



# **Optimum Control Day to Day Manual**












**Version 4.0**

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## BUTTON BAR



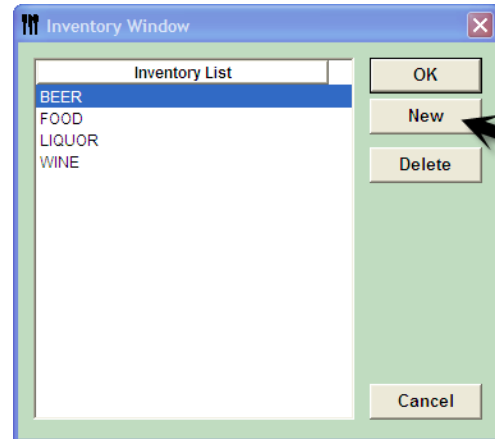
	<b>Sales</b>	Review or enter Sales information.
	<b>Sales Mix</b>	Import your sales from a POS System.
	<b>Orders</b>	Create, review or export orders.
	<b>Invoices</b>	Create or review Bills or Credits (EDI Importing).
	<b>Inventory</b>	Print inventory count sheets or enter in inventory counts.
	<b>Items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

## INVENTORY

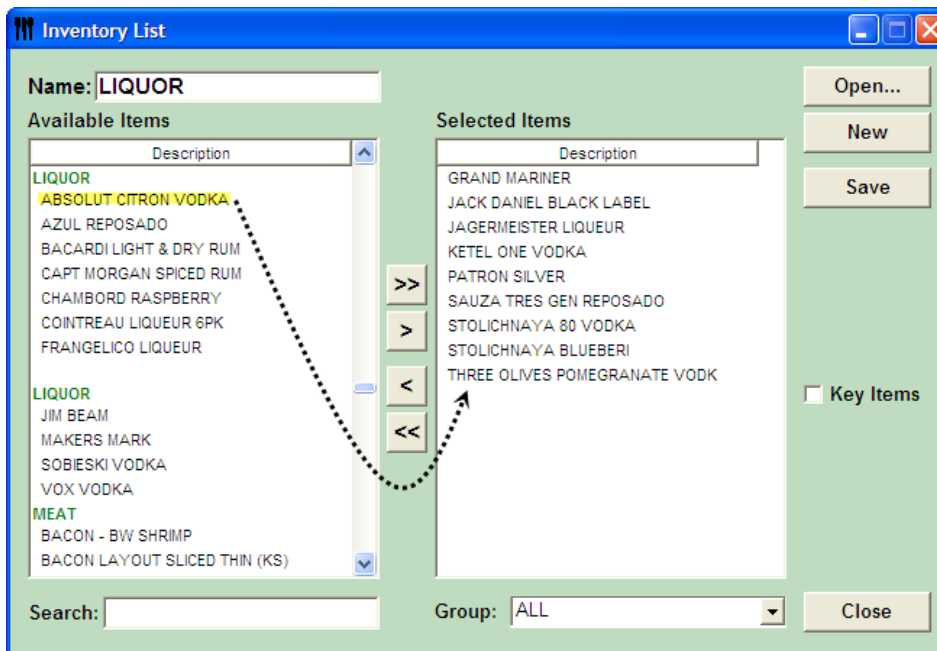
Optimum Control allows you to build your inventory lists to suit your needs by creating **Inventory Lists** and customizing these lists using the **Inventory Setup Wizard**.

### 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**.



2. Click **New** to create a new inventory list.



**Drag Items from the Available Items window to the Selected Items Window. (You have to use the arrow box to put them back)**

## 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.



Select Inventory...

Closing Date	Inventory Value	Countsheets Finalized	Date Completed
6/17/2012	\$28,436.29	1/1	6/17/2012
6/3/2012	\$26,653.24	1/1	6/4/2012
5/20/2012	\$26,345.99	1/1	5/20/2012
5/6/2012	\$28,209.94	1/1	5/7/2012
4/22/2012	\$27,483.37	1/1	4/22/2012
4/8/2012	\$29,104.74	1/1	4/8/2012
3/25/2012	\$26,980.77	1/1	3/25/2012
3/11/2012	\$22,970.17	1/1	3/11/2012
2/26/2012	\$27,208.68	1/1	2/26/2012
2/12/2012	\$27,718.50		2/12/2012
1/29/2012	\$26,709.41		1/29/2012
1/15/2012	\$25,056.74		1/15/2012
1/1/2012	\$28,693.63	1/1	1/1/2012
12/18/2011	\$24,484.52		12/18/2011
11/27/2011	\$26,565.80		11/27/2011
11/13/2011	\$25,747.60		11/13/2011

Buttons: Open, New, Delete, Adjust, Finalize, Redate, Filter (90 Days, 365 Days, All), Close

2. Click **New** to create a new inventory.

The Inventory Setup Wizard will pop up every time.

New Inventory Wizard

**Inventory Setup**  
Optimum Control Professional will use the answers to the questions below to set up a new inventory count sheet. Finalizing the inventory counts will close the inventory period and update item quantities on hand.

On which date should this inventory be recorded?  
Wednesday, June 27, 2012

Are multiple count sheets required?

What kind of inventory count is this?

All Items  
 Key Items  
 Category  
 Group  
 Inventory List

Buttons: ? < Back Next > Finish Cancel

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**.

**Initial Inv. List Setup:** Beer, Wine, and Liq lists should be created in order of shelf. Now we will customize food the same way.

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

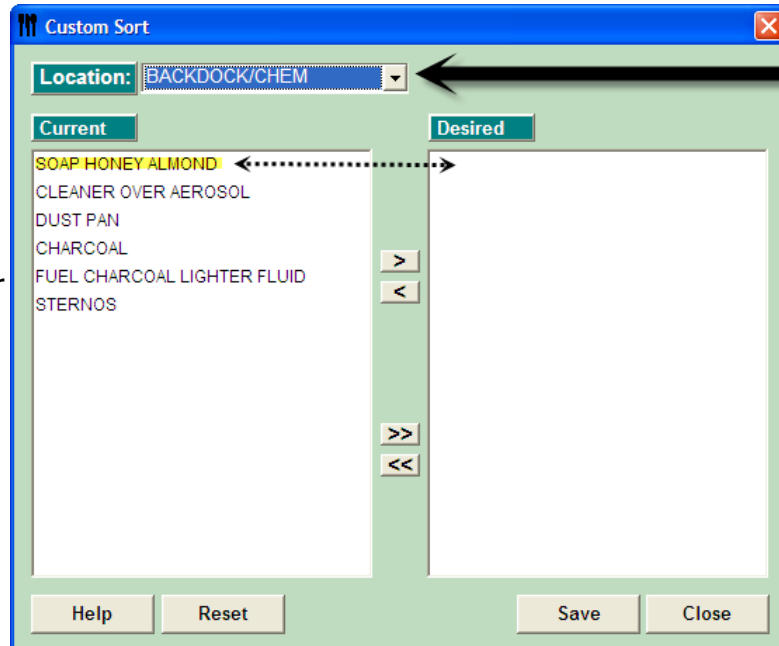
2. Click *Finish*

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.

**i** You can speed up the sorting by holding down your CTRL key and clicking the items in the order you want to count them and drag the highlighted items over as one group.



5. Select from the drop down list you wish to customize.

6. A list of all items contained in that area will appear under the *Current* list.

7. Click on an item that you want to count first and drag the item into the *Desired* list.

**Note: This Location should match your Excel locations for the first time**

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.

**i** 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**.

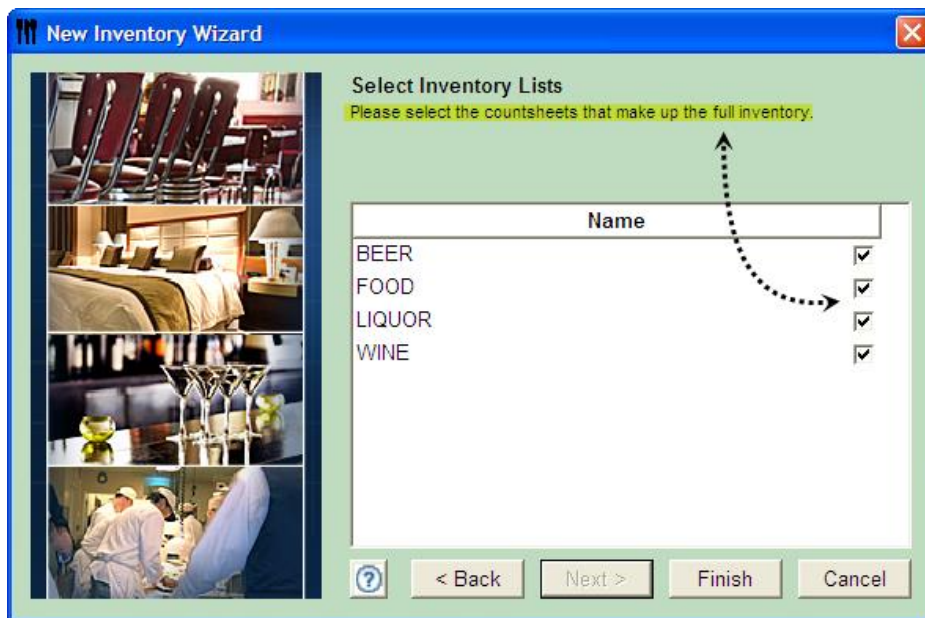
Now all of your **Inventory Lists** are completed, every time you need to create a new inventory, print countsheets and/or log inventory click **Inventory** and use the **Inventory Setup Wizard (Pg 4)**.

## Creating Inventory Count Sheets

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



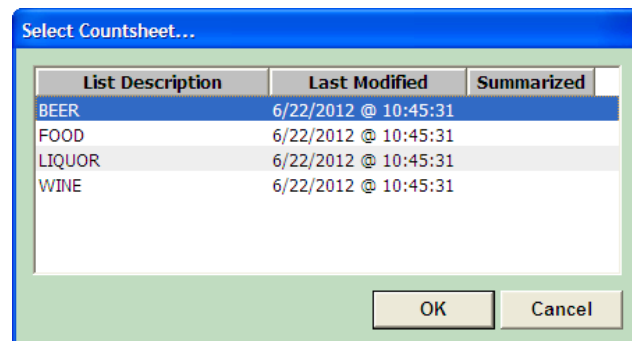
3. You will be presented with the **Inventory Setup Wizard (Pg 4)**. Follow the same steps as on Page 4 (select date, check multiple count sheets, check Inventory List).
4. Next, you will be directed to the **Select Inventory List** screen. Select all **Inventory Lists**.



You will need to select all *Inventory Lists* that make up your full inventory.

5. Click *Finish*

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**.



 These lists will remain unless adjusted.

## Entering Inventory Counts & Finalizing Inventory

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





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

The screenshot shows the 'Inventory Countsheet' window with the following data:

Item Description	Purchase Unit	Count Unit	Recipe Unit
<b>DRY STORAGE</b>			
BREAD WHITE THIN SLICED	0.0 loaf	0.0 loaf	0.0 loaf
FOUNT SYP COCOA COLA	0.0 ea	0.0 ea	0.0 floz
FOUNT SYP DIET COKE	0.0 ea	0.0 ea	0.0 floz
FOUNT SYP DR. PEPPER	0.0 ea	0.0 ea	0.0 floz
FOUNT SYP PINK LEMONADE	0.0 ea	0.0 ea	0.0 floz
FOUNT SYP SPRITE	0.0 ea	0.0 ea	0.0 floz
<b>DRY STORAGE FREEZER</b>			
BREAD BURGER BUN	0.0 pak	0.0 ea	0.0 ea
<b>EXPO LINE</b>			
SAN PELLEGRINO SPARKLING	0.0 cs	0.0 ea	0.0 ea
VOSS STILL WATER BTL	0.0 cs	0.0 ea	0.0 ea
<b>ICE ROOM</b>			
JUICE PINEAPPLE 6OZ CAN	0.0 cs	0.0 ea	0.0 floz
SODA COKE CAN	0.0 cs	0.0 ea	0.0 floz
SODA DIET COKE CAN	0.0 cs	0.0 ea	0.0 floz
SODA DR. PEPPER CAN	0.0 cs	0.0 ea	0.0 floz
SODA SPRITE CAN	0.0 cs	0.0 ea	0.0 floz
<b>WAIT STATION</b>			
COFFEE FRENCH ROAST DECAF	0.0 cs	0.0 ea	0.0 lb
COFFEE SEATTLE ROAST COSTAMA	0.0 cs	0.0 ea	0.0 lb

Annotations in the image:

- An arrow points to the 'Count Unit' column with the text: "Enter the Inventory Counts by Purchase Unit, Count Unit and Recipe Unit. \*Count Unit will be the most often used."
- An arrow points to the 'Custom' sorting option with the text: "Make sure when you enter in inventory that your countsheets are sorted by Custom."

Press ENTER to move down one row or TAB to move to the next count unit for that item.

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.

## Inventory Summary Window

Description	UOM	Currently On Hand	Counted?	Qty Counted	Qty In Prep	Total	Difference (+/-)	Unit Cost	Inventory Value
<b>11708 Liquor</b>									
Absolut Citron Btl	bottle	1.600	<input checked="" type="checkbox"/>	85.000	0.000	85.000	83.400	\$19.2500	\$1,636.25
Amaretto	bottle	2.100	<input checked="" type="checkbox"/>	2.000	0.000	2.000	-0.100	\$25.0900	\$50.18
Apple Pucker	bottle	1.100	<input checked="" type="checkbox"/>	5.000	0.000	5.000	3.900	\$10.2800	\$51.40
Apricot Brandy	bottle	1.100	<input checked="" type="checkbox"/>	5.000	0.000	5.000	3.900	\$8.2900	\$41.45
Azul Reposado	bottle	5.292	<input checked="" type="checkbox"/>	4.000	0.000	4.000	-1.292	\$17.8700	\$71.48
Bacardi Light and Dry Btl	bottle	1.700	<input checked="" type="checkbox"/>	3.000	0.000	3.000	1.300	\$14.9200	\$44.76
Bacardi Limon	bottle	1.500	<input checked="" type="checkbox"/>	7.000	0.000	7.000	5.500	\$16.5700	\$115.99
<b>11708 Liquor Total:</b>									<b>\$2,011.51</b>
<b>Total Inventory Value:</b>									<b>\$2,011.51</b>

Buttons: Print, Save, Close

**DO NOT FORGET TO SAVE YOUR INVENTORY!**

6. Once you have reviewed the **Inventory Summary**, click **Save** and **Close**.
7. THE GM WILL FINALIZE INVENTORY ON MONDAY. DO NOT FINALIZE UNLESS YOU ARE SURE THAT ALL COUNTS ARE CORRECT.
  - a. 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.

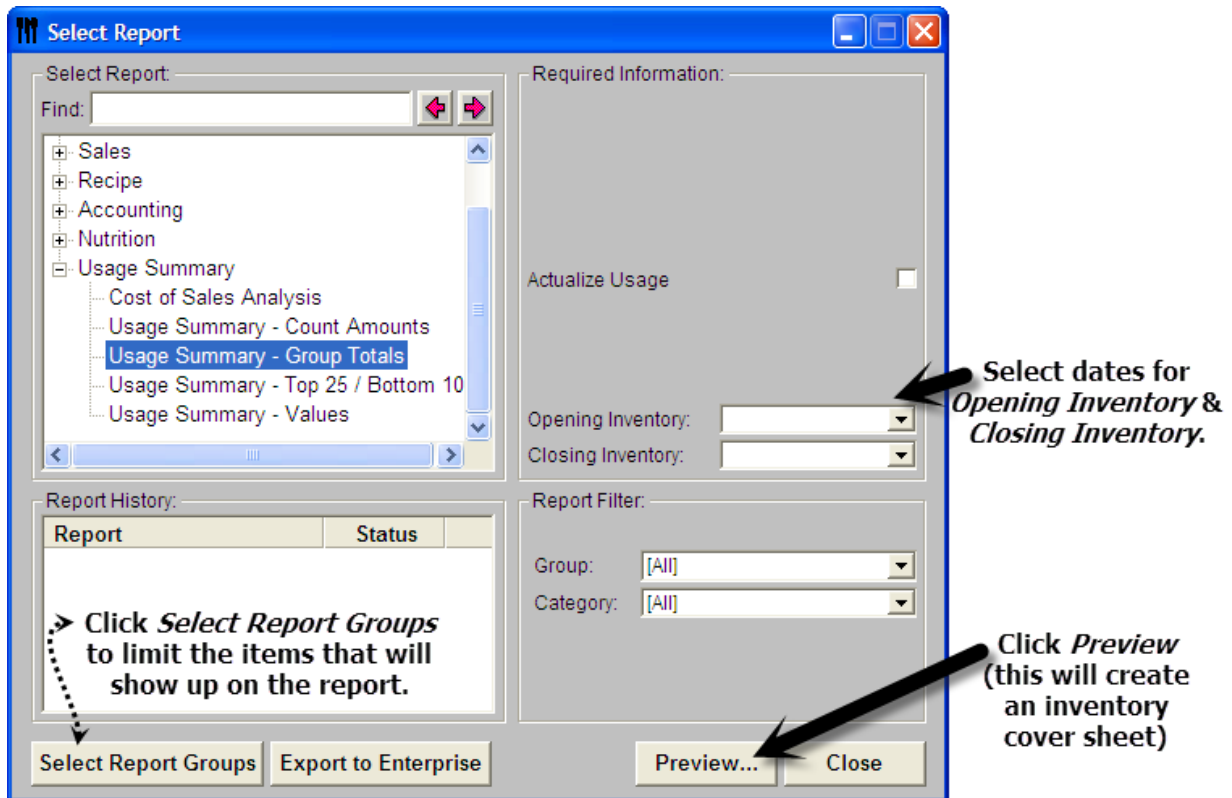
## To Print a Completed Inventory

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.



Product Group Description	
<input checked="" type="checkbox"/> FOOD	<p><b>Item Product Group - These groups will be included in the Usage summary report</b></p> <p>Check All</p> <p>Uncheck All</p> <p>Save</p> <p>Close</p>
<input checked="" type="checkbox"/> FOOD OTHER	
<input checked="" type="checkbox"/> GROCERY	
<input checked="" type="checkbox"/> MEAT	
<input checked="" type="checkbox"/> NON-ALC	
<input checked="" type="checkbox"/> PRODUCE	
<input checked="" type="checkbox"/> SEAFOOD	
<input checked="" type="checkbox"/> SPICE	
<input checked="" type="checkbox"/> Liquor	
<input checked="" type="checkbox"/> LIQUOR	
<input type="checkbox"/> Misc.	
<input type="checkbox"/> NON-FOOD	
<input type="checkbox"/> SUPPLIES	
<input checked="" type="checkbox"/> Wine	
<input checked="" type="checkbox"/> WINE-RED	
<input checked="" type="checkbox"/> WINE-WHITE	

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**.



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.

**1** 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.

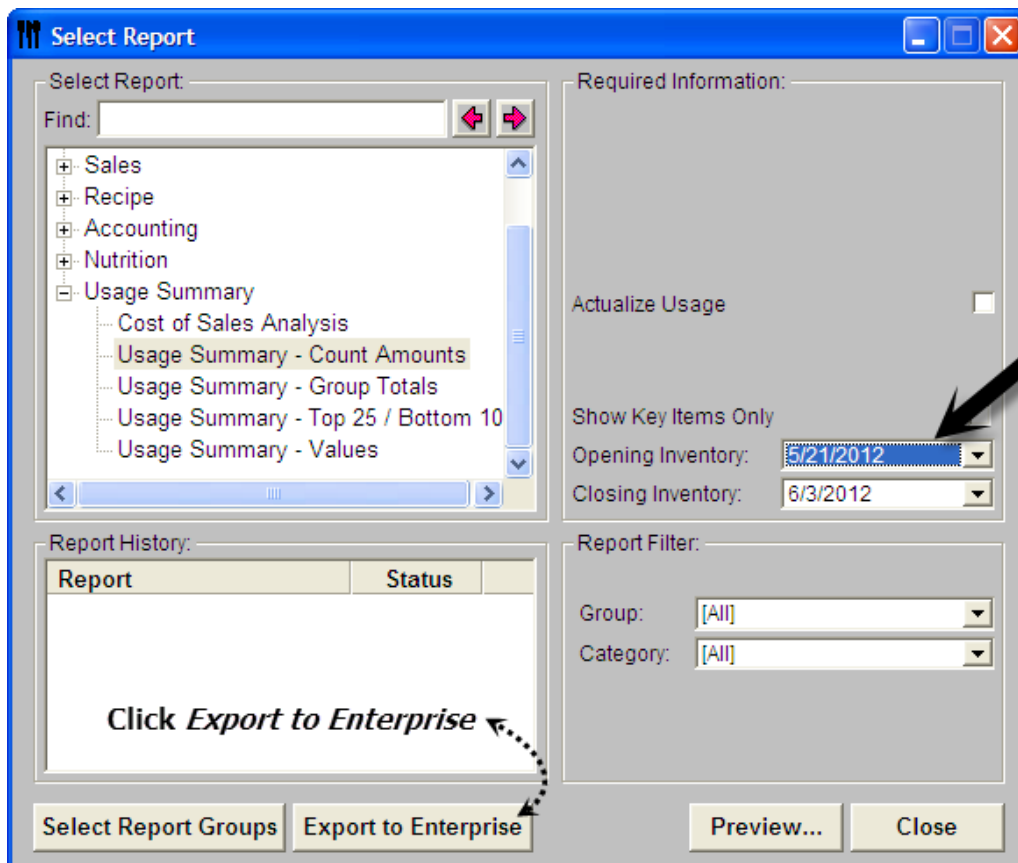
## Exporting to Enterprise Website- **If Applicable**

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**.



**i** Only **Export to Enterprise** once you have summarized and finalized your inventory!

When exporting your completed inventory to the Enterprise website you have to do so in two week increments.

## 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**.

Item Description	UOM	Qty In Prep	Counted	Actual On Hand	Difference	Reason
<b>Dairy</b>						
Cheese-Parmesan	lb	0.00	10.000	22.000	12.000	Recounted
Cheese-White cheddar	lb	0.00	10.000			
Cream 35%	ea	0.00	4.750			
Eggs, large	dz	0.00	14.177			
Ice Cream-Vanilla	pail	0.00	1.859			
Milk	Liter	0.00	27.957			
Milk 2% 250 ml.	ea	0.00	8.280			
Milk Chocolate 250 ml	ea	0.00	2.000			
Milk chocolate 500 ml	ea	0.00	2.000			

**i** 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.**

## 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.

Item Description	Minimum Re-Order Level	Maximum Re-Order Level	Location (Right click to change)	Key Item
<b>Food</b>				
Almonds-sliced	1.00 lb.	1.000 lb.	Back Storage	<input checked="" type="checkbox"/>
<b>Other</b>				
Beef Broth Base	1.00 pail	2.000 pail	Store room	<input checked="" type="checkbox"/>
<b>Meats</b>				
Beef-Prime Rib	5.00 kg	5.000 kg	Cooler	<input checked="" type="checkbox"/>
<b>Bread</b>				
Bread Crumbs	2.00 pak.	2.000 pak.	Store room	<input checked="" type="checkbox"/>
<b>Produce</b>				
Broccoli Stalks	5.00 lb.	5.000 lb.	Cooler	<input checked="" type="checkbox"/>
Broccoli-florets-blanchd	2.00 lb.	2.000 lb.	Cooler	<input checked="" type="checkbox"/>
Bun-Beef dip	30.00 ea.	50.000 ea.	Back Storage	<input checked="" type="checkbox"/>

**i** 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

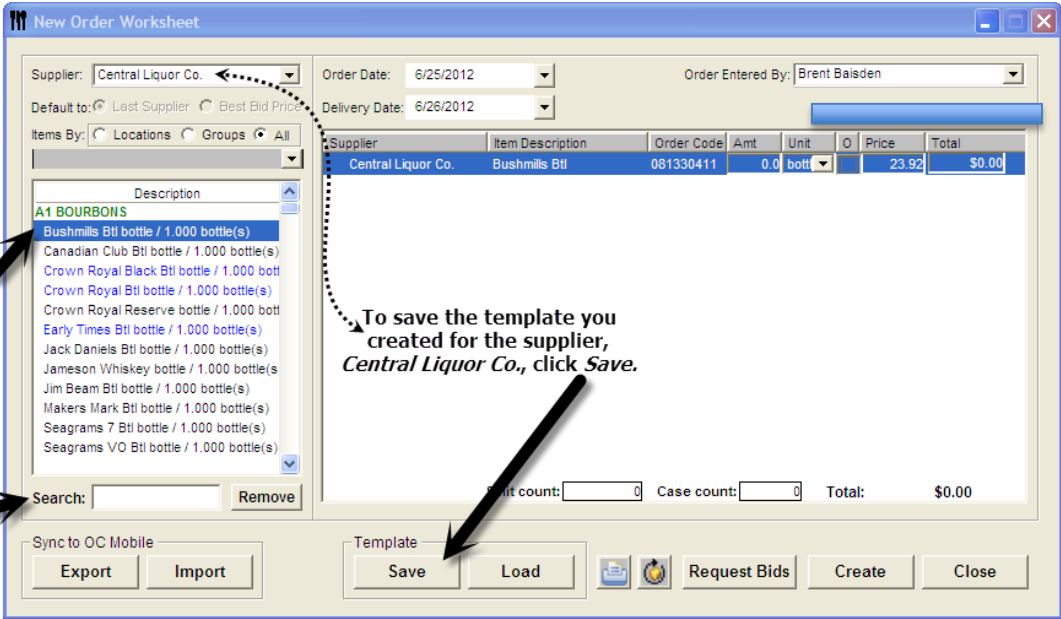
One of the most time consuming jobs for the food service operator is creating accurate orders and converting those orders to stock received. Optimum Control can make this an easy task that will ultimately save you a lot of time, giving you the accurate information that you need to make good decisions. 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**.



Supplier: Central Liquor Co. Order Date: 6/25/2012 Order Entered By: Brent Baisden  
 Default to: Last Supplier Best Bid Price Delivery Date: 6/26/2012

Supplier	Item Description	Order Code	Amt	Unit	Q	Price	Total
Central Liquor Co.	Bushmills Btl	081330411	0.0	bott		23.92	\$0.00

Items By: Locations Groups All

Description

A1 BOURBOIS

Bushmills Btl bottle / 1.000 bottle(s)

Canadian Club Btl bottle / 1.000 bottle(s)

Crown Royal Black Btl bottle / 1.000 bott

Crown Royal Btl bottle / 1.000 bottle(s)

Crown Royal Reserve bottle / 1.000 bott

Early Times Btl bottle / 1.000 bottle(s)

Jack Daniels Btl bottle / 1.000 bottle(s)

Jameson Whiskey bottle / 1.000 bottle(s)

Jim Beam Btl bottle / 1.000 bottle(s)

Makers Mark Btl bottle / 1.000 bottle(s)

Seagrams 7 Btl bottle / 1.000 bottle(s)

Seagrams VO Btl bottle / 1.000 bottle(s)

Search: Remove

Unit count: 0 Case count: 0 Total: \$0.00

Sync to OC Mobile

Template

Export Import Save Load Request Bids Create Close

Double click to move an item to the template screen.

Use the search to find an item quickly.

To save the template you created for the supplier, Central Liquor Co., click Save.

### To Delete a Template

#### To Load a Template



1. Click **Orders** from Button Bar.
2. The **New Order Worksheet** will open.
3. Click **New**.
4. Under Template, click **Load**.
5. Select the template and click **Ok**.

1. Click **Orders** from Button Bar.
2. The **New Order Worksheet** will open.
3. Click **New**.
4. Under Template, click **Load**.
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**.

6/26/2012  
10:50:03

## Inventory Order Form

Sysco

Phone: [Redacted] Fax: [Redacted] Contact: [Redacted]

Account #: 1000008867 PO #: [Redacted]

Ordered By: [Redacted] Order Date: [Redacted] Delivery Date: [Redacted]

Item Description	Order Code	Order/unit	Case Size	Case Cost	On Hand	Avg day	Reorder	
							Min	Max
<b>B1 MEATS MISC.</b>								
Bacis Ribs	Sysco	7138191	1b	1,000 lb	\$3.73	212.59 lb	31.81	0 0 lb
Bacon Bits	Sysco	1300219	cs	10,000 lb	\$47.60	36.00 lb	6.92	0 0 lb
Bacon Canadian	Sysco	6173995	lb	1,000 lb	\$3.86	25.20 lb	0.85	0 0 lb
Bacon Sliced	Sysco	2213155	cs	15,000 lb	\$41.38	62.50 lb	10.68	0 0 lb
Corned Beef	Sysco	6630081	lb	1,000 lb	\$4.46	46.75 lb	5.48	0 0 lb
Cubed Steaks	Sysco	0513687	cs	9,750 lb	\$47.40	62.70 lb	8.25	0 0 lb
Pork Chops	Sysco	8359190	lb	1,000 lb	\$4.14	132.65 lb	20.99	0 0 lb
Pulled Pork	Sysco	8975998	cs	10,000 lb	\$40.28	5.00 lb	0.38	0 0 lb
Sausage Andouille	Sysco	9691052	cs	10,000 lb	\$30.49	10.00 lb	1.06	0 0 lb
Sausage Hot	Sysco	7929318	cs	12,000 lb	\$41.26	29.90 lb	2.64	0 0 lb
## Sausage Hot	Sysco		lb	1,000 lb	\$2.67	29.90 lb	2.64	0 0 lb
Sausage Johnsonville	Sysco	0953012	cs	12,000 pak	\$45.62	10.71 pak	0.76	0 0 pak
Turkey	Sysco	1417179	lb	1,000 lb	\$3.85	10.80 lb	0	0 0 lb
Veal Glace	Sysco	7738042	cs	24,000 lb	\$96.66	40.00 lb	1.35	0 0 lb
<b>B2 CHICKEN</b>								
Chicken 6 Oz	Sysco	1890573	cs	20,000 lb	\$58.40	162.00 lb	32.45	0 0 lb
Chicken 8 Oz	Sysco	7156144	cs	20,000 lb	\$58.40	129.20 lb	19.60	0 0 lb
Chicken Bones	Sysco	9082728	cs	40,000 lb	\$20.40	161.07 lb	18.60	0 0 lb
Chicken Random	Sysco	7000228	cs	40,000 lb	\$84.80	289.22 lb	27.97	0 0 lb


ⓘ 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.)

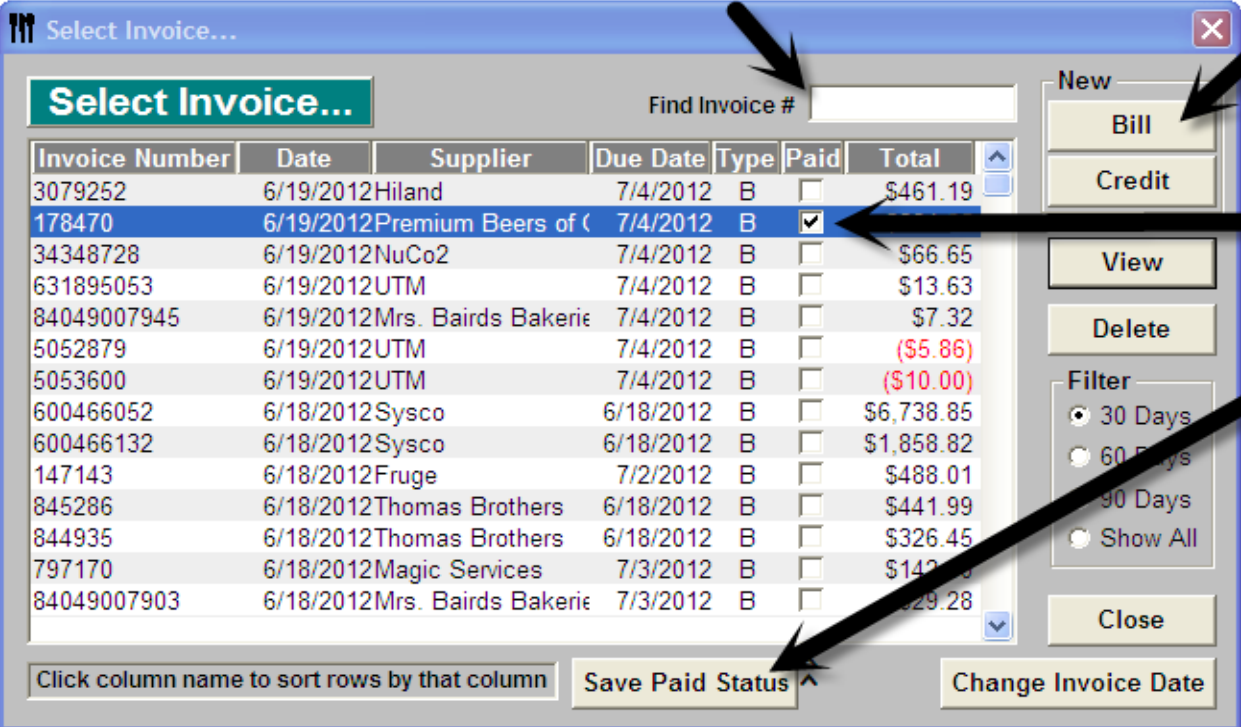
**i** When entering an invoice, if the invoice date does not fall within the current week then date the entering of invoice on the Monday of the current week you are in. (If the invoice date differs from the date of entry then hand write that date on the hardcopy invoice.)

**i** 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.

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

**Search for an invoice by entering the Invoice Number.**



**Select Invoice...**

Find Invoice #

Invoice Number	Date	Supplier	Due Date	Type	Paid	Total
3079252	6/19/2012	Hiland	7/4/2012	B	<input type="checkbox"/>	\$461.19
178470	6/19/2012	Premium Beers of C	7/4/2012	B	<input checked="" type="checkbox"/>	
34348728	6/19/2012	NuCo2	7/4/2012	B	<input type="checkbox"/>	\$66.65
631895053	6/19/2012	UTM	7/4/2012	B	<input type="checkbox"/>	\$13.63
84049007945	6/19/2012	Mrs. Bairds Bakerie	7/4/2012	B	<input type="checkbox"/>	\$7.32
5052879	6/19/2012	UTM	7/4/2012	B	<input type="checkbox"/>	(\$5.86)
5053600	6/19/2012	UTM	7/4/2012	B	<input type="checkbox"/>	(\$10.00)
600466052	6/18/2012	Sysco	6/18/2012	B	<input type="checkbox"/>	\$6,738.85
600466132	6/18/2012	Sysco	6/18/2012	B	<input type="checkbox"/>	\$1,858.82
147143	6/18/2012	Frugé	7/2/2012	B	<input type="checkbox"/>	\$488.01
845286	6/18/2012	Thomas Brothers	6/18/2012	B	<input type="checkbox"/>	\$441.99
844935	6/18/2012	Thomas Brothers	6/18/2012	B	<input type="checkbox"/>	\$326.45
797170	6/18/2012	Magic Services	7/3/2012	B	<input type="checkbox"/>	\$142.00
84049007903	6/18/2012	Mrs. Bairds Bakerie	7/3/2012	B	<input type="checkbox"/>	\$29.28

New  
  
  
  
  
 Filter  
 30 Days  
 60 Days  
 90 Days  
 Show All

Click column name to sort rows by that column

**To create an New invoice click *Bill*.**

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

**i** 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.

Type in the name of an item or the order code in the *Search* box to find an item.

Highlight and double click an item to add to *Items* Screen.


3. Enter the *Qty* of the received item.

4. Optimum Control will automatically enter the current *Unit Cost*.

5. Compare it to the cost on the invoice. If the price differs, type the new price in the *Amount* Field.

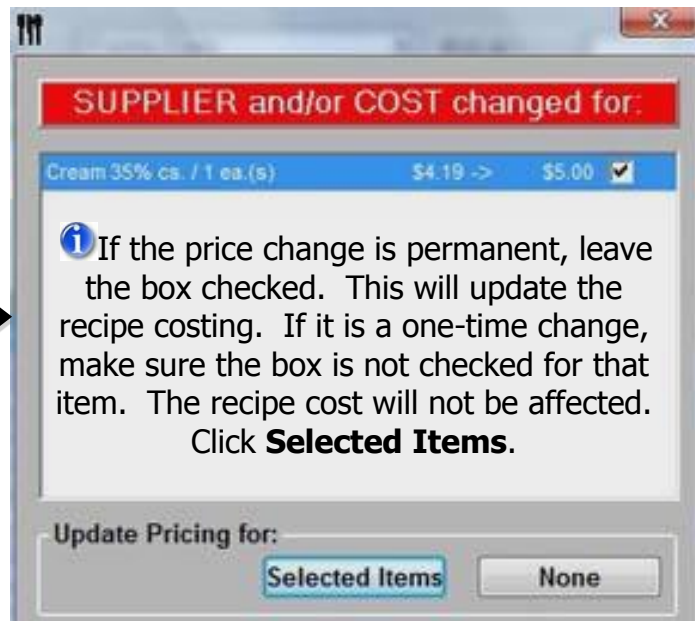
6. If the price changed, a check mark will be automatically placed in the *(0) Price Override* box.

4. Enter in the **Qty (Quantity)** of the received item. *(Credit items must be entered as a negative quantity.)*

 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**.

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

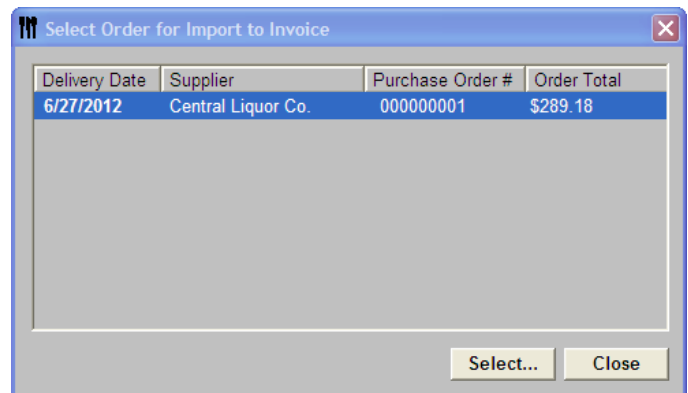


## Receiving Orders

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**.

Enter Date, Invoice # and Invoice Total.

If you need to adjust prices, type in the new price for an item under *Unit Cost*.

Click here to change ^ item unit cost

Default supplier When an optional supplier is selected, it will  
Optional supplier then become the default supplier when saved.

Item Total: \$289.18

Items \$289.18 + Expenses \$0.00 + Taxes \$0.00 = Total \$289.18

## 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.



Invoices

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**.

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

## 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.

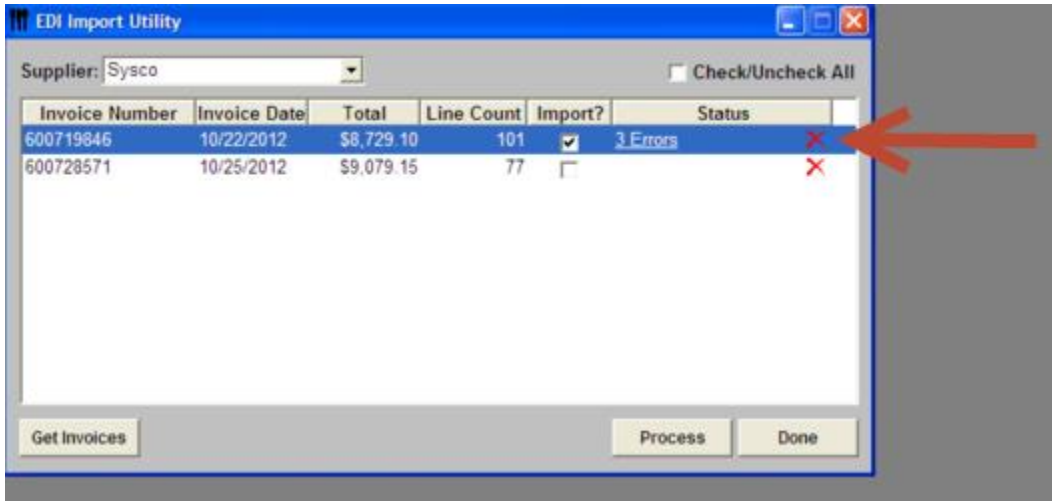
**i** REMINDER - All invoices entered into Optimum Control need to be entered *within the dates of the week you are in* to be able to match up with posting dates in AP.

### 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.

Invoice Number	Invoice Date	Total	Line Count	Import?	Status
840487	6/2/2012	\$20.20	1	<input type="checkbox"/>	X
841731	6/6/2012	(\$14.70)	1	<input type="checkbox"/>	X
842453	6/8/2012	(\$47.60)	2	<input type="checkbox"/>	X
843050	6/11/2012	\$23.40	1	<input type="checkbox"/>	X
843825	6/13/2012	(\$23.40)	1	<input type="checkbox"/>	X
844103	6/14/2012	(\$5.66)	1	<input type="checkbox"/>	X
844104	6/14/2012	(\$37.70)	1	<input type="checkbox"/>	X
844535	6/15/2012	(\$7.25)	1	<input type="checkbox"/>	X
845752	6/20/2012	\$0.00	1	<input type="checkbox"/>	X
846455	6/22/2012	\$36.90	1	<input type="checkbox"/>	X

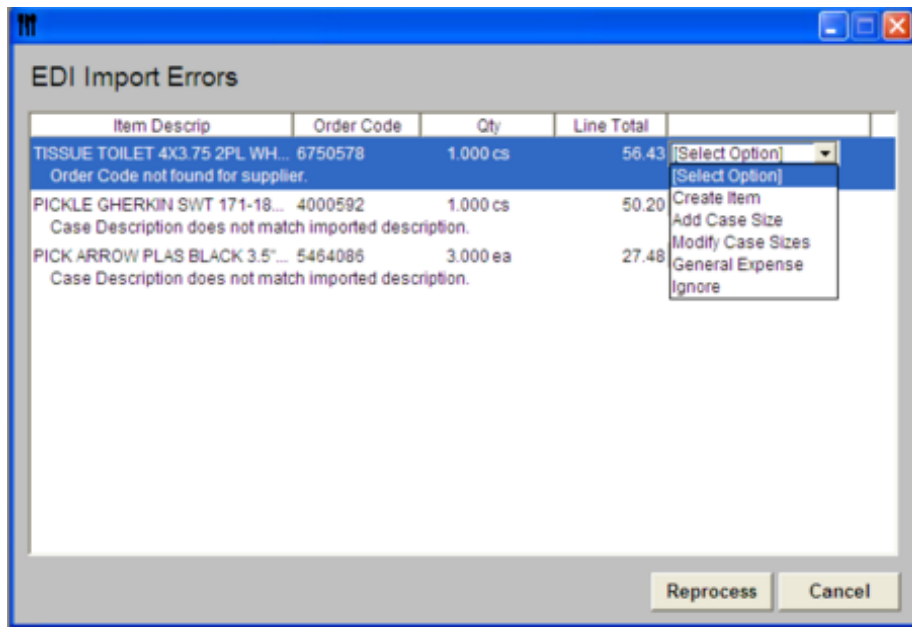
4. Click **Get Invoices**, this will download all outstanding invoices.
5. A listing of invoices will appear. Import one invoice at a time by checking the import box and then hit process.



6. Correct all errors before downloading the invoice.

a. Common errors include:

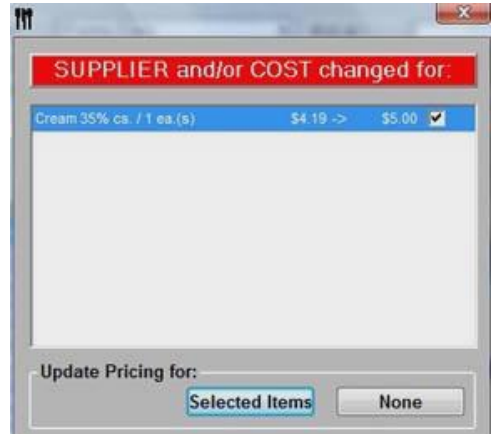
1. *Case size description doesn't match*- select modify case size and delete the description in the item and hit save. The system will automatically add the correct description.
2. *Order number doesn't exist*- select modify case size and add the correct order number to the case size.



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**.

Item Description	Code	Qty	Uom	O	Unit Cost	Amount
Mushroom Button cs / 10.000 lb(s)	71630	2.00	cs		\$21.25	\$42.50
Avocados cs / 1.000 cs(s)	10353	1.00	cs	<input checked="" type="checkbox"/>	\$33.90	\$33.90
Tomatoes Clusters Vine Ripe cs / 30.	22581	1.00	cs		\$19.70	\$19.70
Broccoli cs / 20.000 lb(s)	20167	1.00	cs	<input checked="" type="checkbox"/>	\$23.70	\$23.70
Lemons cs / 1.000 cs(s)	10925	1.00	cs		\$32.70	\$32.70
Lettuce Iceberg cs / 24.000 ea(s)	20800	2.00	cs		\$18.45	\$36.90
Lettuce Romaine cs / 24.000 ea(s)	20860	3.00	cs		\$19.60	\$58.80
Cilantro Fresh cs / 30.000 ea(s)	20450	1.00	cs	<input checked="" type="checkbox"/>	\$14.70	\$14.70
Lettuce Leaf ea / 1.000 ea(s)	20825	4.00	ea		\$1.34	\$5.36
Grapes Red Seedless bag / 1.000 lb(s)	10556	2.00	lb	<input checked="" type="checkbox"/>	\$3.20	\$6.40
Potatoes 60 ct cs / 1.000 cs(s)	21725	2.00	cs	<input checked="" type="checkbox"/>	\$16.45	\$32.90
<b>Item Total:</b>						<b>\$307.56</b>

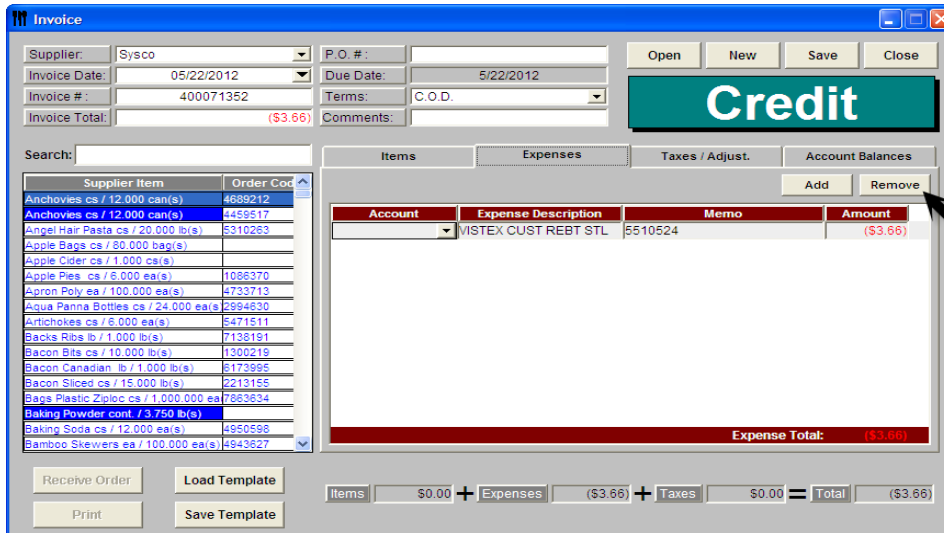
When returning an item you want to remove an item from the invoice.

Highlight the item and click the Remove button.

Make sure your invoice totals match.

**Errors**

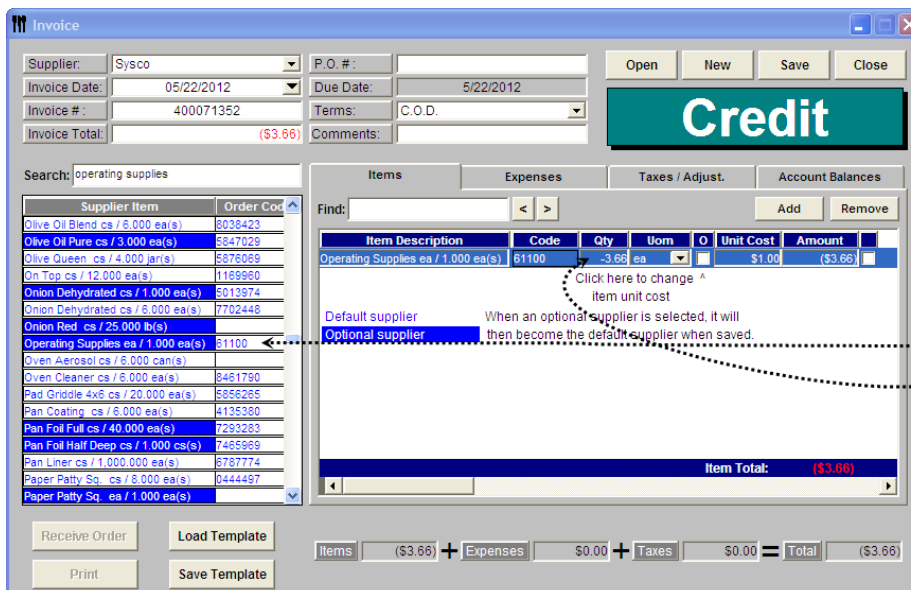
If there are errors downloading, they will be placed in the **Expense Tab** of the **Invoice** screen. Most of the time errors are case size changes, invoice descriptions not matching items in Optimum Control or Invoice Total errors.



If the items in the expense tab is a non food item and it not tracked in OC then you may Remove it from the Expense tab.

Highlight the item and click Remove

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**.



Once you have deleted the item from the Expense tab you may then add it to the Items tab.

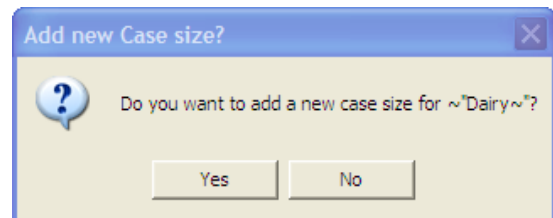
Because this item did not exist in OC but it will be coded to Operating Supplies then you double click on Operating Supplies.

Adjust the Qty, not the Unit cost, with the amount of the credit.

- 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.)
- 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.
- 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**.




Click **Add** to create a new case size.  
\*DO NOT change any existing cases.  
Fill in all the blanks that are highlighted.  
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.

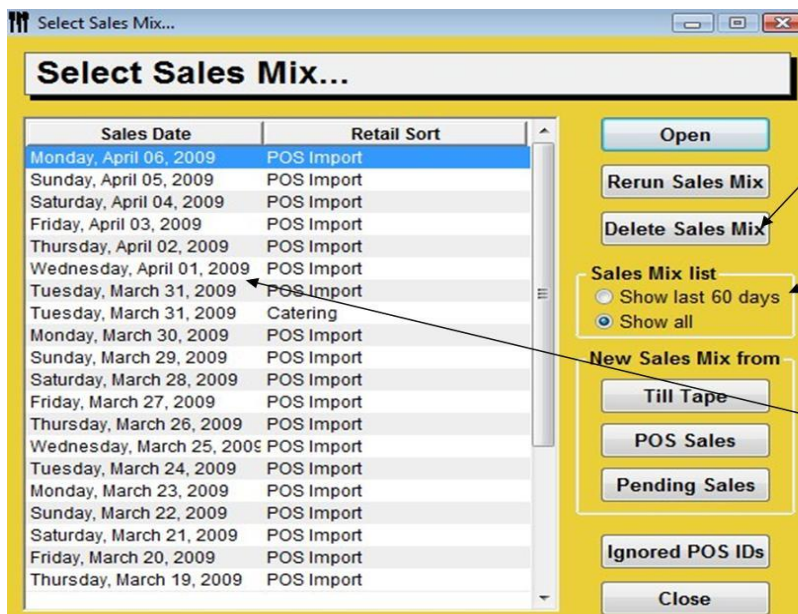
1. Highlight and Copy the **Invoice #**.
2. Click **Reports**. 
3. Double click **Accounting**, then **Invoice Report**.
4. Select the **From Date** and **To Date** as the same date on the invoice and paste the Invoice # in the box next to **Invoice Number**.
5. Click **Preview** and **Print**.

## 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.

 Make sure you never **SHUT DOWN** the Squirrel Computer or it will not export reports to Optimum Control.



To delete a sales mix. Highlight the sales mix you want to delete and click Delete Sales Mix.

The default view is the last 60 days, to show all sales mixes click **Show All**.

To change the Date of a sales mix, right click on the date and choose the correct date. Click **Save**.

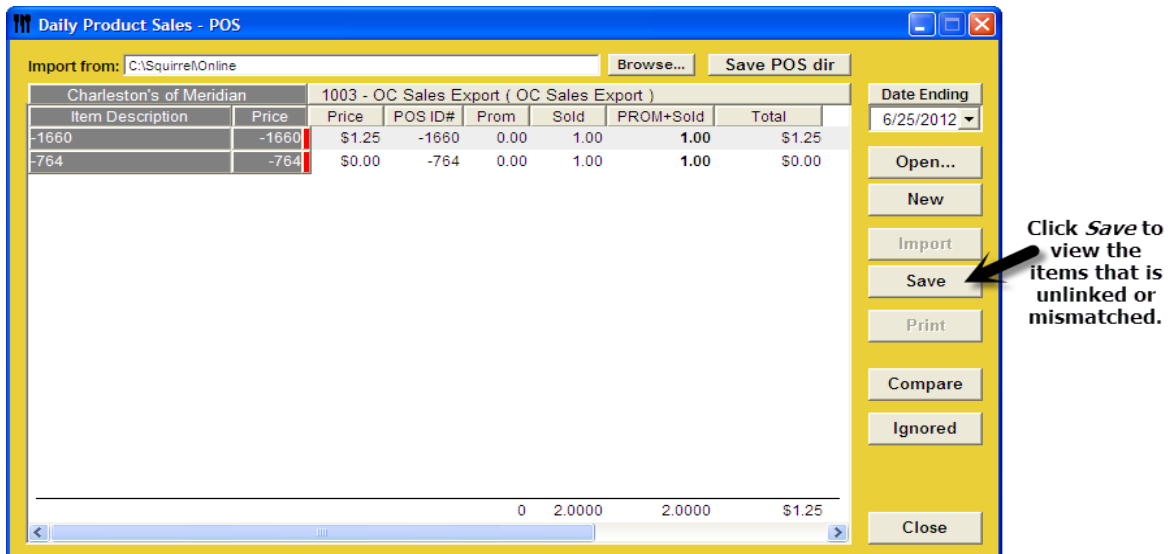
3. To print a **Sales Mix**, double click the Sales Mix you would like to print.

4. It will take you to the **Daily Product Sales** Screen, Click **Print**.

**i** 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.

The artichoke item may be Ignored because there is no price associated with it and it does not need to be tracked.

To remove this item from pending sales, check the *Ignore POS ID*.

The MOJITO is an item that does not exist in OC therefore it will need to be added so we can track its' sales.

Click *Save*

## 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.

**i** 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**.

Waste

Date: 11/ 1/2011 Search:

Item Prep Prod Delete Open...

Description	Qty		Reason	Unit Cost	Total
Chicken Cordon Bleu Meal	2.0	ea	Dropped	\$2.4686	\$4.94
Celery	24.0	oz	went bad	\$0.1020	\$2.45
Mayonnaise	128.0	oz	Expired	\$0.0913	\$11.69
Butter	6.0	oz	Dropped on floor	\$0.1856	\$1.11
Chicken Wings	30.0	ea	Overcooked	\$0.2083	\$6.25

New Save Duplicate

Total Wasted: \$26.43 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.
4. Click **View Report**.



Choose the reports you wish to run. ex. click *Accounting* to see all accounting reports

Every report you preview will be saved in this *Report History* box until you *Close*.

The required data fields will appear for each different type of report.

Available filters will appear for each kind of report.

Select Report

Find:

Required Information:

From Date: 6/21/2012 To Date: 6/21/2012

Report Filter:

Supplier: [All] Invoice Number:

Preview... Close

Select Report:

Find:

Accounting

- Account Activity Overview
- Account Purchase Detail
- Budget Variance Detail
- Budget Variance Overview
- General Ledger
- Invoice Report
- Profit & Loss
- Store Activity Overview

Report History:

Report	Status
--------	--------

## 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

6/21/21  
13:28

From: Monday, June 04, 2012

To: Sunday, June 17, 2012

Gross Sales for Period: \$6,892.00

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

Item Description	Sold	Popularity %	Selling Price	Current Cost	Margin	%	Totals			Analysis		Menu Item Class
							Sales	Cost	Profit	Profitability	Popularity	
<b>Wine</b>												
Layer Cake	23.00	3.142%	\$9.00	\$2.89	\$6.110	32.11%	\$207.00	\$66.47	\$140.53	LOW	HIGH	Workhorse
Levi8 Cab Sauv	22.00	3.005%	\$9.00	\$3.45	\$5.547	38.37%	\$198.00	\$75.97	\$122.03	LOW	HIGH	Workhorse
Levi8 Chardonnay	11.00	1.503%	\$8.00	\$2.99	\$5.008	37.39%	\$88.00	\$32.91	\$55.09	LOW	LOW	Dog
Liberty School Cab. Sauv	25.00	3.415%	\$8.00	\$2.42	\$5.577	30.29%	\$200.00	\$60.59	\$139.42	LOW	HIGH	Workhorse
Oyster Bay Sauv. Blanc	52.00	7.104%	\$8.00	\$2.46	\$5.544	30.70%	\$416.00	\$124.38	\$291.62	LOW	HIGH	Workhorse
Primal Roots Red Blend	13.00	1.776%	\$7.00	\$1.76	\$5.244	25.09%	\$91.00	\$22.83	\$68.17	LOW	LOW	Dog
R Mondavi W/B Cab Sauv	45.00	6.148%	\$6.00	\$1.32	\$4.681	21.98%	\$270.00	\$58.11	\$211.89	LOW	HIGH	Workhorse
R Mondavi W/B Chardonnay	27.00	3.689%	\$6.00	\$1.32	\$4.681	21.98%	\$162.00	\$35.61	\$126.39	LOW	HIGH	Workhorse
R Mondavi W/B Merlot	33.00	4.508%	\$6.00	\$1.32	\$4.681	21.98%	\$198.00	\$42.64	\$155.36	LOW	HIGH	Workhorse
Robert Mondavi Chard	3.00	0.410%	\$10.00	\$2.99	\$7.012	29.88%	\$30.00	\$8.96	\$21.04	HIGH	LOW	Challenge
St Michelle	55.00	7.514%	\$7.00	\$1.93	\$5.069	27.58%	\$385.00	\$106.19	\$278.81	LOW	HIGH	Workhorse
The Show Malbec	32.00	4.372%	\$8.00	\$2.49	\$5.505	31.19%	\$256.00	\$79.83	\$176.17	LOW	HIGH	Workhorse
<b>732.00</b>		<b>Averages:</b>	<b>\$9.42</b>	<b>\$2.68</b>	<b>\$6.731</b>	<b>28.51%</b>	<b>\$6,892.00</b>	<b>\$1,964.67</b>	<b>\$4,927.33</b>	<b>**Based on averages**</b>		

Average Item Profit: \$6.731      Menu Popularity Factor: 1.95%

<b>Grand Totals:</b>	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
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## Purchase Detail Reports

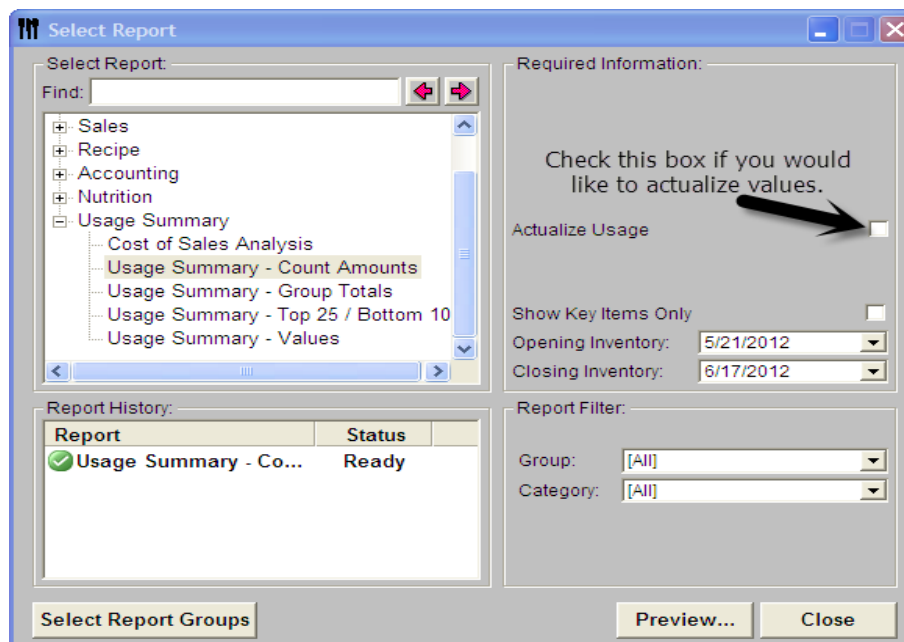
These reports allow you to view purchase prices for all items.

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**.



## Usage Summary - Count Amounts

6/21/2012  
12:07:41

From: Monday, May 21, 2012  
To: Sunday, June 17, 2012

Actual Cost of Sales: \$89,877.76 27.73%  
Ideal Cost of Sales: \$77,714.07 23.98%

Variance: \$12,163.69 3.75%  
Waste: \$2,306.97 0.71%  
Net Variance: \$9,856.72 3.04%

Note: Inventory amounts that have been adjusted are marked with \*, see the "Review Inventory Report".  
Ideal amounts marked with \* have been actualized. i.e. Ideal = Actual

Ideal Usage calculations are sales mix calculations based on recipes.

Opening Inv + Purchases - Ending Inv = Actual Usage

Description	UOM	Inventory			Actual Usage		Ideal Usage		Waste		Difference	
		Opening	Period	Ending	Amount	Value	Amount	Value	Amount	Value	Amount	Value
<b>Food Sales: \$285,524.87</b>												
<b>Beverage</b>												
Apple Cider	cs	0.000	0.000	0.000	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
Aqua Panna Bottles	ea	37.000	0.000	29.000	8.000	\$6.57	8.000	\$6.57	0.000	\$0.00	0.000	\$0.00
Beverage	ea	0.000	0.000	0.000	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
Coffee Bean	lb	21.006	20.000	17.807	23.199	\$144.00	20.114	\$124.85	0.000	\$0.00	3.085	\$19.15
Coffee Decaf	lb	12.000	5.000	11.200	5.800	\$37.61	0.000	\$0.00	0.000	\$0.00	5.800	\$37.61
Coke	cs	2.000	6.000	1.900	6.100	\$373.03	3.249	\$198.69	0.000	\$0.00	2.851	\$174.35
Coke Credit	ea	0.000	0.000	0.000	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
Decaf Tea	cs	0.000	0.000	0.000	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
Diet Coke	cs	1.500	5.000	1.300	5.200	\$318.50	3.059	\$187.37	0.000	\$0.00	2.141	\$131.14
Dr Pepper	cs	1.100	5.000	0.900	5.200	\$312.04	2.032	\$121.93	0.000	\$0.00	3.168	\$190.10
Equal	cs	1.400	0.000	0.800	0.600	\$16.14	0.000	\$0.00	0.000	\$0.00	0.600	\$16.14
Hot Cocoa	cs	0.800	0.000	0.600	0.200	\$1.20	0.000	\$0.00	0.000	\$0.00	0.200	\$1.20
Hot Tea	cs	1.200	0.000	1.000	0.200	\$0.87	0.150	\$0.65	0.000	\$0.00	0.050	\$0.22
Hot Tea Earl Grey	box	0.000	0.000	0.000	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00
Hot Tea Flavored	cs	7.000	1.000	6.500	1.500	\$5.12	0.000	\$0.00	0.000	\$0.00	1.500	\$5.12
Hot Tea Raspberry	cs	0.000	1.000	0.000	1.000	\$3.41	0.000	\$0.00	0.000	\$0.00	1.000	\$3.41
Iced Tea	ea	18.000	256.000	32.000	242.000	\$200.43	363.023	\$300.66	0.000	\$0.00	-121.023	(\$100.23)

## 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.