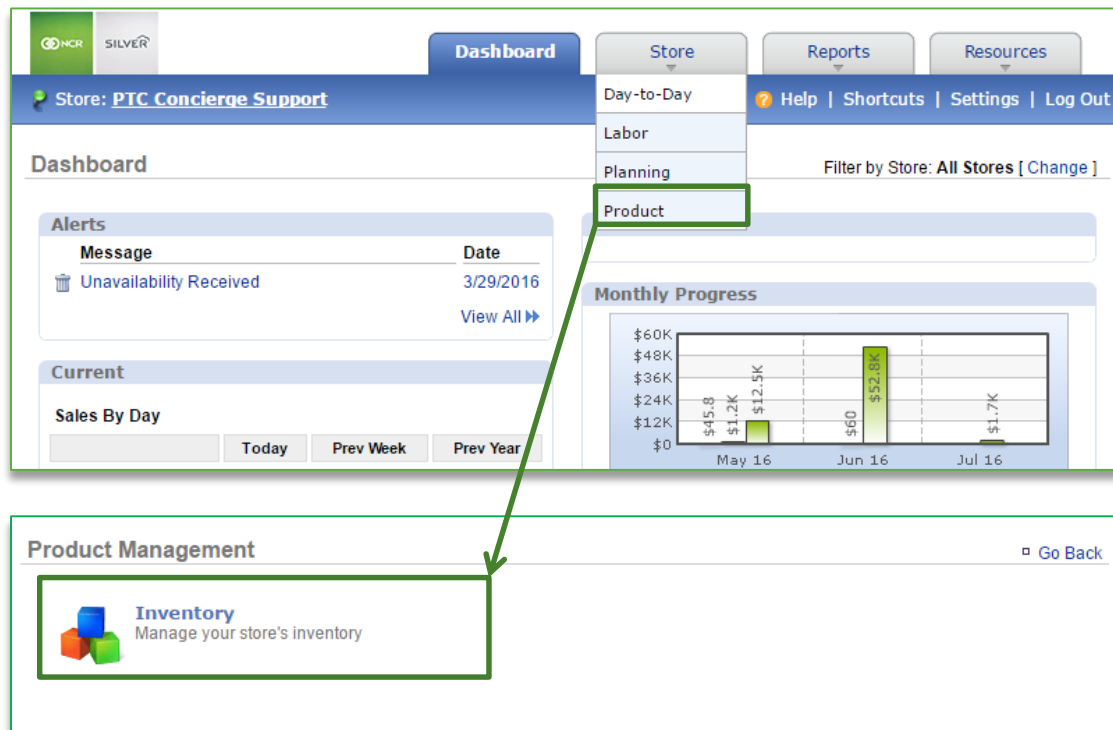


## ADDING INVENTORY IN NCR CONSOLE

The NCR Console Inventory management module makes it easy to track the details of incoming inventory. The detail allows you to make more informed decisions when managing costs, tracking inventory and receiving new ingredient or item deliveries.

To add inventory, you will need to navigate to the **Product Management** module and click **Inventory**.



## TO ADD INVENTORY

1. Click **Add Inventory**
2. Click the calendar icon to the right of **As of** to select the date and enter the time of the delivery
  - a. It's important the date you enter reflects the date that you **actually received the delivery** of ingredients/goods (even if it is not the date that you are adding inventory to the system)
  - b. Inventory should always be entered in the sequence of events it occurred
3. Enter quantity of all items received
4. Select the unit size of each item received
5. Adjust the unit cost for each item received
  - a. The unit cost should always reflect the unit size that is shown

- i. For example, if one case containing 100 gadgets costs \$100, each gadget costs \$1. The unit size for a case should be **Case** and the **Unit Cost** should be \$100. However, if you change the unit size to **Each** the unit cost should be changed to \$1 so that the totals correctly calculate costs. See additional details in the below reminder



#### IMPORTANT REMINDERS ABOUT ADDING OR CORRECTING INVENTORY

The default UNIT shown (typically a case size) will always reflect the *largest unit of measure* for that item. The **UNIT COST** is always associated on the largest unit of measure for that item. If you change the **UNIT**, you must also change the **UNIT COST**.

For example:


Item	Units	Unit Cost
Item A	Case (10 packs of 100)	Unit Cost: \$100 <i>per case</i>
	Pack of 100	Unit Cost: \$10 <i>per pack</i>
	Each	Unit Cost: \$0.10 <i>per item</i>

When Adding Inventory, use the invoice you received with your order as your point of reference. Enter the quantity and unit cost shown on the invoice for what you received. The invoice total should match the inventory total; excluding tax, shipping charges and/or items that are not part of the inventory shown on CimpleBox. Make sure your totals match before clicking Finalize.

#### 6. Click Next

### Add Inventory

Go Back More Options

As of: 8/8/2016  1 28 AM

Category : Beverage

	Item	Min Qty	Max Qty	Quantity	Units	Unit Cost
<a href="#">Hide</a>	Coffee Regular Gold			+/- <input type="text"/>	Case 64ct (cs) ▼	<input type="text" value="50.00"/>
<a href="#">Hide</a>	Freestyle Diet Sweetener			+/- <input type="text"/>	Container 2.5gal (cntr) ▼	<input type="text" value="80.25"/>
<a href="#">Hide</a>	Freestyle Sweetener			+/- <input type="text"/>	Container 5gal (cntr) ▼	<input type="text" value="19.51"/>
<a href="#">Hide</a>	Syrup Fruit Punch (3gal)			+/- <input type="text"/>	Container 3gal (cntr) ▼	<input type="text" value="41.85"/>
<a href="#">Hide</a>	Syrup Fruit Punch (5gal)			+/- <input type="text"/>	Container 5gal (cntr) ▼	<input type="text" value="67.45"/>
<a href="#">Hide</a>	Syrup Lemonade Pink BIB			+/- <input type="text"/>	BIB 3gal (bib) ▼	<input type="text" value="41.85"/>
<a href="#">Hide</a>	Syrup Mountain Dew			+/- <input type="text"/>	BIB 5gal (bib) ▼	<input type="text" value="67.45"/>
<a href="#">Hide</a>	Syrup Mountain Dew Diet			+/- <input type="text"/>	BIB 3gal (bib) ▼	<input type="text" value="41.85"/>

Category : **Test Items**

	Item	Min Qty	Max Qty	Quantity	Units	Unit Cost
<a href="#">Hide</a>	Bun Hamburger GF Clssc 3.2oz			+/- <input type="text"/>	Case 24ct (cs) ▼	23.60
<a href="#">Hide</a>	Mushroom Slicd Thin 1/4in			+/- <input type="text"/>	Container 10lb (cntr) ▼	19.66

7. A summary of your add will be reflected in a floating window
8. Click **Finalize**

**Add Inventory Summary**

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Effective Date: 8/8/2016 1:28 AM

Total Items: 7

Invoice Total: \$761.06

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