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### BUTTON BAR

<table>
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<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>Review or enter Sales information.</td>
</tr>
<tr>
<td>Sales Mix</td>
<td>Import your sales from a POS System.</td>
</tr>
<tr>
<td>Orders</td>
<td>Create, review or export orders.</td>
</tr>
<tr>
<td>Invoices</td>
<td>Create or review Bills or Credits (EDI Importing).</td>
</tr>
<tr>
<td>Inventory</td>
<td>Print inventory count sheets or enter in inventory counts.</td>
</tr>
<tr>
<td>Items</td>
<td>Review, edit or create items.</td>
</tr>
<tr>
<td>Prep</td>
<td>Review, edit or create Prep recipes.</td>
</tr>
<tr>
<td>Products</td>
<td>Review, edit, and create Product recipes.</td>
</tr>
<tr>
<td>I.R.M.</td>
<td>Displays all items, preps and products.</td>
</tr>
<tr>
<td>Reports</td>
<td>Select and print a variety of reports.</td>
</tr>
<tr>
<td>Backup</td>
<td>Backup the Optimum Control database.</td>
</tr>
</tbody>
</table>
INVENTORY

Optimum Control allows you to build your inventory lists to suit your needs by creating Inventory Lists and customizing these lists using the Inventory Setup Wizard.

To Create Inventory Lists

1. From Upper Menu select Inventory | Inventory List.
2. Click New.
3. In the Name box indicate a name for list being created.
4. Drag items from the Available Items box to the Selected Items box.
5. Once finished creating the list, click Save.
6. You will want to repeat these steps to create all your Inventory Lists.
Inventory Setup Wizard

To create a new inventory every two weeks you will be presented with the **Inventory Setup Wizard**.

1. Click **Inventory** from the Button Bar.

2. Click **New** to create a new inventory. The Inventory Setup Wizard will pop up every time.

3. Indicate the closing date of the inventory (this should be Sunday's date).

4. If you create multiple inventory lists then **always** check this box!!

5. Count inventory by **Inventory List**.

6. Click **Next**
To Customize Inventory by Location (Initial Setup)

Optimum Control allows you to customize the Inventory count sheets to match your shelf order for quick counting. After you click Finish in the Inventory Setup Wizard you will be directed to a Select Inventory Lists.

1. Check the Food box so we can customize the list.

2. Click Finish

It will bring up the Inventory List that was created for food. Make sure it is highlighted.

3. Click OK

4. To customize your food list, look at the bottom of the page under Sort Items By, click Custom and arrow button. This will take you to the Custom Sort screen.
8. Once you have placed an item in the Desired list, it will be removed from the Current list. Continue dragging items until you are satisfied with the Desired list for that Storage Locations and Save.

9. Repeat the steps for all Storage Locations.

10. When finished, click Close. (Do Not Summarize!)

11. If you are adding or deleting items from inventory, remove or add the items from the inventory list first.

When new inventory items are added to the system, they will be displayed at the bottom of the custom list. To sort them, click and drag the item to the desired location in the Current list. Click Save.

Now all of your Inventory Lists are completed, every time you need to create a new inventory, print countsheets and/or log inventory click Inventory and use the Inventory Setup Wizard (Pg 4).

Creating Inventory Count Sheets

1. Click Inventory from the Button Bar.

2. Click New.

3. You will be presented with the Inventory Setup Wizard (Pg 4). Follow the same steps as on Page 4 (select date, check multiple count sheets, check Inventory List).

4. Next, you will be directed to the Select Inventory List screen. Select all Inventory Lists.
6. Select a **Countsheets** to print. If you print your Food Inventory, **Sort Count Sheets by Custom!**

7. The new worksheet will zero out any existing counts from the last inventory.

8. Click **Count Sheets** (right column) to preview the Inventory list.

9. Click **Print** and then **Close**.

10. To print the remaining countsheets, click **Open. (Do Not Summarize!)**

11. Double click on the current inventory you are counting and follow steps 6-9 for each **Inventory List**.

### Entering Inventory Counts & Finalizing Inventory

1. Click **Inventory** from the Button Bar.
You must enter the **Opening Inventory** before you can enter any **Invoices, Sales, Sales Mix**.

2. Enter the **Inventory Counts** and click **Save**.

3. Click **Open** to enter counts for the next list, and then **Save** that list and continue until you have entered counts for all Inventory Lists.

4. **Before Summarizing Inventory** – Review the **Physical Counts** by hitting the Print button and looking at the Inventory Worksheet. This report is available to make sure you have entered all items in correctly.

5. Once your counts are complete, click **Summarize**. A window will pop up and ask if all of **Invoices, Daily sales, Sales Mix** and **Waste** have been entered up to this date.

   a. This is very important as Optimum Control automatically adds or subtracts inventory based on all Invoices, Daily Sales, Sales Mix and Waste that has been entered to date.

   b. You must verify that your **Sales Mix** contains a transaction report for each day of business from Squirrel and that there are NO Pending Sales.

6. Then you will be presented with the **Inventory Summary** window. This has calculated and totaled all of the counts for each item. All of the stock will be valued and the **Prep/Batch recipes** will have been extracted and listed in the **In Stock** column.
Once you have reviewed the Inventory Summary, click Save and Close.

THE GM WILL FINALIZE INVENTORY ON MONDAY. DO NOT FINALIZE UNLESS YOU ARE SURE THAT ALL COUNTS ARE CORRECT.

To Finalize Inventory, click Inventory, highlight the inventory you have completed and click Finalize.

Additional Notes - On all inventories after the first Opening Inventory you will be entering your Closing Inventory. OC will create a duplicate inventory count (the next period Opening Inventory) and date it the following day.

To Print a Completed Inventory

1. Click Reports from the Button Bar.
2. Double click Usage Summary and select Usage Summary-Group Totals.
3. Click Select Report Groups (button on the bottom left corner).
4. Click Check All button and uncheck the boxes next to the items you DO NOT want to be reported (Do not include Misc. Non-Food, Supply OR Unused items).
5. Click Save and Close out of the Screen.

DO NOT FORGET TO SAVE YOUR INVENTORY!
6. This will take you back to the Select Reports page and you will need to select dates for the Opening Inventory and Closing Inventory.

![Select Report](image)

Select dates for Opening Inventory & Closing Inventory.

Click Preview (this will create an inventory cover sheet).

7. Click Preview (this will create your inventory cover sheet) and Print.

Additional Notes - Optimum Control does not have a method of generating non-alcoholic cost from total liquor sales so you will still use the Excel cover sheet to find the cost percentage. Use the Usage Summary – Group Totals to enter the numbers into your excel spread sheet.

For a complete list of all inventory items: select Usage Summary – Count Amounts, click Preview and Print. This report will help you identify any major variances.

Exporting to Enterprise Website - If Applicable

The Enterprise website allows the head honchos to look at Optimum Control reports you have exported.

1. Click Reports.
2. Double click Usage Summary.
3. Select **Usage Summary – Group Totals**.
4. Click **Select Report Groups, Check All** and click **Save** and close out of screen.
5. Click **Export to Enterprise**.

**Inventory - Changing Date**

1. Click **Inventory** and Highlight the Inventory you would like to adjust.
2. Click **Redate** and Type in the new date.
3. Click **Save**.

**Adjusting Inventory**

If you have made a mistake counting or entering your inventory, Optimum Control allows you to make adjustments to the inventory counts.

1. Click **Inventory** from the Button Bar.
2. Highlight the inventory you wish to adjust and click **Adjust**.
3. Search for the item/items that you need to adjust.
4. Enter the **Actual on Hand (proper count)**. The difference between the **Counted** and the **Actual on hand** will be calculated in the **Difference** field.
5. You MUST enter in a **Reason** for the adjustment. Ex. found case or incorrect count.
6. Click **Save**.
7. A message will display the **inventory for (inventory date) has been adjusted**.
8. Click **Close**.

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**ORDERING**

**Inventory Level Management**

The Inventory Level Management window allows you to set the Inventory **Minimum and Maximum Re-Order Levels**. You can also change the location of the item by **right clicking** on the storage **Location** field of the item and select a different location or secondary location.

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**In the **Usage Summary** report, the adjusted amounts will be indicated with an Asterisk (*).**

**Note: If there is a quantity in prep and you are adjusting inventory, make sure you add the two values together.**

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**You can sort the list by clicking on the **Item Description, Minimum Re-Order Level or Maximum Re-Order Level** headers.**
1. From the *Upper Menu*, click *Inventory | Inventory Level Management*.

2. Indicate the *Minimum/Maximum Re-Order* levels. If you choose Maximum, it must be larger than Minimum.

3. After changes are made, Click *Save*.

**Ordering Stock**

One of the most time consuming jobs for the food service operator is creating accurate orders and converting those orders to stock received. Optimum Control can make this an easy task that will ultimately save you a lot of time, giving you the accurate information that you need to make good decisions. You will need to create order template/guide for one or all of your suppliers and import the order to the Invoice window once the stock is received.

**Order Templates**

Recommended - Create Order Templates for Suppliers that are unable to use EDI importing.

**To Create a Template**

1. Click *Orders* from the Button Bar.

2. The *New Order Worksheet* will open.

3. Click *New*.

4. In the Order Window, choose a supplier or choose ALL suppliers, and select a list of items that you would like to include in the template.

5. Under *Template*, click *Save*.

6. Type in a *Name* for the template and click *OK*. 

![New Order Worksheet](image)
To Load a Template

1. Click Orders from Button Bar.
2. The New Order Worksheet will open.
3. Click New.
5. Select the template and click Ok.

To Delete a Template

1. Click Orders from Button Bar.
2. The New Order Worksheet will open.
3. Click New.
5. Select the template you would like to delete and click Delete.
6. Click Close.

Creating Order Sheets

1. Click on Reports from the Button Bar.
2. Double click on Purchasing and select Inventory Order Form. The Inventory Order Form will display exactly how you have created the custom inventory layout.
3. There are also Reports Filters available for these reports:
   Supplier - Choose a Supplier and the Inventory Order Form will only display products from that supplier.
   Group - Select a group such as Paper or Meat to print out only products from that group.
   Category - If you have a manager ordering Liquor and a manager ordering Food, you can choose to only print out Liquor products etc.
4. Once you have selected the report and desired filters, click View Report.
5. Click Print to print the Order Sheet.
6. Click Close.

The Forecasted Order Sheet can also be used. It will print out a Projected order based on Sales Volumes or a specific number of days.
INVOICES

Some invoices you will enter manually while others can be imported using EDI Importing. ALL INVOICES MUST BE ENTERED INTO OPTIMUM CONTROL DAILY. (Sysco is the only invoice you will have to import the following day.)

When entering an invoice, if the invoice date does not fall within the current week then date the entering of invoice on the Monday of the current week you are in. (If the invoice date differs from the date of entry then hand write that date on the hardcopy invoice.)

RECOMMENDED – When you enter an invoice into Optimum Control, Use the re-scan feature in Accounts Payable (AP) to scan a copy of the invoice. This will save you time and minimize mistakes on Mondays when you export all OC invoices to AP and send the packet to corporate.

1. Click Invoices from the Button Bar.
2. The Select Invoice window will open.
3. From this window you can view all Invoices or Credits and also enter a New Invoice (Bill) or Credit.

Enter all invoices to be paid as Bill and enter all credits as Credit.

Search for an invoice by entering the Invoice Number.

To create a New invoice click Bill.

If an invoice is Pre-Paid, click the Paid box and click Save Paid Status.

You must enter the invoice FIRST then go back to the Invoice and check the Paid box.
To Enter New Invoices

1. Click either Bill or Credit to enter a new invoice.

2. Enter in the Supplier, Invoice # and Invoice Total.
   a. If you are unable to find a supplier you must add that supplier to your database.
      1. Go to Purchasing and select suppliers from the drop down menu.
      2. Click New to add a new supplier.

3. Select the Items for the invoice.
   a. If you are unable to find an item for that supplier there could be two issues.
      1. The item may not be associated with that supplier. To find out if the item exists and correct the issue you will need to go to Inventory|Case Size and find the item that needs to be added to your invoice. Then ADD a new case size for that item to the supplier on the invoice.
      2. If you are unable to find the item you are looking, then the item has not been created. In this case you will need to email a New Item Request Form to the Help Desk to add the Item to Optimum Control.

4. Enter in the Qty (Quantity) of the received item. (Credit items must be entered as a negative quantity.)
   a. Make sure you pay close attention to the unit of measurement (UOM) when entering Qty. You can change the UOM by using the drop down arrow box.
5. Optimum Control will automatically enter the current **Unit Cost** for this item/supplier.

6. Compare it to the Unit Cost on the invoice. If there has been a price change, type in the new price or type in the total in the Amount field.

7. If the item price has changed, a check mark will automatically be placed in the (O) **Price Override** box. This will allow you to override the unit cost applied to this item.

8. If there is tax on the invoice, select the “tax” item and then change the quantity. The cost of tax will always be $1.00. (The same applies for fuel surcharges, etc.). **NEVER change the Unit Cost!**

9. Ensure that the **Invoice Totals** balance.

10. Click **Save** and

11. If prices have been changed, you will receive a window allowing you to **Update Pricing** for Selected Items.

12. Click **Close**.

13. If you need to mark the Invoice you just entered Pre-Paid you will have to go back into Invoices and check the box, then click **Save Paid Status**.

   You always want to update prices, but if you notice something that looks incorrect, then make notes and call your sales representative.

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**Receiving Orders**

Receiving orders is when Optimum Control takes an Order from your saved **Orders** and imports it into a new bill **Invoice** screen. This will be very helpful for invoices that are not imported through EDI.

1. Click **Invoices** from the Button Bar.

2. Click **Bill**.

3. The **Invoice window** will open.

4. Click **Receive Order** (bottom left corner), highlight the order you want to import and click **Select**.

5. Enter the **Invoice Date, Invoice #, Invoice Total**. (The **Invoice date** should be entered when the items were received as long as it falls within the current week. Adjust the hardcopy invoice to match the date entered in OC.)
6. Check the **Items** for any price changes and make adjustments as necessary.
   a. If you adjust the **Unit Cost**, it will ask you if you would like to update prices, check the boxes if you want to update and price and select **Selected Items**.

7. Enter the correct taxes, credits and adjustments (if applicable).

8. Click **Save** and **Close**.

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**Changing Invoice Dates**

In some cases you may have entered the wrong invoice date or a date on the invoice does not correspond with the date that your stock was received. You may have a high **Actual Usage** one week and very low one next week. This may mean that you have included an invoice in one week that actually was for a different week.

1. Click **Invoices** from the Button Bar.
2. The **Select Invoice** window will appear.
3. Highlight the Invoice to change and click **Change Invoice Date** button.
4. Enter the **New Date** and click **Save**.
EDI Invoice Import - If Applicable

This will download digital invoices into Optimum Control, updating pricing, stock levels and account information automatically with the click of a button.

REMINDER - All invoices entered into Optimum Control need to be entered within the dates of the week you are in to be able to match up with posting dates in AP.

To Import EDI invoices

1. Click Purchasing | EDI Invoice Import.
2. The EDI Import Utility screen will pop up.
3. Select the Supplier from the drop down list.
4. Click Get Invoices, this will download all outstanding invoices.
5. A listing of invoices will appear. Import one invoice at a time by checking the import box and then hit process.

This will not re-adjust your inventory levels but for reporting purposes it will give correct information within that date range.

Do not download an invoice unless you have the hardcopy in hand!

The X will delete an invoice.
6. Correct all errors before downloading the invoice.
   a. Common errors include:
      1. *Case size description doesn’t match* - select modify case size and delete the description in the item and hit save. The system will automatically add the correct description.
      2. *Order number doesn’t exist* - select modify case size and add the correct order number to the case size.

7. Once all errors are corrected click the **Reprocess** button and the system will pull the invoice selected into the **Invoice** screen. Always check the **Expense Tab** for errors.
8. If you need to adjust an imported invoice, Ex. You sent back avocados because they were too hard, you will need to remove that item from the invoice screen.

9. If any prices have changed you will receive a window allowing you to Update Pricing for Selected Items. This will update the recipe costing. If it is a one-time change, un-check the box. Click Selected Items

10. Click Save.
Errors

If there are errors downloading, they will be placed in the Expense Tab of the Invoice screen. Most of the time errors are case size changes, invoice descriptions not matching items in Optimum Control or Invoice Total errors.

1. If the error is due to a non-food item, such as a rebate, as shown above, you will need to remove it from the Expense Tab and moved to the Items Tab. These are items that are not tracked in Optimum Control so they do not need to be associated with a specific item.
   a. Highlight the item and click Remove.
   b. Click on the Item tab and find Operating Supplies in the Supplier Item List.
   c. Type in the amount of the rebate, as a NEGATIVE number, in the Qty column. Make sure your Invoice Totals match and click Save.
2. If a food item is placed in the Expense tab, first look up the item in Inventory | Case Sizes to see if it exists. If the item exists then you will need to add a case size to that specific supplier (For example, you ordered 10lbs of apples instead of the 5lbs you normally order. Only the 5lb case size will be associate with that supplier so you will need to add a new case size for the 10lbs you ordered. In this case you need adjust case sizes for this item.)

3. If the Item does not exist OC (ie. can’t find in case size) then it needs to be added to the database. To do so you will need to fill out an Item Request Form and email it to the Help Desk.

4. If your Invoice Totals do not match this may be due to a fuel surcharge or tax. You will need to add from the Supplier Item column and enter a Qty.

To Add an Additional Case Size

- In the Invoice Screen under Supplier right click on the item to add a new case size.
- Click Add and fill in new information for the case size.
- Click Save.

Note: After adding a new case size, always check Current Case Size and Ordering case Size. If it is a food item, check Include on Count Sheets.
Printing an Invoice Cover Sheet

When your Invoice Totals match you will need to run a report to get your account balances cover sheet.

1. Highlight and Copy the Invoice #.
2. Click Reports.
3. Double click Accounting, then Invoice Report.
4. Select the From Date and To Date as the same date on the invoice and paste the Invoice # in the box next to Invoice Number.
5. Click Preview and Print.

SALES MIX

Optimum Control allows you to look at your Sales Mix by importing the sales from your POS system daily.

1. Select Sales Mix from the Button Bar.
2. Always double check Sales Mix and Pending Sales before you summarize inventory. Make sure you have a Sales Mix for each day of business.
   a. There may be times when you have two or three for a sales date due to pending sales being corrected.

3. To print a Sales Mix, double click the Sales Mix you would like to print.

Make sure you never SHUT DOWN the Squirrel Computer or it will not export reports to Optimum Control.
4. It will take you to the **Daily Product Sales** Screen, Click **Print**.

The **Pending Sales** under **New Sales Mix from** shows you any sales that have not been finalized. Sometimes you will see sales for $0.00, then you may **ignore** **POS ID** and **Save**. The $0.00 sales are modifications.

**Pending Sales**

1. Click **Pending Sales** on the **Sales Mix** screen.
2. This will bring up the **Pending POS Sales** screen, and then click **Process**.
3. The **Daily Product Sales – POS** screen will pop up with the pending sales.
4. Click **Save** to see a detailed list of the items that are pending.
5. It will then ask if you would like to view these products now.
6. Click **Yes**.

7. If there are pending sales with $ amount linked to an item, then this item does not exist in OC or the POS description and number do not match because they have been edited in Squirrel.
   
   a. To correct the pending sale(s) you will need to fill out a New Item Form and email it to the Help Desk before OC will finalize the sales.
   
   b. Once the item has corrected or added to OC then go back into **Sales Mix** and click **Pending Sales**. OC will then finalize all pending sales that have been corrected.
WASTE DETAILING

Optimum Control allows you to detail waste for a date or period. This waste will appear on the Usage Summary report, showing as part of the ideal usage of an item. If you are entering Waste for a week or a period, select the last date of the period.

WASTE SHOULD BE ENTERED AT THE END OF THE INVENTORY PERIOD! (Sunday)

1. From the **Upper Menu**, click **Sales | Waste**.
2. Click **New** and select the date or add to an existing Waste sheet.
3. Select the **Item, Prep or Product** that was wasted (This will be entered in the **Description** field).
4. Enter in the **Qty**, the amount that was wasted.
5. In the **Reason** field, detail a short note about why it was wasted.
6. Repeat steps 3 – 5, until all wasted items have been added.
7. Click **Save** and **Close**.
REPORTS

Optimum Control contains over 50 detailed reports needed to effectively manage your business.

To Run Reports

1. Click Reports from the Button Bar.
2. The Select Report window will open.
3. Choose the report that you want to view, enter required information and select filters.
Item Activity Report
This report tells you all of the activity related to a specific item over a specific time period.

1. Click Reports from the Button Bar.
2. Double click Inventory.
3. Select Item Activity.
4. Fill in the Opening Inventory and To Date information.
5. You may Filter the Report if you would like to narrow your items down by item or group.

Menu Engineering Worksheet
This report calculates a menu’s popularity and profitability.

6. Click Reports from the Button Bar.
7. Double click Sales.
8. Select Menu Engineering Worksheet.
9. Fill in the From Date and To Date information.
10. You may Filter the Report if you would like to narrow your items down by group or category.

Menu Engineering Worksheet

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<thead>
<tr>
<th>Item Description</th>
<th>Sold</th>
<th>Popularity %</th>
<th>Selling Price</th>
<th>Current Cost</th>
<th>Margin %</th>
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Grand Totals: Total Products Sold: 732,0000; Total Sales: $6,892.00; Total Cost: $1,964.67; Ideal Cost %: 28.51%; Total Gross Margin: $4,927.33

Note: This report calculates a menu product’s Popularity (Menu Popularity Factor) and Profitability (Average Item Profit) within the group.
Purchase Detail Reports

These reports allow you to view purchase prices for all items.

1. Click Reports from the Button Bar.
2. Double click Purchasing.
3. Double click Purchase Detail.
4. You will be able to Choose from the following:
   a. Purchase Detail – by Invoice – This reports will help you if you want to compare purchase prices of items for one supplier by invoice.
   b. Purchase Detail – by Item – This report is useful to check consistency of prices over a given period of time. You will be looking for any major variances in pricing. NOTE: This is the most useful Purchase Detail report!
   c. Purchase Detail – by Supplier – This reports will show you what you have purchased from a supplier between a specific time period by groups and categories.
5. Fill in the From Date and To Date information and Filter the Report.
6. Click Preview.

Usage Summary Report

The Usage Summary Reports are the most powerful reports in the system. This report will show you Actual vs. Ideal usage on every item in your inventory and display variance.

1. Click Reports from the Button Bar.
2. Select Usage Summary.
3. You will be able to Choose from the following:

   a. **Cost of Sales Analysis** – This report will analyze *Actual Usage* data over up to 4 inventory cycles. It will compare the cost of sales by group and give percentage trending. Choose an **Opening Date** and **Closing Date** that are up to 4 cycles apart.

   b. **Count Amount** – Displays all inventory items listed by Group. This report will detail variances based on inventory units and approximate value.

   c. **Group totals** – Displays totals and variances for each group, by value.

   d. **Top 25 bottom 10** – Details the top **25 Most Overused** and the **10 Most Underused** items all in one sheet. If you can take care of the items on this sheet you will be in good shape. **NOTE:** There are no drill downs or filtering available in this mode.

   e. **Value** – Displays all inventory items by value.

4. **Select Report Groups** – Select the groups or groups that you wish to view for the report. (Ex. You may want to uncheck the supplies box.)

5. Choose the **Opening** and **Closing Dates**.

6. Click **Preview**.
Account Purchase Detail Report

This is a useful report to use to compare account totals between OC and AP log to make sure they match.

1. Click Reports from the Button Bar.
2. Double click Accounting and select Account Purchase Detail.
3. Select your dates and Preview and Print the report.

Review Inventory Report

This is a useful report to use to utilize to review what the inventory value is with all prep items separated back into their ingredients.

1. Click Reports from the Button Bar.
2. Double click Inventory and select Review Inventory.
3. Select your dates and Closing Inventory and Preview the report.