Optimum Control
Day to Day Manual

Version 4.0

Table of Contents

BUTTON BAR

Sales	**Sales**	Review or enter Sales information.
Sales Mix	**Sales Mix**	Import your sales from a POS System.
Orders	**Orders**	Create, review or export orders.
Invoices	**Invoices**	Create or review Bills or Credits (EDI Importing).
Inventory	**Inventory**	Print inventory count sheets or enter in inventory counts.
Items	**Items**	Review, edit or create items.
Prep	**Prep**	Review, edit or create Prep recipes.
Products	**Products**	Review, edit, and create Product recipes.
I.R.M.	**I.R.M.**	Displays all items, preps and products.
Reports	**Reports**	Select and print a variety of reports.
Backup Data	**Backup**	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**.
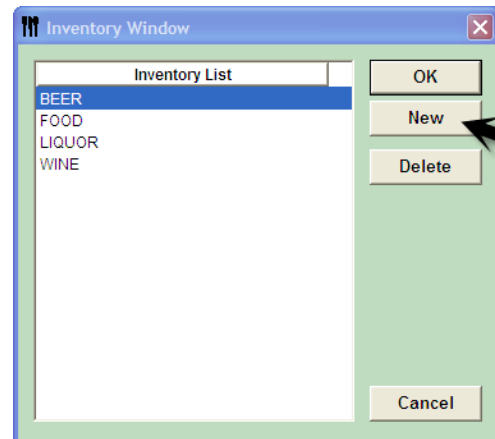
2. Click *New* to create a new inventory list.
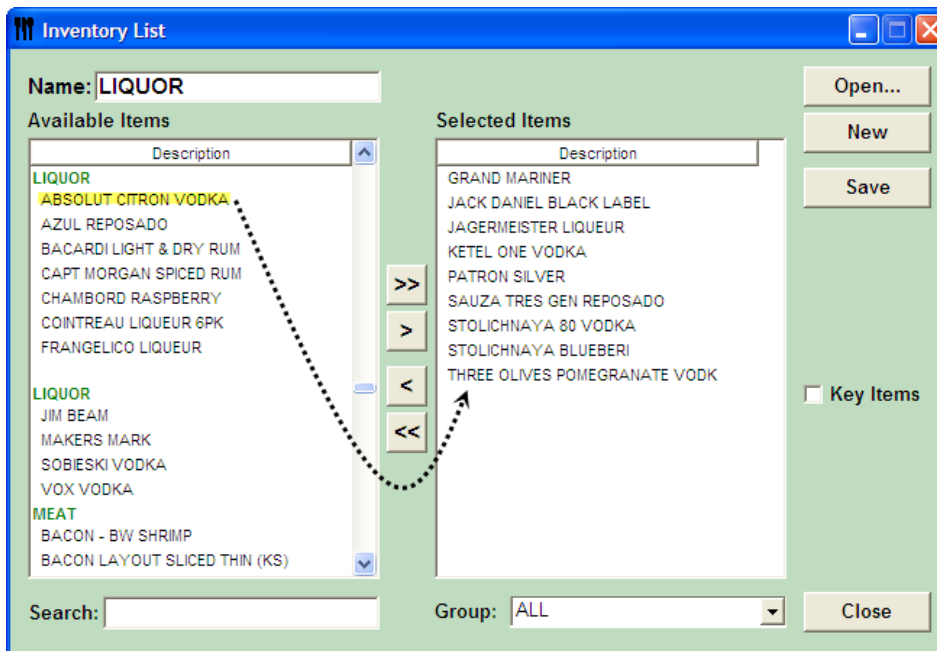
Drag Items from the Available Items window to the Selected Items Window. (You have to use the arrow box to put them back)

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.

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 <u>always</u> 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.**
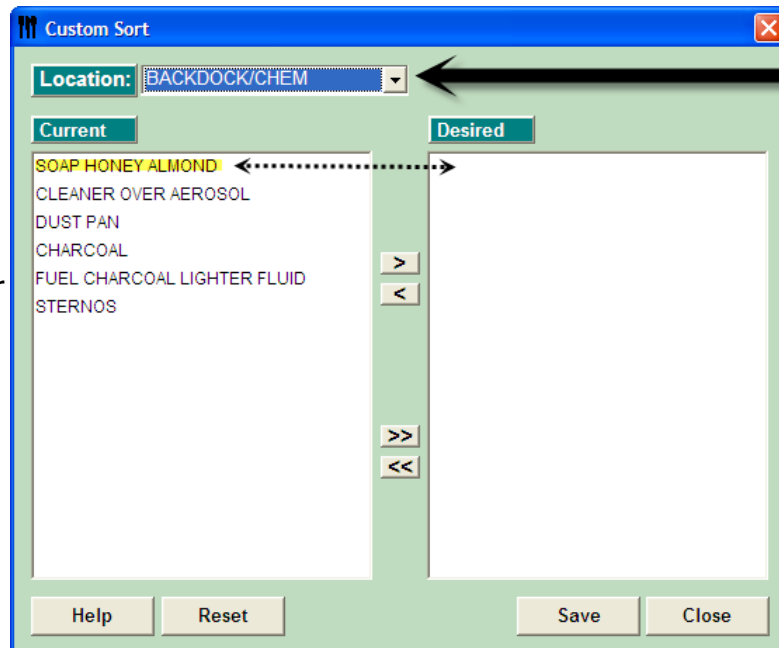

4. To customize your food list, look at the bottom of the page under **Sort Items By,** click **Custom** and arrow button. This will take you to the **Custom Sort** screen.

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.

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**.

ⓘ These lists will remain unless adjusted.

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** <u>before</u> 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.

Inventory Summary Window

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

Total Inventory Value: **$2,011.51**

ⓘ DO NOT FORGET TO SAVE YOUR INVENTORY!

6. Once you have reviewed the **Inventory Summary**, click **Save** and **Close**.

7. 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.

Item Product Group - These groups will be included in the Usage summary report
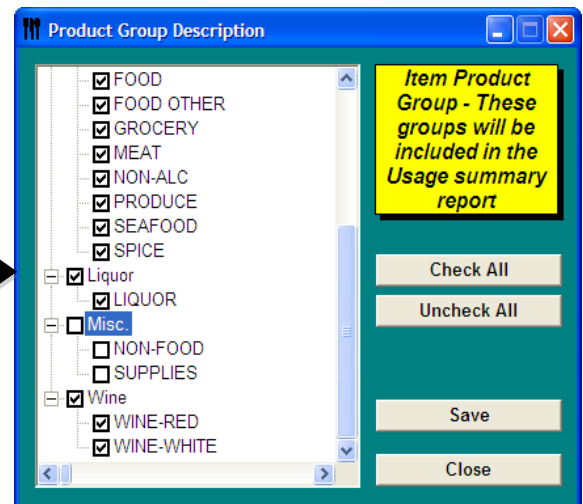
6. This will take you back to the **Select Reports** page and you will need to select dates for the **Opening Inventory** and **Closing Inventory**.
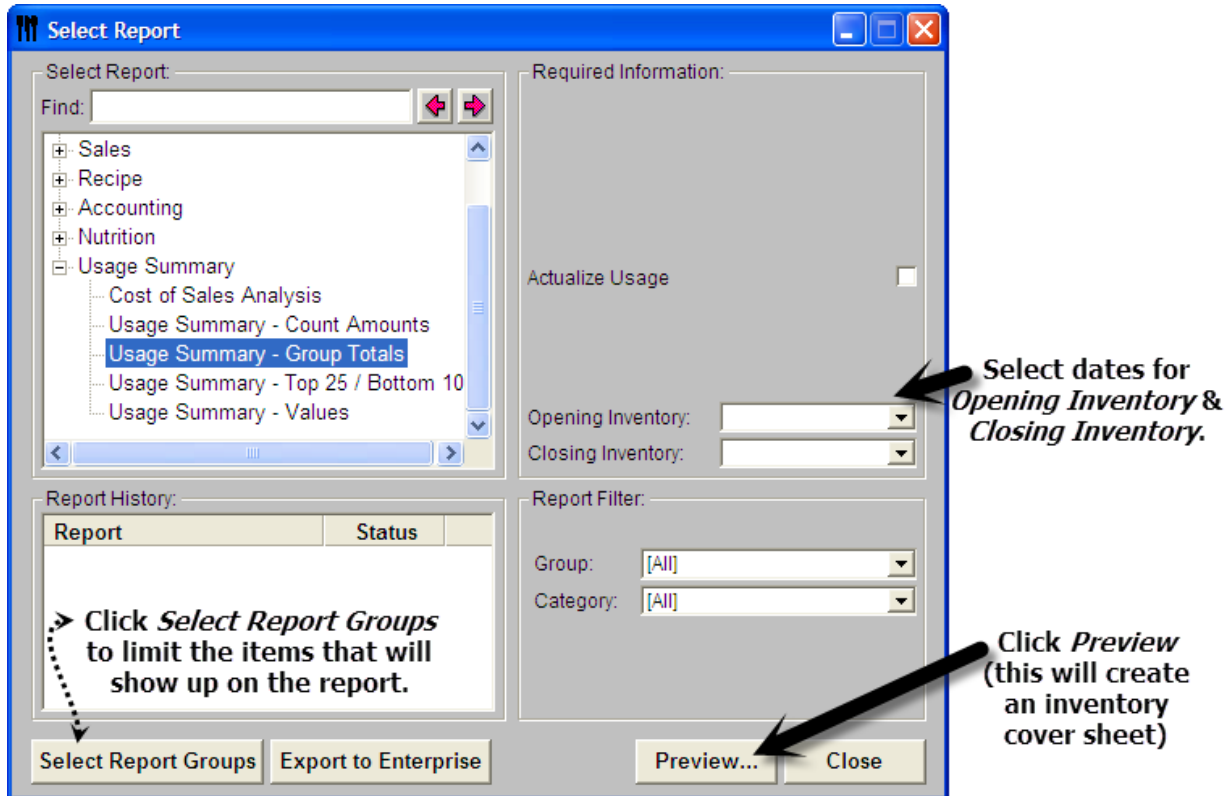
7. Click **Preview** (this will create your inventory cover sheet) and **Print**.

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.

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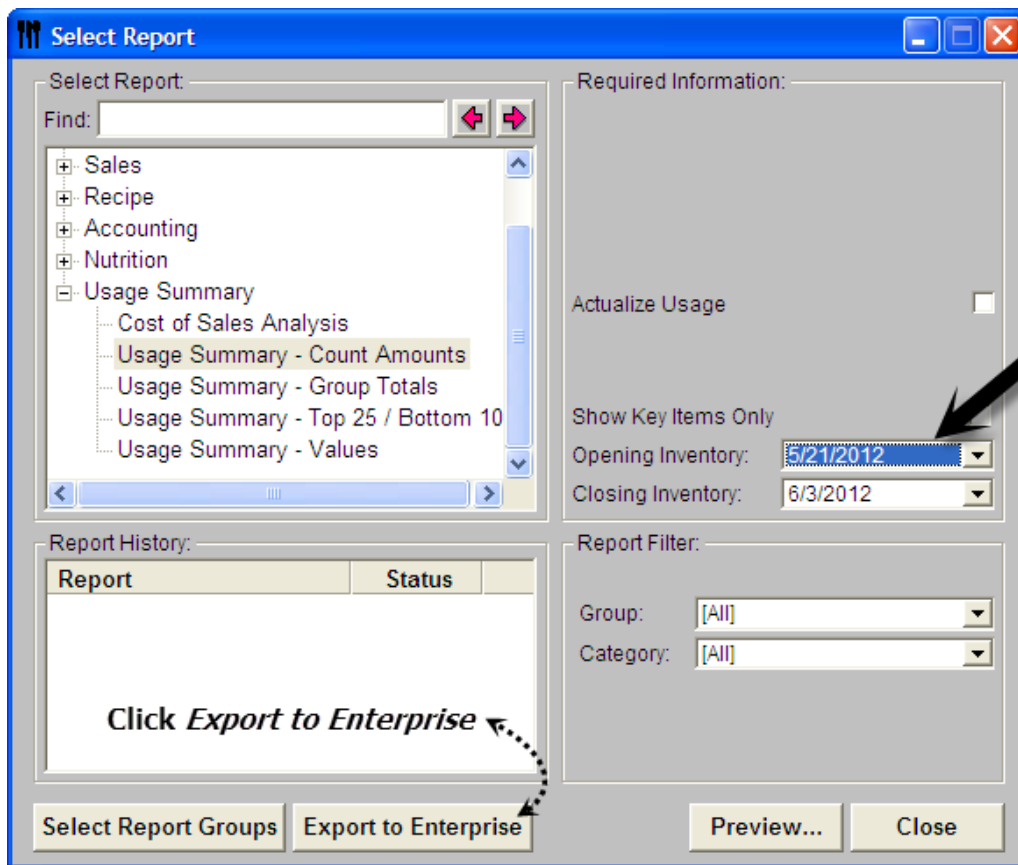
Only **Export to Enterprise** once you have summarized and finalized your inventory!

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**.

ⓘ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.

ⓘ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**.

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**.

To Delete 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 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.**

Item Description		Order Code	Order/unit	Case Size	Case Cost	On Hand	Avg day	Reorder Min	Max
B1 MEATS MISC.									
Backs Ribs	Sysco	7138191	lb	1.000 lb	$3.73	212.56 lb	31.81	0	0 lb
Bacon Bits	Sysco	1302219	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	0513887	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	8975898	cs	10.000 lb	$40.28	5.00 lb	0.38	0	0 lb
Sausage Andouille	Sysco	9891052	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	$96.68	40.00 lb	1.35	0	0 lb
B2 CHICKEN									
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

Inventory Order Form — 6/26/2012 10:50:03 — Sysco
Phone: — Fax: — Account #: 1000008867 — PO #: — Contact: — Ordered By: — Order Date: — Delivery Date:

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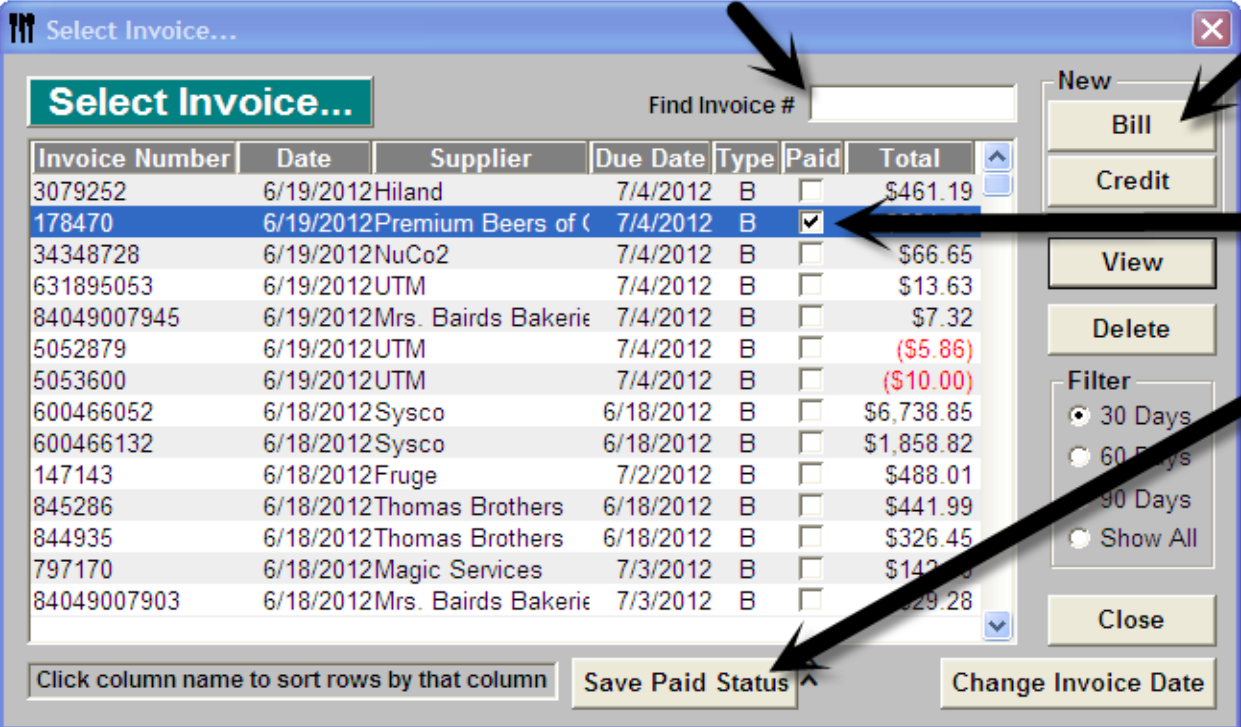
ⓘ When entering an invoice, if the invoice date does not fall within the current week then date the entering of invoice on the Monday of the current week you are in. (If the invoice date differs from the date of entry then hand write that date on the hardcopy invoice.)

ⓘ 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.

Invoice Number	Date	Supplier	Due Date	Type	Paid	Total
3079252	6/19/2012	Hiland	7/4/2012	B	☐	$461.19
178470	6/19/2012	Premium Beers of (	7/4/2012	B	☑	
34348728	6/19/2012	NuCo2	7/4/2012	B	☐	$66.65
631895053	6/19/2012	UTM	7/4/2012	B	☐	$13.63
84049007945	6/19/2012	Mrs. Bairds Bakerie	7/4/2012	B	☐	$7.32
5052879	6/19/2012	UTM	7/4/2012	B	☐	($5.86)
5053600	6/19/2012	UTM	7/4/2012	B	☐	($10.00)
600466052	6/18/2012	Sysco	6/18/2012	B	☐	$6,738.85
600466132	6/18/2012	Sysco	6/18/2012	B	☐	$1,858.82
147143	6/18/2012	Fruge	7/2/2012	B	☐	$488.01
845286	6/18/2012	Thomas Brothers	6/18/2012	B	☐	$441.99
844935	6/18/2012	Thomas Brothers	6/18/2012	B	☐	$326.45
797170	6/18/2012	Magic Services	7/3/2012	B	☐	$143...
84049007903	6/18/2012	Mrs. Bairds Bakerie	7/3/2012	B	☐	29.28

To create an New invoice click *Bill.*

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

Find Invoice #

New: Bill / Credit

View / Delete

Filter: ⦿ 30 Days / ○ 60 Days / 90 Days / ○ Show All

Close

Click column name to sort rows by that column | Save Paid Status ^ | Change Invoice Date

ⓘ 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.)*

   🛈 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.

SUPPLIER and/or COST changed for:

Cream 35% cs. / 1 ea.(s) $4.19 -> $5.00 ☑

ⓘ If the price change is permanent, leave the box checked. This will update the recipe costing. If it is a one-time change, make sure the box is not checked for that item. The recipe cost will not be affected. Click **Selected Items**.

Update Pricing for: [Selected Items] [None]

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.

Select Order for Import to Invoice

Delivery Date	Supplier	Purchase Order #	Order Total
6/27/2012	Central Liquor Co.	000000001	$289.18

[Select...] [Close]

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.)
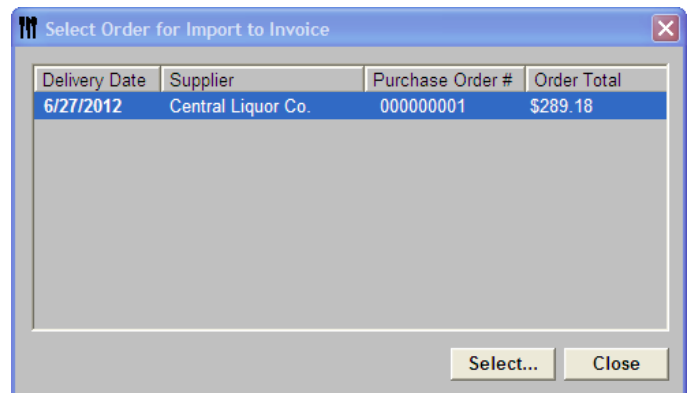
6. Check the **Items** for any price changes and make adjustments as necessary.

    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.**

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.**

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.

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.
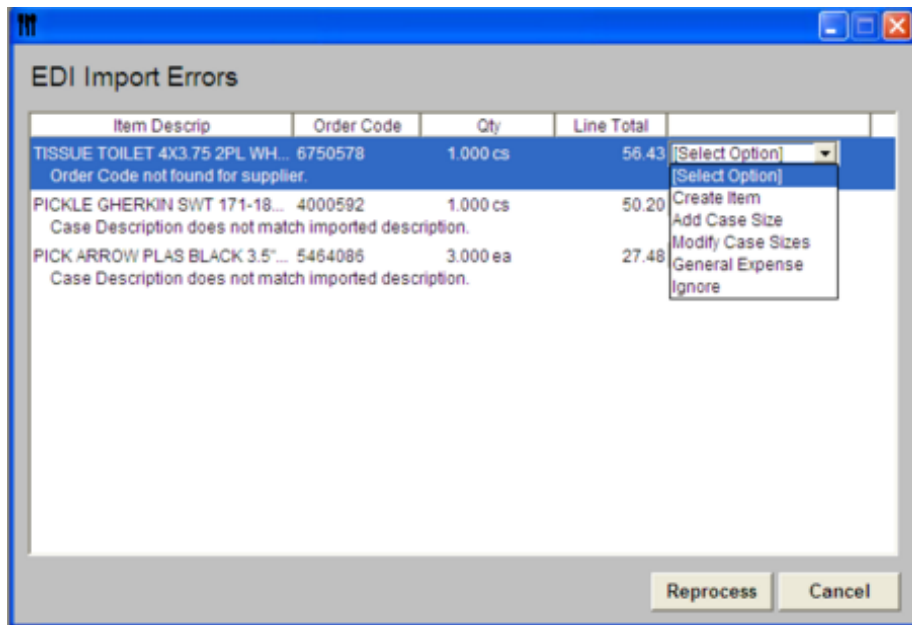
To Import EDI invoices

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	☐	X
841731	6/6/2012	($14.70)	1	☐	X
842453	6/8/2012	($47.60)	2	☐	X
843050	6/11/2012	$23.40	1	☐	X
843825	6/13/2012	($23.40)	1	☐	X
844103	6/14/2012	($5.66)	1	☐	X
844104	6/14/2012	($37.70)	1	☐	X
844535	6/15/2012	($7.25)	1	☐	X
845752	6/20/2012	$0.00	1	☐	X
846455	6/22/2012	$36.90	1	☐	X

The X will delete an invoice.

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

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.
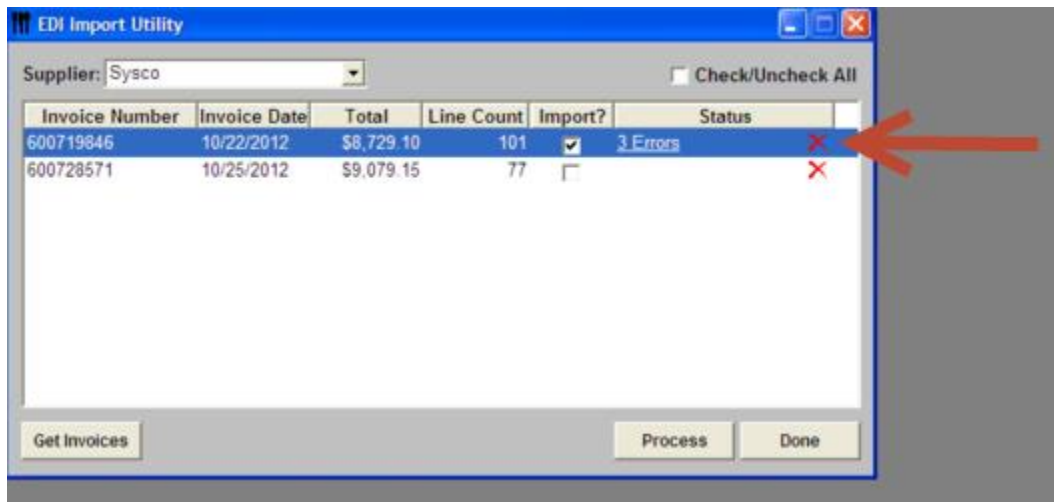
6. Correct all errors before downloading the invoice.

    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.**

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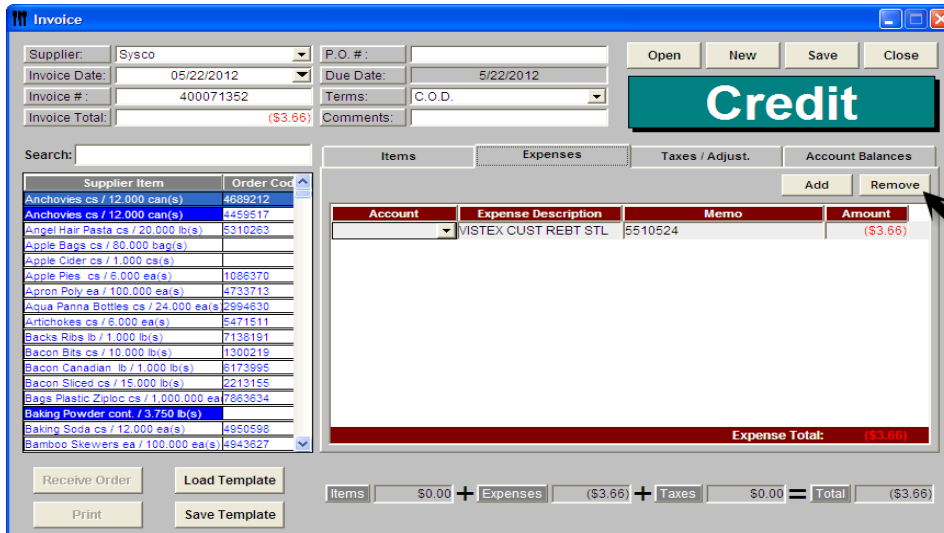
If the items in the expense tab is a non food item and it not tracked in OC then you may *Remove* it from the *Expense* tab.

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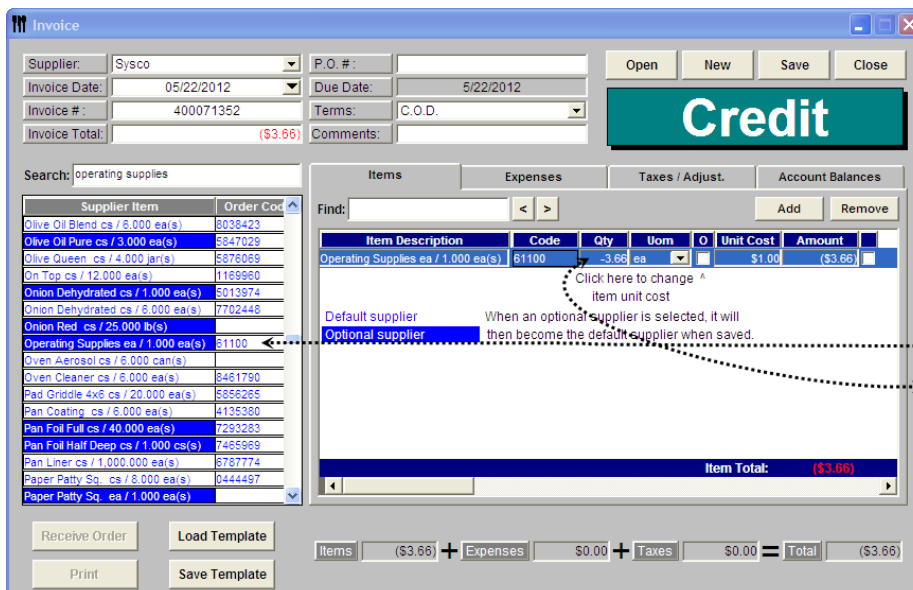
Once you have deleted the item from the *Expense* tab you may then add it to the *Items* tab.

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*, <u>not</u> the *Unit cost,* with the amount of the credit.

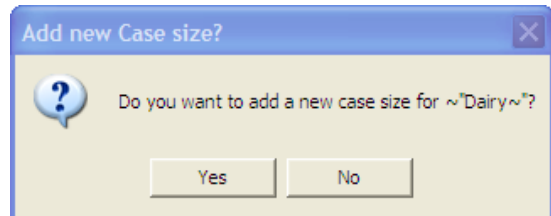2. If a food item is placed in the **Expense** tab, first look up the item in **Inventory|Case Sizes** to see if it exists. If the item exists then you will need to add a case size to that specific supplier (For example, you ordered 10lbs of apples instead of the 5lbs you normally order. Only the 5lb 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.

ⓘ Make sure you never SHUT DOWN the Squirrel Computer or it will not export reports to Optimum Control.
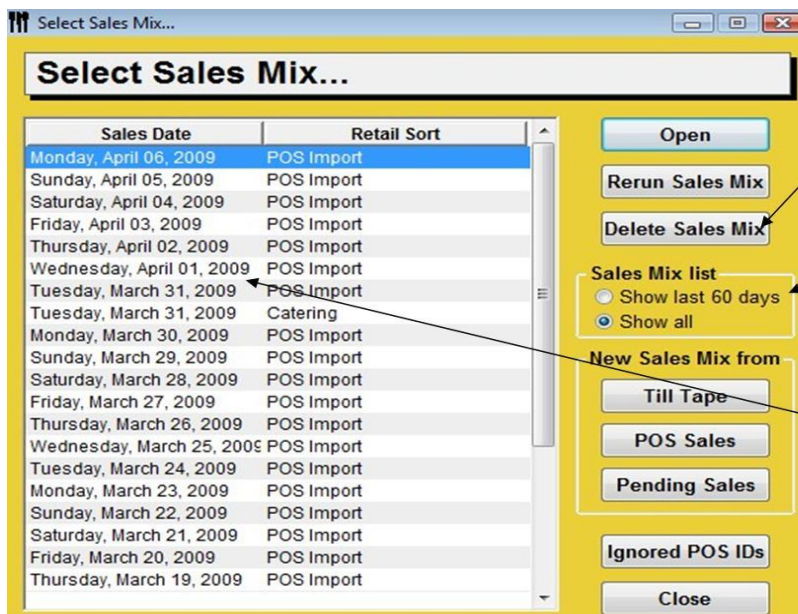
3. To print a **Sales Mix**, double click the Sales Mix you would like to print.

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

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**.
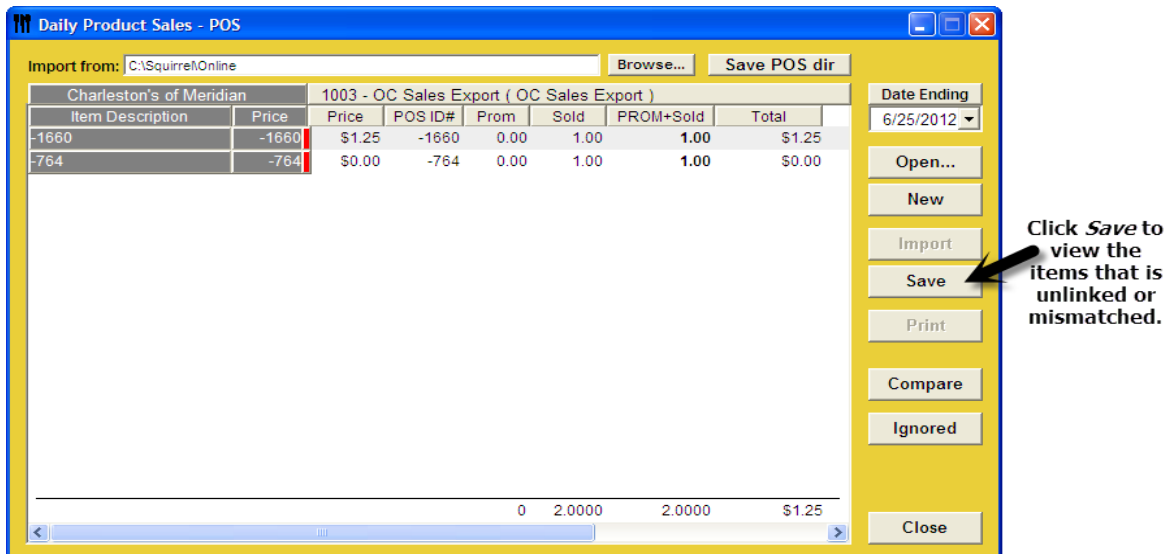
7. If there are pending sales with $ amount linked to an item, then this item does not exist in OC or the POS description and number do not match because they have been edited in Squirrel.

    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.

4. Click **View Report.**

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

From: Monday, June 04, 2012
To: Sunday, June 17, 2012
Gross Sales for Period: $6,892.00

6/21/20
13:28

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	%	Sales	Cost	Profit	Profitability	Popularity	Menu Item Class
Wine												
Wine												
Layer Cake	23.00	3.142%	$9.00	$2.89	$6.110	32.11%	$207.00	$66.47	$140.53	LOW	HIGH	Workhorse
Levit8 Cab Sauv	22.00	3.005%	$9.00	$3.45	$5.547	38.37%	$198.00	$75.97	$122.03	LOW	HIGH	Workhorse
Levit8 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
	732.00	Averages:	$9.42	$2.68	$6.731	28.51%	$6,892.00	$1,964.67	$4,927.33	**Based on averages**		

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

	Total Products Sold	Total Sales	Total Cost	Ideal Cost %	Total Gross Margin
Grand Totals:	732.0000	$6,892.00	$1,964.67	28.51%	$4,927.33

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.
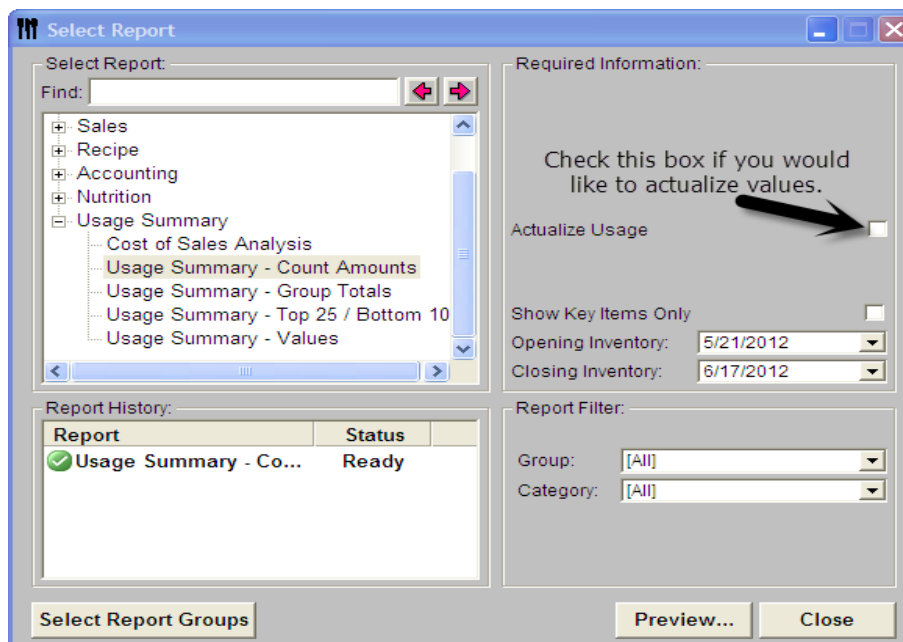
3. You will be able to Choose from the following:

   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   Sales: $324,092.71

		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.

Description	UOM	Opening Inventory	Period Purchases	Ending Inventory	Actual Usage Amount	Actual Usage Value	Ideal Usage Amount	Ideal Usage Value	Waste Amount	Waste Value	Difference Amount	Difference Value
Food Sales: $285,524.87												
Beverage												
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)

Opening Inv + Purchases - Ending Inv = Acutal Usage

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.