

Purchased Item Record

Mar 09, 2022 07:45

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Item
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General	Inventory Cost	Purchasing	Item Category	U Of M Equivalence	Transactions	Recipes On	Vendor Items	Item Locations
Name * <input type="text"/> Type * <input type="text" value="Purchased"/> Measure Type * <input type="text" value="Each"/> Number (optional) <input type="text"/> Description <input type="text"/> <input type="button" value="Select Recipe Image"/> <input type="button" value="Upload File"/>								
					Active <input checked="" type="checkbox"/> Actual as Theoretical <input type="checkbox"/> Commissary Item <input type="checkbox"/> Available in AR Invoice <input type="checkbox"/> Catering Item <input type="checkbox"/>			

Purchased Items, along with **Recipe Items** (<https://help.restaurant365.net/en/support/solutions/articles/12000039240-recipe-costing>), and **Sales Items** (<https://help.restaurant365.net/en/support/solutions/articles/12000038981-sales-item-record>), make up your Inventory in R365. Extra care should be paid when creating these various Inventory Items as they will have a lasting financial impact through the **Stock Count** (<https://help.restaurant365.net/en/support/solutions/articles/12000039203-stock-count-overview>), and **Menu Item to Recipe Assignments** (<https://help.restaurant365.net/en/support/solutions/articles/12000039229-menu-items-menu-item-links>). The R365 Ops Team is available to work with you as you setup your initial Inventory Database in R365.

We recommend that you create an individual Item Record for each Inventory Item you use in your Restaurants. Items may include Ingredients, Spices, Supplies, Paper, Packaging etc. Once an Item has been created, it can be counted on **Stock Counts** (<https://help.restaurant365.net/en/support/solutions/articles/12000039203-stock-count-overview>), used as Ingredients in **Recipes** (<https://help.restaurant365.net/en/support/solutions/articles/12000039240-recipe-costing>), and reported on in **My Reports** (<https://help.restaurant365.net/en/support/solutions/articles/12000039273-my-reports-using-my-reports->).

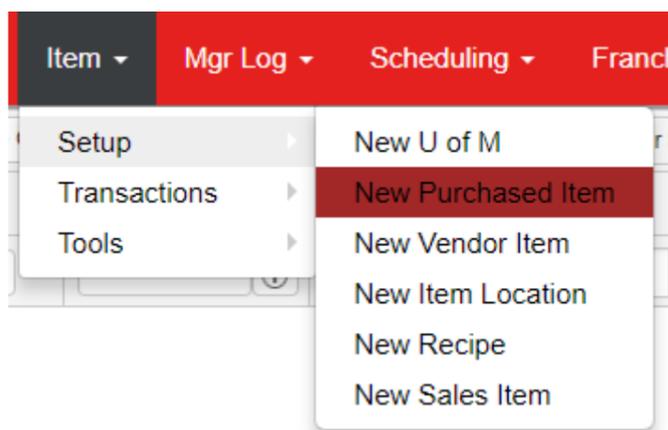
This article will detail each component of the *Purchased Item record*. Click here to learn more about **Item Costing in R365** (<https://help.restaurant365.net/en/support/solutions/articles/12000039197-item-costing>), and how you can get the most out of this powerful feature in the R365 Operations Module. If there is an outlier in your Item Location Pricing, click here to view **how to update costs** to reflect a more normal cost.

Want to learn Purchased Item best practices? View this **training article** (<https://help.restaurant365.net/en/support/solutions/articles/12000083230>).

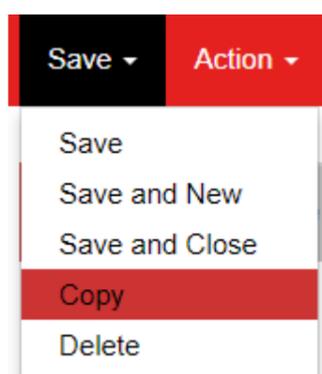
Create a Purchased Item

Purchased Items can be created using the following methods in R365:

- **Manually** - Hover over the 'Item' menu in the top ribbon, then the 'Setup' sub-menu and select 'New Purchased Item'

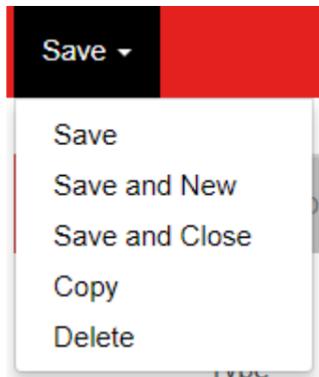


- **Copying from an existing Purchased Item** - Use the 'Copy' option found on the 'Save' menu of an existing Purchased Item



- **Via the Import Tool** (<https://help.restaurant365.net/en/support/solutions/articles/12000039158-import-tool>) - Items can be added to a template and imported into R365 in bulk

Save & Copy Options



As you work on your Purchased Item records, be sure to Save periodically to protect your data. The three save options are the standard save options throughout R365.

In addition to saving, you can use the 'Copy' feature to create a duplicate of the existing Purchased Item record in a new tab. Copied Purchased Items will prepend '[COPY]' to the Purchased Item Name as shown above.

All relevant Purchased Item information will be copied over to the new record; however, the following information will not be copied:

- Vendor Items
- Recipes On
- Item Locations
- Transactions

General Tab

1) Name - Enter the Name for the Purchased Item as it will appear throughout R365. Purchased Item Names must be unique

2) Type - This value is read-only and cannot be modified. It identifies the Item as a Purchased Item

3) Measure Type - This will identify the manner in which this item is measured throughout the system (Vendor Items, Item Locations, Recipe, and Inventory Transactions). Once set, Units of Measure can then be assigned. Ensure that the Measure Type is entered correctly because once the Item record is saved, the Measure Type will be locked and unchangeable. However, copying this item record will enable the Measure Type to be editable.

These types include:

- Weight
- Volume
- Each

- **Note:** To connect different Measure Types, you must set an equivalency since equivalencies will not be automatically created

4) Number (optional) - Enter a Number value for the Purchased Item. This value can be useful for filtering and sorting purposed in the 'Items' list. All alphanumeric characters are accepted in this field

5) Description - Enter a description for the Purchased Item. Similar to 'Number', this value is available on the 'Items' list

6) Active Checkbox - This box is checked by Default and indicates that this Purchased Item is Active in R365 and can be selected on AP Invoices, and counted on Stock Counts. When an Item is discontinued, uncheck this box to remove the Item from Item Selectors throughout R365

7) Actual as Theoretical Checkbox - Check this box to us the Actual Usage for this Item in place of the Theoretical Usage (via Recipes mapped to Menu Items) on the **AvT Report** (<https://help.restaurant365.net/en/support/solutions/articles/12000043210--actual-vs-theoretical-analysis-troubleshooting-variances>).

8) Commissary Item Checkbox - Check this box if this Purchased Item will also be available for ordering on a **Commissary Order** (<https://help.restaurant365.net/en/support/solutions/articles/12000039067-commissary-commissary-orders>) in the **Commissary Feature** (<https://help.restaurant365.net/en/support/solutions/articles/12000039068-commissary-overview-security>). When Checked, the 'Sales' tab will appear on the Purchased Item record. Click here for more information on how to setup **Purchased Items as Commissary Items** (<https://help.restaurant365.net/en/support/solutions/articles/12000039064-commissary-items>).

9) Available in AR Invoice - Check this box if this Purchased Item will also be available as a Sales Item on the **AR Invoice** (<https://help.restaurant365.net/en/support/solutions/articles/12000038984-ar-invoice>). When Checked, the 'Sales' tab will appear on the Purchased Item record. Click here for more information on how to setup **Purchased Items as Sales Items** (<https://help.restaurant365.net/en/support/solutions/articles/12000038981-sales-item-record>).

10) Catering Item Checkbox - Check this box if this Purchased Item will also be available for sale on Catering Menus in the **Catering Module** (<http://help.restaurant365.net/support/solutions/articles/12000038874-catering-overview-security>). When checked, the 'Catering' tab will appear on the Purchased Item record. Click here for more information on how to setup **Purchased Items as Catering Items** (<https://help.restaurant365.net/en/support/solutions/articles/12000038901-catering-items>).

11) Select Recipe Image Button - This button is not applicable to Purchased Items and is only used on Recipe Items

12) Upload File Button - Attach a file to the Purchased Item record using this button

Inventory Cost Tab

General	Inventory Cost	Purchasing	U Of M Equivalence	Transactions	Recipes On	Vendor Items	Item Locations		
1	Item Category 1	Select Category 1		4	Inventory U of M	Select Unit of Measure	8	Cost Account	Select Account
2	Item Category 2	Select Category 2		5	Inventory Cost	0	9	Inventory Account	Select Account
3	Item Category 3	Select Category 3		6	Count U of M 2	Select Count Unit of Measure 2	10	Waste Account	Select Account
				7	Count U of M 3	Select Count Unit of Measure 3	11	Key Item	<input type="checkbox"/>

Item Cost

12 ■ Cost

1) Item Category 1 - Enter an Item Category 1 for the Purchased Item. This should be the main category, such as 'Food'. Click here fore more information on [Item Categories](https://help.restaurant365.net/en/support/solutions/articles/12000039196-item-categories) (<https://help.restaurant365.net/en/support/solutions/articles/12000039196-item-categories>)

2) Item Category 2 - Enter an Item Category 2 for the Purchased Item. This should be the secondary category within the main Category (Category 1), such as 'Meat'. Click here fore more information on [Item Categories](https://help.restaurant365.net/en/support/solutions/articles/12000039196-item-categories) (<https://help.restaurant365.net/en/support/solutions/articles/12000039196-item-categories>)

3) Item Category 3 - Enter an Item Category 3 for the Purchased Item. These Categories are used infrequently but can represent the more detailed type within the Category 2, such as 'Beef'. Click here fore more information on [Item Categories](https://help.restaurant365.net/en/support/solutions/articles/12000039196-item-categories) (<https://help.restaurant365.net/en/support/solutions/articles/12000039196-item-categories>)

4) Inventory U of M* - Select the Primary Reporting U of M for the Purchased Item. Click here for more information on [U of Ms](https://help.restaurant365.net/en/support/solutions/articles/12000039182-unit-of-measure) (<https://help.restaurant365.net/en/support/solutions/articles/12000039182-unit-of-measure>)

5) Inventory Cost - this field will contain the Cost associated with the Inventory U of M and will be updated based on the Cost Update Method set on the 'Purchasing' tab

6) Count U of M 2 - Set a secondary Count U of M for the Purchased Item. Additional count units of measure allows you to count by multiple U of M during a **Stock Count** (<https://help.restaurant365.net/en/support/solutions/articles/12000039203-stock-count-overview>).

7) Count U of M 3 - Set a tertiary Count U of M for the Purchased Item. Additional count units of measure allows you to count by multiple U of M during a **Stock Count** (<https://help.restaurant365.net/en/support/solutions/articles/12000039203-stock-count-overview>).

8) Cost Account* - Select the GL Account where the Costs associated with this Purchased Item will be recorded (on AP Invoices, Stock Count Inventory Adjustments etc.)

9) Inventory Account* - Select the GL Account where the Inventory Asset Value associated with this Purchased Item will be recorded (on AP Invoices, Stock Count Inventory Adjustments etc.)

10) Waste Account - Select the GL Account that you want to Debit upon entering a **Waste Log** (<https://help.restaurant365.net/en/support/solutions/articles/12000039191-entering-a-waste-log>).

11) Key Items - Check this box if this Purchased Item is considered a 'Key Item'. Key Items can be set on various Inventory reports to more quickly review the key / strategic inventory items

12) Item Cost Graph - As this Purchased Item is purchased over time, this graph will display each the price at time of purchase in a running line

Purchasing Tab

General	Inventory Cost	Purchasing	U Of M Equivalence	Transactions	Recipes On	Vendor Items	Item Locations	
1	Default Purchase U of M *	Select Unit of Measure		3	Par Qty		5	Yield Percent
2	Cost Update Method	Last Invoice		4	Brand			

1) Default Purchase U of M - This is the default Unit of Measure for this Purchased Item and will automatically appear each time the Item is selected. It represents the most common way the Item is received

2) Cost Update Method - This method calculates the Inventory Cost value for each item and populates that value on the 'Inventory Cost' tab. Click here to learn more about the below **Cost Update Methods** (<https://help.restaurant365.net/en/support/solutions/articles/12000083377>), which include:

- **Weighted Average (Last Count)** - R365 will use the item cost from the last approved Inventory Count and all subsequent approved costing transactions, which include Invoices, Item Transfers (Receiving Location only), and Commissary Fulfillments (Receiving Location only), for calculating an item's weighted average. Click here to learn more about **Weighted Average** (<https://help.restaurant365.net/en/support/solutions/articles/12000078081>)
 - **Note:** Transaction line items with \$0 or a negative quantity will be excluded
- **Weighted Average (Last 3)** - R365 will use the item cost from the last three days of approved costing transactions, which include Invoices, Commissary Fulfillments (Receiving Location only), and Item Transfers (Receiving Location only). These costs will be taken from the unit cost of the transaction line items and calculated as a weighted average. Click here to learn more about **Weighted Average** (<https://help.restaurant365.net/en/support/solutions/articles/12000078081>)
 - **Note:** Transaction line items with \$0 or a negative quantity will be excluded
- **Last Invoice** - R365 will use the item cost from the last approved costing transaction, which includes invoices, commissary fulfillments, and item transfers. If more than one transaction was approved on the same day, the item cost will be calculated as a weighted average. Click here to learn more about **Weighted Average** (<https://help.restaurant365.net/en/support/solutions/articles/12000078081>)
 - **Note:** Transaction line items with \$0 or a negative quantity will be excluded
- **Manual** - No Cost updates will be made by R365. The Inventory Cost value must be manually updated. This option is rarely used

3) Par Qty - Currently Informational Only

4) Brand - Currently Informational Only

5) Yield Percent - This value is currently a placeholder for future development for using Recipes and Reporting

U of M Equivalence Tab

General	Inventory Cost	Purchasing	U Of M Equivalence	Transactions	Recipes On	Vendor Items	Item Locations
XX Weight = XX Volume = XX Each							
Weight Qty	<input type="text"/>	=	Volume Qty	<input type="text"/>	=	Each Qty	<input type="text"/>
Weight U of M	Select Unit of Mea: <input type="text"/>		Volume U of M	Select Unit of Mea: <input type="text"/>		Each U of M	Select Unit of Measure <input type="text"/>

This tab is where a UofM can be related across Measure Types. It is important to note that this tab will prepopulate with the Inventory UofM or Purchase UofM depending on which is selected first. If any information is cleared out of this tab, this will cause issues within the system. Click here for more information on **U of M Equivalencies** (<http://help.restaurant365.net/support/solutions/articles/12000039183-unit-of-measure-equivalence>).

Transactions Tab

General	Inventory Cost	Purchasing	U Of M Equivalence	Transactions	Recipes On	Vendor Items	Item Locations	
Transaction Type	Number	Date	Company	Unit Of Measure	Quantity	Each Amo...	Total	Location Name
No items to display								

This tab will contain each of the Transactions (AP Invoice, AP Credit Memo, Stock Count etc.) where this Item has appeared in the past year. To view transactions beyond the past year, run the **Receiving by Purchased Item** (<https://help.restaurant365.net/en/support/solutions/articles/12000059533>) report and/or utilize **Ad Hoc Reports** (<https://help.restaurant365.net/en/support/solutions/articles/12000039085>).

Recipes On Tab

General	Inventory Cost	Purchasing	U Of M Equivalence	Transactions	Recipes On	Vendor Items	Item Locations
Recipe		Comment		Qty		U of M	
No items to display							

If this Item is included on a Recipe as an Ingredient, that Recipe will be listed here. For your core ingredients, this list will be a quick look at all of the Recipes that depend on this Item.

Vendor Items Tab

General	Inventory Cost	Purchasing	U Of M Equivalence	Transactions	Recipes On	Vendor Items	Item Locations	
Vendor		Purchasing U of M		Split U of M		Vendor Item Name	Vendor Item Number	Primary
No items to display								

This tab will contain a link to each of the Vendors Items that has been created for the Item. Depending on the Vendor, the Vendor Item can have it's own Purchase U of M and Split U of M. Vendor Items can also be marked as Primary in this tab so that Purchase Orders can be filtered and regulated based on the items marked as primary. This checkbox also exists on the [Vendor Item Record](https://help.restaurant365.net/en/support/solutions/articles/12000039209-vendor-item-record) (<https://help.restaurant365.net/en/support/solutions/articles/12000039209-vendor-item-record>).

Item Locations Tab

General	Inventory Cost	Purchasing	U Of M Equivalence	Transactions	Recipes On	Vendor Items	Item Locations
Create for All Locations <input type="checkbox"/>							
Location		Inv Cost		Inventory U of M		Par Qty	
No items to display							

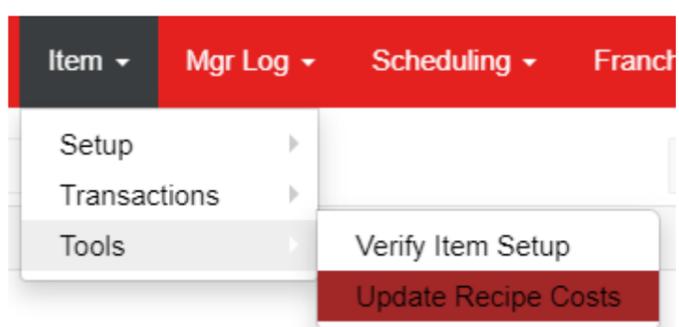
Item Locations exist to keep the Location Cost of an Item separate from the Location Cost of other Locations. Click here for more information on [Item Locations](https://help.restaurant365.net/en/support/solutions/articles/12000039198-item-locations) (<https://help.restaurant365.net/en/support/solutions/articles/12000039198-item-locations>).

If you do not have Item Locations for this Purchased Item, once the Purchased Item record has been saved return to the 'Item Locations' tab and click the 'Create for All Locations' toggle to automatically create an Item Location for each Location in R365.

- **Note:** This will create Item Locations for every Location record. The system will then default to listing the average inventory cost across all Locations. Therefore, you will have to manually delete any Item Locations that you do not want to utilize.

Review this tab to see each of the Item Locations for the Item as well as their most up-to-date cost (per AP Invoice entry, or manual update of Item Locations).

- **Note:** If there is an outlier in the Item Location Pricing that appears to be out of line with the others, adjust this amount to reflect a more normal cost and save the changes made. Then, run the 'Update Recipe Costs' function to update the costing of this item.



This article was updated and replaced on 2/27/2017. Click here to download the **previous version** (<http://restaurant365training.com/wp-content/uploads/2019/01/Purchased-Item-Record--Support-Center.pdf>).

* Denotes a required field.

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