



Verify Imported Components (Items)

Estimated Time for a Primary Vendor (250+ items): 3-5 hours

With your vendor(s) order guide now imported in efish, you are ready to verify all items are present and assigned to the right category, units are correct, prices are correct, and confirm the Price Unit (how each item is ordered) & Base Unit (the Unit of measure you want to see used on your Ingredient Usage/On Hand Reports for each item)

Navigate to: **Administration > Component Admin**

- select your company & the vendor from the **[Drop Downs]** & check the **[Unverified Checkbox]** to the right of "Show only," This will narrow down the components in the list to ONLY those that have not already been verified in efish. *(it's helpful to set the per page drop down to 100)*

Component/Ingredient Admin

[Add New Component](#) [Manage Attributes](#)

Import/Export
363 Active Component(s) are not verified. [Click here to view unverified components.](#)

Component Cost Off Threshold (4)

Components

Company: Vendor: Category: Filter:

Show only: ☒ Active ☐ Missing GL Accounts ☒ Unverified

Component Attribute Filters

[Add Attribute](#)

[Set Accounts/Attributes](#) [Activate](#) [Deactivate](#) [Remove](#)

[Search Components](#) [Reset](#)

2 Results in this search

Per Page:

<input type="checkbox"/>	Name	Cost Account	Inventory Account	Category/Attributes	Base Unit	Active
<input type="checkbox"/>	Busch Light 4/6/16 oz	<input type="text" value="Select Account"/>	<input type="text" value="Select Account"/>	Beer <input type="text"/>	Case <input type="text"/>	
<input type="checkbox"/>	Michelob Ultra 2/12/16 oz	<input type="text" value="Select Account"/>	<input type="text" value="Select Account"/>	Beer <input type="text"/>	Case <input type="text"/>	

- Make sure all components (items) you purchase are listed in efish:**
 - Ignore any components listed that you do not order.
 - if you are missing any items, add them following the instructions on the "Add a Component (item)" Section in the [Component Admin How To Guide](#).*
- Verify the correct category and Set GL Codes for each component:**
 - Use the **[Cost Account, Inventory Account, and Category Drop Downs]** to Select the appropriate accounts and categories for each item. *(Company must be selected for these options to appear.*

<input type="checkbox"/>	Michelob Ultra 2/12/16 oz	<input type="text" value="Select Account"/>	<input type="text" value="Select Account"/>	Beer <input type="text"/>	Case <input type="text"/>	
--------------------------	---------------------------	---	---	---------------------------	---------------------------	--


- Verify the Base Unit, Price Unit, Conversion & Pricing for each item is correct:**



pointblanksoftware.com/help

- Click the **Edit Icon** to the right of each components name to open the Edit Component Modal.

☐ **Name** **Cost Account** Inv

☐ **Busch Light 4/6/16 oz**  Select Account ▼

Edit

Edit Ingredient: Busch Light 4/6/16 oz

Base Unit is the Unit of measure you want to see used on your Ingredient Usage/On Hand Reports for each item.

Name

Category (Add)

Unit of Measurement

Busch Light 4/6/16 oz

Beer

Case

Location Settings

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

COGS Account

Inventory Account

Cost

Amt-CS

Select one:

Select one:

\$ 0

0

ALL LOCATIONS

Reorder Thld. (CS)

Max Stk Lvl (CS)

Low Price Thld./CS

High Price Thld./CS

Yld

0

0

\$ 0

\$ 0

100 %

Individual Location Settings

COGS Account

Inventory Account

Cost

Amt-CS

5210 - Beer COGS

1520 - Beer Inventory

\$ 28.60

1

Location

Beach Blonde (Beach Blonde)

Reorder Thld. (CS)

Max Stk Lvl (CS)

Low Price Thld. / CS

High Price Thld. / CS

Yld

2

5

\$ 22.88

\$ 34.32

100 %

at how many units do you wish to be warned to reorder this item?

at how many units do you wish to be warned that there are too many in stock?

High & Low Price Thresholds are automatically set to 20% unless edited

Set automatically based on units and price set under vendor settings

Vendor Settings

Linked Vendors

Company

Vendor

Unit

Conversion Rate / CS

Price of 1 price unit / Price

Vendor set ID for this item / External ID

Beach Blonde

MO Eagle

Case

1

\$ 28.60

86015

How Many Base Units = 1 Price Unit

Price Unit is how you ORDER the item.

- Base Unit** is the Unit of measure you want to see used on your Ingredient Usage/On Hand Reports for each item.
 - This is usually the same as the Price/Order Unit:**
 - For example, a Keg, you may sell it in flos, but you order it by the Keg AND you wish to see it reported on your inventory reports as "Keg" in this case you would set The Base unit to the same as the Price Unit which is "Keg."
 - If the Base unit and Price unit are the same, ensure the Base unit QTY is set as "1".
 - But not always, depending on how you want to see the component on your reports in efish:**
 - For example, If you order beer by the case and 1 case = 24 cans which you prefer to see as the unit used on the reports for this particular item, you would want to set "can" as the Base Unit. Leave "case" as the Price Unit.

Verifying Components 2023



pointblanksoftware.com/help

- ensure that column L has a QTY of 24 since there are 24 cans(base) per case(price).
 - Use the **[Unit of Measure Drop Down]** at the top to Select the appropriate Base Unit
 - Price Unit is how you ORDER the item.
 - For example, if you order Miller by the case, the Price Unit would be case.
 - If you order an item in multiple ways, they will have different Item IDs which means you must add them as 2 different rows with the same name but different IDs and prices (if applicable)
 - For example, if you also order Miller by the Keg for which the item ID is 123456, you will need 1 row for the Miller cases you order (which have an ID of 78910) and another row for the 123456 Miller Kegs.
 - Use the **[Unit Drop Down]** under Vendor Settings to Select the appropriate Price Unit
 - Update the **[Price Field]** under Vendor Settings to reflect the price of 1 Price (order) Unit for that item. (For example. If you order it by the case then the Price Unit should be a Case, the Price in the Price column should reflect the price of 1 Case)
 - Update the **[Conversion Rate Field]** under Vendor Settings to reflect the # of Base Units in 1 Price Unit for that item. (For example. If you order it by the case then the Price Unit should be a Case, if you want it displayed on your reports by the case as well, you will enter a "1" as the conversion rate.
 - If you want it displayed on your reports by the each instead, then the Base Unit would be each, and there are 24 each in a case meaning you will enter '24' in the conversion Rate Field)
4. **Save:** Once all editing is completed don't forget to click the **[SAVE BUTTON]** at the bottom to save your changes!