



## 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: Beach Blonde Vendor: MO Eagle Category: Beer Filter:

Show only:  Active  Missing GL Accounts  Unverified

Component Attribute Filters (it's helpful to set the per page drop down to 100)

Add Attribute

Search Components Reset

Set Accounts/Attributes Activate Deactivate Remove

2 Results in this search Per Page: 100 1

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

- 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	Select Account	Select Account	Beer	Case	<input checked="" type="checkbox"/>
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- Verify the Base Unit, Price Unit, Conversion & Pricing for each item is correct:**



- 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
 

Edit

Select Account ▼

\$

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

**Location Settings**

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

COGS Account <input type="text" value="Select one:"/>	Inventory Account <input type="text" value="Select one:"/>	Cost <input type="text" value="\$ 0"/>	Amt-CS <input type="text" value="0"/>
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ALL LOCATIONS

Reorder Thld. (CS) <input type="text" value="0"/>	Max Stk Lvl (CS) <input type="text" value="0"/>	Low Price Thld./CS <input type="text" value="\$ 0"/>	High Price Thld./CS <input type="text" value="\$ 0"/>	Yld <input type="text" value="100"/>	%
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Individual Location Settings

COGS Account <input type="text" value="5210 - Beer COGS"/>	Inventory Account <input type="text" value="1520 - Beer Inventory"/>	Cost <input type="text" value="\$ 28.60"/>	Amt-CS <input type="text" value="1"/>
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Reorder Thld. (CS) <input type="text" value="2"/>	Max Stk Lvl (CS) <input type="text" value="5"/>	Low Price Thld. / CS <input type="text" value="\$ 22.88"/>	High Price Thld. / CS <input type="text" value="\$ 34.32"/>	Yld <input type="text" value="100"/>	%
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at how many units do you wish to be warned to reorder this item?

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

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

**Vendor Settings**

Linked Vendors

Company	Vendor	Unit	Conversion Rate / CS	Price of 1 price unit / Price	Vendor set ID for this item / External ID
<input type="text" value="Beach Blonde"/>	<input type="text" value="MO Eagle"/>	<input type="text" value="Case"/>	<input type="text" value="1"/>	<input type="text" value="\$ 28.60"/>	<input type="text" value="86015"/>

Price Unit is how you ORDER the item.

How Many Base Units = 1 Price Unit

Price of 1 price unit

Vendor set ID for this 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 floz, 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.

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- 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!