Oracle Hospitality CLOUD Inventory Management

(Formerly Micros myInventory Inventory Management Solution)

myInventory is an enterprise wide inventory management solution for mymicros.net customers. myInventory provides purchasing, receiving, stock management functionality, along with full recipe and product costing capabilities. Like mymicros.net, myInventory is hosted by MICROS and can be purchased as a traditional software license or ASP subscription service.

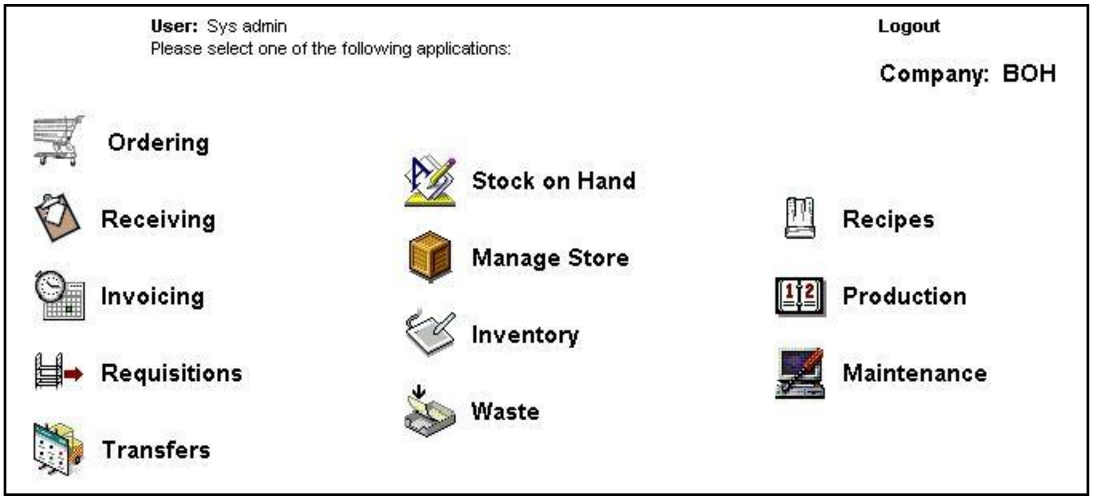
Integrated Systems and Target Market
The myInventory application is fully integrated with mymicros.net and is supported via data integration with the MICROS e7, RES (3700) and 9700 systems. myInventory is capable of serving multiple hospitality and retail market verticals, including: table service, quick casual, quick service hotels and casinos, hospitals and corporate dining.

Overview

myInventory is a browser-based application that is part of the mymicros.net Enterprise product line. Like mymicros.net, there is limited installation at the store level. myInventory is an enterprise solution, providing tools for the daily tasks associated with managing in-store and company-wide inventories. myInventory provides cumulative, daily, and ad hoc reporting related to ordering, receiving, waste, inventory counts, and more. Reports are provided by items, vendor, store, and enterprise.

myInventory gives unit and corporate level operators a comprehensive application for managing and controlling the business processes of Vendor Bids, Ordering, Receiving, Invoice Approval and Reconciliation, and Inventory. Based on menu item sales the application calculates product usage and depletes values from stock oh hand, waste, transfers, and actual inventory.

Main Screen



Main Screen Selections

Ordering	Place new orders to vendors, checking on existing orders, and creating order lists.
Receiving:	Acknowledge receipt of goods
Invoicing:	Authorize invoices for payment
Requisitions:	Request inventory items from other cost centers
Transfers:	Transfer product out to another location or to acknowledge receipt of goods in from a location
Stock on Hand:	Display quantity and dollar value of inventory
Manage Store:	Setup various parameters for pars and automated order calculations
Inventory:	Create and manage inventory count sheets
Waste:	Enter quantities for spoilage, breakage, cooking mistakes, etc.
Recipes:	View recipe specifications, serving instructions, preparation instructions, recipes costs and images
Production:	Reflects the inventory stock levels of ingredients used in manufactured goods (production items) such as baked goods, soup, etc.
Maintenance:	Used for general system maintenance such as vendor administration, managing lists and parameters for automated ordering, etc.

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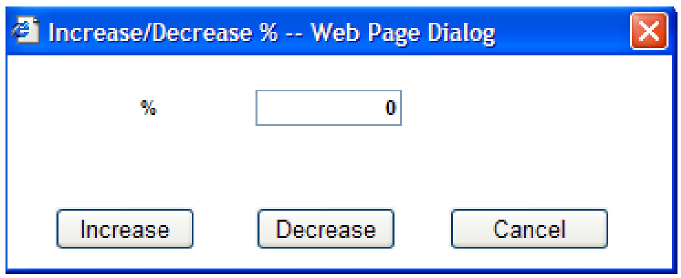
Ordering Module

Ordering Module:

<u>Delivery Date Field</u>
'Delivery Date' column in the 'Ordering' overview screen displays the actual delivery date.

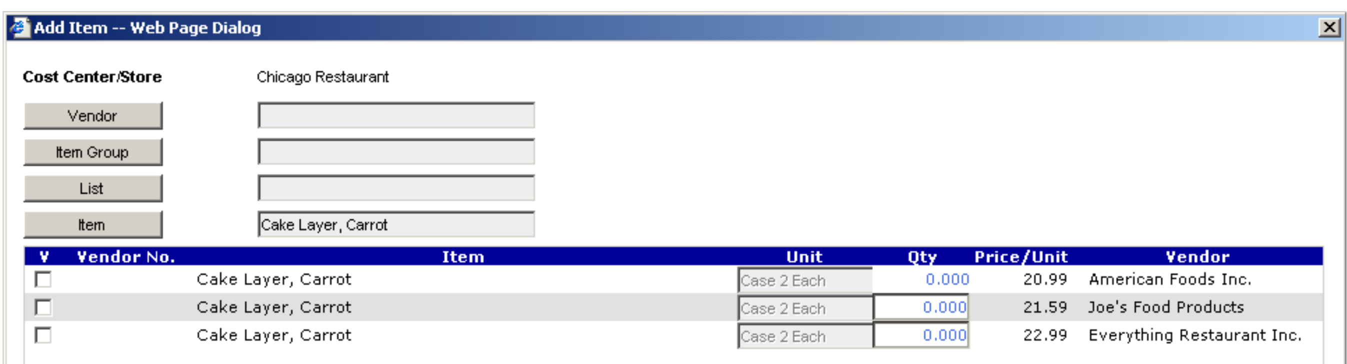
<u>Increase Decrease Order By Percentage (%)</u>
When utilizing the suggestion ordering option, and an order already contains a suggested order quantity, you can increase or decrease the suggested order quantity by a percentage. Select '+/- Order Qty' button from command buttons along bottom of Ordering Screen.

After selecting '+/- Order Qty' on the following dialog box appears:



<u>Order By Item</u>
This feature allows ordering of items without having to first enter a vendor. This is extremely helpful when the same product is supplied by multiple vendors. Now items can be displayed on the ordering screen along with their prices and vendors to make order selection easier.

To use this new feature, bypass 'Vendor' and enter either an Item Group or Item to be ordered. All items are displayed along with the Vendor. Make the appropriate entries then Book the order.

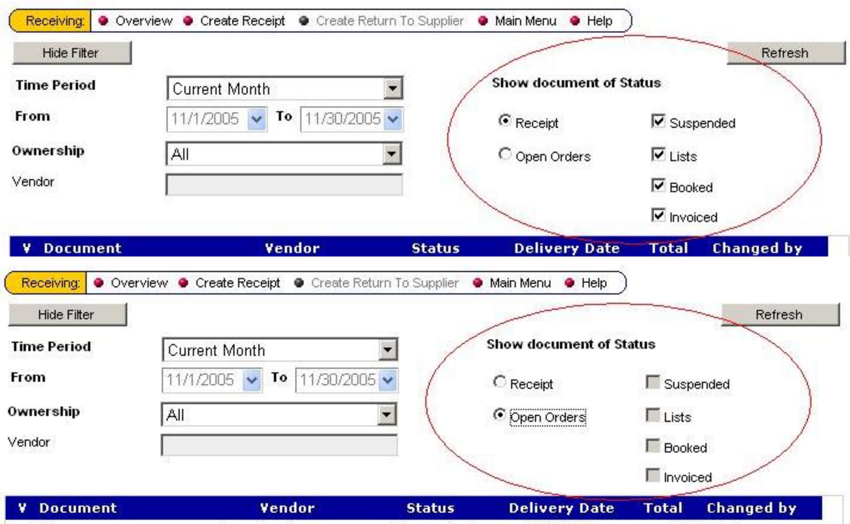


Receiving Module

Receiving Module:

<u>Filter Display</u>

Filters in the 'Receiving' overview screen are 'Receipt' and 'Open Orders'. When selecting 'Receipt', filters 'Suspended', 'Lists', 'Booked', and 'Invoiced' are available. When selecting 'Open Orders', no additional filters are available. The filters in the 'Receiving' overview screen are 'Receipt' and 'Open Orders'. If the user selects 'Receipt', the filters 'Suspended', 'Lists', 'Booked', and 'Invoiced' are available. If you select 'Open Orders', no additional filters are available



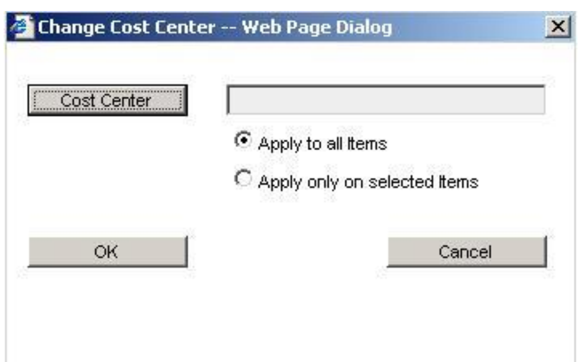
Receiving Module (Cont'd):

<u>Change Cost Center Button</u>

This feature is used when an order placed in the 'Ordering' module is for a 'Location' or a single 'Cost Center' and needs to be allocated out to multiple 'Cost Centers'.

¥	Item No.	Item	Unit	Qty	Price	Discount[%]	Total	Delivery Loc
☐		Beer Drft, Miller Lite	Half Keg	12.000	48.00	0.00	576.00	Miami Bar
☐		Beer Drft, Petes	Half Keg	1.000	36.00	0.00	36.00	Miami Bar
☐		Beer Drft, Sam Adams	Half Keg	2.000	25.00	0.00	50.00	Miami Bar
☐		Beer, Amstel	Case 24 Btl 12...	3.000	20.49	0.00	61.47	Miami Bar
☐		Beer, Bass	Case 24 Btl 12...	1.000	21.00	0.00	21.00	Miami Bar
☐		Beer, Bud	Case 24 Btl 12...	1.000	15.00	0.00	15.00	Miami Bar
☐		Beer, Bud Light	Case 24 Btl 12...	2.000	15.49	0.00	30.98	Miami Bar
☐		Beer, Coors Lt	Case 24 Btl 12...	3.000	15.00	0.00	45.00	Miami Bar
☐		Beer, Corona	Case 24 Btl 12...	4.000	23.00	0.00	92.00	Miami Bar
☐		Beer, Heineken	Case 24 Btl 12...	1.000	25.00	0.00	25.00	Miami Bar
☐		Beer, Ice House	Case 24 Btl 12...	34.000	15.00	0.00	510.00	Miami Bar
☐		Beer, Killians	Case 24 Btl 12...	3.000	18.00	0.00	54.00	Miami Bar
☐		Beer, MGD	Case 24 Btl 12...	2.000	15.00	0.00	30.00	Miami Bar
☐		Beer, Miller Lite	Case 24 Btl 12...	1.000	15.00	0.00	15.00	Miami Bar
☐		Beer, Odouls	Case 24 Btl 12...	3.000	13.29	0.00	39.87	Miami Bar
			Total				1,777.32	

When creating a receipt, you are allowed one 'Cost Center' rather than a 'Location'. With this new feature, multiple 'Cost Centers' can be charged within a single receipt. Select the check box to the left of the item then click the 'Change Cost Center'. Once you click the button, a pop-up window appears prompting for a 'Cost Center' to be entered. The 'Cost Center' can be applied to all items or just the selected items.



This feature is intended for use by Regional Managers/System Administrators who have the ability to order and receive for multiple 'Cost Centers'.

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Receiving Module (Cont'd):

Booking Receipts

When booking a receipt a dialog box appears with two options: 'Close Purchase Order' or 'Book delivery note as Invoice'. Depending on user rights, the person booking the receipt will be able to select one of the two options.

When 'Close Purchase Order' is selected, the receipt appears in the 'Receiving' overview screen under 'Receipts' with a status of 'Booked'. It also appears in the 'Invoicing' module with a status of 'Receipt'. If 'Close Purchase Order' is not selected the Purchase Order remains open. This feature is used when partial orders have been received and the Purchase Order must remain open to receive the balance of the delivery at a later date.

If 'Book delivery note as invoice' is selected, the receipt appears in the 'Receiving' overview screen under 'Receipts' with a status of 'Invoiced'. It also appears in the 'Invoicing' module with a status of 'Approved'.

Note: Clicking on the document ID displays the purchase order in a printable format. To create a receipt, select the checkbox to the left of the document ID of the order to be received. Next, select Create Receipt from the toolbar at the top of the Overview window to proceed.

Calculate Button

A calculate button was added to the bottom of the 'Receiving' screen, used to calculate and update totals for prices. Once amounts are added into the 'Qty' column, press the 'Calculate' button and both the 'Net' column and the 'Total' at the bottom of the screen will update with prices based on 'Qty'. If the 'Calculate' button is not pressed, both 'Net' and 'Total' will show zero values.

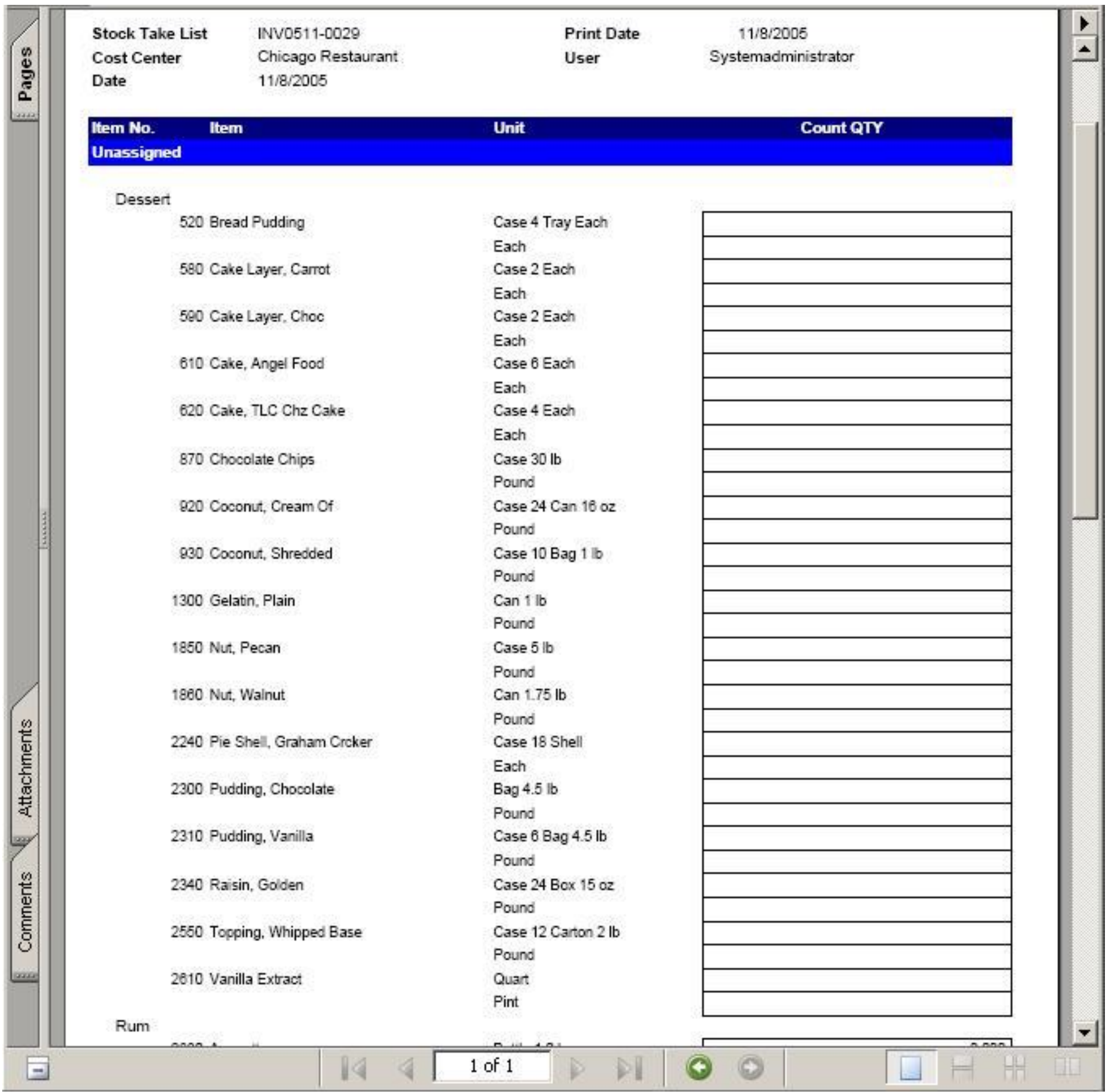
Note: It is not necessary to "re-calculate" prior to booking a receipt. When booking a receipt all changes and calculations are automatically performed.

Inventory Module

Inventory Module:

<u>New Inventory Count Sheet</u>

Count sheets are now printed in .pdf format. Once an inventory count is created and opened, count sheet can be printed by clicking 'Print Count' on the top menu bar.



Stock Take List	INV0511-0029	**Print Date**	11/8/2005
Cost Center	Chicago Restaurant	**User**	Systemadministrator
Date	11/8/2005		

Item No.	Item	Unit	Count QTY
Unassigned			
Dessert			
520	Bread Pudding	Case 4 Tray Each	
		Each	
580	Cake Layer, Carrot	Case 2 Each	
		Each	
590	Cake Layer, Choc	Case 2 Each	
		Each	
610	Cake, Angel Food	Case 6 Each	
		Each	
620	Cake, TLC Chz Cake	Case 4 Each	
		Each	
870	Chocolate Chips	Case 30 lb	
		Pound	
920	Coconut, Cream Of	Case 24 Can 16 oz	
		Pound	
930	Coconut, Shredded	Case 10 Bag 1 lb	
		Pound	
1300	Gelatin, Plain	Can 1 lb	
		Pound	
1850	Nut, Pecan	Case 5 lb	
		Pound	
1860	Nut, Walnut	Can 1.75 lb	
		Pound	
2240	Pie Shell, Graham Crcker	Case 18 Shell	
		Each	
2300	Pudding, Chocolate	Bag 4.5 lb	
		Pound	
2310	Pudding, Vanilla	Case 6 Bag 4.5 lb	
		Pound	
2340	Raisin, Golden	Case 24 Box 15 oz	
		Pound	
2550	Topping, Whipped Base	Case 12 Carton 2 lb	
		Pound	
2610	Vanilla Extract	Quart	
		Pint	
Rum			

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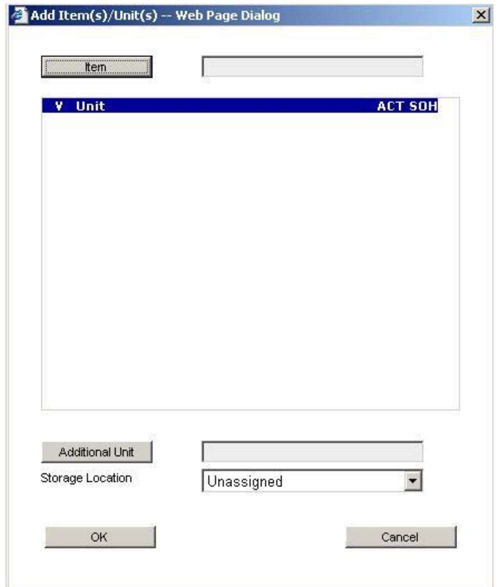
Inventory Module: (Cont'd)

Adding Item(s) Or Unit(s) To A Current Count Sheet

Items and/or Units can be added to an existing Count Sheet. Select the Count ID of the Count Sheets to be modified. After the Count Sheet loads the new button 'Add Item(s)/Unit(s)' displays at the lower left corner of the screen. After selecting 'Add Item(s)/Unit(s)' option a dialog box appears:



Selecting 'Item' displays a list of items that can be added to the Count Sheet. If an additional unit of measure is required first select the item, the select the unit of measure. The final step is to assign a storage location. If multiple storage locations are needed they must be assigned through the 'Manage Store' module.

After adding the item(s) or unit(s), notice they do not automatically appear in the count. Click on the 'Refresh' button to update/display your changes

Production Module

Production Module:

<u>Overview</u>
This feature is used to properly reflect the inventory stock levels of ingredients used in manufactured goods (production items) such as baked goods, soups, etc. As items are "manufactured", ingredients take on a new form and can no longer be easily inventoried in their raw state. The Production module allows raw products to deplete from stock on-hand levels, without lowering inventory value until the manufactured product is sold.

For example, when baking muffins, multiple ingredients are used and depleted from available inventory; sugar, flour, yeast, fruit, etc. With 'Production', once the manufacturer items are produced, an entry is made indicating the quantity or batch size. The entry depletes all ingredients from inventory stock on-hand. The stock level and value of the production item (muffin) increases at the same time. As items are sold, transferred, or wasted, production items are depleted from stock.

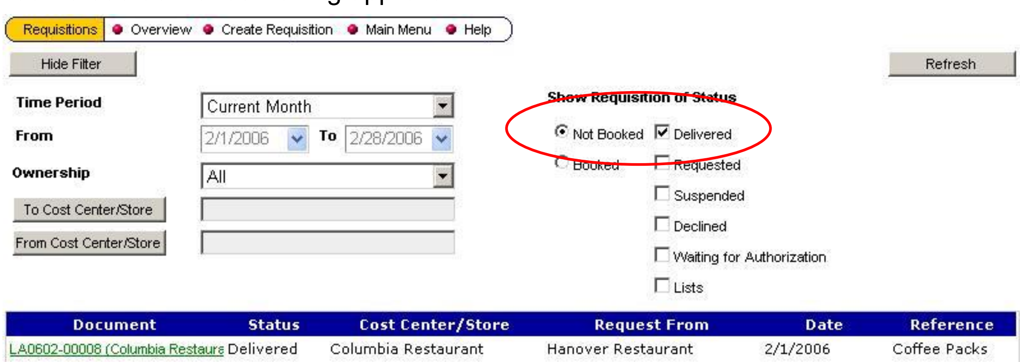
Requisitions Module

Requisitions Module:

<u>Overview</u>
This feature allows locations to request inventory items from other cost centers. These cost centers maybe located across town or within the same property, in the case of a large hotel. 'Requisitions' may also be used to request product from a remote production facility. An example may be a sandwich chain that orders their desserts from a central commissary.

<u>Note</u>: ***<u>The process to accept transfers from other cost centers has changed</u>*.**

To accept a transfer from another cost center, select 'Requisitions'. Set the filter to "Not Booked" and "Delivered" to see deliveries waiting approval



Selecting the Document ID displays all items being transferred. At the bottom right-hand corner of the window are options to either Accept or Decline the transfer.

Adobe Acrobat Requirement: To use some of the features, Adobe Acrobat Reader 5.0 or higher is required. This application must be installed on every computer used to access myInventory. The download of the software is free and can be found by going to www.adobe.com.

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Reporting

Comprehensive reporting is part of the myInventory application. Like mymicros.net, myInventory provides the flexibility of altering date ranges and locations, making each report much more effective. Listed below is a sampling of the available reports.

Purchase Order Summary: Details all purchase orders placed for a given period, reporting total count and dollar value of purchase orders. Orders are grouped, and totaled by vendor with drill down capability for each vendor and purchase order.

Receipts Summary: Details all receipts acknowledged for a given period, reporting total count and dollar value of receipts. Receipts are grouped, and totaled by vendor with drill down capability for each vendor and purchase order.

Daily Inventory Status: This report returns information on: Usage Value, Receipts Value, Net Transfers, Waste Value, On-Hand Quantity and Value, and the dollar Variance between Actual and Theoretical. The report is summarized by cost group category with drill down capabilities.

Daily Inventory Status

Major Group Name	Usage	Receipts	Net	Waste	On Hand		Variance
Cost Group Name	Value	Value	Transfers	Value	Qty	Value	Value

Inventory Status by Cost Group: Produces an item-by-item version of the Daily Inventory Status report.

Inventory Status by Cost Group

Cost Group Name		Usage	Receipts	Net	Waste	On Hand		Variance
Inventory Item	Unit	Value	Value	Transfers	Value	Qty	Value	Value

Inventory Usage by Cost Group: For each inventory item this reports displays: Average Cost, Actual Usage Quantity, Actual Usage Value, Inventory Turns, Average Daily Usage, Average Daily On-Hand, Price Fluctuation Percentage, and Usage Per Guest calculations.

Inventory Usage by Cost Group

			Actual Usage			Avg Daily	Avg Daily	Price	Usage
Inventory Item	Unit	Avg Cost	Qty	Value	Turns	Usage	On Hand	Fluctuation	Per Guest

Inventory Variance by Cost Group: For each inventory item this reports displays: Average Cost, Actual Usage Quantity, Actual Usage Value, Theoretical Usage, Theoretical Value, Waste Quantity, Waste Value, Variance Quantity, and Variance Value.

Inventory Variance by Cost Group

Cost Group Name			Actual Usage		Theoretical Usage		Waste		Variance	
Inventory Item	Unit	Avg Cost	Qty	Value	Qty	Value	Qty	Value	Qty	Value

Inventory Item Detail: Gives detailed information on a single inventory item for receipts and usage including waste and transfers affecting the inventory item. Near Real Time functionality is included, for ingredient depletion and cost of sales calculations and reporting. Booked documents can be printed in .pdf format. Filters in most modules will default to the current month to limit the amount of data displayed on the screen. An example of the drill down capability of myInventory is below. A specific vendor and the details associated with the vendor; then further drill down to the actual purchase order.

Purchase Orders Summary

Vendor	Location	PO Count	PO Total
Total POs		21	18,011.66
American Foods Inc.		**7**	**4,165.57**
	Columbia	7	4,165.57

Drilling down on Vendor produces a list of each of the seven purchase orders. Detailed information is provided for each order, along with the status and date of the latest update.

Purchase Orders

Vendor	Location	PO Number	Order Date	Requested	PO Total	Status	Updated
Total POs					**4,165.57**		
American Foods Inc.	Columbia	B200410-00005	10/22/2003	11/1/2003	61.01	Received	10/22/2004
American Foods Inc.	Columbia	B200410-00007	10/22/2003	11/1/2003	443.17	Received	10/22/2004
American Foods Inc.	Columbia	B200410-00011	10/22/2003	10/22/2003	2,742.29	Received	10/22/2004
American Foods Inc.	Columbia	B200410-00012	10/22/2003	10/23/2003	135.00	Received	10/22/2004
American Foods Inc.	Columbia	B200410-00016	10/22/2003	10/22/2003	18.51	Received	10/22/2004
American Foods Inc.	Columbia	B200410-00021	10/22/2003	10/22/2003	203.89	Received	10/22/2004
American Foods Inc.	Columbia	B200410-00025	10/22/2003	10/22/2003	561.70	Received	10/22/2004

Drilling down on the PO Number produces line item detail for the individual purchase order as shown below:

Purchase Order Detail

PO Number	Vendor	Location	Created By	Order Date	Updated	PO Total
B200410-00005	American Foods Inc.	Columbia	admin	10/22/2003	10/22/2004	**61.01**

Status: Received

Inventory Item	Vendor Ref	Unit	Requested	Qty	Unit Price	Extended
Inventory Items						**61.01**
Apple, Sliced Granny Smith	0	Case 50 lb	11/1/2003	1.00	31.50	31.50
Banana	0	Case 40 lb	11/1/2003	1.00	12.99	12.99
Cabbage, Slaw Mix	0	Pound	11/1/2003	1.00	0.53	0.53
Carrots	0	Bag 5 lb	11/1/2003	1.00	4.99	4.99
Cucumber	0	Case 35 lb	11/1/2003	1.00	11.00	11.00

Account	Description	Requested	Qty	Unit Price	Extended

Comments

System Requirements
Additional reporting capabilities are available to mymicros.net Enterprise or Entrepreneur Edition users. For Corporate/ Headquarters, myInventory requires that Microsoft® Terminal Services be installed on any PC used to maintain the myInventory database. **Note:** myInventory does not support Microsoft® Windows CE

Implementation: Customer Requirements
Setup of the inventory database is the responsibility of the customer. This includes creation of Master Items, Units, Taxes, Vendors, Price Quotes, Reporting Groups, Recipes (including Batch Recipes), Menu Item Linking, etc.

Customer must allow ample time to create their database. The amount of time required to complete this task will vary depending on the complexity of the operation. Past experience has shown this process to take anywhere from 6 to 8 weeks or longer, based on focus and commitment. Programming, Documentation, and Training (PDT) hours from the MICROS office should be proposed for training during the initial setup phase, and possibly additional hours to support the build process.

eBusiness Professional Services
Training is required for the Customer's System Administrator and the staff that will be supporting the myInventory Product.

Order With or Without mymicros.net
myInventory ordered **with** mymicros.net Enterprise or Entrepreneur Editions allow access to all mymicros portal business intelligence tools that include:

- Additional Reporting, including access to menu item sales detail
- Audit & Analysis
- iQuery

Customers ordering myInventory **without** mymicros.net Enterprise or Entrepreneur Editions are limited to myInventory specific reports (ordering, receiving, waste, transfers, product usage, inventory stock-on-hand, physical inventories, and recipes). Access to menu item sales and check level detail is not allowed and specialized reporting tools such as Audit & Analysis and iQuery are not available. Also, the operational reporting for sales, labor, management control, etc. is not available to customer who subscribe **without** mymicros.net.

Other Information

Database Management, Data Transmission and Storage Security, Service Levels, Purchase Plans and Ordering Information are identical to mymicros.net Enterprise or Entrepreneur Editions.