

# Ordering Inventory

## Import Fields

Use a spreadsheet program to order the files in the Inventory file that you will import so that they match the field order used by BookingCenter shown below:

### Inventory Import Tables

GROUP CODE: used as an Inventory Group code ITEM CODE: used as an Inventory Item code ITEM DESC: used as a text description of the Item

EXTENDED DESC: used as a longer text description of the Item, usually to sell online via an online website.

Note This requires a Point of Sale Module to sell Items online. COST: what the Item costs YOU, the supplier. SELL: what the Item will sell for to the customer.

UNITS: what is the term used for each 'unit' written as a text description.

Note usually use the word 'each' or 'per' here.

TAX RATE: what is the Tax 1 tax, written as a percentage (%)

SERV CHG RATE: what is the Tax 2 tax, written as a percentage (% OVERRIDE: If checked (ie, 1), then the Item can have its cost over-ridden. If not checked (ie, 0) then it does not have its cost overridden when sold manually by a person.

TYPE (0=Stock, 1=Service, 2=Misc).

Note BookingCenter makes no use of whether the Item is classified as a Stock, Service, or

Misc - this is for the user's records only.