



# Getting Started Guide

Version 4.0

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# Activation and License Window



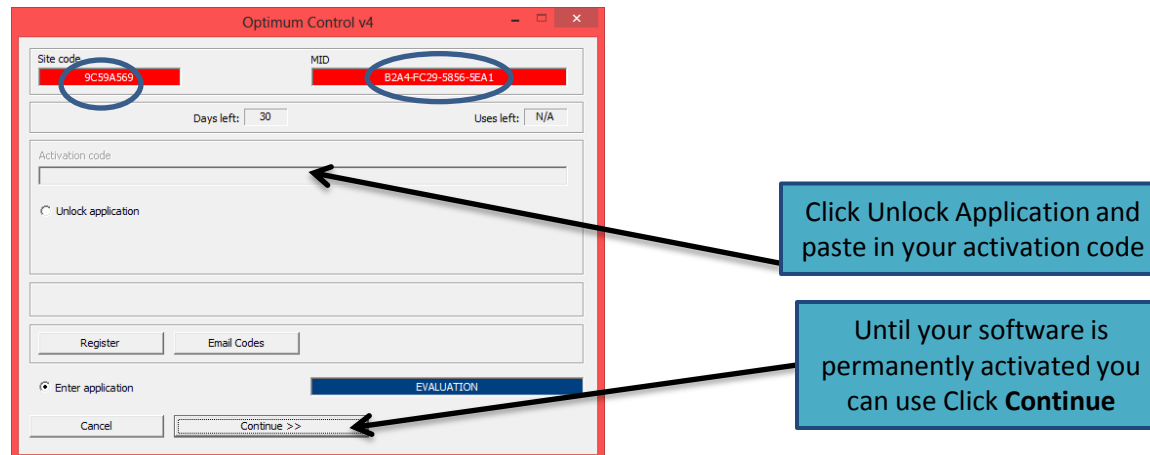
Double Click on the Optimum Control icon

When you first begin with Optimum Control a license window will appear, it allows 30 days for you to register your software. If you are on a trial click **Continue** and the program will run normally in “Evaluation Mode” for the first 30 days.

If you have purchased the program and this window is coming up; please click on the Email Codes button and include your Site Code, MID code and Company Name and your permanent activation code will be sent by return email.

If the email codes feature is unavailable on your PC, please email the above information to [activations@tracrite.net](mailto:activations@tracrite.net)

Once you receive your activation code, click on the Unlock Application button and paste/type it in.



# Login Screen

When you login for the first time the default user ID will be **OWNER** and the password will be **START**.

Once you log in a window will pop up prompting you to change your password.

Enter **START** as the old password and enter a new password twice.

*\*Make sure your password is something that you can remember*



Password in **start**  
See Help File in Optimum Control about adding new employees and passwords



Enter **start** as the old password  
Enter your new password twice

# Setup Process

The first time you use Optimum Control, a wizard will display to assist you in the initial set up.

In order to use the program, Steps 1 and 2 (Company's Information and Mailing Address) must be completed. All other steps are optional and can be setup at a later time.

If you need help at any time during the wizard, click on the ? Button



Help Button

# What should you do first?

Print and use this page as a checklist in completing the set up of Optimum Control

- Enter your Suppliers
- Enter your Inventory Items
- Enter your Preps
- Enter your Products / Menu Items
- Enter an opening inventory
- Enter any purchases made since your opening inventory
- Enter or Import your sales
- Enter a closing inventory and run reports



**Tip: You need to complete this checklist in order.  
You can't skip steps!**

# Entering Suppliers

Open the Supplier window to enter your Suppliers by clicking on **-purchasing, suppliers, new**

## Supplier Information:

**Supplier Name-** Indicate the Supplier's name

**Vendor ID-** From your accounting software

**Account Number-** Your account number with your Supplier

**Address / Phone etc.-** Enter their appropriate information

Supplier Name:	Sysco	Active:	<input checked="" type="checkbox"/>
Vendor ID:		Accounting Ref #	Terms: 30 days
Account Number:	123456		
Contact Person:	John Smith		
Address 1:	123 Anywhere Street		
Address 2:			
City:	Anytown	Prov/State:	ZZ
Postal/Zip Code:	55555	Country:	USA
Phone Number:	555-555-5555		
Fax Number:	555-555-5556	Sort Imported Orders By:	
E-Mail:	Johnsmith@anywhere.com		
Comments:			

**Export Orders Online**  
Choose from a list of formats that your supplier uses for uploading orders online

**Sort Imported Orders**  
Imported orders can be sorted by your supplier's defaults. E.G. Group and then order code

**Tip: Use Email field if you are using Bid Lists**




# Entering Items

To enter a new inventory item, click **Items** on the short cut bar and **New**. You can also access the items window by clicking on- **Inventory, Items, New**.

The screenshot shows the 'Items' window with the following data:

Section	Field	Value
Core Information	Description	Tomato Paste
	Inventory Group	Grocery (Food)
	Main Location	Store Room
	Key Inventory Item	<input checked="" type="checkbox"/>
Case Information	Supplier	Sysco
	Order Code	
	Case Desc	
	Barcode	
	Spec/Brand	
	Group (opt.)	
	Purchase Price	\$26.21 per case
	Adjusted Case Cost	\$26.21 per cs
	How do you report on this item?	by the can
	How many can are in a cs?	6.000
Summary Information	Qty On Hand	0.000 can
	Current Value	
	Last Purchased	
	Reorder Level	Min: 0.00 cs = 0.00 can Max: 0.00 cs = 0.00 can
Actual Cost Per oz		\$0.0437

 **Tip: To enter an item similar to another item. Click Duplicate and enter information for the new item**

Once you have saved the item you can click on the Secondary button and assign any additional storage locations

**The Items window is broken into 3 sections:**

1. Core Information
2. Case Information
3. Summary Information



# Items - Core Information

**Description** – Enter in the name of the item you purchase. Use something that makes sense to you and to your staff.

**Inventory Group**- Select the reporting Group for this item. To add a group- click Set Up (from upper menu), Choose Item Product Groups, New.

**Main Location (Primary Store Location)** – From the group down list choose the location in which you keep **most of** this inventory. For the most part this would be the location that you **order from**. For counts you can add as many storage locations for this item as you wish by clicking the Locations- Secondary button. See Item Locations in the help file for additional information. To add a store location click on Set up (from the upper menu), Storage Locations, Add.

**How is it used in Recipes?**- This is the recipe unit of measure.



**Tip: Try to bring everything down to the oz. (Weight), fl oz. (Volume) or each, metric gram, ml (Unit Measure)**

## Examples:

- Vodka is purchased by the **bottle** but used by the ounce in recipes, select **fl oz.** as the Unit of Measure (UOM)
- Bread is purchased by the **loaf** but used by the **slice** in recipes, select slice as the UOM
- Tomato Paste is purchased **by the case** but used by the ounce in recipes, select **oz.** as the UOM

You can add Units of Measure at any time. Click on Setup (from the upper menu), Units of Measure, Add UOM, Enter Information, Save.

**This decision is important as all the data in the program will be tracked by this unit.**

Core Information			
Description:	Tomato Paste	Key Inventory Item	<input checked="" type="checkbox"/>
Inventory Group:	Grocery (Food)	Actualize Usage Values	<input type="checkbox"/>
Main Location:	Store Room	GL Account:	Food (Food)
How is it used in recipes?	ounce		

**Key Inventory Item** – Check off this box if you would like to count this item every time you enter inventory counts. There are some key items that you will want to count every time and others that you will only want to count occasionally (garlic powder, stir sticks etc.)

This feature helps when tracking key items. You may have 500 inventory items but only want to track 75 on a weekly basis. You will only see the items that you want to see on the inventory count sheets and in the inventory window.

**Actualize Usage Values** – There are some items that you cannot track properly in a recipe, for example, fryer oil, napkins, straws etc. These items may not be used in any recipes but the usage is calculated, unfortunately Optimum Control will show a variance because there is actual usage but no ideal.

What this function does is allows you to tell Optimum Control usage reporting that whatever you actually used for this item, is what you should have used. In other words there will be No Variance.



**Tip: We recommend that you don't check this off right away. Run the program for a while then decide if it is something you would like to do.**

**Example:** Fryer Oil- Every week you change your fryer oil. You have an opening inventory of 4 pails; you purchase 10 pails and end up with 2 pails for an actual usage of 12 pails. The usage report will show an actual usage of 12 pails but no or very little ideal usage (depending if it is contained in any recipes). You would have a variance in your overall food cost of the value of 12 pails of oil. If you selected Actualize, the actual usage would be listed as the ideal usage and no variance would be listed. Each item that is actualized will be marked with a \* next to the ideal usage amount.

**GL Account** – GL Accounts are the names of the GL Accounts or Chart of Accounts that you want an item to appear under in the General Ledger Report.

These names should coincide with the ones in your accounting software.

# Items – Case Information

**Supplier** – Choose the main supplier for this item from the drop down. If the supplier is not set up yet, add them (Page 7 of Getting Started Guide)

**Order Code**- Enter the supplier’s order code for the item. This may also be called the item code. **This is important if uploading to supplier’s website.**

**Case Description** (Optional)- This is the description of the contents of the case and how it’s packaged. Example- a case of eggs has 15 cartons and each carton has 12 eggs. You would type this as 1x12x15 (each case would consist of 180 eggs)

**Barcode**- (Additional Feature) – Enter in the barcode for this item. If you have a scanner, you can scan the item barcode and it will place into the field. Alternatively, you can generate your own barcodes this gives you the option to generate labels for your shelves that OC Mobile (Optional Product) for Pocket PC scanning can utilize.

**Spec. Brand** (Optional)- You will use this option if you want to use Bidding. Specify a brand name Example- Heinz, AAA Angus Beef etc. This will let the supplier know what brand you want pricing on.

**Group** (Optional)- Select an inventory group for this item.

Case Information	
Supplier:	Sysco
Order Code:	
Case Desc:	
Barcode:	
Spec/Brand:	
Group (opt.):	
Purchase Price:	\$26.21 per case
Adjusted Case Cost:	\$26.21 per cs
How do you report on this item?	by the can
How many can are in a cs?	6.000
How many oz are in a can?	100.000
Price Incl. Tax Grp.	
Tax Grp.	
Accept Bids	<input type="checkbox"/>
Yield %:	100.00%
<input type="checkbox"/> Additional Suppliers or Case Sizes	Actual Cost Per oz: \$0.0437

**Purchase Price** – Enter in how much you pay **PER** unit of measure. Example- You pay \$23.00 **per Case** or \$5.99 **per pound**

**Price Incl. Tax Grp. and Tax Grp.**(Optional)- See Help File under Tax Grp For detailed instructions

**How do you report on this item?** – This is for **reporting** and **inventory** counting purposes. Do you report on this item by the **can, pound, package** etc. Example- You purchase the item by the case, the case contain 6 cans; during inventory you count the items by the can

**How many (tracking units) are in a (purchase unit)** – How many cans are in a case, how many package in a box, how many pounds in a pound etc.?

**How many (recipe units) are in a (tracking unit)** – How many fl oz. in a can, how many packages in a package, how many oz. in a pound etc.

**Accept Bids?** – Leave this checked if you want to receive bids on this item. You can also check this feature in the item selection edit window. See Bids in help file

**Yield %** - If you decide to use this feature, enter the yielded percentage that you end up with when using this item. See Item Yield Factor in the help file

**Actual Cost per Unit**- The yellow box will show the actual factored cost of the recipe unit (**Automatic**)

**Additional Suppliers or Case Sizes?** – If you purchase this item from more than one Supplier or you get more than one case size from a supplier you will use this feature. Click on the button, Click Add (top left) and enter the information for the new supplier or the new case size.

Green Peppers Case Sizes

Case Size: Add Remove

Case Sizes

Spokane Produce

400.000 oz / pak and 1.000 oz / oz

Supplier: Order Code:

Case Desc: Barcode:

Spec/Brand: Group (opt.):

Purchase Price: \$0.00 per Price Includes Adj

Adjusted Case Cost: \$0.00 per Tax Code:

How do you report on this item? by the

How many are in a ? 1.000 Accept Bids

How many oz are in a ? 1.000 Yield %: 100.00%

Actual Cost Per oz: \$0.00000

Include on Count Sheets Current Case Size Ordering Case Size

Groups Save Close



**Tip: Include on Count Sheets would be used if you want to count both case sizes**

# Summary Information

**Qty on Hand-** Displays the current qty on hand in the units that you selected that you are wanting to track this item in

**Current Value-** Displays the value of the current qty on hand

**Last Purchased-** Indicates the last date this item was purchased. Once you start using the purchase features of the software this field will be automatically displayed. You can also see this information in **purchasing/supplier item recap**

**Reorder Level-** Select the minimum and maximum order levels. Enter either the purchase unit or the case unit, you will notice that any conversions are done for you automatically. You can also set the reorder levels by clicking on the Inventory tab in the Upper Menu, Inventory Level Management. See Inventory Level Management in the help file for more information.

You can use Optimum Control to generate a suggested order sheet based on par levels. To use this feature, click Purchases in the Upper Menu, then Order Reminder

**Comments / Notes-** Add additional notes if required. Example: Expiration length, how the item should look when delivered

Qty On Hand:	0.000 can	Reorder Level	
Current Value:		Min:	0.00 cs = 0.00 can
Last Purchased:		Max:	0.00 cs = 0.00 can
Comments/Notes:			

# Entering Preps

A Prep is any recipe that you make from stretch that you use as an ingredient in a product; for example Garlic Butter.

To Enter a Prep Recipe, select Prep from the button bar or you can access the window by clicking Recipes from the Menu and then clicking Prep. Click New in the prep selection window and the prep recipe window will appear.

**Description-** The Prep Name. Example- Garlic Butter

**Physical Yield-** The **Net** amount you end up with after preparing (Recipe Yield)

**Barcode-** Optional. This would be used with OC Mobile

**Include on Count Sheets-** Allows preps to be counted

**Storage Location-** (Only available if Count Sheets is checked off) This is where you store your prep or where you would like to see it appear on your count sheets

**Inventory Group-** The reporting group for this prep

**Tip: We recommend that you create a Prep or Batch group.**



**Actual Cost Per-** Automatically calculated once you enter your items into your prep recipe.

**Shelf Life-** Optional- A reference point for how long your prep is fresh (Does not effect counts)

The screenshot shows a software window titled "PREP RECIPE" with a red header. The form contains the following fields:

- Description:** B-Garlic Butter
- Physical Yield:** 20.00 uom ounce (dropdown)
- Barcode:** (empty field with barcode icon)
- Include on Count Sheets:**
- Storage Location:** Cooler (dropdown)
- Inventory Group:** In-Process (Food) (dropdown)
- Actual Cost Per oz:** \$0.2533 (highlighted in yellow)
- Shelf Life:** 4 days

**Ingredients-** Select the ingredient(s), choose from Item or Prep. Type in the first few letters of the ingredient to narrow the search. If you want to add an item that is prepped, such as tomato slices or diced onion, you must prep those ingredients first



**Tip: Build your preps in order of being prepped.**

**Qty and UOM-** Enter in the Quantity that is used in the prep. When you entered the item (or prep), a recipe UOM was indicated. Each ingredient you choose will automatically have this unit of measure listed. You can use decimals; such as .25 ounces or 1.5 bottles. The default recipe UOM can be changed to any UOM where a conversion exists.

Continue adding ingredients until the Prep recipe is complete.

**Note-** you can only enter each ingredient once. If an ingredient is used it will not appear on the search list.

The Total Cost of the Prep will now be calculated. This amount is calculated by taking the **total cost** of this prep recipe and dividing it by the **physical yield**. Make sure that this amount makes sense to you, if it doesn't; check your physical yield and your recipe figures. Make sure you use the correct amounts for the UOM for each ingredient indicated.

When you are satisfied that everything is entered correctly, click **Save**.

Item	Qty	UOM	Cost
Butter/Unsalted	1.000	lb	\$4.5008
Fresh Garlic	4.000	oz	\$0.5660
Total:			\$5.0668

# Entering Products

A product is anything that you sell to your customers i.e. your menu items

To create Product Recipes select Product from the button bar or you can access the window by clicking Recipes from the Menu and then clicking Products. Click New in the product selection window and the product recipe window will appear.

**Product Description-** Name of the Product. *Example- Club Sandwich*

**POS ID#-** Number you use to identify the product in your POS system

**POS Description-** How the Product appears in your POS system

**Sales Group-** Group you identify it with on your menu. *Example- Appetizer*

**Barcode-** Optional with OC Mobile

**Actual Product Cost-** Calculated Automatically

**Selling Price-** Price you sell the menu item for

**Gross Margin, Cost Percent, Gross Profit-** Calculated Automatically

**Tax Group-** The province/states tax rate

**Selling Price Inc. Tax-** Calculated Automatically



**Tip: Build your Product first to see the cost associated then enter the Selling Price to get your margins**

<b>PRODUCT RECIPE</b>	
Description:	Club Sandwich
POS ID#:	1004
POS Descip:	THE CLUB
Sales Group:	Sandwiches & Burgers (Food)
Barcode:	
Actual Product Cost:	\$3.5974
Selling Price:	\$13.00
Gross Margin:	\$9.40
Cost Percent:	27.67%
Gross Profit % (GP%):	72.33%
Tax Group:	
Selling Price Inc. Tax:	\$13.00
Comments:	



**Build your Product-** Choose from Items, Preps and Products, type in the first few letters of the ingredient to narrow the search.



**Tip: Don't forget the condiments (if you are tracking them)**  
i.e. napkins, ketchup, straw etc.

**Qty and UOM-** Enter the quantity used in the recipe. When You created the item, prep of product a recipe unit was Indicated. Each ingredient will automatically have this UOM Listed. You can use decimals; such as .25 ounces or 1.5 bottles. The default recipe UOM can be changed to any UOM where a conversion exists.

Continue adding ingredients until the Product recipe is complete. **Note-** you can only enter each ingredient once. If an ingredient is used it will not appear on the search list.

Total cost of this product will to listed in the **Actual Product Cost**. Enter your selling price, and review it to make sure that It is within the desired Cost Percentage Margin. If it is not, enter the desired cost percentage in the Cost percent field Optimum will calculate your new selling price.

When you are satisfied that everything is entered correctly, click **Save**.

Item	Qty	UOM	Cost
Lettuce/Iceberg	2.000	oz	\$0.2238
Turkey/Breast Oven Roast	2.000	oz	\$1.1210
Tomato/Hot House	4.000	oz	\$0.6032
Onion Sprouts	1.000	pinch	\$0.1793
Bacon 16/18 Sliced	2.000	oz	\$0.3132
Cheese/Cheddar Old Whit	1.000	oz	\$0.3432
B-Cranberry Mayonnaise	1.500	fl oz	\$0.1594
Bread/Harvest 12-Grain	3.000	slice	\$0.6543
<b>Total:</b>			<b>\$3.5974</b>

# The most commonly used features

## Daily Sales Summary

Do this daily to achieve maximum accuracy. It is used for daily financial information. Gross Sales, Net Sales, discounts, deposits etc. You can, if you like, just enter Gross Sales information to get numbers for the Usage Summary Report. Here you can also detail and category sales to get even more definition about your costs.

## Sales Mix

You can enter this daily, weekly or by period. We recommend that you enter your sales mix weekly. This helps to keep your database smaller. If you exceed weekly input then your reports will not be as timely. The program will remind you if you are trying to save a Sales Mix more than 7 days from a previous sales mix. This prevents you from entering a sales mix on the wrong date. You can always change the sales mix dates if you make a mistake.

## Orders

Orders can be entered whenever you like and have no bearing on day-to-day reporting. You can import to the invoice window upon receiving stock to save time. Exports may be available for your suppliers to automatically upload to a website, call our office for information on this feature.

## Invoices

Invoices can be entered anytime but should be entered as close to the date received as possible and if possible in the order that they were received. All invoices should be entered prior to updating inventory counts. Optimum Control allows you to import your invoices electronically from selected suppliers with our Supplier Invoice Module (for more information please contact us)

## Inventory Counts

At the end of each week, period or month... prior to running any inventory related reports you will need to count your inventory and enter a **Closing (or ending) Inventory**.

Make sure, before you do this, that all Invoices, Daily Sales Information, Sales Mix Information and Waste (if you are using this feature) are entered.

Remember that Optimum control adjusts your inventory each time you enter a Sales Mix, Invoice or Inventory count. This not only affects your food costs but also gives you accurate ordering information.

**To be on top of your costs and reports enter your information on a timely basis.**



Take control of your inventory with

**OPTIMUM  
CONTROL**  
Inventory Software

**If you would like to learn more about our one on one training packages that will teach you how to use Optimum Control to it's fullest potential please contact us**

*For more info please contact:*  
***sales@tracrite.net***  
***or 1-888-798-5555***

***tracrite.net***