

[Purchase Items](#) are the records that you will count and use as ingredients to recipes in R365. Take care when creating purchase items as they will have a lasting financial impact when inventoried. It is important to have one and only one purchase item record for each item used in your restaurants. Purchase items could include food, beverage, supplies, paper, smallwares, etc. One way to prevent duplicate purchase items is to name them with the best practice conventions detailed below.

NAMING BEST PRACTICES

- Use an ALL CAPS category name in front of items
- Omit pack size & brand names unless necessary (e.g. 12 oz vs 16 oz canned beer or brands of vodka)
- Avoid special characters (e.g. ?!"',.@#\$%^&*)

ALL CAPS CATEGORY NAME

The uppercase category in front of the item name is helpful for sorting, filtering, and determining if an item already exists. For example, filtering by "BEER BTL" will instantly display the current price of all bottled beer as well as list all existing items matching the text which will help you confirm that "Shiner Bock" is not in R365 yet and will need to be created. This is particularly helpful if there are misspellings, for instance, searching "Miller Light" would not return "Miller Lite" which is already set up and could potentially lead to a duplicate purchase item.



Name ▲	Cost	Inventory U of M
beer btl		
BEER BTL Angry Orchard Apple	\$1.42	CT
BEER BTL Bud Light	\$0.94	CT
BEER BTL Budweiser	\$0.94	CT
BEER BTL Coors Light	\$1.01	CT
BEER BTL Coppertail Unholy Trippel	\$1.42	CT
BEER BTL Corona Extra	\$1.36	CT
BEER BTL Corona Light	\$1.40	CT
BEER BTL Corona Premier	\$1.27	CT
BEER BTL Dogfish Head 90 Minute IPA	\$1.87	CT
BEER BTL Dos Equis	\$1.38	CT
BEER BTL Elysian Spacedust	\$1.57	CT
BEER BTL Founders Breakfast Stout	\$2.14	CT
BEER BTL Guinness Extra Stout	\$1.42	CT
BEER BTL Heineken	\$1.36	CT
BEER BTL Michelob Ultra	\$1.15	CT
BEER BTL Michelob Ultra Fruit Lime Ca...	\$1.22	CT
BEER BTL Michelob Ultra Pure Gold	\$1.30	CT
BEER BTL Miller Lite	\$1.01	CT
BEER BTL Modelo Especial	\$1.36	CT
BEER BTL O Douls	\$0.92	CT
BEER BTL Omission Pale Ale	\$1.37	CT
BEER BTL Samuel Adams Boston Lager	\$1.42	CT
BEER BTL Sierra Nevada Pale Ale	\$1.42	CT
BEER BTL Stella Artois	\$1.33	CT
BEER BTL Victory Golden Monkey	\$1.65	CT

OMIT PACK SIZE

Always picture the use of the item while creating new items and ask yourself, "Can I use Product A interchangeably with Product B, even though they come in different sized packages? If the answer is yes – then the item should be named the same.

Keeping pack sizes out of the item name helps prevent duplicates because you will not have a new item for each pack size. For example, if I buy Olive Oil by the gallon and the half gallon then I will still only need one purchased item since they are going to be used the same way in recipes. This happens frequently when vendors send substitute products.



Exception: items that are NOT used the same way such as bulk mayo vs mayo packets

OMIT BRAND NAME

Avoiding brand names prevents duplicates because you do not end up with extra items detailing each brand. For example, if you purchase both brands below of Shredded Cheddar depending on current case prices, if they can be used interchangeably as an ingredient, they should be named the same - CHEESE Cheddar Shredded.



CHEESE Cheddar Shredded

- Exception: items like liquors which are used and inventoried differently per brand



VODKA Titos



VODKA Dripping Springs