Baby	strip batter	398.41 1 gal strip batter	View History	
- Sauce - Seasoning - Seasonin	Tortilla	1,199.88 8 Each Tortilla	View History	

8. Click Edit Item Information

n Information ———			
Name:	hamburger bun	Cost:	
Category:	Bread	Price:	
Description:		Unit Type:	24 Case hamburger bun
SKU:		Theoretical On Hand:	799.65
Model Number:		Minimum Quantity:	
Manufacturer:		Maximum Quantity:	
Vendor:		Taxable:	No
Vendor Product Name:		Discontinued:	No
Vendor Product ID:		Identified on the POS as:	

9. Enter **Minimum Quantity** and **Maximum Quantity.** Keep in mind that the quantity is based off the default unit type that is selected

Item Information		Recipe		
Category: Bread [ Change ]				
Name (Required):	Print			
hamburger bun	Price:			
Description:	Unit	Type (Required)		
	24 (	Case hamburge	r bun 🔻	
	Minir	num Quantity:		
SKU:	p			
	10	mum Quantity.		
Model Number:	Taxa	ble:		
	No	•		
Manufacturer:	Disc	ontinued:		
Vendor	Ident	· ified on the PO	S as:	
Select a vendor V		Catagory	l te m	
Vendor Product Name:		Category	2	
		f	1	
Vendor Product ID:		ADMISSION	Admission (12 & UNDER)	
		ADMISSION	Admission (ADULT)	
		ADMISSION	Admission (SENIORS)	
		ADMISSION	Admission (YOUTH)	
		ADMISSION	Adult Pass	
		ADMISSION	BackStage Pass Adult	
		ADMISSION	BackStage Pass Child	

## 10. Click Save

11. You will be redirected to the **Item Information** screen. Click **Go Back** to go back to the **Inventory Management** screen

em: hamburger bun 🤇	D.		P Go Ba	ick 🌼 More Opti
tem Information ———				
Name:	hamburger bun	Cost:		
Category:	Bread	Price:		
Description:		Unit Type:	24 Case hamburger bun	
SKU:		Theoretical On Hand:	799.65	
Model Number:		Minimum Quantity:	5.00	
Manufacturer:		Maximum Quantity:	10.00	
Vendor:		Taxable:	No	
Vendor Product Name:		Discontinued:	No	
Vendor Product ID:		Identified on the POS as:		
			Edit I	tem Information 🕨
lecipe		Mark Arrows		
		NOL Applicable		
				Edit Recipe 📦

12. Repeat this process for all items you want to apply par levels to

Once set, par levels will be visible in:

- o Add Inventory
- o Take Inventory
- Inventory on Hand Report
- Par Level Report