



Component Admin

The Component/Ingredient Admin section of efish is a single interface that manages all vendors and all items for the inventory system. This is where we bring in electronic suppliers such as Sysco US Foods, efish also provides you with the tools to import manual vendors which allows you to treat them just like your bigger electronic vendors. efish also allows you to make edits to any item that you have in your inventory. You can print out an order guide for any of your suppliers.

Navigate To: **Administration > Component Admin**

Search: efish allows you to search for any item within your inventory and see all corresponding details. It allows you to filter your search by location, vendor, and category as well as allows you to show only active or actionable items such as those that need to be verified or mapped to an account.

1. Select the desired Location, Vendor, and Category in the **First 3 Drop Downs**
 - **Note:** you can search across all Locations, Vendors, and Categories by leaving each **Drop Down** set as “ALL.”
2. Enter your search term if applicable in the **Filter Drop Down** (i.e. Bread, Chicken, etc.)
3. Under the **Company Drop Down** next to “Show only” Check the **Active Checkbox** to hide deactivated items. Check the **Missing GL Accounts Checkbox** to show only items that need accounts mapped. Check the **Unverified Checkbox** to show only those items that need to be verified in the system.

you can reset your search with the red **Reset Button**

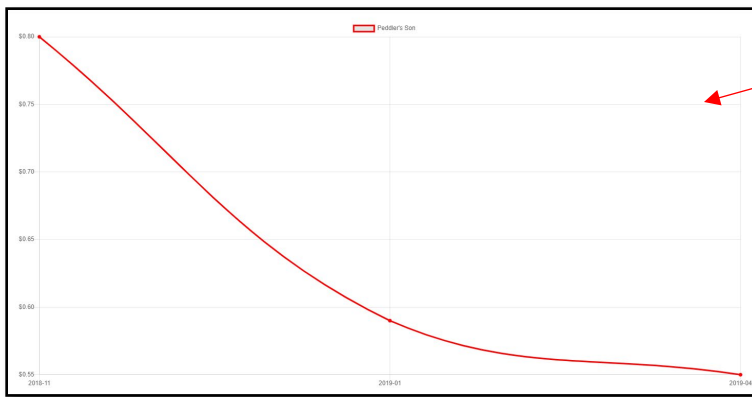
The screenshot shows the 'Components' admin page. At the top, there are three dropdown menus for 'Company' (TC10 Westglen), 'Vendor' (Ben E Keith Foods), and 'Category' (Appetizer). A 'Filter' dropdown is also present. Below these are checkboxes for 'Show only: Active', 'Missing GL Accounts', and 'Unverified'. A 'Component Attribute Filters' section includes an 'Add Attribute' button. A search bar contains 'Search Components' and a red 'Reset' button. Below the search bar are buttons for 'Set Accounts/Attributes', 'Activate', and 'Deactivate'. A table lists components with columns for Name, Cost Account, Inventory Account, Category/Attributes, Base Unit, and Active status. Two items are visible: 'A.11 Chicken Sui Mei' and 'Dumpling Chicken Teriyaki'.

Name	Cost Account	Inventory Account	Category/Attributes	Base Unit	Active
A.11 Chicken Sui Mei	5100 - Food Cost	1210 - Inventory: Food	Appetizer	Each Verified by AIM IT Services	<input checked="" type="checkbox"/>
Dumpling Chicken Teriyaki	5100 - Food Cost	1210 - Inventory: Food	Appetizer	Each Verified by Pop Nora	<input checked="" type="checkbox"/>



Cost History: You can view the history of each item based on your invoices, simply click on the title of your desired item, this will drop down each location that carries the item, Then in the far left column under “Cost” click on the **green [Price]** shown which will populate a historical line graph of that items pricing over time.

Name	Cost Account	Inventory Account	Category/Attributes	Base Unit	Active			
ALMOND, RAW WHOLE 5 LB			Dry Goods	Ounce Verified by AIM IT Services	<input checked="" type="checkbox"/>			
Location Details								
Location	Cost Account	Inventory Account	Reorder Threshold	Reorder Stock Level	Low Price Threshold	High Price Threshold	Yield	Cost
Brix Restaurant & Wine Bar	50500 - Food	Select Account	0	0	\$0.31	\$0.48	100	\$0.89



Activate/Deactivate an Item: Active Items are all Items which are currently being used regularly, once you no longer use an item regularly (i.e. a seasonal item) you can deactivate it. This allows you to hide the item within efish and turn off alerts while keeping it in the system for later use.

- Click on the **[Active Checkbox Icon]** to the right of the desired Item.

Name	Cost Account	Inventory Account	Category/Attributes	Base Unit	Active
A.11 Chicken Sui Mei	5100 - Food Cost	1210 - Inventory: Food	Appetizer	Each Verified by AIM IT Services	<input checked="" type="checkbox"/>

- You can also use the **green [Activate Button]** and the **orange [Deactivate Button]** in the upper left.





Add an Item: To add an item directly from the component admin interface click on the **green [Add New Component]** button in the upper right.

- Enter the Name of the Item. Select the Category or add a new one with the **green [Add]** text above the **[Category Drop Down]**. Select the Unit of Measurement (the most common unit this item is measured out in for recipes) from the **[Unit of Measurement Drop Down]**.
 - Add a Unit of Measurement by clicking on the **[Add Icon]**
 - Edit a Unit of Measurement by clicking on the **[Edit Icon]**
- Once all attributes are filled out click on the **blue [Save Button]**

Modify an Item: you can modify any item by clicking on the **[Edit Icon]** to the right of the item name. This opens a new page where you can make changes to its accounts, cost, Amt/Cost, Reorder Threshold, Max Stock level, Low price threshold, High Price threshold, and Yield for all locations or individual locations.

Note: To make changes for all locations enter them in the top section of the page, otherwise you can choose to make them only at certain locations by scrolling down, finding that location and entering the changes in that locations field only.

- **COGS Account:** Ties item to a cost of sales account
- **Inventory Account:** Ties item to an inventory account
- **Cost:** Amount used for item if accounting integration is not being used
- **Amt/Cost:** Number of EA (each) included, how much of the item do you receive for the cost entered? Enter that amount.
- **Reorder Threshold:** Enter stock level that triggers ordering alert or creation of purchase order.
- **Max Stock level:** Enter the highest amount of the item you would ever want to be available.
- **Low Price Threshold:** Enter the maximum amount at which you would like to receive low cost notifications. (i.e. if you want to be notified when eggs drop below 1.50\$ enter 1.50\$.)



- **High Price threshold:** Enter the minimum amount at which you would like to receive high cost notifications. (i.e. if you want to be notified when eggs cost more than 2\$ enter 2\$.)
- **Yield:** if an ingredient requires trimming or prep reduce accordingly.



Name: A.11 Chicken Sui Mei | Category (Add): Appetizer | Unit of Measurement: Each

Location Settings

GLOBAL SELECTIONS: Changes to the values below will be copied across all locations

COGS Account: Select one | Inventory Account: Select one | Cost: \$ 0 | Amt/Cost: 0 EA

Reorder Thld: 0 EA | Max Stk Lvl: 0 EA | Low Price Thld: \$ 0 /EA | High Price Thld: \$ 0 /EA | Yld: 100 %

Individual Location Settings

Location: TC02 Sugar Land (TC02 Sugar Land) | COGS Account: 5100 - Food Cost | Inventory Account: Select one | Cost: \$ 0.3864 | Amt/Cost: 1 EA

Reorder Thld: 100 EA | Max Stk Lvl (EA): 300 EA | Low Price Thld: \$ 0.31 /EA | High Price Thld: \$ 0.46 /EA | Yld: 100 %

Importing Electronic Order Guides:

1. Start by clicking the green **[Import/Export Expand Icon]**
2. Choose your location from the **[Company Drop Down]** and your vendor from the **[Vendor Drop Down]**
3. Click the **[Choose File Button]** and select choose the order guide from the location in which it was saved.
4. Click the blue **[Import Button]**

Importing Manual Order Guides (non-electronic): you can import your vendors who do not have electronic compatibility such as smaller or local vendors by creating a CSV file formatted specifically for integration with efish as shown below. This will allow you to treat those vendors just like those with electronic integration.

ID	Description	Group Code	Group Desc	Category Code	Category Desc	Price Unit Code	Price Unit Desc	Price	Base Unit	Base Unit Desc	Base Unit Qty	Yield Value	Catch Weight Flag
100658	Sweetener Sple Condiment	Condiment	Condiment	Condiment	Condiment	CS	Cs	32.97	EA	Each	2000	100	0
106940	Chicken Ground Protein	Protein	Protein	Protein	Protein	CS	Cs	2.99	oz	Ounce	80	100	0
109610	Ketchup Squeez Condiment	Condiment	Condiment	Condiment	Condiment	CS	Cs	42.98	oz	Ounce	456	100	0
109712	Sweetener Suga Condiment	Condiment	Condiment	Condiment	Condiment	CS	Cs	16.99	EA	Each	2000	100	0
111450	Dumpling Spina Bread	Bread	Bread	Bread	Bread	CS	Cs	43.99	EA	Each	150	100	0
111451	Dumpling Chick Appetizer	Appetizer	Appetizer	Appetizer	Appetizer	CS	Cs	43.99	EA	Each	150	100	0
111454	A.11 Chicken Su Appetizer	Appetizer	Appetizer	Appetizer	Appetizer	CS	Cs	57.96	EA	Each	150	100	0
113418	Pork Fat Back Sk Protein	Protein	Protein	Protein	Protein	CS	Cs	43.58	lb	Pound	17.5	100	0
113595	Pineapple Chun Dry Goods	Dry Goods	Dry Goods	Dry Goods	Dry Goods	CS	Cs	36.93	oz	Ounce	654	100	0
114107	Garlic Whole Pe Vegetable	Vegetable	Vegetable	Vegetable	Vegetable	CS	Cs	18.95	lb	Pound	20	100	0

- **Column A = ID:** Column A is for the Item ID if the Item does not have an Item ID you can create one using any 6+ digit number (i.e. 100001, 100002)



- **Note:** make sure the first digit of your created ID number is not 0.

- **Column B = Description:** Column B is a description of the item (Item Name)

- **Column C = Group Code, Column D = Group Description, Column E = Category Code, Column F = Category Description:** These columns are for the category/group of the item, these columns must use the approved list:
 - Accessories
 - Beer
 - Beverage
 - Bread
 - Cheese
 - Chemical
 - Coffee/Teas
 - Condiment
 - Consumables
 - Cookies
 - Dairy
 - Disposable
 - Dry Goods
 - Grocery
 - Liquor
 - Meat
 - Pasta
 - Produce
 - Protein
 - Seasoning/Spices
 - Vegetable
 - Wine

- **Column H = Price Unit Description, Column K = Base Unit Description:** Column H is for the description of your Price Unit (how you buy it.) Column k is for the description of your Base Unit (how you use it.) you must use the approved list below for these columns:
 - Bag
 - Batch
 - BIB
 - BIN
 - Bottle
 - Bottle_1L
 - Bottle_1.5L
 - Bottle_300ml
 - Bottle_720ml
 - Bottle_750ml
 - Box
 - Bucket
 - Bunch
 - Bundle
 - Can
 - Case
 - Cup
 - Dozen
 - Each
 - Fluid Ounce
 - Gallon
 - Gram
 - Half
 - Jar
 - Jug
 - Kilogram
 - Pound
 - Liter
 - Lug
 - Milliliter
 - Ounce
 - Pack
 - Packet
 - Piece
 - Pint
 - Quart
 - Roll
 - Scoop
 - Serving
 - Sleeve
 - Slice
 - Tablespoon
 - Teaspoon
 - Tub
 - Tube
 - Unit
 - Wedge
 - Wheel
 - Hlf Brl keg
 - Qtr Brl Keg
 - Sixth Brl Keg



- **Column G = Price Unit Code, Column J = Base Unit Code:** these columns are for the **Price/Base Unit Codes** correlating with the descriptions in columns H & K. Both Price Unit Codes (how you buy it) and Base Unit Codes (how you use it) must use the approved list:

- | | | |
|----------------|----------|-----------|
| • bag | • dozen | • qt |
| • batch | • ea | • roll |
| • bib | • floz | • scoop |
| • bin | • gal | • serving |
| • bottle | • gram | • sleeve |
| • bottle_1l | • half | • slice |
| • bottle_1.5l | • jar | • tbsp |
| • bottle_300ml | • jug | • tsp |
| • bottle_357ml | • kg | • tub |
| • bottle_720ml | • lb | • tube |
| • bottle_750ml | • liter | • unit |
| • box | • lug | • wedge |
| • bucket | • ml | • wheel |
| • bunch | • oz | • HBRL |
| • bundle | • pack | • QBRL |
| • can | • packet | • SXBRL |
| • cs | • pc | |
| • cup | • pint | |

- **Column I = Price:** the price you pay for how you buy the item
 - **For example:** if you buy sugar packets by the case, enter the price of one case of sugar packets.
- **Column L = Base Unit QTY:** How many items come in one container (however you buy it)
 - **For example:** If you buy sugar packets by the case, enter the number of sugar packets that come in one case.
 - **Note:** If you use it by the pound/ounce instead of by the each then enter the number of pounds or ounces in each case.
- **Column M = Yield Value:** how much of the item you use not counting what is thrown out through prep.
 - **For example:** if you only actually use 70% of a pineapple when you buy it whole enter 70.



- **Column N = Catch Weight Flag:** this is flag, to tell efish to look at one other field to calculate the price of the case. Where case sizes may vary from shipment to shipment.
 - To activate this for an item enter a "1"

Save your file in CSV format and import it just as you would for an electronic vendor.

Note: efish will alert you if there are any issues uploading the file and will narrow down the specific issue. (this is usually related to a non-approved base unit code)

Verifying Components: when you import a new order guide efish will alert you of any active components that have not yet been verified (looked over and confirmed) – Click on the **red [Alert]** to verify the components.

11 Active Component(s) are not verified. Click here to view unverified components.

This will filter the list to only show you those items that need to be verified.

Set Accounts/Attributes	Activate	Deactivate	Per Page: 20	1	
Name	Cost Account	Inventory Account	Category/Attributes	Base Unit	Active
<input type="checkbox"/> Bowl Pasta 11-3/4 (N.5/N.6)			Default	Each	

- **Verify an Item:** make sure the base unit is set and click the **green [Confirm Base Unit]** text under the **[Base Unit Drop Down]**

Alerts: efish will notify you at the top of the Component Admin page if there are any Potential conflicts/exceptions. Click the **[expand icon]** next to the Alert at the top of the page.

Potential Component Setup Conflicts/Exceptions (215)			
Duplicate Vendor Links		Shipping Unit Conversion	
(R) Cabernet Sauvignon / Kendall-Jackson (750 ML)	(R) Cabernet Sauvignon / Murphy Goode (750 ML)	Beef Top Butt Cap Choice	Chicken Breast Random Bls
(R) Malbec / Killika (750 ML)	(R) Cabernet Sauvignon / Robert Mondavi (750 ML)	FILM PVC ROLL 2000FT	SPICE GARLIC POWDER
(R) Merlot / Kendall-Jackson (750 ML)	(R) Merlot / Kendall-Jackson (750 ML)	SPICE PEPPER BLK TABLE GRND	
(R) Merlot / Trinity Oaks (750 ML)	(R) Pinot Noir / Cupcake (750 ML)		

Cost Off Threshold Alerts: These show you when an item is either priced below your low-cost threshold or above your high-cost threshold. To see these, click on the **[Expand Icon]** next to “Component Cost Off Threshold.”

Component Cost Off Threshold (8)				
Component	Location	Low Cost Threshold	Current Cost	High Cost Threshold
A.07 Chicken Curry Puff	TC02 Sugar Land	\$1.00 / Each	\$3.13 / Each	\$1.50 / Each
Bag Plastic 6x8 Clear	RTN01 Richmond	\$0.01 / Each	\$0.01 / Each	\$0.01 / Each
Lid Portion Fit 1 OZ (Sauce)	TC02 Sugar Land	\$0.01 / Each	\$0.01 / Each	\$0.01 / Each
Paper Deli 8" x 10-3/4" White	TC02 Sugar Land	\$0.01 / Each	\$0.01 / Each	\$0.01 / Each



Export Order Guides: you can export any vendors order guides for any location as a CSV file. You can use this file to make changes if needed and reimport into efish to update an order guide. You can Print this as well.

***This file is formatted the same way required to import order guides for manual vendors. ***

ID	Description	Group Code	Group Desc	Category Code	Category Desc	Price Unit Code	Price Unit Desc	Price	Base Unit	Base Unit Desc	Base Unit Qty	Yield Value	Catch Weight Flag
100658	Sweetener Sple Condiment		Condiment	Condiment	Condiment	CS	Cs	32.97	EA	Each	2000	100	0
106940	Chicken Ground Protein		Protein	Protein	Protein	CS	Cs	2.99	oz	Ounce	80	100	0
109610	Ketchup Squeez Condiment		Condiment	Condiment	Condiment	CS	Cs	42.98	oz	Ounce	456	100	0
109712	Sweetener Sugz Condiment		Condiment	Condiment	Condiment	CS	Cs	16.99	EA	Each	2000	100	0
111450	Dumpling Spina Bread		Bread	Bread	Bread	CS	Cs	43.99	EA	Each	150	100	0
111451	Dumpling Chicki Appetizer		Appetizer	Appetizer	Appetizer	CS	Cs	43.99	EA	Each	150	100	0
111454	A.11 Chicken Su Appetizer		Appetizer	Appetizer	Appetizer	CS	Cs	57.96	EA	Each	150	100	0
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113595	Pineapple Chun Dry Goods		Dry Goods	Dry Goods	Dry Goods	CS	Cs	36.93	oz	Ounce	654	100	0
114107	Garlic Whole Pe Vegetable		Vegetable	Vegetable	Vegetable	CS	Cs	18.95	lb	Pound	20	100	0

Import/Export

Company:

TC04 Corpus Christi ▼

Vendor:

Ben E Keith Foods ▼

Export CSV

5. Start by clicking the green **[Import/Export Expand Icon]**
6. Choose your location from the **[Company Drop Down]** and your vendor from the **[Vendor Drop Down]**
7. Click the blue **[Export CSV Button]**
8. Choose a location to save the file, you can then open, edit and print the file.