Optimum Control Help File

TracRite Software Inc.

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Getting Started

When you first use Optimum Control you will be presented with an activation screen. You can click "enter program" to begin with but within 30 days you must call or email our office for a full activation code. If you are evaluating Optimum Control for use in your business you can use the program for 30 days and once purchased can activate and continue your work.

Register your Optimum Control Product – Please go to www.tracrite.net/register.htm to register on line. You can also use the activation screen to access the online registration screen.

Only registered users will receive warranty service, customer support, upgrade announcements, and news of new products. Those customers outside North America should check with their local dealer of Optimum Control for proper registration.

Activation and License Window

When you start Optimum Control for the first time or in Evaluation Mode, a License window will appear. Once the program is registered, this screen will no longer appear.

ⓘ If you are evaluating the program and wish to purchase, please contact your local dealer or TracRite Software Inc.

1. To enter the program, click **Continue** or **Enter Program** and the program will run normally in **Evaluation Mode** for the first 30 days (once activated, the message box will read **LICENSED**).

2. To Activate and Register your copy of Optimum Control, click on the **Register** button. You will be directed to a web site in which you can register and also indicate your **MID and Site codes** (copy and paste the MID and Site code). These are unique codes to your computer. You will be sent (by return email) an **Activation Code** that you can paste into the registration window under **Activation Code**.

3. Click **Unlock Application**, paste (or type) the Activation code into the appropriate field and click Continue, Optimum Control Pro is now registered for your computer.

ⓘ You can also click **Email Codes** and your email program will open. **The MID and Site code** will be in the subject of the email. Make sure you add your customer name into the body of the email so we know who is registering.

ⓘ If at any time you want to see your **Activation code**, hold down your SHIFT key while double clicking on Optimum Control Icon or from the *Upper Menu*, click **Help | About**. The registered window will appear.

Transferring a License

To Transfer a License to Another Computer

![info icon] *Before you can transfer the license, you will need the Site code from the Unlicensed Computer and your original Activation Code.*

To locate your current activation code

1. Open existing licensed copy and click Help|About. License will be listed. Highlight the Activation code ,

2. Right click and select Copy, you can now enter into the transfer license window once you exit the software.

Alternatively you can email the **MID and Site code** to our office and we can email you a transfer code that can be used to transfer the license to a new computer.

1. On the computer that is *currently licensed*, hold down the **SHIFT** key on your keyboard and double click on the **Optimum Control** icon, an **Activation** window will appear.

2. Click on **Transfer license.**

3. Enter the **Site code** from the *unlicensed computer* in the **New Site code** box along with the **Activation Code** from the old computer and click **Continue**. You will be notified that the license will be transferred, click **OK**.

4. A new **Activation code** will be generated.

5. Enter the new **Activation Code** on the unlicensed computer.

Adding Additional Modules

Optimum Control offers additional enhancements that can be added at anytime.

Some of the features currently available:

Enterprise - for multi unit chains to consolidate usage summary and recipe information to a central web server

EDI Invoice import - enables download of invoices direct from Supplier FTP servers

Retail Sales module - for operations that "sell" completed recipes or items to other locations as in a commissary operation.

If you would like to order additional modules, you will require a new activation code for Optimum Control.

 To Add Additional Modules

1. Hold down the **Caps Lock** key and double click on **Optimum Control icon** to bring up the Activation window.
2. Select **Enhance License with Additional features.**
3. Notice that the Site Code has changed to **Next Site Code** and the MID has changed to **Next MID**.
4. Email the new Site Code and MID to admin@tracrite.net
5. Once the payment has been received, we will email you a new Activation Code with the additional features enabled.
6. Click on Unlock Application and enter the new activation code.
7. Click **Enter Program.**

Optimum Control will now be licensed with the required modules. If you would like to know what modules are currently installed, from the *Upper Menu*, click **Help | About** and view **Modules Loaded.**

Customer Support

Optimum Control is backed by customer support professionals trained to offer you fast, courteous service. Customer support hours of operation are 9:00 A.M. until 5:00 P.M. CST (Central Standard Time). To register for support, please mail in the registration card enclosed in your software package or go to www.tracrite.net/register.htm

You can reach us at: Toll Free 888-798-5555 or 204-953-2272. Email support@tracrite.net

Outside North America please contact your authorized reseller, contact us by email or visit our homepage at http://www.tracrite.net/

After your initial free technical support period, to answer any questions about item or product setup, or any general questions about the software, fees will be charged. Alternatively, you can buy a **Maintenance Agreement**, please call our office or visit our website for details.

 If you need support after reading the manual and after checking the FAQ section, please follow these steps:

1. Have your product serial number ready (located on the package containing your software).

2. Have your name and telephone number where you can be reached as most times we will call you back immediately from our office to deal with the problem.

3. Be prepared to give a detailed description of the problem you have encountered or the advice you need.

At TracRite Software, we will try to help you immediately, but if you have a complicated problem, we may ask for the symptoms of the problem and call you back with a solution.

Make a Backup! We usually can't help you regain data if you don't have a backup. We sometimes hear from people that have had problems with their computers and are wishing to recover data from damaged files. As much we would like to help, if a backup does not exist then the only way to regain lost data is to re-enter it. We strongly recommend backing up your data daily or weekly at the least AND using 2 or 3 backup sets (in case one is corrupted).

Navigating Optimum Control

Optimum Control has been designed with the end-user in mind. With its functional layout and design, you can find all the features you need quickly and easily.

The program contains two main menus.

- For instructional purposes, the top menu is referred to as the **Upper Menu**, the icon menu is referred to as the *Button Bar*

To familiarize yourself with the program, we have provided a brief description of each Menu and Button feature.

Keyboard Support

TAB - Moves forward a field in the window

SHIFT + TAB - Moves one field backward

Up and down arrows - move up and down through rows of data

CTRL C - Copy the highlighted contents of a field

CTRL X - "Cuts" the highlighted text and copies to the clipboard for pasting to another location.

CTRL V - "Pastes" copied data to the highlighted location

Button Bar

Button Bar Information

The button bar contains shortcuts to the most commonly used features in Optimum Control. Below you find a listing of each button and a brief description of it use.

| Sales | Sales Mix | Orders | Invoices | Inventory | Items | Prep | Products | I.R.M. | Reports | Backup Data |

Sales   Review or enter Sales information.

Sales Mix   Import your sales from a POS System or enter in Till Tape Sales.

Orders   Create, review or export orders.

Invoices   Create or review Bills or Credits.

Inventory   Print inventory count sheets or enter in inventory counts.

Items   Review, edit or create items.

Prep   Review, edit or create Prep recipes.

Products   Review, edit or create Product recipes.

I.R.M.   Displays all items, preps and products and indicates what they are linked to.

Reports   Select and print a variety of reports.

Backup Data   Backup the Optimum Control database.

Upper Menu

Upper Menu Information

All the functionality of Optimum Control is contained in the Upper Menu. It is recommended that you review each menu and its features.

File   Inventory   Purchasing   Recipes   Sales   Events   Setup   Reports   Window   Help

File Menu

Print Screen	Take a screen capture.
Store	Setup Store Information.
Select Store	If you are using Multi-Store, allows you to select which store to work on.
Preferences ▶	Setup program Settings.
Backup Data	Backup the database.
Delete Data	Delete old data.
Exit	Exit the program.

Inventory Menu

Items	Edit or add Items.
Case Sizes	Add additional case sizes and/or suppliers for any item.
Count Inventory	Print inventory sheets or enter inventory counts.
Inventory Level Management	Adjust inventory quantities and change inventory dates.
Inventory Lists	Set minimum or maximum item re-order levels.

Purchasing Menu

Suppliers	Edit or add suppliers.
Supplier Item Recap	List how all items are setup in Optimum Control, double click to edit.
Orders	Review or create orders
Invoices	Review or create invoices.
Credit Reconciliation	Reconcile outstanding credits.
Bid List	Create bid lists to send out to suppliers.
Order Reminder	Displays items that need to be ordered.
Stock Transfer ▶	Request, approve and transfer stock. *(Available only with OC Premier)*
EDI Invoice Import	*EDI Invoice import - Additional module required*

Recipes Menu

Preps Products Item and Recipe Management Prep Recipe Calculator Link Products to POS	Review, edit or create Prep recipes. Review, edit or create Product recipes. The list will identify which recipes are linked to each Prep and Item. Allows you to calculate new batch yields based on your existing preps recipe. Link menu items from POS to Optimum Control Products.

Sales Menu

Sales Mix Budget Worksheet Daily Sales Summary Waste Coupons Specials Credit Cards Retail Sales	Enter the product sales from POS Import or manual Till Tape. Create a budget based on a a specified period of time. Enter sales. and financial information Detail wastage Edit or create coupons for use in Daily Sales Summary window Edit or create specials for use in the Daily Sales Summary window Add additional credit cards. Optional module that can be purchased
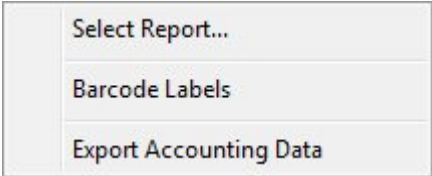
Events Menu

Buffet Wizard Catering Wizard	Review or create a Buffet event. Review or create a Catering event.
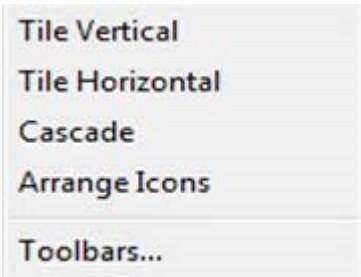
Setup Menu

Synchronize Costs Chart of Accounts Sales Categories Item/Product Groups Units of Measure Unit Conversions Storage Locations Item Classification Editor Configure POS Import Till Tape Lists Use Calculator	If pricing has changed, will update Item, Prep and Product recipes. Setup the Chart of Accounts Edit or add Sales Categories. Edit or add Product Groups. Add additional Units of Measure. Add or view conversions for units of measure Edit or add Storage Locations. A tool to make mass changes to groups accounts or locations Select the type of POS configuration or create a Custom POS configuration. Configure a Till Tape (register) list. Opens the Windows calculator.
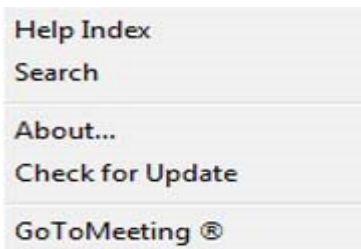
Reports Menu

	Choose from a variety of reports.
Select Report... Barcode Labels Export Accounting Data	Print out Barcode labels for Items, Preps or Products. Export Data to your accounting software.

Window Menu

	Tile open windows vertically.
Tile Vertical Tile Horizontal Cascade Arrange Icons Toolbars...	Tile open windows horizontally. Cascade open windows. Arrange minimized windows. Customize the Button Bar.

Help Menu

	Optimum Control help manual.
Help Index Search About... Check for Update GoToMeeting ®	Search the user manual. Displays program information, version number and loaded modules. Checks online for software updates. Used by Optimum Control staff to assist in training and support.

Startup Guide

Following the step by step procedures in order will ensure that no steps are overlooked when setting up Optimum Control.

Step by Step Procedures

The first time you use Optimum Control, a wizard will display to assist you in the initial setup. In order to use the program, the Company's information and mailing address **must** be completed. All other steps are optional and can be setup at a later time. If you need help at anytime during the wizard, click on the help button.
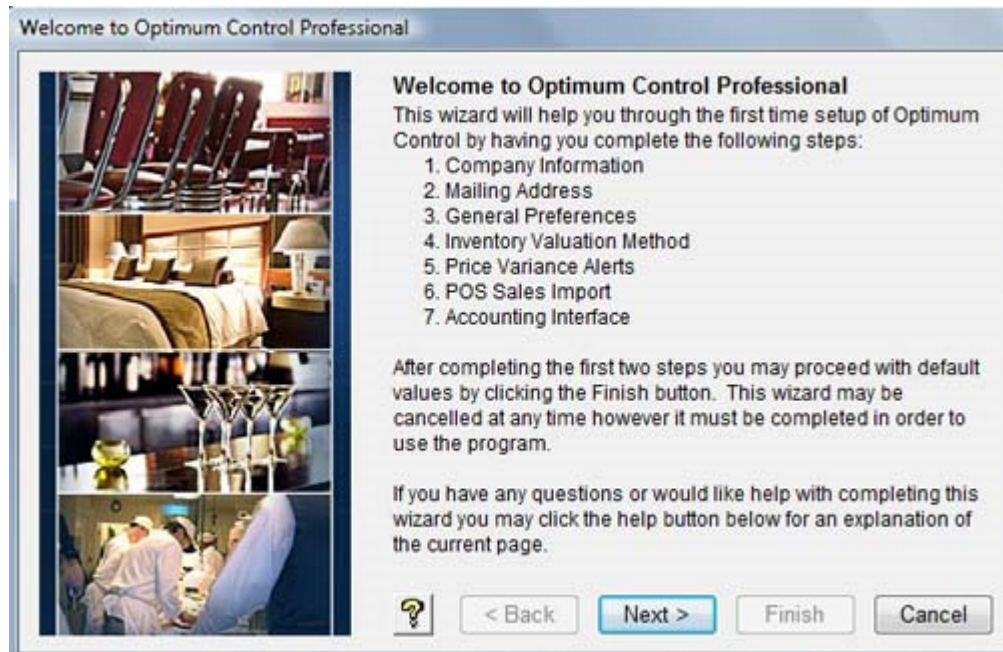
When you have completed the wizard, you are now ready to setup your store by followings these steps:

1. Configure the Taxes and Adjustments to correspond with your state/province.
2. Add your Suppliers
3. Setup the Item/Product Groups
4. Setup the Inventory Items
5. Create the Prep/Batch Recipes
6. Create your Products (Menu Recipes)
7. Enter in an opening Inventory count.
8. Create Orders (Optional).
9. Enter in Invoices (Purchases).
10. Enter in the Sales Mix. This can be imported from your POS system or entered manually from Till Tapes.
11. Put in the Daily/Weekly Sales totals.

It is important to enter your information in the order it happened, especially with Sales mix, Invoices and Inventory counts as they all affect inventory levels.

The most commonly used features are:

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

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

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

Invoices
Invoices can be entered anytime but should be entered as close to the date received as possible and if possible in the order they were received. All invoices should be entered prior to updating inventory counts.

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

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

Remember that Optimum Control adjusts your inventory each time you enter a Sales Mix, Invoice or Inventory count. This not only affects your food cost but also gives you accurate ordering information. So, to be on top of your costs, reports and enter your information on a timely basis.

Reports to Run

There are many reports in Optimum Control but only several that are recommended on a weekly basis.

Usage Summary - actual versus theoretical usage. Run this report by count amounts to get maximum detail. Double click on purchases to see purchase information. Double click on ideal amounts to see what was removed from inventory and what recipes affected the stock. Click on the column headers to resort the report how you want. THIS REPORT WLL GIVE YOU THE MOST DETAIL ON HOW YOUR OPERATION IN RUNNING!

Sales Mix by Product - details all sales and cost of sales for each menu item you sold.

Purchase by Item Detail - shows what was purchased, from who, what invoice numbers and how much you paid.

Preferences

The preferences feature allows you to setup employee accounts, program access, taxes and tax groups, average hourly wage and customize Optimum Control system settings.

From the *Upper Menu*, click **File | Preferences**.

Change Password

To Change a Password

1. From the *Upper Menu*, click **File | Preferences**
2. Select **Change Password**
3. Enter in the **Old Password (Current password)**
4. Type in the **New Password**, it can be up to 12 digits (letters or numbers).
5. Re-type in the **New Password** in **Confirm Password**.
6. Click **OK**

If you need to change a password for an employee, See <u>Adding Employees</u>

Average Hourly Wage

Optimum Control has a wage cost feature used by the **Daily Sales window**. This labor figure is for management purposes only and is not intended to replace your payroll system.

The Average Hourly Wage is calculated by dividing the **Gross Wages Total** amount (from a recent payroll) by the **Total Number of Hours** worked.

The **Gross Wages Total** should include all wages, taxes, vacation pay, benefits and any other expenses incurred by the employer that pertains to paying employees.

When this number is used, your labor calculations will be relatively close to actual labor costs too.

To Set the Average Hourly Wage

1. From the *Upper Menu,* select **File | Preferences | Average Hourly Wage.**
2. Type in the current **Average Wage** for your operation, as calculated using the formula above.
3. Click **Save** and **Close.**

You can change this rate at any time but must close the **Daily Sales** window prior to making changes.

Manage Access

Optimum Control allows you to set up employee passwords and access levels and assign an employee to a certain level of access. You can have as many levels as you like as you may want to have kitchen managers with certain access and perhaps a supervisor with other access. Also, in Multi-Store mode you may want certain managers to have access to their own stores only.

Access Levels

There may be certain features in Optimum Control that you do not want employees to access. **E.G.** Items, Preps and Products, where they can change the name, selling price, case sizes etc. By creating **Access Levels**, you can assign what features an employee has access to. Once you have created an Access level, you can assign it to an employee. When the employee logs in to Optimum Control, the features will be greyed out.

To Add an **Access Level**

1. From the *Upper Menu*, click **Preferences | Manage Access**

2. Choose **Access Levels**

3. Click **Add**
   ⓘ **You cannot change the access specifications for Administrator**

4. Type in a **Name** for the access level. **E.G.** Manager, Supervisor etc.
   To change the name of an Access Level - Click on the level in the tree view and highlight the name field on the right. Change the **Name** and press TAB. The **Save** button will now be enabled. Click **Save**.

5. Click the + to expand and view the **Menu Access**, **Report Access** and **Store Access(OC Premier)** options. **See Access descriptions below.**

6. Uncheck the areas and reports you want to block access to.

7. Click **Save** and **Close**
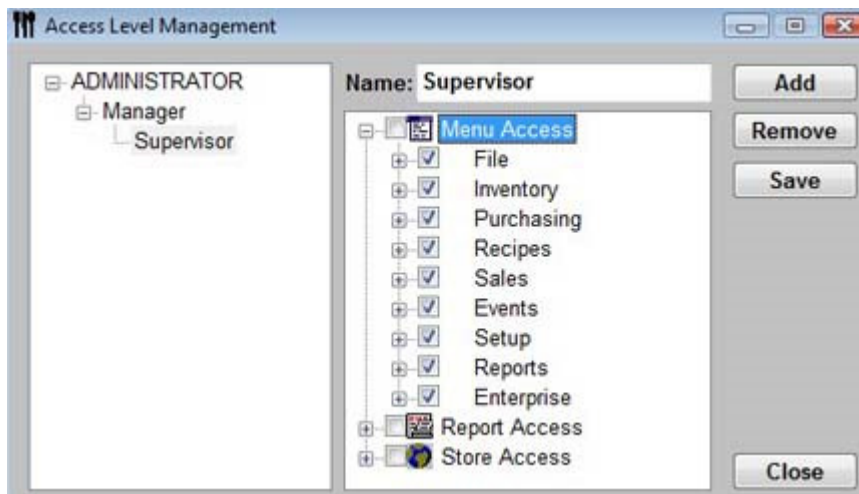
ⓘ You cannot assign more rights to a new level than you have yourself.

Menu Access

To define the access of the new level, highlight the new level and click on the menu access + view to expand the selection. **Uncheck** any menu items that you wish to disable for this access level.

Example, if you want to stop someone's access to all the menu items under File then simply uncheck the box next to file. If you want to only restrict access to Delete data, then double click on File and expand the selection to show the sub menus. Anything with a + can be expanded. Check or uncheck boxes to create the access level you want.

Report Access

Click on Report Access and uncheck any reports that you do not want this type of access to have. Remember, if you want to not allow access to a category of reports, for example "purchasing"   then you can un-check the box for purchasing. All the reports in that category will not be accessible.

Store Access

If you are in Multi-Store mode, you can indicate any stores that you do not want an employee to have access to. In multiple store (revenue center) mode you can allow certain employees or managers to have access to only their store, thus not showing other stores.

Adding Employees

This allows you to setup a unique user ID and password and assign different access levels for each employee that will be using Optimum Control.

To Add or Edit Employees

1. From the *Upper Menu*, click **Preferences | Manage Access.**

2. Choose **Employees.**

3. If you need to edit the employee information, select the employee and change the fields as required.

4. To delete an employee, select the employee and click **Delete**.

5. To add a new employee, click **Add.**

6. Enter **First Name** and **Last Name.**

7. Enter **Home Phone** and **Mobile Phone (Optional).**

8. Indicate the **Status** of the employee - **Active, On Leave or Terminated.**

9. Select Preferred **Language -** to add language files se**e** Preferences Language

10. Enter a **User ID** and **Password** – Something easy to remember.

11. Choose the **Access Level** that you want to give the employee. By default, you can choose from Administrator or Employee. You can add additional levels and access rights as required. See Access Levels

12. Once finished, click **Save**.

13. Click **Close** to Exit.

If you need full scheduling and payroll time sheets, check out Optimum Control Labor Professional. Go to www.tracrite.net for more information.

Taxes and Adjustments

Certain windows in the program use Tax information. To facilitate this we have a designed a feature that allows you to enter information about the taxes in your area. This feature can be used not only for Taxes, but also for Discounts, Deposits, Delivery Charges and just about whatever other charges would be applied to an Item cost.

Taxes And Adjustments Information

Code – Enter a code for this tax, a short code that will easily identify the tax for use in the Invoice window and Accounting reports. **E.G. GST, PST or LIC DISC**

Recoverable? – Some taxes, like GST are what we like to refer to as recoverable, most discounts and or deposits are recoverable. In other words, and this only applies if you are paying Tax In on your inventory and you can request the Tax Back from your government.
E.G. In Canada, you may pay $34.90 for a bottle of Vodka and this price may include GST. When setting up the item Vodka, you would select a Tax Group that contains this tax and when the costing is done by the Items Window, the GST will cost less the included GST (or the real cost to you).

Description – Enter a name for the new tax or discount.

Amount – Is it a **Percentage** discount or a fixed **Value**? Most taxes are **Percentages**, or you may have a discount or licensee factor that is a percentage as well. Other adjustments may be based on **Value (Fixed Amount).**
E.G. You may want to create an **Adjustment** called **Bottle Deposit** or **750ml Bottle Deposit** and choose **Value** as the type. In this case it could be a **fixed amount** included on the item for example **$.50**.

Account – Here you can indicate the Liability account that you wish any purchases to go against. By default you will see some accounts called Tax 1, Tax 2, and Tax 3. You can assign a tax to one of these accounts or go into the **Chart of Accounts** window and add a new account for your tax and assign. For discounts and/or deposits you may want to apply to the Beer account or Liquor account.

Apply purchase amounts to item accounts – Check this box if a sales tax applies to an item. Such as sales tax to a cleaning supply or paper goods. You may pay 8.00 for a case of bleach but there is a non recoverable sales tax applied of $.56.
The actual cost of the bleach is $8.56. To apply the tax to the correct account in the chart of accounts, check this box and for each line in the invoice this tax will be added to the chart of account for the item selected.

Adding and Deleting Taxes and Adjustments

To Add Taxes and Adjustments

1. From *Upper Menu*, click on **File | Preferences.**
2. Select **Taxes and Adjustments.**
3. Click on **ADD.**
4. Enter in **Code** for the tax. E.g. **GST** or **PST** and whether it is **Recoverable.**
5. Enter a **Description.**
6. Choose an **Amount,** either **Value or Percentage.**
7. Enter the **Account** that it is applied to.
   E.G. GST is a tax, Deposit is a Beer Deposit
8. Repeat these steps for all taxes and deposits or discounts you want to add.
9. Click **Save** and **Close.**

You may get a message saying **Please fill in or delete 0.00 amount**. This means that another tax that is set up has no amount assigned. If you are not using that tax, remove it from the list, otherwise enter an amount for the tax.

To Delete a Tax or Adjustment

Be sure that the Tax or Adjustment is not being used in any **Tax Groups.**

1. From *Upper Menu*, click on **File | Preferences.**
2. Select **Taxes and Adjustments.**
3. Select the **Tax or Adjustment** you want to delete.
4. Click **Delete.**
5. Click **Save** and **Close.**

Tax and Adjustment Examples

Examples of Tax and Adjustment Types

- **Sales Tax, added to the purchase price** - (Non Recoverable) - This type of tax is usually not applied to food items but paper, cleaning supplies and smallwares will have taxes applied and these will affect the actual cost of the item. Bleach for example costs $8.00 per case but there is $0.56 of tax applied so the actual cost of the bleach is $8.56.

- **Value Added Taxes** – (Recoverable) - These are, for the most part a recoverable tax. You may pay on your purchases but you also get credit on the tax. This will mean that even if the price is included in the price, the net cost without taxes is your real cost.

- **Discounts** – (Recoverable) - Some inventory items, when purchased, have a discount that is applied. In other words, you may pay $30.00 for an item and on the invoice this would be the line amount, but you receive a discount of $10.00 that is applied as a total discount at the bottom of the invoice. If you select that this tax (or tax group) is applied to the purchase price then the net **adjusted case cost** in the items window will be $25.00 reflecting the correct net cost for the item.

- **Deposit** – (Recoverable) - In many cases the cost of the deposit (beer or liquor for example) is included in the purchase price. You may wish to create different types of deposits like keg deposit, large liquor bottle deposit or 24 bottle deposit etc.

Any of these taxes can be *Grouped Together* and applied to an item cost for net costing. In other words, you can see what an item is really costing you less the deposits and delivery charges or additional sales costs can be calculated automatically and added to the net cost of an item. For more information see **Tax Groups**

Taxes and Tax Groups

A **Tax Group** is the set of taxes, discounts or deposits that are applied to the cost and or purchase price of that item. You can have **Federal Tax** applied to one item and **Local Tax** *and* **Federal Tax** to another. Many dry goods and beer/liquor items vary in what taxes are applied.

You must set up the **Taxes and Adjustments** before assigning **Taxes and Tax Groups**. Taxes and Adjustments are the different Taxes, Deposit fees, Discounts that you need to set for your area.

To Create a Tax Group

1. From the *Upper Menu*, click **File | Preferences | Tax Groups.**
2. Click **Add.**
3. Enter in **Group Code** for the tax group. A two digit code is required. **E.G. PT, GP, GT**
4. Enter the **Description** for the Group.
5. Check off the taxes to include. Refer to Taxes and Adjustments to add new taxes.
6. Click **Save** and **Close.**
7. From the Items window, check **Price Incl. Tax Grp.** and select the tax group from the **Tax Grp.** drop down box.

Tax Group Examples

Tax Group Examples

Example of Beer Purchase with Sales Tax and Deposit

- Beer has GST and a Bottle Deposit applied to the purchase price on the invoice. On the invoice the amount for the beer is $34.40 but this amount **includes** a **Bottle Deposit** of $2.40 and **GST** of $1.00, the **Adjusted case cost** is $31.00.
  Creating a Tax Group that contains the **GST** and **Bottle Deposit** and applying to the item will allow you to know exactly what you **Net** cost is for that item.

ℹ **To Customers in British Columbia, Canada.** You will need to create a Tax and Adjustment called **Licensee Factor.** Then create a Tax Group that includes the **Licensee Factor** tax and **GST**. Apply this tax group to your **liquor items**. This way when purchases are made, you can purchase at Gross amount including tax and discount and then Optimum Control will net out the cost in the invoice window when entering the invoice.

Example of Liquor Purchase with Tax, Deposit and Licensee Factor

- In Vancouver Canada, the price for a bottle of Rum is $38.90. This price includes a licensee factor of 10%, GST TAX and a bottle deposit of $.20.
  To find out the Net cost of the Rum:
  1. In **Taxes and Adjustments**, create a GST tax, Licensee Factor of 10% (that is recoverable) and a bottle deposit.
  2. Create a **Tax Group** called **LZ** (any two digit combination is fine). Select GST, Licensee factor and bottle deposit.
  3. In the Item window, locate the Rum and check **Price Incl. Tax Grp.** and select the tax group **LZ** from the **Tax Grp.** drop down box.
  4. The Adjusted case cost in the items window will reflect the net cost (adjusted case cost) of $33.65.

Example of Sales Tax Added to Products

- Many cleaning products when purchased include sales tax.
  To find out the Net cost:
  1. In **Taxes and Adjustments**, create a Sales tax (Non Recoverable).
  2. Create a **Tax Group** called **PT (**two digit combination). Check Sales tax for the group.
  3. In the Item window, locate the cleaning product and check **Price Incl. Tax Grp.** and select the tax group **PT** from the **Tax Grp.** drop down box.
  4. The Adjusted case cost in the items window will reflect the net cost (adjusted case cost).
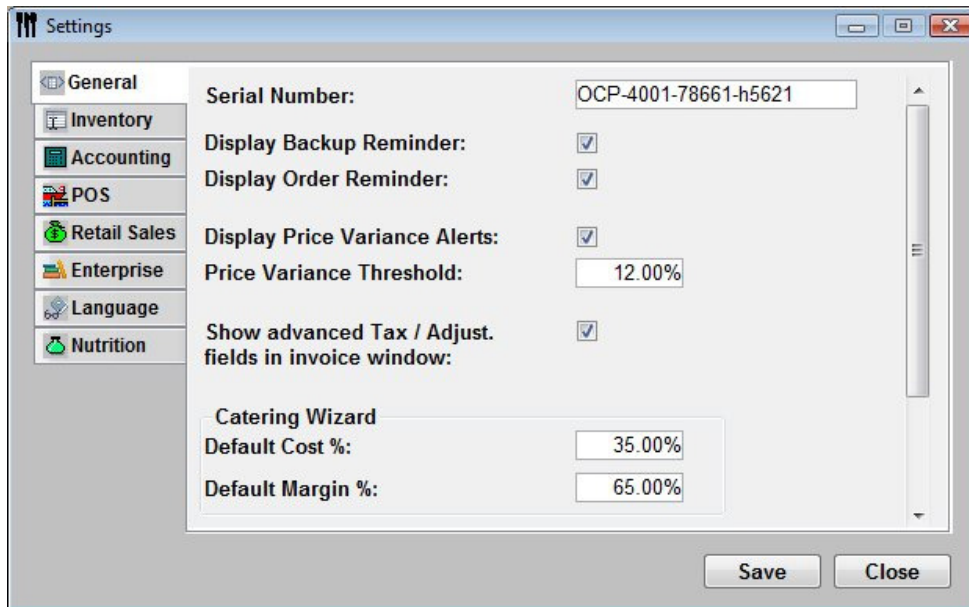
Settings

The Settings menu allows you to customize features in Optimum Control. Here you can configure your POS settings, select the inventory valuing preference, display backup reminders and so much more.

From the *Upper Menu*, click **File | Preferences | Settings**

General Settings

To Configure the General Settings

1. From the *Upper Menu*, click **File | Preferences | Settings.**

2. Select the **General** tab.

3. Enter in your **Serial Number (optional)**.

4. Configure the fields that you wish. **See Details Below.**

5. Click **Save** and **Close**.

Display Backup Reminder – When you exit the program you can have Optimum Control remind you to backup.

Display Order Reminder – This will **automatically** notify you if your stock levels are below minimum levels that you set when logging into the program. This by default is OFF and can be turned on at any time. You can access this feature by choosing **Order Reminder** in the Purchasing window.

Display Price Variance Alerts - This feature is really handy for letting you know if you have made a costing or pricing mistake (you know… the old, enter $1200.00 per kilo of prime rib instead of $12.00)…sometimes you may enter a price incorrectly or for the wrong package size. What you can do is set a trigger to notify you if you have entered a price that is a certain percentage different from the previous one.
This feature will trigger in the invoice, items and bid request windows if the new price is out by more than the set percent threshold. A message will display, alerting you of the amount that is different.

Price Variance Threshold – Enter the amount of the threshold. 30% works well but you may wish to be even tighter with an amount like 10% or even 5%.

Show Advanced Tax Fields and Invoice Window - In some markets you will want to display the taxes as calculated by the program on each item. Turning this feature on will show three fields in the invoice Taxes and adjustments window

Catering Wizard Price Percentages – In the Catering Wizard, when selecting Items or Prep recipes for an event, the price will be selected as the **cost** price. Here, we have defaulted the costing to 35% so that each item you select in the catering wizard will be marked up 65%. You can change this number at any time and if you are selecting products for an event. The retail selling price will be used and **NOT** the price percentage. This is only for items and preps.
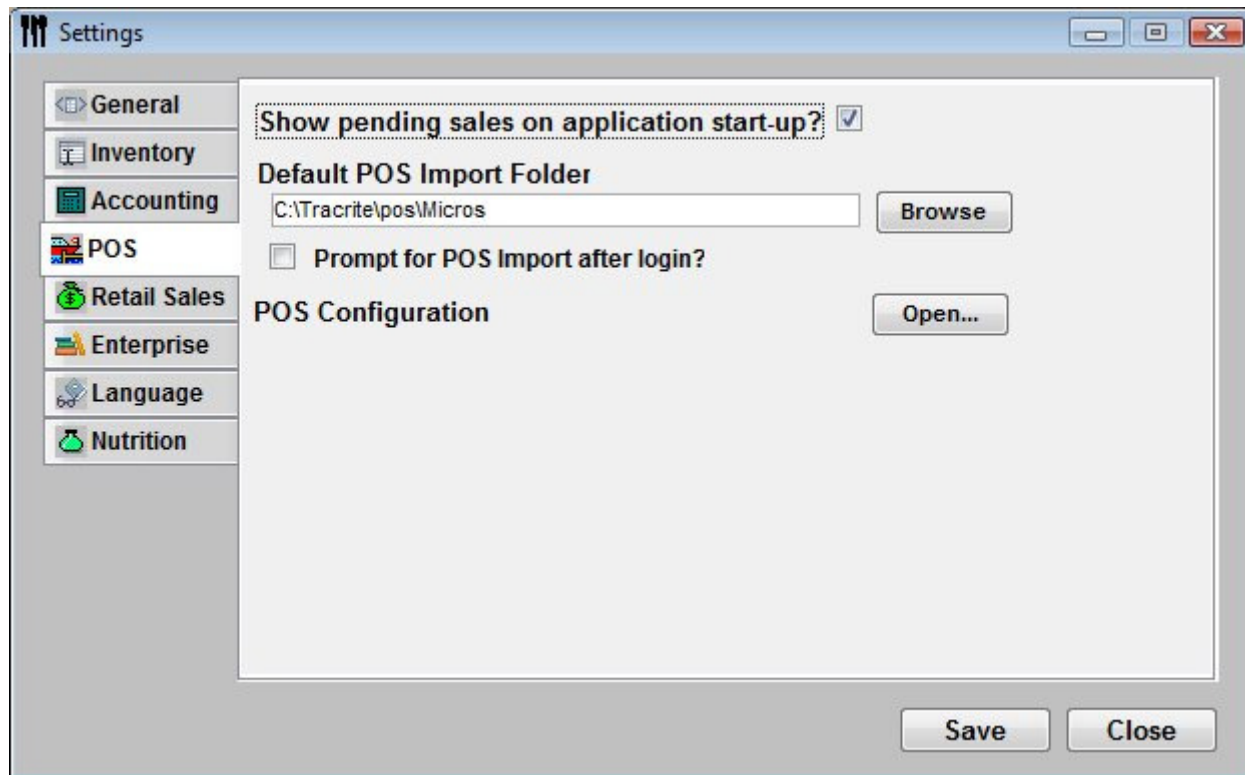

POS Settings

Set the system to look in a specific folder for the POS import files.

To Configure the POS Settings

1. From the *Upper Menu*, click **File | Preferences | Settings.**

2. Select the **POS** tab.

3. **Show pending sales on application startup** - this will show a message when entering the program if there are pending sales that need to be processed.

4. Choose your **Default POS Import Folder** by browsing to the folder that your POS system saves its export files to.

5. Check the **Prompt for POS Import after login** and Optimum Control will look to see if a POS import file exists. If it does, it will open the POS import window automatically upon logging in.

6. Click **Save** and **Close.**

Multi-Store Settings

If you are using **Optimum Control Premier**, or have multiple store or profit center licenses activated in **Optimum Control Professional** then you can set your preferences here.

To Configure the Multi-Store Settings

1. From the *Upper Menu*, click **File | Preferences | Settings.**

2. Select the **Multi-Store** tab.

3. **Ask for Multi Store Copy** – If selected, when entering an Item, Prep or Product, Optimum Control will ask you if you would like to copy the changes that you have made to one or all of the other stores.

4. **This store does not count inventory and should remove it from another location** – You may want to add a new store or revenue center for sales tracking, but not for inventory tracking. In this case you can indicate to extract inventory from a different location. To do this check the box and from the drop down choose the store that you will want to extract stock from.

5. Click **Save** and **Close.**
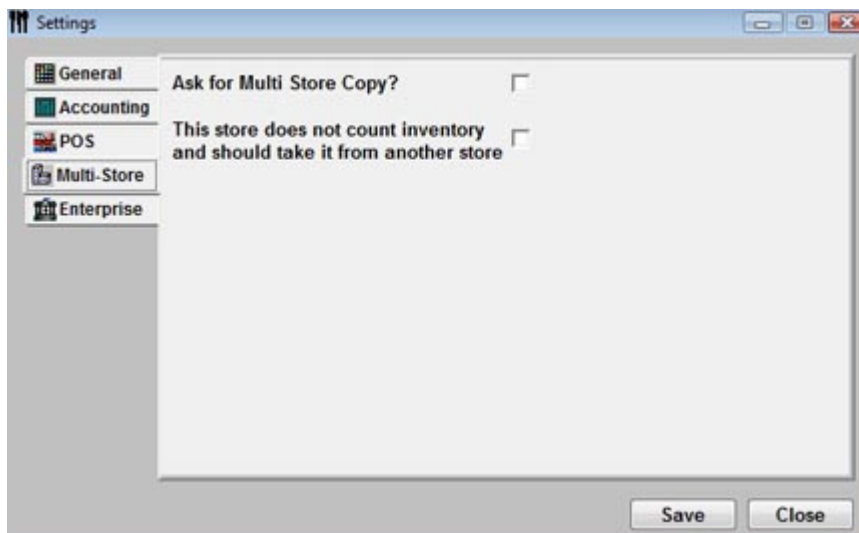
Preferences - Enterprise

1. From *Upper Menu* click **File** | **Preferences** | **Settings**

2. Choose **Enterprise** Tab.
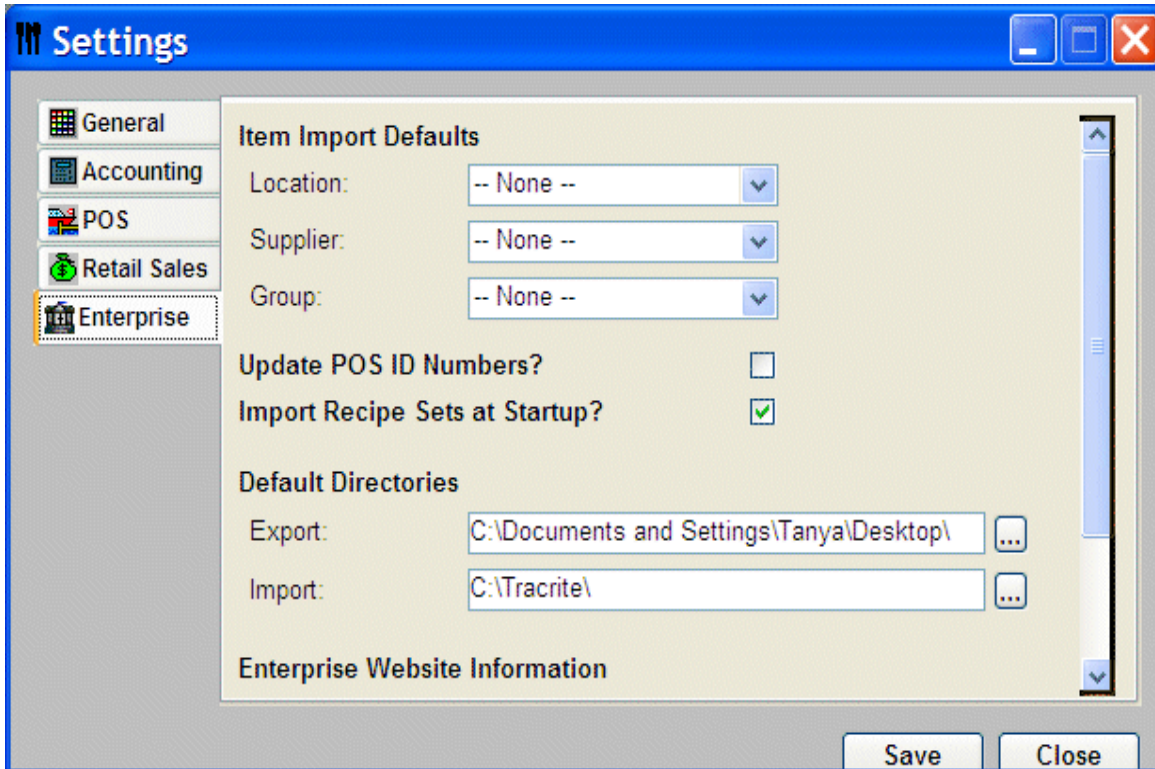
Item import defaults – For Store databases, when imports are saved, head office locations, suppliers and groups will be downloaded. Should you want to override these settings on import and set your own parameters you can do so here. For example, you may want to set all items into a group called "Received from Head office" then choose your own groups for these items (if you have access to group functions). For the most part you can leave these as –none-- . The head office groups, suppliers and locations will be downloaded and you can adjust accordingly.

Update POS Id numbers. – in the case where all stores have the same POS system with the same ID numbers throughout the chain then you can set this to ON. This will export all the POS Id numbers to the stores. Where you have many different POS systems you can download with no POS ID , in this case, stores will have to LINK the downloaded products with the POS ID numbers. See Setting POS ID numbers.

Import Recipe Sets at start up – Chains should have this setting turned on, this will import recipe sets when staff member logs in to the system.

Default Directories...

Export (Head office only) – this defines the default folder for recipes sets to be saved.

Import (store level) – this is the folder that the Website link will import new recipe sets to and also tells Optimum Control which folder to look in when downloading recipe sets. MAKE SURE THESE FOLDERS EXIST AS OPTIMUM CONTROL WILL NOT KNOW WHERE TO PUT DOWNLOADED FILES.

Enterprise website information - as set by the head office rep or Tracrite Software support staff. This contains the default website for upload – the default is http:\\www.optimumcontrol.net\enteprise\{your assigned folder}

Ask For Export (head office mode only) - check this **ON** and any new items or changes that are made at the head office will be "held" ready for export. This is a great feature as the program will keep track of all your changes.

Also See Using Enterprise Features

Preferences - Inventory

Value Inventory Using – There are different views surrounding how to assign the value of your inventory. Here you can cover most of them, even your accountant should be happy.

- **FIFO (First-in-First-Out)** - Definitely the most accurate, **FIFO** looks at your inventory count, values the last inventory at the last price then looks to see how much is left and assigns he pricing for that amount at the value it was received at and so on.

- **Last Cost** – Many people value their inventory this way, mostly because FIFO is difficult to do manually. Also many people believe that their inventory value is based on what it would cost to replace it.

- **Average Cost** – This is a weighted average is taken and the inventory is valued accordingly

Require reason for Inventory Adjustments - we recommend you turn this feature on. It forces a reason when adjusting an inventory count.
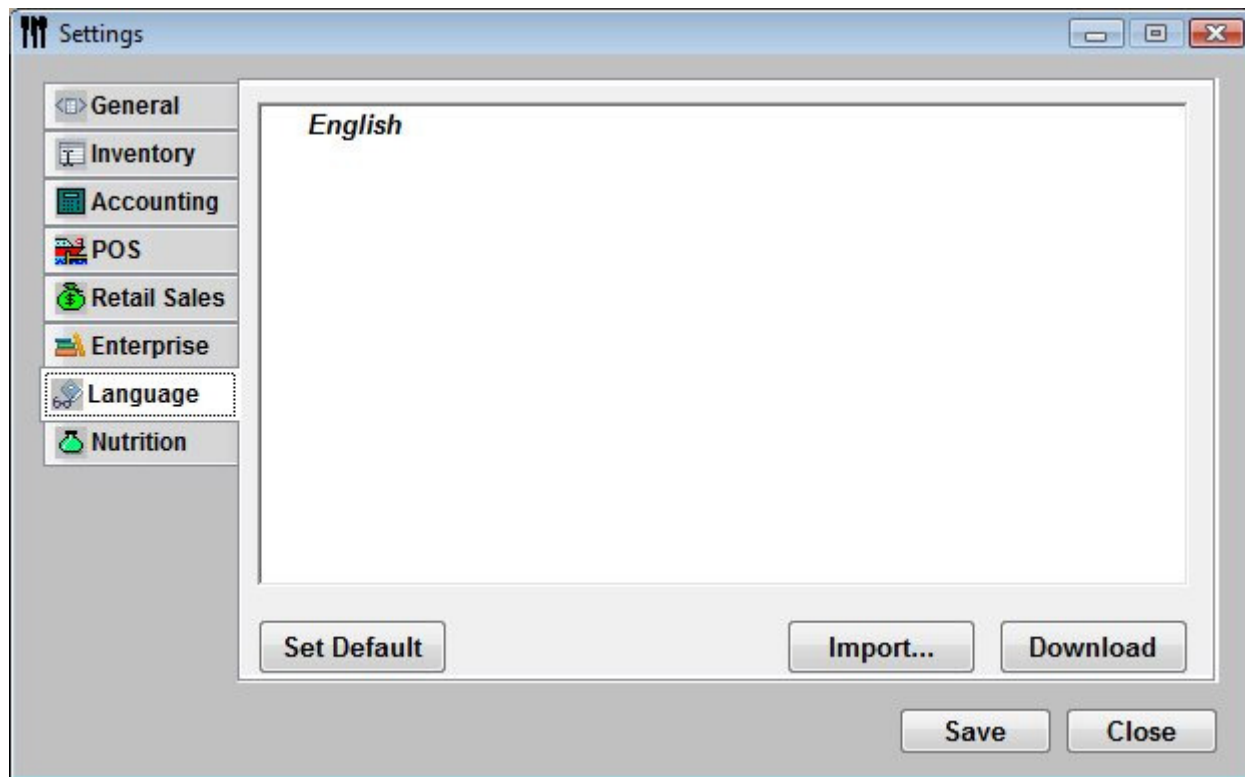
Preferences - Language

Optimum Control by default is displayed in English, but other languages can be added to the system such as French or Spanish. Please contact Tracrite Software Inc. for the available language options.

How to load a new language file

Choose File|Settings|Preferences

Select Language Tab

Edit settings or import new language and click Save

Once languages are set, each User ID will be able to set a language preference.

To set language preference, see Manage Access - Employee

Preferences - Retail Sales

Retail Sales module required

To set Retail Sales Preferences

1. Go to **File|Settings|Preferences**

2. Choose **Retail SalesTab** (module must be activated to appear)

3. **AutoGenerate invoice numbers** - for the window to create invoice numbers for you rather than manual entry.

4. **Allow duplicate invoice numbers** - some cases you may use the same invoice number over and over for a customer. Mostly this will be not used.

5. **Default Tax Group** - if you charge tax on your sales you can indicate a default tax group to appear here. editable within the window

6. **Default Sales Group** - indicate a sales group that you want retail sales to appear in. This is editable within the window
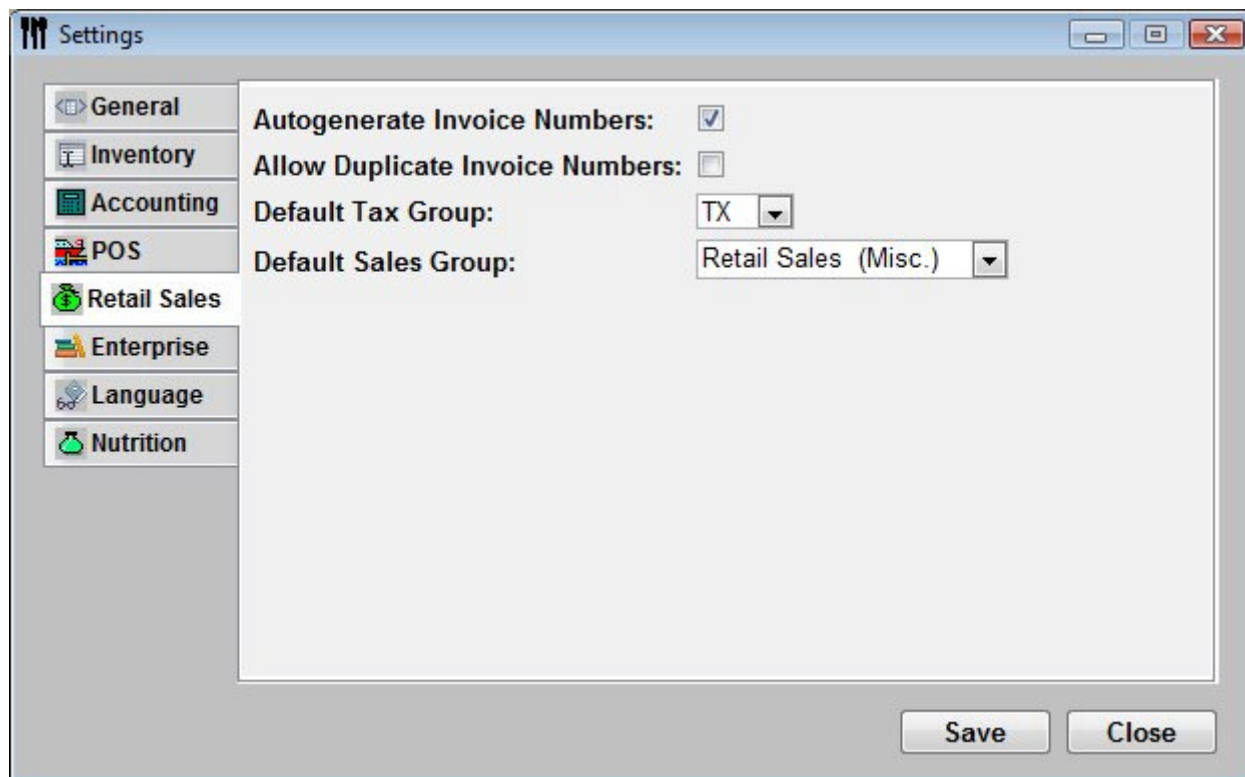
Preferences - Accounting

If you want to use the Export Accounting feature of Optimum Control, you will need to configure the Accounting preferences

To Configure the Accounting Settings

1. From the *Upper Menu*, click **File | Preferences | Settings.**

2. Select the **Accounting** tab.

3. Choose your **Accounting System** from the Drop down box.

ⓘ If your Accounting System does not appear on the list, check with Tracrite Software Inc. to see if any new accounting packages are available.

4. Select the **Default Export Folder**, this will be where the file is saved to and does not have to be the accounting system folder.

5. Setup the **Accounts Payable Account** (if applicable). Please configure with your accountant if you are unsure.

6. Click **Save** and **Close.**
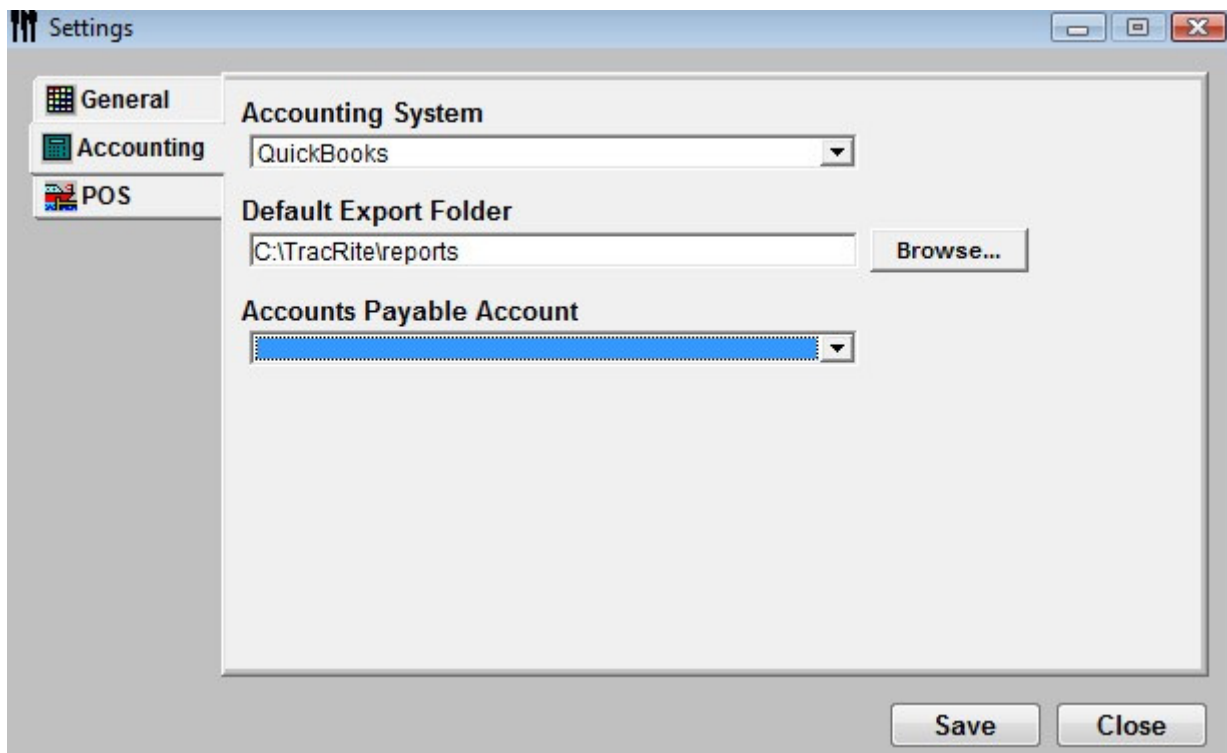
Stores

This is your store (Restaurant, Bar, Hotel etc) information. Optimum Control uses a Store ID to identify all information stored in the program database.

For users of **Optimum Control Professional**, you will most likely only have one Store/Revenue center. But if you are using **OCPremier**, you can have Multiple Stores/Revenue centers. In this case, you will need to enter the store information for each Store/Revenue center. If you are using OC Premier, this information will appear on your **Purchase Orders and Stock Transfers** etc.

From the *Upper Menu*, click **File | Store.**

Adding or Editing Store Information

To Add or Edit Store Information

1. From the **Upper Menu**, click **File | Store**

2. To **Edit** an existing store, click on the **To Add or Edit Store Information** you want to work on and choose

3. To **Add** a new store, click **NEW (You will need a proper license agreement for multiple stores).**

4. Enter the Store Information fields. **See Store Information descriptions below.**

5. Click **Save** and **Close**

6. In **OCPremier** mode, click **Save** and then check on **Enable stock transfers and requisitions**. This will give you the ability to request and transfer stock from this location (store).

Press **TAB** to move to the next field. Press **SHIFT and TAB** together to go back a field

---

Store Information

Store ID – This is the store name or an identification coding, if a franchise. Your Store ID will appear in all of your reports and windows (this also helps those who are using the multi-store features to identify which store they are working on).

Trade Name - Trade name or operating name of the business.
E.G. Joe's Fine Dining, Joe's Burger Palace, Frank's Fry House

Store Loc. Descrip (Store Location Description) – Enter a short description about the location. This is especially useful if you have multiple locations as this location will appear on most of the reports.
E.G. Intercity Mall or Junction Plaza

Legal Name - Enter the legal or incorporated name of your business.

Address/ Phone Number/ etc. - Enter all required address information.

E-Mail - Enter the e-mail address of the store.

Comments - Add additional comments if needed.

POS IDs - Available in Multi-Store mode only. See Store Store POS ID#

Multiple Stores or Profit Centers (OCPremier)

In operations like hotels, resorts and casinos you may have several kitchens or bars in which you would like to keep separate inventories. Besides separate inventory, you can also requisition stock from other areas enabling you to manage your stock on a location to location basis.

Another scenario is that you may have 3 or 4 stores as part of a franchise and want to keep track of them in one computer.

To Add or Activate Stores

1. Click **File|Store**

2. In the **Store Information** window, click **New Store**

3. If you are licensed to add more stores then the **Store** window will appear in "**New**" mode. Otherwise it will go to a license screen

4. Complete the information for your new store. Remember to label the **Store ID** and **Location Description** so it is easily identifiable on reports

5. Once complete you will be asked whether you will want to copy all the items preps and products to the new store.

6. Click Yes or No to copy the existing set of items. If you only want to copy some of the items see below.

7. If you will be transferring stock from store to store, choose **Enable Stock Transfers** from this Store.

Select Store

In Multi-Store Mode you can switch which store you want to work on.

This option is only available in Multi-Store mode.

To Select Another Store

1. From the **Upper Menu**, click **File | Select Store.**

2. Highlight the **Store** you want to work on and click on **OK.**

For stock transfers you must be in the receiving store to transfer stock.

Setting Store POS Department IDs

ONLY USE THIS FEATURE IF YOU ARE SETTING UP SEPARATE POS FILES FOR SEPARATE DEPARTMENTS

If you have multiple departments or multiple stores, this feature can help in importing your sales mix. You can associate a store with a department or departments.

In some cases from your POS system you may have more than one department associated with a store.
E.G. Your restaurant may be Dept 1 and 3 and your Gift shop may be Dept 2. In this window you can associate 1 or more ids with each store

Store Configuration

1.   From the *Upper Menu*, click **Store.**

2.   Click **POS IDs.**

3.   Click **Insert** and indicate a POS ID that corresponds with the Dept ID from the POS system and that is picked up by the POS configuration window in Optimum Control.

 If you do not know if you have a Dept ID in the file then leave blank, otherwise Optimum will not import any information.

4.   Click **Save.**

POS Configuration

1.   See POS Setup

 Call your local dealer or TracRite Customer Support for assistance with a Custom Configuration
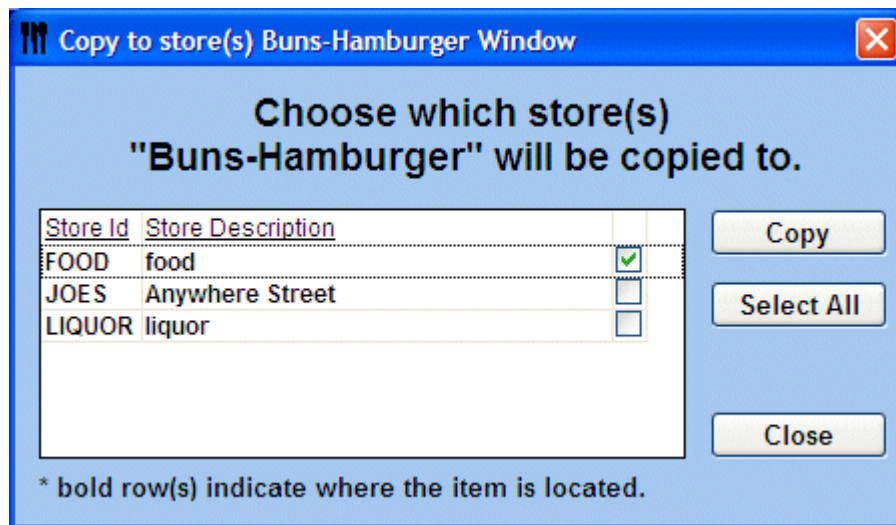
Copying a Single Item to Another Store

The **Copy To** feature allows you to copy an **Item, Prep** or **Product** from one store to another.

Available in Multi-Store Mode only

To Copy an Item, Prep or Product to Another Store

1. Select **Item, Prep or Product** from the Button Bar.
2. Locate the **Item, Prep or Product** that you want to copy to another store and double click to open.
3. Click the **Copy To…** Button.
4. Select the **Store/Stores** that want to copy the item to and click **Copy.**
5. The message **Item was successfully copied** will appear.
6. Click **Close.**

When copying a **Menu product** or **Prep recipe,** all the pertaining ingredients will also be copied to the selected store/stores. If the ingredients do not exist, they will be automatically set up.

When copying changes to another store, the list will show all stores. Any store/stores that are **bold** indicate that they already contain this item and their information will be overwritten with the information from the copying store.

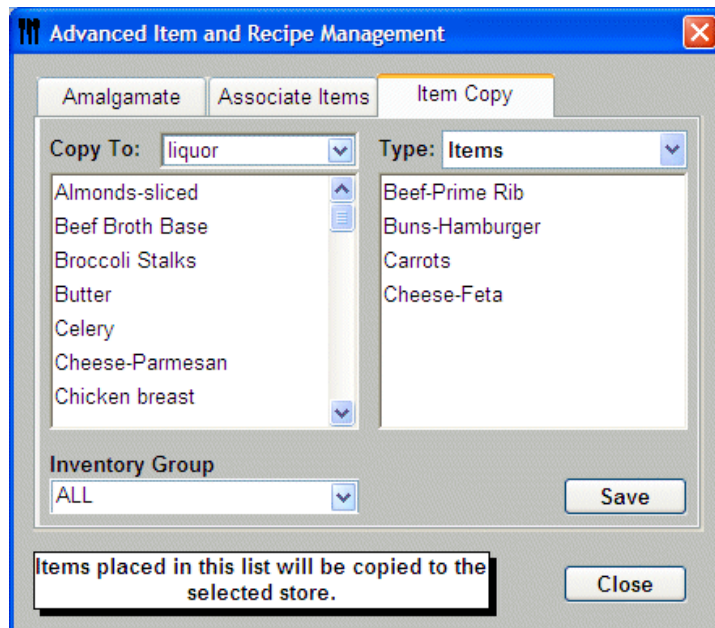**To Copy Multiple Items** See [Copying Multiple Items](#)

Copying Multiple Items to Another Store

Available in Multi-Store Mode only

This allows you to copy **Multiple** Items, Preps and Products from one store to another at once.

To Copy Multiple Items

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

2. Or from the *Upper Menu* click **Recipes| Item and Recipe Management.**

3. Click **Advanced.**

4. The **Advanced Item and Recipe Management** window will display.

5. Select the **Item Copy** tab.

    You must be in the Store that you want to copy the items FROM. In other words you are copying from the current store to other stores.

6. Select the Store that you want to copy the items to from the **Copy To** drop down menu.

7. From the **Type** drop down menu, choose from **Items, Preps or Products** .

    If you copy Preps or Products, then all the related items will also be copied.

8. Click on an item/recipe from the list on the left to drag to the list on the right.

    To select multiple items, click the top item and then hold the SHIFT key down and click the end item for the list and then drag all at once. Or you can hold down the CTRL key and highlight the items that you want to copy and then drag them over.

9. Click **Save and Close.**

10. The Items/Recipes will be copied to the new store.

Transferring Stock

In Multi-Store mode, you may want to transfer stock from one store to another. Optimum Control will automatically reduce the transferring store's inventory and add it to the receiving store. This feature is designed for hotel or multiple profit center environments where you have separate inventories and perhaps have a main stock area that stock is pulled from.

You can only transfer and/or requisition stock from stores that have the **Enable Stock Transfers** option checked in the Store window.

To Transfer Stock

From the *Upper Menu*, click **Purchasing | Stock Transfer**

You will have 4 options to choose from:

- **Approve request** – If your operation uses requisitions to request stock from a main stock area or from another store or profit center, this window is used to Approve a request of your stock. When you log onto the store that stock has been requested from you will be notified of the request and then presented with a window to approve the request. You can instantly fulfill the request or open the fulfill Requisitions window to fulfill part of the requisition.

- **Fulfill Requisitions** – Once requisitions are approved they will appear ready for completion. This window allows you to view and fulfill some or all of the requisition

- **Request Stock** – This window allows you to request stock from any store that has been setup in the Store window to allow transfers.

- **Receive/View** – This will allow you to manually transfer stock from one profit center/store to another.

1. Select **Receive/View** and click New

2. Enter in the **Inventory Transfer** Information. **See Inventory Transfer Information descriptions below.**

3. Add the items that you want to transfer. The items will show in the transfer pane.
   ⓘ If you transfer an item that is not in the receiving stores inventory list, the item will be automatically set up.

4. Once completed, click **Save**. The stock will be added to the receiving store and removed from the transferring store.

5. If you would like to print a record of the transfer, click **Print**.

6. Click **Close** to exit.

Inventory Transfer Information

Receiving Store – The store/profit center you are logged in to.

Transferring Store – The store/profit center that you want to get the stock from.

Transfer Total – Calculated by the window. As you add the items and amounts into the window the total will change.

Transfer Date – By default, this will be the date that you are entering the transfer, if it is different, select the correct date.

Reference # - This is an auto-generated number that you can change if required.

Comments - Add additional notes if required.

Requisitioning Stock

If your operation requires stock to be requested for approval you will need to requisition the stock from another store or profit center.

To Request Stock from Another Store

1. From the *Upper Menu*, click **Purchasing | Stock Transfer | Request Stock**.

2. The **Stock Requisitions** pick window will appear.
    By default, this window displays **Pending** requisitions only. To show previously fulfilled requisitions check **Show Fulfilled Requisitions**.

3. Click **New**, the **Stock Requisition** window will open.

4. Select the **Store (Supplier)** that you are requesting the stock from.

5. The **Requested Date** will automatically be filled in. If you want, you can change the **Delivery Date** to the date desired.

6. Add **Notes** if required.

7. You can **Search** for items by typing in some or all of the item description. The list will shorten to items only containing what you have typed.

8. Double click to **Add** items to the requested list. Select the **Amt** of each item you want to receive. ⓘ The default purchase units will be shown with the **Recipe units** displayed for easy reference when picking the order.

9. Once complete, click **Save** and you will be asked for a name for this request.
By default, **StockReq Date and Time** will be shown, but you can use any name that you would like.

ⓘ You can also have the Catering Wizard generate an automatic **Requisition** from the Catering **Shopping List**, see **Catering Wizard**
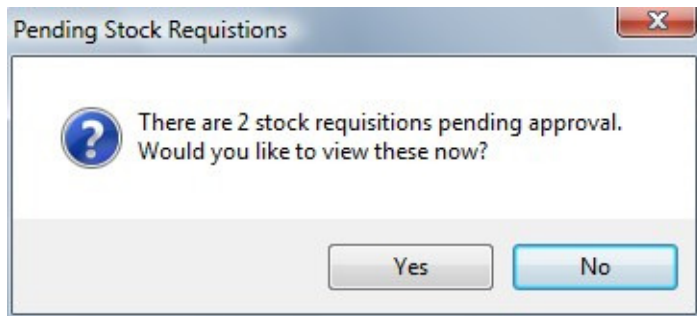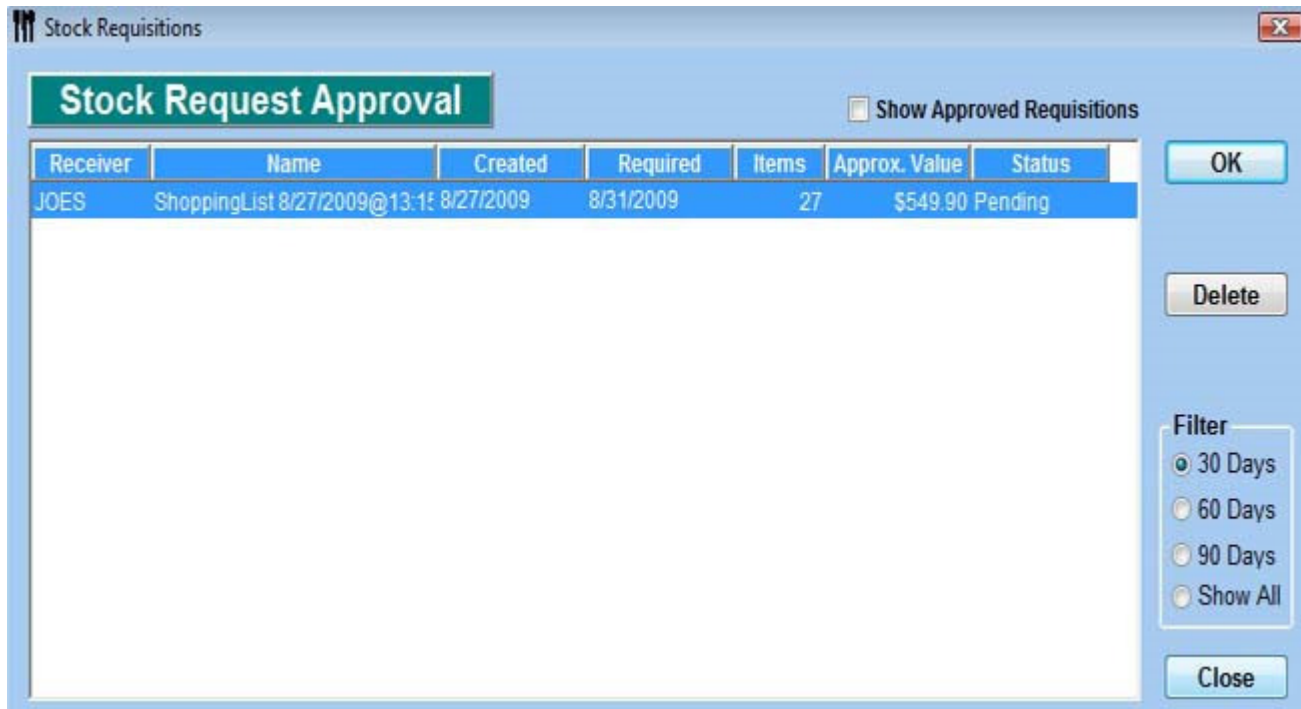
Requisition Approval

Before a store can complete **(Fulfill)** a stock request transfer, it must first be **Approved**.

Only the store that has stock being requested can approve the request. You will want to view, and if necessary adjust the amounts that have been requested.

To Approve a Stock Request

Pending Stock Requistions

There are 2 stock requisitions pending approval. Would you like to view these now?

Yes   No

1. If stock is being requested from your store, you will receive a Pending Stock Requisitions message when you log in.

2. Click **Yes** to view the requisitions, or from the *Upper Menu*, click **Purchasing | Stock Transfer | Approve Request.**

3. Double click on the requisition to **View.**

4. Review the request and make any necessary adjustments.

5. Click **Approve**.

6. Once the requisition has been approved, you can now **Fulfill** the request. See

Stock Requisitions

Stock Request Approval

☐ Show Approved Requisitions

Receiver	Name	Created	Required	Items	Approx. Value	Status
JOES	ShoppingList 8/27/2009@13:1!	8/27/2009	8/31/2009	27	$549.90	Pending

OK

Delete

Filter
- ⦿ 30 Days
- ○ 60 Days
- ○ 90 Days
- ○ Show All

Close

Requisition Fulfill

Once you have **Approved** the Stock request, you can now fulfill the transfer.

To Fulfill a Stock Request

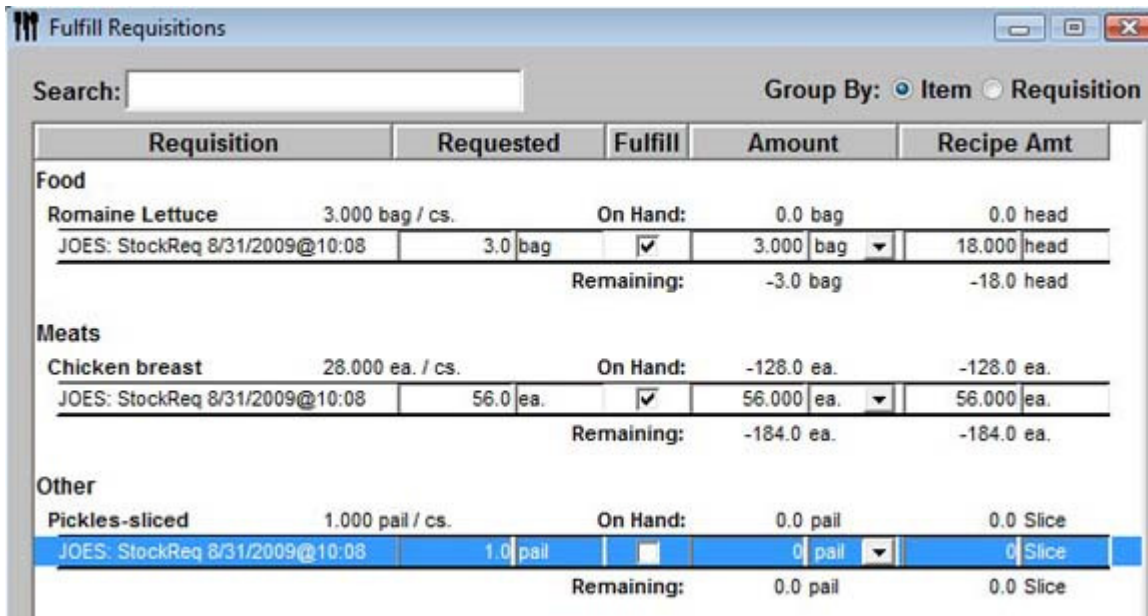**There are a couple of ways to fulfill the requests.**

If you have all the stock and want to instantly issue the transfer and reduce the stock.

1. From the Stock Requisition window, click **Fulfill** after you have approved the stock request.

    ⓘ If your operation requires that the receiving store receives the transfer into the transfer window, they can click **Purchasing | Stock Transfer | Receive/View.** Here they can click **New** and choose **Requisitions** to view approved stock requests. Double click on a stock request and the transfer window will be populated with the requested items. Click **Save** to complete the transfer.

If you are only able to fulfill part of the requisition.

1. From the *Upper Menu*, click **Purchasing | Stock Transfer | FulfillRequisitions.**
   This view allows you a look at all requisitions at a glance. Each requisition is sorted by item. This way you can see how much stock you have and distribute to who you want.

2. Check the **Fulfill** box and enter the **Amount** that you will be transferring for each item.

3. Any items that are not fulfilled will be put on backorder.
   E.G. You have 3 requests for champagne. 3 bottles from one store, 4 from another and 2 from the third, for a total of 9 bottles. You only received 5 bottles from your main order, you now would have to determine who gets what.

4. The **Fulfill Requisitions** window will display the remaining stock levels.

5. Once you are finished, click **Save.** Any backorders will be listed for your approval.

Suppliers

Suppliers (Vendors) are who you purchase inventory items or services from.

For **Initial Setup**, it is *recommended* that you enter most of the Suppliers before entering in **Items**.

New Suppliers can be added at any time.

1. From the *Upper Menu*, click **Purchasing | Suppliers.**

2. The **Select Supplier** window will open.
   The first time you use the program, it will automatically go to the **Supplier Information** window.

3. From this window, you can edit a Suppliers information or create a New supplier. See Adding Suppliers _D2HLink_4210
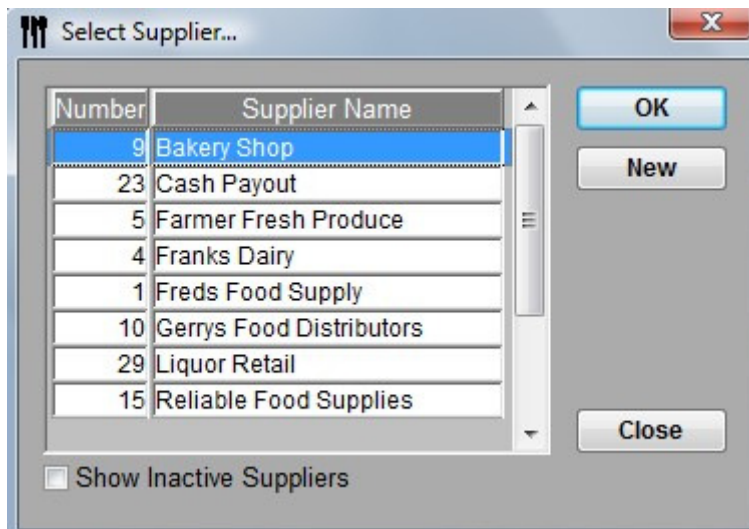
Sort Imported Orders

One of the features of **Optimum Control** is the ability to create orders and then receive them into the invoice window. This eliminates double entry. Many times the imported order list in the invoice window does not match the printed invoice. This feature allows you to specify the order the items will be viewed into the invoice window.

Have a look at your supplier's printed invoice. How is it sorted? Do they have their own groups listed? After the groups, do they sort by item description or by item code?

To Setup a Supplier for Sort Imported Order By

1. In the Supplier window, go to the **Sort Imported Orders By** fields.

2. Review the Suppliers invoice and determine their sort order.
   E.G. They may sort by Group first, Item Description second and Order Code third.

3. In the first field, select the Group from the drop down box. See Adding Supplier Groups

4. In the second field, select Item Description from the drop down box.

5. In the third field, select Order Code.

6. Click **Save** to save changes.

This feature is optional but can be useful when entering Suppliers Invoices. You can setup each supplier according to their sort order.

Adding Supplier Groups

As mentioned in the Supplier Window, you can determine the order of the items when imported to the invoice window. This makes it easier to checking the invoice when balancing. Some suppliers use their own groups to sort their invoices. These may or may not coincide with your groups.

E.G. You have Shrimp in the Seafood group for your reporting but when it appears on the supplier's printed invoices Shrimp is in the Frozen group. Look at your printed invoice to determine the group names.

To Add Supplier Groups

1. From the *Upper Menu*, click **Purchasing | Suppliers.**

2. Select the **Supplier** and click **OK.**

3. Click **Groups** and **Add.**

4. Type in the Group Name **E.G. Fresh, Frozen, Grocery etc.**

5. Click **Save** and **Close**

Once a Group is added, it can be used for all Suppliers

Supplier groups can be set in the items window for setting the supplier group for each item entered.

UOM Alias

In EDI import, some units of measure from suppliers may be different than Optimum Control unit of measure. Rather than have to change all of the items, you can indicate a **Unit of measure Alias.** For example, in Optimum Control, case units are set using **'case'** but your supplier uses **CA** as case unit of measure.

If you entered **CA** as the alias for **'case'** then EDI import will "read" all imported CA units as case.

To set Supplier UOM Alias

1. Select **Purchasing|Suppliers**
2. Click **Add**
3. From the drop down list, choose the unit(s) of measure you wish to alias
4. Type the **Alias** from the supplier EDI
5. Click **Save**

Order Export

Optimum Control can create export files of orders created in the Order Window.

To set the format for your supplier
1. From the **Upper Menu**, select **Purchasing|Supplier**
2. Select the **Supplier**
3. Click **Order Export**

Export Type - select the export type. This includes many names of suppliers, each format is specific to those suppliers but take not that many suppliers use the same web based ordering software. So if a smaller supplier, check out some of the formats as they may match what is required.

Export Path - Select the location of where the file will be saved.

NOTE: filling in the two fields above will be sufficient for most on line ordering systems where a file is uploaded to create the order. in a few specific cases a file can be directly export and loaded to an FTP or similar server. In those cases folow the steps below.

FTP URL - (optional)some suppliers require a connection to their ftp server to upload files. Enter the FTP or http:// path here

Username - enter the user name for the ftp server (keep in mind this is not your web ordering user name and password, this is a specific ftp server user name and password).

Password - the password to connect to the FTP account

Export Formats

There are many formats available, the following are some examples of layouts in case your supplier can use them.

Generic Format

order code, number required,unit

603043,3.00,cs
512541,2.00,cs
634766,5.00,cs
33,1.00,cs
908018,3.00,cs
55224,2.00,cs

Centennial Food Services, Pratt's wholesale Canada

Order code, required

603043,3.00
512541,2.00
634766,5.00
33,1.00
908018,3.00
55224,2.00

Gordon Food Services - Shamrock Foods - Ben E Keiths

order code,number required, split no = 0 yes = 1

603043,3.00,0
512541,2.00,0
634766,5.00,0
33,1.00,0
908018,3.00,0
55224,2.00,0

US Foodservice

This format is specific to USFoodservice. On Web site select St2 or import 2

```
00112208000320120000000002000000002     603043     0003000Sugar portion          cs     Sugar port
00112208000320120000000002000000002     512541     0002000Straws 8 "             cs     Straws 8 "
00112208000320120000000002000000002     634766     0005000Tea                    cs     Tea
00112208000320120000000002000000002       33       0001000Bread Crumbs           cs     Bread Crum
00112208000320120000000002000000002     908018     0003000Buns-Kaiser            cs     Buns-Kaise
00112208000320120000000002000000002     55224      0002000Cheese-Feta            cs     Cheese-Fet
```

Sysco Canada - contact your representative and make sure they enable transfers tab on your ordering site.

This format is specific to Sysco Canada

Customer number (9 space) purchase order number(9) (3 space) date(6) order code (9) order amount (3)

```
112208      000000002  032012603043  003
112208      000000002  032012512541  002
112208      000000002  032012634766  005
112208      000000002  03201233     001
112208      000000002  032012908018  003
112208      000000002  03201255224   002
```

Sysco US

HEcustomer number (fixed width 10) 12 spaces date mmddyyyyIO201

HEPurchase order number (10)

DTorder code (space) order amount

```
HD0000112208          03202012IO201
HE000000002-
DT603043 3
DT512541 2
DT634766 5
DT33 1
DT908018 3
DT55224 2
```

Performance Food Group - PFG

You must putFSOR01_20120319_082849_XYZ.txt you will provided a group code by your representative. you must replace XYZ in the file name with the code given to you, then save,

Y

```
01000112208000000002     03/20/12
02000112208000000002     603043003000
02000112208000000002     512541002000
02000112208000000002     634766005000
02000112208000000002     000033001000
02000112208000000002     908018003000
02000112208000000002     055224002000
```

Item/Product Groups

Both Inventory Items and Sales products require Groups for reporting and sorting purposes. Optimum Control categorizes this as Item/Product Groups.

Adding or Deleting Item/Product Groups

To Add an Item/Product Group

Group Description	Type		Sales Category	
Add-on	Sales	▼	Food	▼
Appetizer	Sales	▼	Food	▼
Beer - Domestic	Both	▼	Beer	▼
Beer - Import	Both	▼	Beer	▼
Beverage	Both	▼	Food	▼
Bread	Inventory	▼	Food	▼
Combination Dish	Sales	▼	Food	▼
Dairy	Inventory	▼	Food	▼
Dessert	Sales	▼	Food	▼
Food	Both	▼	Food	▼
Liquor	Both	▼	Liquor	▼
Main Dish	Sales	▼	Food	▼
Meats	Inventory	▼	Food	▼
Other	Inventory	▼	Food	▼
Paper	Inventory	▼	Misc.	▼

Item Product Group

Add
Delete
Save
Close

1. From the *Upper Menu,* click **Setup | Item/Product Groups.**

2. Click **Add.**

3. Enter a **Group Description. See Item/Product Group Information descriptions below.**

4. Select the **Type** – This can be a Sales Group, Inventory Group or Both.

5. Select a **Sales Category.**

6. Click **Save.**

To Delete an Item/Product Group

1. Highlight the **Group** located under **Group Description** and click **Delete.**

2. Click **Save.**

When deleting a group, Optimum Control will analyze the **Group**. If it has been used anywhere in the database, it will not allow you to delete. If deletion fails, open the **Item, Preps and Product** windows and assign them to a different group.

Item/Product Group Information

Group Description – This is used for reporting purposes. Enter the Group description based on how you need to view it on reports.
E.G. *Appetizer and Dessert* would be a **Sales Group** and *Produce* and *Dairy* are **Inventory Groups.**

Type – Is this Group part of your Sales Mix, Inventory or Both?

Sales Category - In the **Usage Summary** report, items are tracked so that you can see Category Sales vs. Costs. For this, each group can be assigned a category so that each item is automatically tracked as part of that category and also each

product sales are attributed correctly.

E.G. Red Wine can be a **Group** and Wine would be the **Sales Category**. Dairy is the **Group** but Food is the **Sales Category.**

Inventory Items

These are the **Inventory Items** that you stock in your operation to create recipes, count at inventory and purchase from suppliers.

1. Click **Items** ![Items icon] **Items** from the Button Bar or from the *Upper Menu*, click **Inventory | Items.**

2. The **Select Item** window will open. **See Select Item information descriptions below.**

3. From this window, you can view, edit or add inventory items. See [Adding Inventory Items](#)

Item Num	Description	Primary Location	Account	Qty On Hand	Current Value	Key Item	Multiple Suppliers
1352	Beef Broth Base	Store room	Food (Food)	0.788 pail	$29.82	✔	☐
1281	Beef-Prime Rib	Cooler	Food (Food)	7.900 kg	$173.80	✔	☐
1331	Bread Crumbs	Store room	Food (Food)	5.000 pak.	$45.45	✔	☐
1290	Broccoli Stalks	Cooler	Food (Food)	53.000 lb.	$50.55	✔	☐
1293	Broccoli-florets-blanched	Cooler	Food (Food)	0.300 lb.	$0.50	✔	☐
1338	Bun-Beef dip	Back Storage	Food (Food)	308.000 ea.	$74.44	✔	☐
1312	Buns-Hamburger	Store room	Food (Food)	330.000 ea.	$54.81	✔	☐
1041	Buns-Kaiser	Back Storage	Food (Food)	36.000 ea.	$5.78	✔	☐
1182	Butter	Cooler	Food (Food)	3.500 lb.	$10.39	✔	☐
1007	Carrots	Cooler	Food (Food)	18.991 lb.	$12.34	✔	☐
1029	Cauliflower	Cooler	Food (Food)	31.115 lb.	$62.23	✔	☐
1022	Celery	Cooler	Food (Food)	56.000 lb.	$86.81	✔	☐
1122	Cheese-Feta	Cooler	Food (Food)	0.633 pail	$14.30	✔	☐
1049	Cheese-Monterey Jack	Cooler	Food (Food)	145.500 lb.	$320.10	✔	☐
1211	Cheese-Mozzarella	Cooler	Cleaning Supplies	120.000 lb.	$380.73	✔	☐
1168	Cheese-Parmesan	Freezer	Food (Food)	10.000 lb.	$49.34	✔	☐
1200	Cheese-White cheddar	Cooler	Food (Food)	10.000 lb.	$43.01	✔	☐
1385	Cherries-Marachino	Bar Storage	Beverages (Beve	3.300 Jar	$44.62	✔	☐
1075	Chicken breast	Freezer	Food (Food)	88.000 ea.	$113.14	✔	☐
1203	Chicken burger pattie	Freezer	Food (Food)	50.000 ea.	$32.00	✔	☐

Select Item Information

Search - You can search for an item by simply typing the name or part of the name in the window, as you type the list will grow shorter. Just double click on the item you wish to open.

Category and Group filters – To view inventory items from only one group or category, choose the category or group that you want to view.

Item Number - Displays the number assigned by Optimum Control.

Description - Description of the item.

Primary Location - Location that is listed as the primary location for the item during setup.

Account - Displays the Chart of Account that the item is assigned to.

Qty On Hand - Shows the current qty on hand in the units that you selected that you wanted to track this item in. This number will only be correct if you have all sales mixes and invoices entered.

Current Value – Displays the value of the current Qty on Hand.

Key Item - This box will be checked if you have selected to count this item on the inventory counts.

Multiple Suppliers - If the item has additional suppliers, this will be checked.

Additional Notes

- Click on any header and the items will be sorted by the header you choose.
  E.G. Click on the **Description** header and all items will be sorted by Description.

- If you hover your mouse over the **Location** field you will notice that a ? symbol pops up. Whenever you see this in the program this means that you can **right click** on the item to drill down into the information. In this case you will open the Item Location window, select your locations and click Save.

Adding or Editing Inventory Items

To Add or Edit Inventory Items

1. Click **Items** ⚏ **Items** from the Button Bar or from the *Upper Menu*, click **Inventory | Items**

2. From the **Select Item** window, click **New.**

3. Enter Item information in the fields. **See Item Information descriptions below.**

4. Click **Save** and **Close.**

ℹ️ If there are items, **E.G.** bottled beer, where the Supplier, Purchase price, Location and Recipe unit are the same, click **Duplicate**. Duplicate keeps all the information except for Description, Order Code and Barcode. This allows for easy entry of similar items.

Item Information

The ITEMS window is broken into three sections:

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

Core Information

Description (Item Description) - Enter in the name of the item you purchase.

    E.G. Ground Beef, Buns - Kaiser, Ketchup, etc.

To group your products for easy selecting, type in multiple sized or typed products like this:

    E.G. If you use Hamburger, Kaiser and Hot Dog buns, enter in each description as follows:

        Buns-Hamburger   Buns-Hot Dog   Buns-Kaiser

Inventory Group – Select the reporting group (Inventory Group) for this item. See Item and Product Groups

Main Location (Primary Storage Location) - From the drop down list choose the location in which you keep most of this inventory. For the most part this would be the location that you order from. You can add as many storage locations for this item as you wish by clicking the **Locations – Secondary** button

See Also Item Locations

How is it used in recipes? - This is the recipe unit of measure. we suggest that you enter items to the smallest unit you can, just gives a little more flexibility when entering items and counting stock. **Rule of thumb to use is recipe unit broken down to Fluid ounce (or ml) for volume measured items, ounce (gram) for weight measured items and each for items used individually.**

Examples:

- Vodka is purchased by the bottle but used by the ounce in recipes, select fl oz as the Unit of Measure (UOM)

- Bread is purchased by the loaf but used by the slice in recipes, select slice as the UOM

- Tomato paste is purchased by the case but used by the ounce in recipes, select ounces as the UOM

You can add new Units of Measure at any time. See Adding Units of Measure

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

Key Inventory Item - Check off this box if you would like to count this item every time you enter inventory counts. There are some **Key** items that you will want to count every time and others that you will only want to count once in a while (garlic powder, stir sticks, etc.). If you don't want to count this item every time, uncheck this box.

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

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

What this function does is allows you to tell Optimum control usage reporting that whatever you actually used for this item, is what you should have used…no variance.

E.G.

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

- **Sugar Packets** – In recipes you have included a couple of sugar packets but different people take different amounts. Optimum Control may calculate an ideal usage of 2 cases but you actually used 3.5 cases. In this case you have a variance of 1.5 cases even though it's not really short, so if you Actualize Sugar Packets, the actual usage will match the ideal usage.

GL Account - GL Accounts are the names of the accounting groups or Chart Of Accounts that you want an item to appear under in the General Ledger report. These names should coincide with the ones in your accounting software.

E.G.

- Inventory is an **Expense** and usually goes under **Cost of Sales** or **Food.** Check with your bookkeeper or accountant before proceeding if you are unsure. It should be the same account as where this type of item appears in General Ledger section of your accounting system. See Chart of Accounts

Case Information

Supplier – Choose the supplier or one main supplier for this item. If the Supplier is not set up, See Adding Suppliers

Order Code – Enter the supplier's order code for the item. This may also be called the item code.

Case Description (Optional) - In some cases, especially if you are planning interfacing to supplier bidding, you may want to indicate the supplier description. This description will appear on order sheets and will be sent to the supplier.

Barcode - Enter in the barcode for this item. If you have a scanner, you can scan the item barcode and it will place the code into the field. Alternatively, you can generate your own barcodes, this gives you the option to generate labels for your shelves that OCMobile for Pocket PC scanning can utilize.

Spec/Brand (Optional) - Specify a brand name **E.G.** Heinz, AAA Angus Beef etc. If you are using bidding, this will let the supplier know what brand you want pricing on.

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

Purchase Price - Enter in how much you pay PER unit of measure. **E.G.** You pay $23.00 per Case or $5.99 much per Pound.

Price Incl Tax Grp. – Most food items will not have a tax group, but in the case of alcohol or cleaning supplies, tax or discounts may be included in the price. You can select to include this tax to adjust the amounts automatically in the invoice window when purchasing.

Tax Grp - If this item includes taxes or discounts in the price, select the tax group you want to assign. See Taxes and Tax Groups

How do you report on this item? – This is for reporting and inventory counting purposes. Do you report this item by the can, pound, package etc.
E.G. You purchase the item by the case, the case contains 6 cans. During inventory you count the item by can.

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

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

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

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

Actual Cost Per unit – The yellow box will show the actual factored cost of the recipe unit.

Summary Information

Qty on Hand – Displays the current qty on hand in the units that you selected that you wanted to track this item in. This number is only right if you are tracking per day and have all sales mixes and invoices entered.

Current value – Displays the value of the current Qty on Hand.

Last Purchased - Indicates the last date this item was purchased. Once you start using the purchase features of the software this field will be automatically displayed.

Reorder Level - Select the minimum and maximum order levels. Enter either the purchase unit or the case unit, you ill notice that any conversions are done for you. You can also set the reorder levels in the **Inventory | Inventory Level management** window. See Inventory Level Management

You can use Optimum Control to generate a suggested order sheet based on par levels. To use this feature, click **Purchases | Order Reminder**. A list will be displayed of all items that are below minimum Par levels according to the qty on hand. If you do not have all your information up to date then this information will not be accurate so be careful when using this tool.

Comments/Notes – Add additional notes if required.

Item Examples

Item Examples

How is it used in recipes? - The measure that you use the item in your recipes.
Purchase Price - The cost of how the item is purchased per unit. E.G. Case, Bottle etc.
How do you report on this item? - How you track this item for inventory. E.G. Can, Kilo etc.
How many (item unit tracked at inventory) are in (purchase price). - If you purchase an item by case and you track it by the can and there are 6 cans in a case, you would enter 6.
How many (recipe units) are in a (item unit tracked at inventory) - If you use the item by ounces and there are 100 ounces per can, you would enter 100.

Example of Case with Packages

You purchase Chili Seasoning Mix by the case for $22.32. There are 25 packages of seasoning mix in each case. In recipes, you use the seasoning mix by the package.

 The Chili Seasoning Mix entry would be:

Actual Cost Per is calculated based on the Recipe amount. The cost per package is $.8928 or 89.28.

If you use the seasoning mix by the ounce and there are 4 ounces per package.

By the ounce, the entry would be:

Core Information
Description:	Chili Seasoning Mix
Inventory Group:	Food (Food)
Main Location:	Store room
How is it used in recipes?	ounces

Key Inventory Item ☑
Actualize Usage Values ☐
GL Account: Food (Food)

Case Information
Supplier:	Freds Food Supply
Case Desc:	
Spec/Brand:	
Purchase Price:	$22.32 per case
Adjusted Case Cost:	$22.32 per cs.
How do you report on this item?	by the package
How many pak. are in a cs.?	25.000
How many oz. are in a pak.?	4.000

Order Code: 65587
Barcode:
Group (opt.):
Price Incl. Tax Grp ☐
Tax Grp.
Accept Bids ☐
Yield %: 100.00%

☐ Additional Suppliers or Case Sizes
Actual Cost Per oz.: $0.2232

The cost per ounce is $.2232 or 22.32 cents.

Example of Canned Goods

You purchase Kidney Beans by the case for $18.50. There are 6 six cans per case. You use kidney beans by the ounce in recipes and there are 100 ounces in each can.

Kidney Bean entry would be:

Core Information
Description:	Kidney Beans
Inventory Group:	Food (Food)
Main Location:	Store room
How is it used in recipes?	ounces

Key Inventory Item ☑
Actualize Usage Values ☐
GL Account: Food (Food)

Case Information
Supplier:	Freds Food Supply
Case Desc:	
Spec/Brand:	
Purchase Price:	$18.50 per case
Adjusted Case Cost:	$18.50 per cs.
How do you report on this item?	by the can
How many can are in a cs.?	6.000
How many oz. are in a can?	100.000

Order Code: 604264
Barcode:
Group (opt.):
Price Incl. Tax Grp ☐
Tax Grp.
Accept Bids ☑
Yield %: 100.00%

☐ Additional Suppliers or Case Sizes
Actual Cost Per oz.: $0.0308

The cost per ounce of Kidney Beans is $.0308 or 3.08 cents.

Example of Packaged Paper Cups

You purchase 10oz Coffee Cups by the case for 21.11. There are 20 tubes in a case. You use the cups by the each and there are 50 each in a tube.

Coffee Cup entry would be:

The cost per cup (each) is $.0211 or 2.11 cents.

Example of Bulk Items in a Case

You buy napkins by the case for $82.00. At inventory time, you count the napkins by the package. There are 18 packages per case. The napkins are used individually and there are 300 napkins per package.

Napkin entry would be:

The cost per napkin (each) is $.0152 or 1.5 cents.

Example of Items Purchased by Weight and Used Individually

You purchase chicken wings by the case for 52.49. At inventory time, you count the wings by the kilogram. You use wings in recipes by the each. Because wing sizes vary, you need to measure out a kilogram of wings and count how many wings you get out of a kilogram. Repeat this until you get an average count. This amount can range from 18 to 22. In this example we averaged the chicken wings to 20 per kilogram.

Chicken Wing entry would be:

The cost per wings would be .2625 or 26.2 cents.

Example of Individual Item Purchase

Any item that is purchased and sold in the same unit size can be setup in following way.
Milk is purchased by the carton from the local dairy. The price per carton is $0.39 for each 1 pint (250 ml) carton. The milk is also sold by the carton.

Milk entry would be:

Remember to look at **How do you report on this item?** unit of measure. Be sure it is configured to how you count that inventory item by.

Item Yield Factor (Waste Factor)

The Item Yield Factor is located in the **Items Window** under the **Yield %** field.

This is essentially a wastage factor. There are some items you do not use 100% of. **E.G. Produce**. This feature allows you factor in a waste percentage that will carry through to your usage.

Many items, when the **Yield %** is assigned, the item cost will be based on the **Usable** amount. This factor calculates the **Usable Product Cost**. It is based on how much waste a product has.

This field is optional. The default Yield factor is 100.00%.

Waste Factor Examples

Example of Liquid Product Wastage

Sour Cream is purchased and put into squeeze bottles. Approximately half an ounce per 10-ounce bottle gets wasted (stuck at the bottom of the bottle after it is empty). The formula would be .5 /(divide) 10 = 0.05 or 5 % wastage. Subtract .05 from 1.000 and the result is 0.95, meaning you only use 95% of the sour cream. This also means that for every dollar spent on Sour Cream it costs 5% more. In the **Yield %** field, enter 95%.

The program will calculate the **Actual Cost Per unit** (displayed in the yellow box). This is the amount per unit that this item actually costs you.

Yield Example of Produce

The average weight of a head of lettuce (with the outer leaves and stem left on) is 26 ounces. When you trim off the waste, it now weighs 20 ounces.

🛈 Remember to weigh produce BEFORE it is washed as water weighs a lot!
Use the calculation 20 ounces divided by 26 ounces = .77 OR 77%. 100% - 77% = 23% waste. The entry in the Item Yield Factor field would be 77%.

UOM Conversions - Item Specific

Optimum Control has many default conversions such as 16 **ounces** in a **pound** and 1000 **ml** in a **liter,** but there may be specific conversions for an item that you need to enter. For instance, from **weight** to **volume** or perhaps converting a number of ounces to a jar size etc. for this item.

Some examples of this would be spices. Bay leaves for example you may want to use by the leaf or by the gram, but perhaps you need a cup conversion for this. There are many internet sites that may have this conversion but you can also go to the kitchen and weigh a cup of bay leaves for use in your recipes.

To Enter a Unit of Measure conversion for an item

1. Choose Items from button bar or select **Inventory|Items** from the Upper Menu.

2. Open the item that you wish to add the conversion.

3. Choose the **Conversions** tab at the bottom of the window.

4. A listing of standard conversions will be listed.

5. Select **Add**

6. Enter the new conversion, being careful to be very accurate with your entry as this will be used for all recipes that contain this item.

7. Click **Save**

Item Storage Locations

In Optimum Control, Inventory and Ordering Sheets can be sorted by Location. To sort by Location, you must enter your Storage Locations first.

First time users, you will note that we have included default Storage Locations. You can edit or delete these as you see fit to accommodate your operation.

To Add a New Location

1. From the *Upper Menu*, click on **Setup | Storage Locations**

2. The **Item Location** window will open.

3. To add a new location, click **Add**

4. Type in the name for the new location in the line provided. You can get as specific as you like with this window, perhaps you have a large cooler and you want to break up your count sheets. In this case you may wish specify **cooler-west wall** or **cooler-north wall**.

5. Click **Save.**

6. If you wish to add any more locations, repeat steps 3 and 4.

To Edit a Location

1. From the *Upper Menu*, click on **Setup | Storage Locations.**

2. Choose a Location from the listing.

3. Type in the new Location Description.

4. Click **Save** and **Close.**
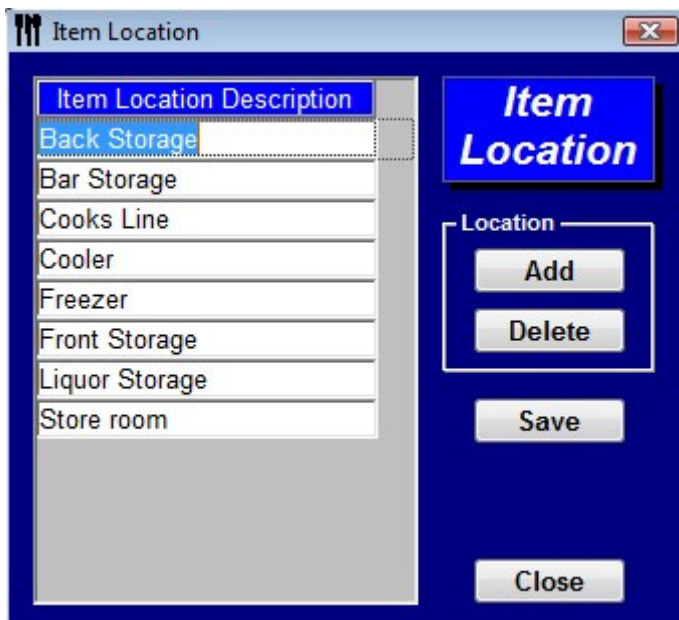
You can choose locations for your Inventory Items in the **Items and Prep** windows, but also in the **Inventory Level Management** window or by **right clicking** in the **Select Items Window**.

To Delete a Location

1. Highlight the Location and click **Delete.**
2. You will be prompted **Do you really want to delete '*location*'.**
3. Choose **Yes.**
4. Click **Save** and **Close.**

You can only delete locations that are *NOT* listed as a **Primary Locations** for any Inventory Items. If they are, you need to change the primary location for those Inventory Items. Secondary Locations will be deleted from the listing.

Secondary Storage Locations

This field is a great time saver. You must select one location as a 'PRIMARY' location, the location that you feel you store most of this Inventory Item (this is for ordering purposes). You can also select secondary storage locations, simply click on the other locations for this inventory item.

ℹ️ NOTE: The program lists inventory items by location on your inventory count sheets and order sheets. To calculate inventory totals, the program compiles all counts into one total listed by the primary location.

To Edit, Delete or Add a Storage Location

1. In the **Items** window, click on the **Locations (Secondary)** box
2. The **Select Locations** window will appear
3. Click the **Add New** button
4. You can edit, delete or add **Storage Locations**
5. Click **Save**

ℹ️ **Tip** – You can also select your Storage Locations in the **Item Selection Window**. Select the **Item** and **right click** on Primary Location or from the *Upper Menu*, click **Inventory | Inventory Level Management** and **right click** on the location to change.

Unit of Measure

Most all inventory will fall into the unit of measures we have provided. But you may want to add your own to detail certain items.

We don't recommend adding too many UOM (Units of Measure) as the list may become so large that it will actually slow down your entry process.

To Add a New Unit of Measure

UOM	Unit Description
bag	bag
Bottle	Bottle
box	box
bundle	bundle
can	can
Clove	Clove
cookie	cookie
cs.	case
dz.	dozen
ea.	each
Jar	Jar
kg	Kilo
lb.	pounds
oz.	ounces
pail	pail
pak.	package

Add UOM   *Delete*   *Save*

Existing UOMs cannot be deleted or modified. You can only add new UOMs.

Close

1. From the *Upper Menu*, click **Setup | Units of Measure.**

2. Click the **Add UOM** button.

3. Type in a short description in the **UOM** (cannot be more than 6 characters). **E.G.** ml

4. Type in a **Unit Description** – This is for the long version of the unit. **E.G.** Milliliter

5. To add additional units, repeat steps 1-4.

6. Click the **Save** and **Close.**

You can **Delete** Units of Measure but they *CANNOT* be used in any items and must not be used in any history. If you wish to delete a unit then you must delete the history.

E.G. If the UOM has been used in an **Invoice** or **Sales Mix** etc. If you must delete a UOM, go to **File|Delete Data.** Delete the old data in which you may have used the unit, then got to all the items and see where you may have used it, then come back to this window and delete the unit. See Deleting Data
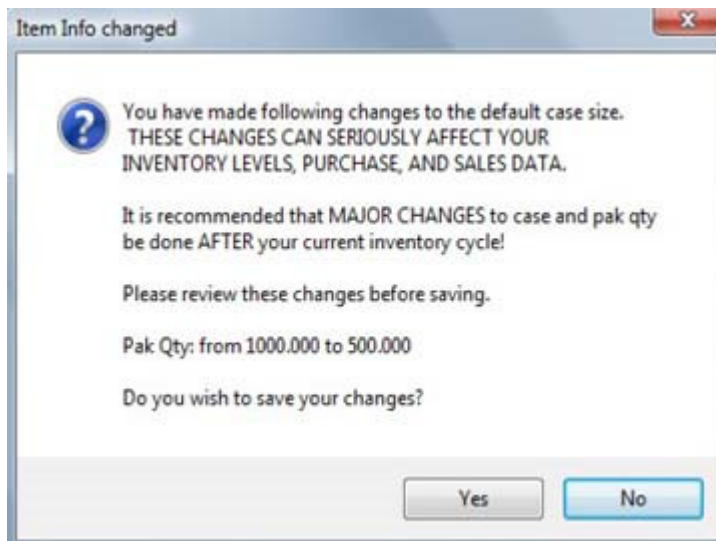

Changing Units of Measure

Changing units of measure once you have data that Optimum Control is tracking, can be problematic for reporting. If Optimum Control has been setup using ounces as a recipe unit and you have decided that you want to now use in grams instead, keep in mind that the program has been keeping all of its history in ounces. 1000 ounces would now indicate 1000 grams which is incorrect.

Any items units of measure that have historical data will be indicated in gray and not editable.

ⓘ Rather than changing the case size, you can add an additional case size and select this to be the default. See Adding Additional Suppliers and/or Case Sizes.

To Change Recipe Units

1. In the Items window select the UOM to be changed (How is it used in recipes, Purchase Price, or How do you report on this item).

2. Make the necessary changes.

3. Click **Save.**
   ⓘ **Optimum Control** will display the following message.

4. Select **Yes.**

5. You will be asked for a conversion amount to convert all existing data and recipes to.
   E.G. To change Wine from a recipe unit of **bottle** to a recipe unit of **fl oz**, a message will pop up asking you how many **fl oz** are in a **bottle**. Answer in this case is 26, all data will be multiplied by 26 and the units will be changed in all recipes and purchases. So now instead of 1 bottle as a recipe ingredient, all recipes will now be at 26 fl oz.

Item Info changed

You have made following changes to the default case size.
THESE CHANGES CAN SERIOUSLY AFFECT YOUR INVENTORY LEVELS, PURCHASE, AND SALES DATA.

It is recommended that MAJOR CHANGES to case and pak qty be done AFTER your current inventory cycle!

Please review these changes before saving.

Pak Qty: from 1000.000 to 500.000

Do you wish to save your changes?

Yes   No

Adding Suppliers

To Add a New Supplier

1. From the *Upper Menu* select **Purchasing | Suppliers**
2. Click **New**
3. Enter Supplier Information into the required fields. **See Supplier Information descriptions below.**
4. Click **Save**
5. If you want to put in another supplier, click on the **New** button and repeat the above instructions
6. Click **Save** and **Close**.

After the first Supplier has been entered, you will be presented with a pick window to choose the desired Supplier.

All fields must be filled in for the information to be saved properly with the exception of Address 2 and Comments fields

Should you wish to change information about a supplier (even the name of the supplier), enter the new information and click **Save**. All the items using this supplier will reflect the new information.

Supplier Information

Supplier Name - Indicate the supplier/vendor's name.

Active - You may want to make a supplier inactive at a later date. Uncheck the box and click **Save**. The current supplier will not appear on your reports and pick lists.

Vendor ID - If you intend to link Optimum Control to your accounting software you may need a Vendor ID to do this. Enter the linking vendor ID from your accounting software.

Terms – Choose the payment options.

Account Number - Type in your account number with the supplier. This will be needed if you upload orders to your supplier's website, it will also appear on your order sheets to make it easier when phoning in or faxing your orders or if using the on-line ordering functions.

Export Orders using (Optional) – If you intend to upload your orders to your suppliers website, choose from one of the existing export formats.

Enter **Address**, **City**, **Etc**. information.

E-mail - Enter your sales representative's email address here. This will be used by the Optimum Control bid functions.

Sort Imported Orders By (Optional) – When receiving orders into the invoice window, it is easier to check your orders over to see if the imported order is in the same order as the printed invoice. To do this you can select up to three sort orders for your suppliers.

Have a look at your supplier's printed invoice. How is it sorted? Do they have their own groups listed? After the groups do they sort by item description or by item code?
E.G. Fred's Food Supply sorts their invoices by their own groups, Fresh, Frozen, Grocery etc. You may use different groups like Produce, Dairy, Meats etc. In this case, you will choose supplier Groups as the first sort, then when you look at the invoice you may determine that the items are then sorted by their item code. Received orders can then be sorted the same as Fred's Food Supply's invoices. See Sort Imported Orders

Comments – Enter additional information if needed.

Suppler Item Recap

The **Supplier Item Recap** window allows you to view how **Items** are set up in the program. From this window you can:

- Determine all Suppliers and Pack Sizes for an Item.
- Check Unit costs per Supplier.
- Change Case Cost, Case sizes and even pack sizes for one or many items at once.
- Set Items to Accept Bids and view the Bid Unit Cost.

Supplier Item Recap Window

1. From the *Upper Menu*, click **Purchasing | Supplier Item Recap**

Description	Supplier	Order Code	Barcode	Purchase Price	Adj. Case Cost	Case Qty
Food						
Croutons	Bakery Shop			$12.00 cs.	$12.00 cs.	16.000 bag
	Freds Food Supply			$13.33 cs.	$13.33 cs.	16.000 bag
Dressing-ceasar	Freds Food Supply	716274		$13.31 cs.	$13.31 cs.	1.000 Bottl
Flour-All purpose	Freds Food Supply	1125		$18.00 cs.	$18.00 cs.	50.000 lb.
French fries	Freds Food Supply	566112		$17.50 cs.	$17.50 cs.	6.000 bag
	Farmer Fresh Produce			$17.50 cs.	$17.50 cs.	6.000 bag
Gravy-Beef	Freds Food Supply	600502		$28.00 cs.	$28.00 cs.	12.000 can
Ketchup	Freds Food Supply	602425		$34.88 cs.	$34.88 cs.	6.000 can
Ketchup-Portion	Freds Food Supply	602946		$15.11 cs.	$15.11 cs.	500.000 ea.
Kidney Beans	Freds Food Supply	604264		$18.50 cs.	$18.50 cs.	6.000 can
Lemon Juice	Freds Food Supply	55897		$18.00 cs.	$18.00 cs.	2.000 Jar
Mayonnaise	Freds Food Supply	606863		$24.69 cs.	$24.69 cs.	2.000 Jar
Oil-Olive Virgin	Freds Food Supply	55887		$26.68 cs.	$26.68 cs.	1.000 can
Onion rings	Reliable Food Supplies	99998		$26.00 cs.	$26.00 cs.	4.000 bag
Plum sauce	Freds Food Supply	607275		$18.36 cs.	$18.36 cs.	2.000 Bottl
Relish	Freds Food Supply	616227		$12.95 cs.	$12.95 cs.	2.000 Bottl
Romaine Lettuce	Farmer Fresh Produce			$28.00 cs.	$28.00 cs.	3.000 bag
Shortening	Freds Food Supply	5522		$20.12 cs.	$20.12 cs.	1.000 pail

Search - You can search for an item by simply typing the name or part of the name in the window, as you type the list will grow shorter. Just double click on the item you wish to open. You can filter the search by **Inventory Group** or **Supplier**.

If you make changes to a unit that you have been buying and now change to a completely different unit, your usage data will *now be calculated on the new units.*

Changing Detailed Information - You can change Order Codes, Pricing and Purchase Units, Case Qty and Case Unit and even pak qty. You *CANNOT* however, change the recipe (pak) unit of measure as this is how all information behind the scenes is tracked. You can also check the item to accept bids.

Check for Entry Problems – Looking at the Unit Costs you can quickly identify any entry mistakes.

- **E.G.** You may have Apple Juice priced at $5.48 per case from one supplier and $3.40 from another. Most likely the second supplier does not have the number of bottles for the case breakdown. Identify the problem and change the appropriate information. Keep in mind if you are making many changes here, you need to be aware of this for the current inventory cycle reporting.

Refresh – After making changes you can click Refresh to view the changes.

Print – Allows you to preview to make a print out click **Print.**

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 **Location** field of the item.

To Set Inventory Re-Order Levels

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

Search: [_____]   Save   Close

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. These amounts will be used on the **Order Reminder Report.** To use this feature click **Purchasing | Order Reminder**.

3. If you want to change an **Item Location**, right click on the Location and select a different location or add a Secondary Location.

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

 You can sort the list by clicking on the **Item Description, Minimum Re-Order Level or Maximum Re-Order Level** headers. Use the **Search** feature to locate individual items.

Conversions and Equivalents

Optimum Control allows you to use items in recipes however you wish based on the recipe unit chosen in the items window. Either by weight, by volume or by individual count. You can add specific conversions for each item or general ones to use for all items. Perhaps you use a different unit in your country than is provided for. If so, simply add the new unit and conversion to the **Setup|Unit Conversions** window and it will be available for all recipes.

The following are some common conversions.

1 Gram	**=**	**.0353 Ounces**
1 Ounce	**=**	**28.35 Grams**
16 Ounces	**=**	**1 Pound**
1 Fluid Ounce	**=**	**2 Tablespoons**
1 Fluid Ounce	**=**	**6 Teaspoons**
1 Fluid Ounce	**=**	**29.5 Milliliters**
250 Milliliters	**=**	**8.4 Fluid Ounces**
1 Tablespoon	**=**	**.5 Ounces**
1 Teaspoon	**=**	**.18 Ounces**
1 Liter	**=**	**67 Tablespoons**
1 Liter	**=**	**33 Fluid Ounces**
1 Liter	**=**	**202.8 Teaspoons**
1 Kilogram	**=**	**35.27 Ounces**
1 Kilogram	**=**	**2.2 Pounds**
1 Kilogram	**=**	**1000 Grams**
1 Gallon	**=**	**3.78 Liters**
1 Gallon	**=**	**128 Ounces**
1 Gallon	**=**	**16 Cups**
1 Gallon	**=**	**256 Tablespoons**
1 Gallon	**=**	**4 Quarts**
1 Quart	**=**	**32 Ounces**
1 Quart	**=**	**64 Tablespoons**

VOLUME

½ Ounce	=	1 Tablespoon
3 Teaspoons	=	1 Tablespoon
16 Tablespoon	=	1 Cup
2 Ounces	=	¼ Cup
4 Ounces	=	½ Cup
6 Ounces	=	¾ Cup
8 Ounces	=	1 Cup
12 Ounces	=	1 ½ Cup
16 Ounces	=	2 Cups
24 Ounces	=	3 Cups
32 Ounces	=	4 Cups
64 Ounces	=	½ Gallon
96 Ounces	=	¾ Gallon
128 Ounces	=	1 Gallon
2 Cups	=	1 Pint
4 Cups	=	1 Quart
2 Pints	=	1 Quart
2 Quarts	=	½ Gallon
4 Quarts	=	1 Gallon
250 Milliliter	=	1 Cup
1 Liter	=	33.81 Ounces

WEIGHT

4 Ounces	=	¼ Pounds
8 Ounces	=	½ Pounds
12 Ounces	=	¾ Pounds
16 Ounces	=	1 Pound
16 Ounces	=	454 Grams
1 Ounces	=	28 Grams
1/3 Pan	=	5¼ Quarts Liquid
1/6 Pan	=	2¼ Quarts Liquid

DISHER OR SCOOP SIZES

Portioning is based on a level packed scoop. The number of the scoop indicates the number of level scoops of that size in a 32 Fluid oz quart.

Number	US Fluid Ounces	Milliliters	Scoops Per Cup
4	8	236	1
5	6.4	189	1.25
6	5.333	158	1.5
8	4	118	2
10	3.2	95	2.5
12	2.666	79	3
16	2	59	4
20	1.6	47	5
24	1.333	39	6
30	1.066	32	7.5
40	.8	24	10

Number	Measure
100	1 Teaspoon
70	¾ Tablespoon
40	1 ½ Tablespoons
30	2 Tablespoons & 1/8 Cup
24	2 ¾ Tablespoons
20	3 Tablespoons
16	4 Tablespoons
12	5 Tablespoons
10	6 Tablespoons
8	8 Tablespoons
6	10 Tablespoons

Nutrition linking

Link to **Inventory Items**.

1. Click items, Enter a new inventory item and save or select an existing item

2. Click on the **Nutrition Tab** located at the bottom of the items window

3. Select the 'Link to...' button to select the closest link in the USDA database. or enter the information from the **label** if available.
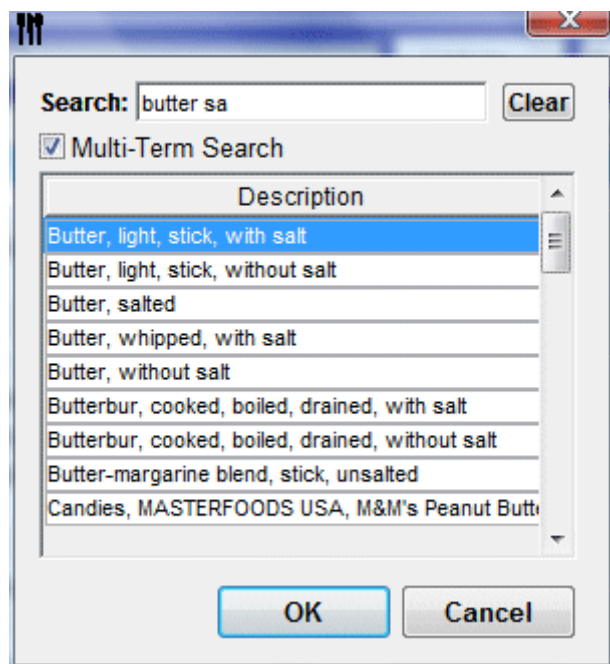
4. Type in a few letters or a combination of words to narrow down the search. in this case, we have typed in "Butter sa" to indicate Butter, salted. In some cases you may need to a little more detail depending on what you do with the item, or how you cook it. For example, Ground beef, choose ground beef 80/20 "fried" as this will change the nutritional values after cooked. or Broccoli, choose cooked in salted water if cooked, or 'raw' if served raw. Select what makes the most sense.

Once you select the import there may be some conversion factors in the nutrition Database that you can add for this item. In some cases you will need to define the Unit to gram conversion. In this case you will be presented with some choices, as the program will not know how to convert your units to grams. select the best choice and click import. See UOM Conversion Import

Check import to add conversions for this item., click **Continue**.

UOM Conversion Import

Linking Butter
     to Butter, salted

Suggested Conversions (Optional)

Qty	Uom	Unit Description		Weight	Import?
1.0000	cup ▼	cup	=	227.0000g	☑
1.0000	Tbsp ▼	tbsp	=	14.2000g	☑
1.0000	▼	pat (1" sq, 1/3" high)	=	5.0000g	☐
1.0000	▼	stick	=	113.0000g	☐

Continue   Cancel

5. Your nutritional information will be saved ready for recipe calculations.

All ingredients in a prep or product recipe will need to be linked or entered to allow for calculations of Nutritional values. For items that do not have any nutrition, such as paper goods or water. Simply open the nutrition tab and click **Save**. This will save no items to the db but allows that the recipes that those items are in to be calculated for nutrition, as all ingredients must be calculated

Once all inventory items are linked Recipe Nutrition can be calculated.

UOM Conversion Import

In some instances, while linking nutrition, Optimum Control will not be able to identify a conversion to grams for your item. For instance, you may have set up coffee by the "bag" as a recipe unit. The unit conversion window will appear once you choose the reference item to link to and ask for the amount of "grams" per "bag". Simply enter the amount from the packaging or choose the best choice from the list of suggested conversions provided.

In this case, you could choose 178 grams as the size of the bag, indicate this as the bag to grams conversion, or as mentioned, take a bag from the case of coffee and enter the weight of the package (this is the best solution)

NOTE: Choose the best representation of what you purchase, for example, Tomatoes may offer three or four choices for small, medium, large tomatoes and the weight of each. Choose the best one (gram weight) for the each recipe unit conversion for maximum accuracy.

You will need to select from the uom drop down, what to convert from based on your recipe units. If you have medium sized tomatoes then choose the 1 EACH (uom) medium whole (2-3/5" dia) = 123 g - check this conversion and it will be added to conversions for this item as well as be used for nutritional information.

Click **Continue** to Save the **Conversion**(s)

Allergen Linking

To select Allergens that apply to an item ingredient.

1. Click **Items**
2. Select the item that you wish to indicate **Allergens** for.
3. Choose **Allergens** Tab
4. Click **Add**, select Allergens that apply to this item.
5. Click **Save**

Adding Allergens to Optimum Control

Prep/Batch Recipes

In Optimum Control, **Preps** are considered anything you cook, chop, dice, prepare or change in any way from it's originally purchased form to make up another recipe.

This may seem like a pretty broad statement but if you think about it, each product you sell, you will see how each item can be broken down easily just by what you do with it before you sell it to the customer. If you alter it or place it into another recipe to be used in menu products then you *prep* it, if you use a raw ingredient and do not change it then it is an **item** ingredient and it does not need to be prepped.

Prepping allows you to calculate the **Total Cost** and the **Unit Cost (Actual Cost)** of recipes, from soups, sauces and even slicing a tomato.

There are some exceptions to the rule. If you prep an individual item and end up with an individual item **E.G.** Chicken Thighs or Shrimp and add no other ingredients to them prior to serving to the customer, there is no point in prepping the item. The cost per piece will still be the same. If you add any other items to these types of items, such as batter or spice, then you will want to prep it.

1. Click **Prep** ![Prep icon] from the Button Bar, or from the *Upper Menu,* click **Recipes | Preps**

2. The **Select Prep Recipe** window will appear.

3. Double click on a Prep recipe to view/edit or click **New** to create a new Prep recipe. See Creating Prep/Batch Recipes

Select Prep Recipe...

Search:
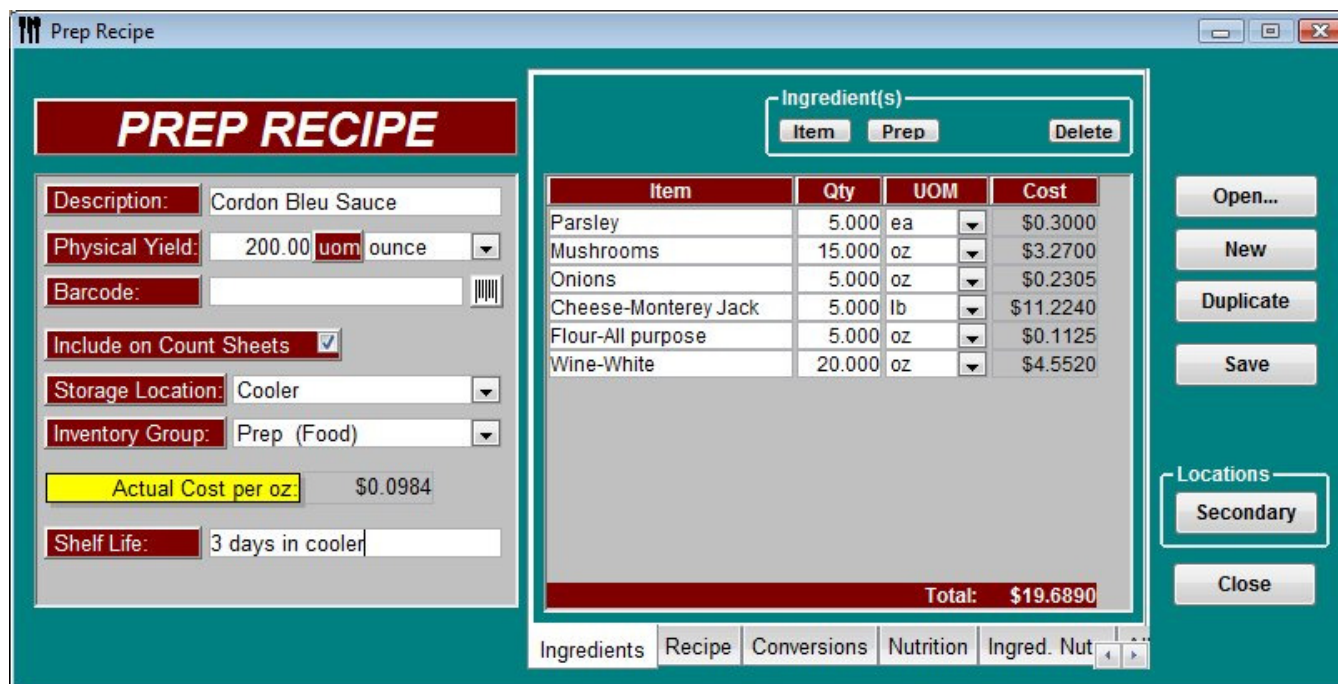
Item Num	Item Description	Yield
1280	Beef Stock	128.000 oz.
1287	Beef-Prime rib Boneless	80.000 oz.
1358	Burger Sauce	54.000 oz.
1279	Chicken Broth	90.000 oz.
1410	Chilli Prep	200.000 oz.
1268	Coffee-Prepared	64.000 oz.
1260	Cordon Bleu Sauce	200.000 oz.
1264	Cordon Bleu-chicken	1.000 ea.
1274	Dressing-Vinaigrette	32.000 oz.
1330	Meatloaf Prep	12.000 srvng
1327	Meatloaf-Gravy	40.000 oz.
1273	Mirepoix	16.000 oz.
1303	Peach Melba Prep	8.000 srvng
1302	Peaches-poached	9.000 srvng
1266	Potatoes-Mashed	100.000 oz.
1288	Prime Rib au jus	96.000 oz.
1345	Rice-Prepared	96.000 oz.
1401	Romaine Mix	144.000 oz.

OK
New
Close

Creating a Prep/Batch Recipe

Make sure you have most of your Inventory Items entered in the Items Window. You can always add Items by opening the Items Window and entering the new items.

ⓘ Remember to build this Prep just as you would in your kitchen.

To Create Prep Recipes

1. Click **Prep** 🔀 **Prep** from the Button Bar, or from the *Upper Menu,* click **Recipes** | **Preps**

2. The **Select Prep Recipe** window will appear.

3. Click **New**

4. Enter in the Prep Information fields. **See Prep Recipe Information description below.**

5. Select the **Ingredient(s)**, choose from **Item** or **Prep**. Type in the first few letters of the ingredient to narrow the search.
   If you want to add an item that is prepped, such as tomato slices or diced onion, you must prep those ingredients first. In other words, try to build these Preps in order of being prepped.

6. Enter in the **Qty** (quantity) that is used in the recipe. When you entered an item or prep, a recipe unit of measure was indicated. Each ingredient you choose will automatically have this unit of measure listed. You can also use decimals, such as .25 ounces or 1.5 bottles.

7. Select the **unit of measure** for this recipe. If it is a Volume measurement or Weight measurement the corresponding units will be available in the drop down. Should you want to add conversions for the ingredient, select the item or prep recipe and click conversions, add a conversion (even if weight to volume conversion) and the additional choices will appear.

8. Continuing adding Ingredients until the Prep recipe is complete.

   You can only enter each ingredient once. The program does not allow duplicate ingredients. Once an ingredient is added, it will not appear on the search list.

9. Optimum Control will calculate the **Total Cost** of this Prep recipe (at the bottom right hand corner). To calculate the **Actual Cost** per Unit, it takes the **Total Cost** of this Prep recipe and divides it by the **Physical Yield**.

   The **Actual Cost per Unit** is displayed in the yellow box. Look at this cost to see if it makes sense. If it doesn't, check your physical yield and your recipe figures. Also make sure you use the correct amounts for the unit of measure for each ingredient indicated.

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

Prep Recipe Information

Description - Type in the name of the Prep/Batch Recipe. You must give this prep a different name than any other item or prep.

- **E.G.** Chili Prep, Beef Patty Mix, House Dressing, Swedish Meat balls etc.

You can put a **P** or another symbol in front of the name to keep them all together on the pick lists. You can also add the word prep to the end of the description

- **E.G.** Chili Prep, or Coffee Prep etc.

Prep Physical Yield - You must make your prep in this window precisely to the recipe you make in the kitchen. Then measure (or count), the batch yield in the units by which you use this prep in your finished menu products.
E.G. Would you use 10 Swedish meatballs per plate of Swedish meatball stew or 10 ounces by weight?

This is the final physical yield after you have finished preparing the recipe. When you measure the prep yield, we recommend that you take an average of about 3 or 4 batches to be as accurate as possible. If you are entering your prep now but are not quite sure of your yield, then put in a close estimate now and change it to the right amount when you are sure. Optimum Control will update all of your recipes automatically to the new amount.

- **E.G.** If you are prepping fish, you may take 1 pound (16 ounces) of Codfish and once trimmed and filleted you may only end up with 10 ounces. In this case 10 ounces is the physical yield and all your Codfish recipes should now use the prepped Codfish. Note: If you accounted for a yield factor when you entered the item then you do not need to add a prepped Codfish recipe as you would be doubling up on the yield, so be careful on this.

- **E.G.** If you shred carrots, you take 10 pounds of carrots and cut, trim and shred, you may end up with 8 pounds of shredded carrots (or 128 ounces) or even 16 cups (if you prefer to use shredded carrots by the cup).

Unit of Measure (UOM) - You must tell the program what measured form you **use** this Prep Recipe. You must indicate the type of units as you use it in your menu product recipe. **If you wish to use volume units then select a yield based on that, if by weight then select a weight measurement.**

- Soup batch = 384 fl oz. Or 12 quarts, or 3 gallons. Soup of the day is used in 10 fl oz portions. but you can now use by the cup, the quart even by the teaspoon

- You use 6 Swedish meatballs in the product stew, you would indicate 55 each as the yield for the prep batch recipe.

- If you get 50 pounds of prep in a batch and you inventory this batch by the pound then indicate 50 pounds as yield, in your product recipe you will be le to select a 3 once portion or any weight equivalent.

Include on Count Sheets - Optimum Control allows you to count preps and products at *inventory time* and have the ingredients extracted and put back on the shelf. If you want to count this prep recipe at inventory time, leave this box checked. If you don't want to count it then uncheck it. It will not appear on the prep count sheet or the in-stock list.

Storage Location – If you want the Prep to appear on your inventory count sheet, you will need to indicate a storage location.

Inventory Group - Indicate a group in which you want this item to appear in you inventory counts. To add another group See Item/Product Groups.

One tip is to add a **Item/Product Group** called **Prep**.

Actual Cost Per Unit - The Total cost divided by the Physical Yield (unit measure).

Prep Recipe (Prep Recipe Editor) - Allows you to enter in the Prep/Batch recipe directions to ensure consistency when preparing. See Prep and Product Recipe Editor

Shelf Life - Indicate the shelf life or prep time for a recipe. This field is optional.

Ingredients - Choose from **Item** or **Prep**. These are the ingredients that you use to create the Prep recipe.

Duplicate - Allows you to create recipes based on the ingredients of another Prep recipe. When you click Duplicate, all the ingredients from that recipe will remain. All you need to change is the Description, Barcode (optional) and Add or Delete other ingredients.

Locations|Secondary - See Secondary Locations.

Total Prep Cost - This is the total cost of the Prep/Batch recipe.

Additional Notes

- If you're prepping a salsa recipe that uses diced onions, diced green peppers and diced tomatoes, it would be best to prep these items before prepping the salsa.

- If you use shredded lettuce in a recipe, then you must prep shredded lettuce first from raw lettuce heads and indicate the prep yield factor. Do not try to factor lettuce from the items list, such as 1/8 head lettuce, as it won't be as accurate.

- There is no limit to the number of ingredients in the recipes and you can also use Prep Recipes within Prep Recipes for quick and easy entry.

Prep Examples

Example of Sauce Prep

You have a secret Burger Sauce that you prepare for the restaurant. The Burger Sauce contains 34 ounces of Mayonnaise, 4 ounces of Ketchup, 16 ounces of Mustard and 1.5 ounces of Garlic. When these ingredients are mixed together, the total amount of sauce is 54 ounces. This is the **Physical Yield**.

Make sure that you weigh the finished product to get the correct **Physical Yield**. You want to ensure the Physical Yield is entered by the Unit of Measure that you use the Prep in recipes.
E.G. .75 of an ounce of Burger Sauce is used in the hamburger recipe (product). Because the sauce is used in recipes by the ounce, enter the total **Physical Yield** in ounces.

Burger Sauce entry would be:

PREP RECIPE		Ingredient(s)			
		Item	Prep		Delete
Description: Burger Sauce		**Item**	**Qty**	**UOM**	**Cost**
		Mustard	16.000	oz.	$0.5264
Physical Yield: 54.00 **uom** ounces ▼		Ketchup	4.000	oz.	$0.2324
Barcode: 🔳		Garlic	1.500	oz.	$0.1866
		Mayonnaise	34.000	oz.	$3.1042
Include on Count Sheets ✔					
Storage Location: Cooler ▼					
Inventory Group: Prep (Food) ▼					
Actual Cost per oz. $0.0750					
Prep Recipe: 🗋 << double click here					
Shelf Life: 3 days in cooler				Total:	$4.0496

Optimum Control calculates that the **Total Cost** for the Burger Sauce is $4.0496 or $4.05. The **Actual Cost** per ounce (Unit) for this prep is $0.0750 or roughly 8 cents.

Remember to enter your Prep just as you would make it in your kitchen. You want to measure or weigh the final Prep to get the total yield.

Example of Chili Prep

You prepare homemade chili in your restaurant. After cooking the chili, the finished weight is **12.5 pounds**.

You sell chili by the bowl and also use it on burgers. The chili bowl contains 6 ounces of chili and chili burgers contain 1 ounce of chili. Because you use the chili by ounces in recipes, you would enter the **Physical Yield** in ounces. You will need to convert the pounds into ounces. There are 16 ounces in a pound, you would calculate: **12.5 x 16 = 200 ounces**. Enter in the **Physical Yield** as 200 ounces.

Chili Prep entry would be:

The **Total Cost** of Chili Prep is $13.83. The **Actual Cost** per ounce is 69 cents.

Example of Prepping a Strip Loin into Steaks

You prefer to cut your own steaks instead of purchasing individually wrapped steaks. You purchase an 8-pound Strip Loin. After trimming and cutting, this yields 15 steaks. The price per pound is $5.99.

ⓘ In the Items window, Strip Loin is setup, **How is it used in recipes?** by the pound. You indicate that from the 8-pound Strip Loin, the **Physical Yield** is 15 each.

Strip Loin Steak Prep would be:

The **Actual Cost** per steak (each) is $3.19. You can now use the prepped steak in any recipes (Products).

Example of Prepping Tomato Slices

After slicing your tomatoes, you get 9 slices per tomato. In recipes, you use Tomatoes by the slice. You can Prep the tomato to be used in recipes (products) by the slice. Tomatoes have already been setup in Items to be used in recipes by the each, at a cost of $0.2291.

Tomato - Sliced entry would be:

The entry of Tomatoes is 1.00 each. The Unit of Measure (UOM) will appear by how Tomatoes are setup to by used in recipes in the Item window. The **Actual Cost** per slice is 2.5 cents.

Example of Cooked Black Bean Prep

Because items such as dried beans or pasta increase in volume when they are cooked, we suggest that you Prep these items to achieve the correct cooked weight. Once prepped, you can use them in other prep recipes or menu products.

You purchase black beans dried and cook them yourself. You start with 40 ounces of beans and when cooked, the final weight is 120 ounces. **The yield increased 300%.**

Black Bean Prep entry would be:

The **Actual Cost** per cooked ounce (unit) is 4.3 cents.

Prep Recipe Calculator
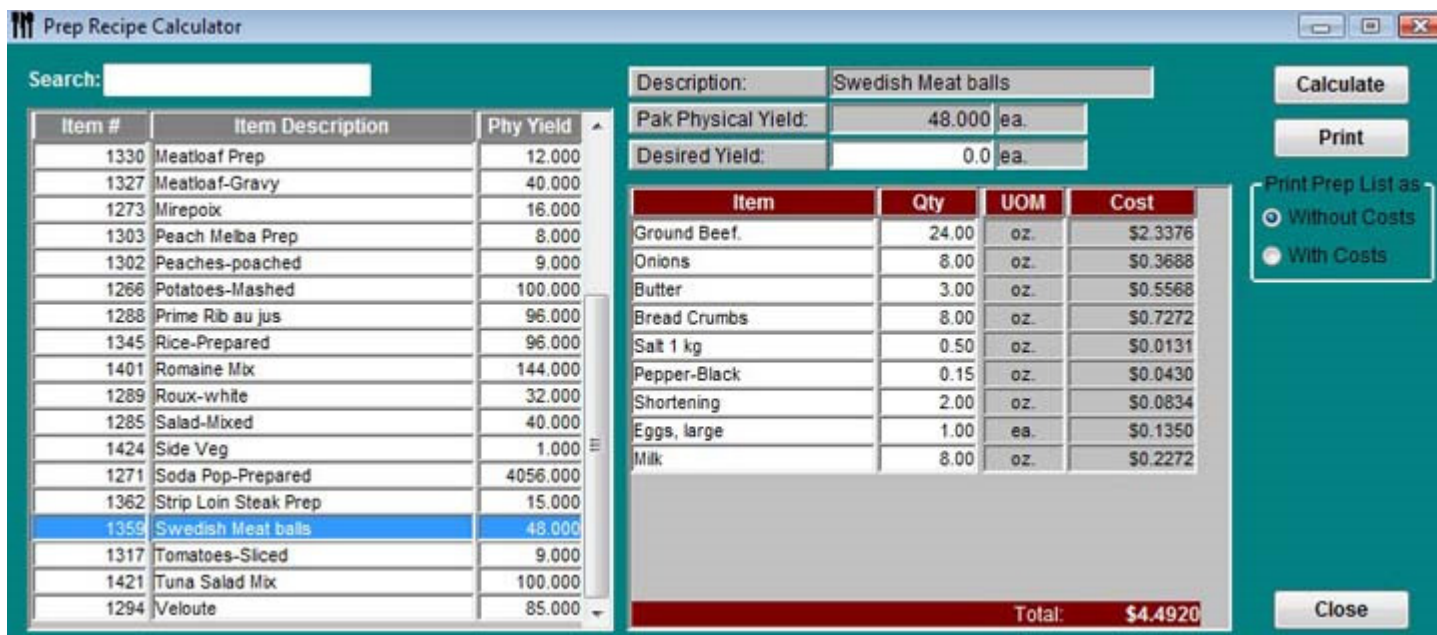
There are times that you must change the size of a prep recipe for a special function or an extra busy day. The Prep Recipe Calculator allows you to calculate new batch recipes based on your existing preps recipe.

To Recalculate a Recipe

1. From the *Upper Menu*, click **Recipes | Prep Recipe Calculator**

2. Select the recipe you want to calculate from the pick list. When the recipe is selected, it will appear in the right window.

3. Click on the **Desired Yield** field and enter the new yield (or batch size) you want. It will automatically recalculate the recipe for the new batch size. If you change your mind, you can always change the Desired Yield back to 0.

4. Click **Print** to print out this new recipe for the kitchen.

You have the option to print this report With or Without Costs.

Item #	Item Description	Phy Yield
1330	Meatloaf Prep	12.000
1327	Meatloaf-Gravy	40.000
1273	Mirepoix	16.000
1303	Peach Melba Prep	8.000
1302	Peaches-poached	9.000
1266	Potatoes-Mashed	100.000
1288	Prime Rib au jus	96.000
1345	Rice-Prepared	96.000
1401	Romaine Mix	144.000
1289	Roux-white	32.000
1285	Salad-Mixed	40.000
1424	Side Veg	1.000
1271	Soda Pop-Prepared	4056.000
1362	Strip Loin Steak Prep	15.000
1359	Swedish Meat balls	48.000
1317	Tomatoes-Sliced	9.000
1421	Tuna Salad Mix	100.000
1294	Veloute	85.000

Description: Swedish Meat balls
Pak Physical Yield: 48.000 ea.
Desired Yield: 0.0 ea.

Item	Qty	UOM	Cost
Ground Beef.	24.00	oz.	$2.3376
Onions	8.00	oz.	$0.3688
Butter	3.00	oz.	$0.5568
Bread Crumbs	8.00	oz.	$0.7272
Salt 1 kg	0.50	oz.	$0.0131
Pepper-Black	0.15	oz.	$0.0430
Shortening	2.00	oz.	$0.0834
Eggs, large	1.00	ea.	$0.1350
Milk	8.00	oz.	$0.2272
		Total:	$4.4920

Print Prep List as
- Without Costs
- With Costs

Calculate
Print
Close

Nutritional calculations for recipes

To calculate **Recipe Nutrition**

1. Add a new recipe (prep or product) or open an existing one.

2. Click Nutrition tab, if no nutrition is calculated click on the **Ingred Nutr** tab. Each item will be designated as **Linked** (listing what they are linked to) or **Calculated** (if entered manually or another recipe)

Products (Menu Recipes)

Products (**Menu Recipes)** are the all the items you sell on your Menu. Products may consist of single items, combo platters, side dishes, add-ons etc.
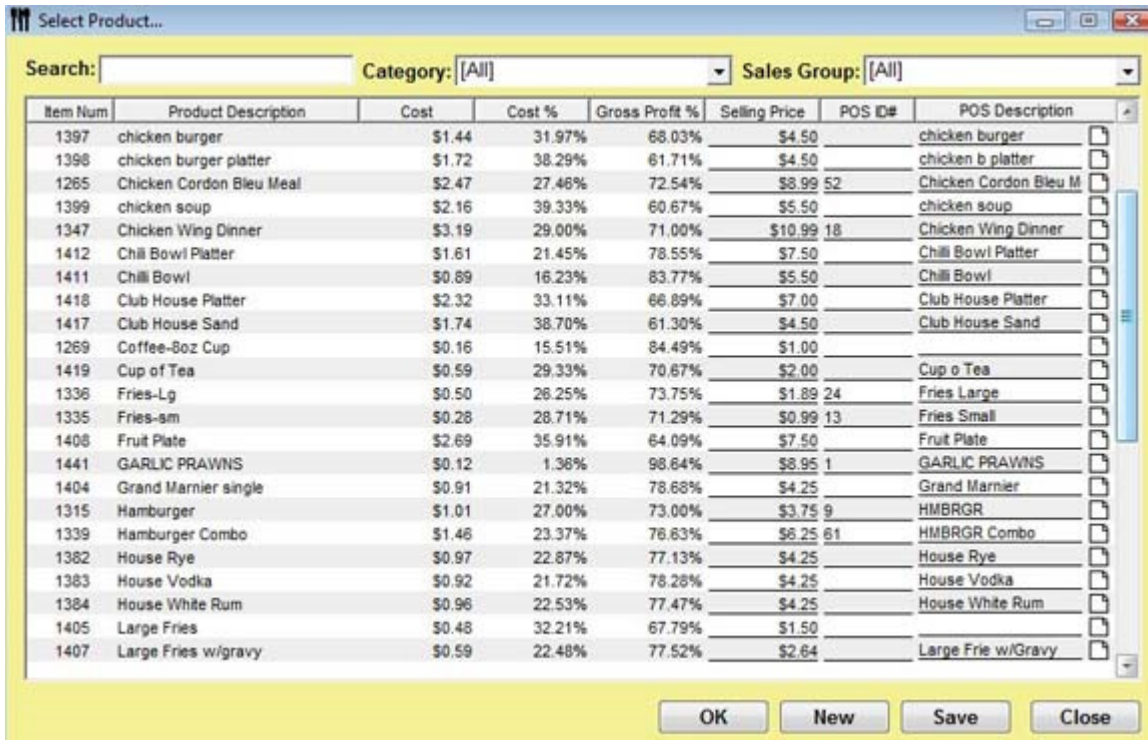
Before you can link the products from your **POS** System or enter in the sales from your till tape, you will want to make sure that you have setup the Items, Preps and Products.

You can also import the **Description, POS ID, Selling Price** and **Sales Groups** information from your POS System. All you will have to do is add the ingredients and a Selling price. See Linking POS to Products for complete instructions.

Make sure that you have determined the **Cost of Sales** percentage you want to operate your restaurant at. If not, and you are new in the business, consult your accountant. They will probably advise you to try to achieve a 30 - 35 % cost of sales, perhaps higher in certain types of fine dining establishments.

1. Click **Products** Products from the Button Bar, or from the *Upper Menu,* click **Recipes | Products**

2. The **Select Product** window appears.

3. From this window, you can view, edit or create a new Product. See Creating Products

Item Num	Product Description	Cost	Cost %	Gross Profit %	Selling Price	POS ID#	POS Description	
1397	chicken burger	$1.44	31.97%	68.03%	$4.50		chicken burger	
1398	chicken burger platter	$1.72	38.29%	61.71%	$4.50		chicken b platter	
1265	Chicken Cordon Bleu Meal	$2.47	27.46%	72.54%	$8.99	52	Chicken Cordon Bleu M	
1399	chicken soup	$2.16	39.33%	60.67%	$5.50		chicken soup	
1347	Chicken Wing Dinner	$3.19	29.00%	71.00%	$10.99	18	Chicken Wing Dinner	
1412	Chili Bowl Platter	$1.61	21.45%	78.55%	$7.50		Chilli Bowl Platter	
1411	Chilli Bowl	$0.89	16.23%	83.77%	$5.50		Chilli Bowl	
1418	Club House Platter	$2.32	33.11%	66.89%	$7.00		Club House Platter	
1417	Club House Sand	$1.74	38.70%	61.30%	$4.50		Club House Sand	
1269	Coffee-8oz Cup	$0.16	15.51%	84.49%	$1.00			
1419	Cup of Tea	$0.59	29.33%	70.67%	$2.00		Cup o Tea	
1336	Fries-Lg	$0.50	26.25%	73.75%	$1.89	24	Fries Large	
1335	Fries-sm	$0.28	28.71%	71.29%	$0.99	13	Fries Small	
1408	Fruit Plate	$2.69	35.91%	64.09%	$7.50		Fruit Plate	
1441	GARLIC PRAWNS	$0.12	1.36%	98.64%	$8.95	1	GARLIC PRAWNS	
1404	Grand Marnier single	$0.91	21.32%	78.68%	$4.25		Grand Marnier	
1315	Hamburger	$1.01	27.00%	73.00%	$3.75	9	HMBRGR	
1339	Hamburger Combo	$1.46	23.37%	76.63%	$6.25	61	HMBRGR Combo	
1382	House Rye	$0.97	22.87%	77.13%	$4.25		House Rye	
1383	House Vodka	$0.92	21.72%	78.28%	$4.25		House Vodka	
1384	House White Rum	$0.96	22.53%	77.47%	$4.25		House White Rum	
1405	Large Fries	$0.48	32.21%	67.79%	$1.50			
1407	Large Fries w/gravy	$0.59	22.48%	77.52%	$2.64		Large Frie w/Gravy	
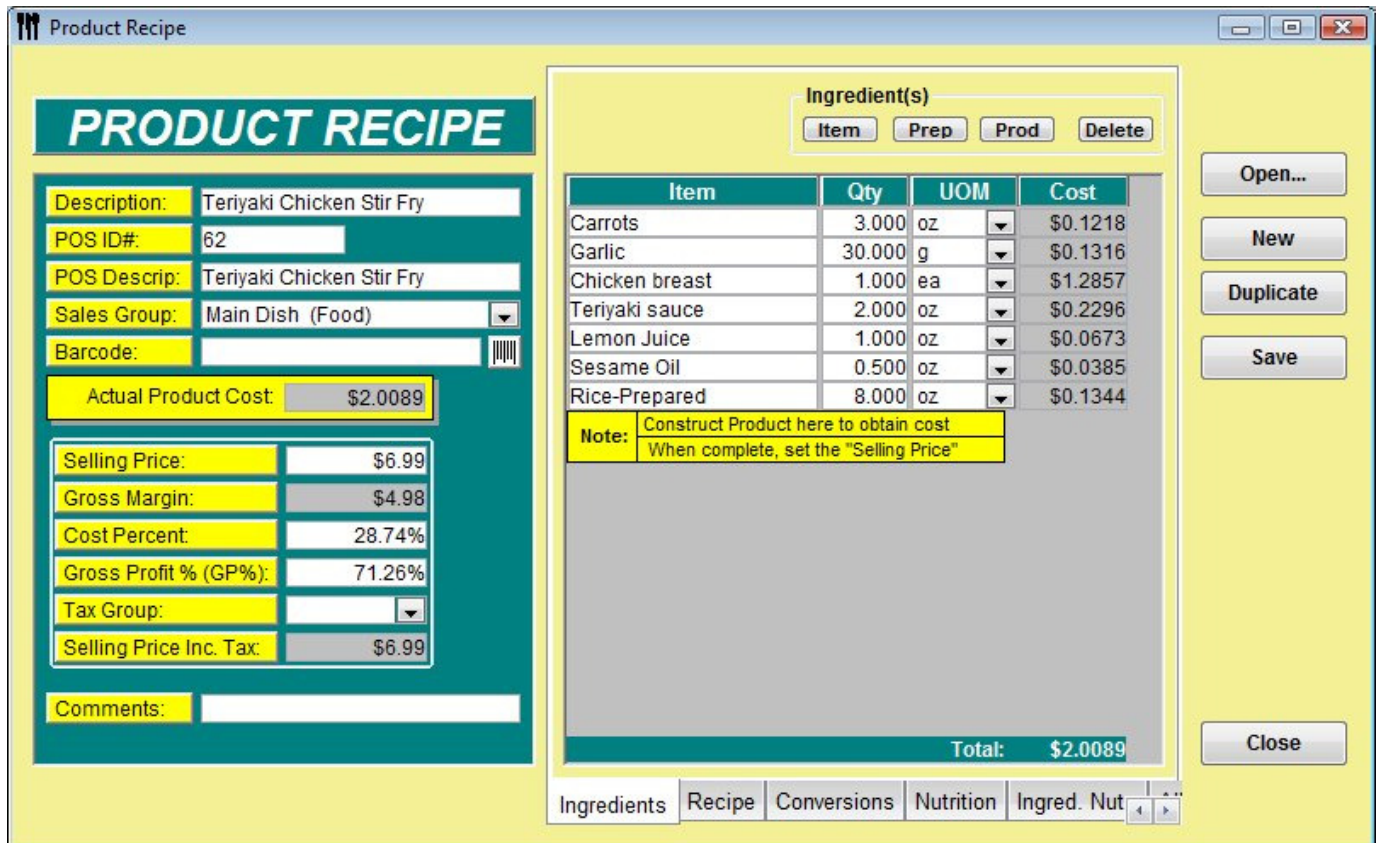
You can sort the list by clicking on any header **E.G. Item Num, POS ID# etc**. There is also a **Search** feature that allows you to type in a few letters of the product you need to locate and Optimum Control will narrow the list.

Creating Products (Menu Recipes)

ℹ Remember to build this product just as you would in your kitchen. This ensures that all the ingredients are accounted for.

To Create Products Recipes

1. Click **Products** [Products icon] from the Button Bar, or from the *Upper Menu,* click **Recipes | Products.**

2. The **Select Product** window appears.

3. Click **New**.

4. Enter in the **Product Recipe** Information fields. **See Product Recipe Information below for descriptions.**

5. Select the **Ingredient(s)**, choose from **Item, Prep** or type in the first few letters of the ingredient to narrow the search.
   ℹ Don't forget about condiments, if you want the program to keep track of them. Some establishments, such as a take-out services may want to factor in the cost of napkins, ketchup packages, straws etc.

6. Enter in the **Qty** (quantity) that is used in the recipe. When you created an item, prep or product, a recipe unit of measure was indicated. Each ingredient you choose will automatically have this unit of measure listed. You can also use decimals, such as .25 ounces or 1.5 bottles.

7. Select the **unit of measure** for this recipe. If it is a Volume measurement or Weight measurement the corresponding units will be available in the drop down. Should you want to add conversions for the ingredient, select the item or prep recipe and click Conversions, add a conversion (even if weight to volume conversion) and the additional choices will appear.

8. Continuing adding Ingredients until the Product recipe is complete.

    You can only enter each ingredient once. The program does not allow duplicate ingredients. Once an ingredient is added, it will not appear on the search list.

9. Optimum Control will calculate the **Total Cost** of this Product recipe (at the bottom right hand corner).

10. If you already entered a **Selling Price**, you can review it now to make sure that it is within the desired Cost Percentage margin. If it is not, enter in the desired cost percentage in the **Cost Percent** field and Optimum will calculate a **Selling Price**.

11. Click **Save** and **Close**

Product Recipe Information

Description - Type in the name of the **Product (menu recipe)** you are creating. This name should be different than any other names of **Items, Preps** or **Products**. If a Product has the same name as an Item, add a symbol or word to one of them so you can distinguish between the two.
E.G. Sour Cream is an inventory **Item**, but is also a **Side (Add-On)** on the menu. A way around this is to give it the name **Side Sour Cream** or **Sour Cream - Retail**.

POS ID# (Optional) - Most all cash registers and POS systems use **PLU (Price Look Up)** numbers or menu ID numbers to identify menu products. In some till tapes or cash register reports only the PLU number is listed. Optimum Control allows for you to identify this menu product with the correct number from your cash register or POS system. Enter the number that corresponds to the POS or Cash register. If you do not know the number, print out the sales file generated by the POS or polling software. Each item will have a corresponding number.

If you are importing from a POS System, the **PLU** numbers will be added automatically.

POS Descrip (Optional) - This field is a reference field for Optimum Control to identify if the POS System has changed its menu item. **E.G.** A manager changed Apple Pie to Meatloaf Dinner. If this is not changed then Optimum Control will be removing the stock for Apple Pie rather than Meatloaf Dinner, as the POS ID# remained the same. When importing your Sales Mix, Optimum Control will compare the POS description to the sales file and make sure the description is the same. If it is not, you will receive the following message **Unlinked product and/or mismatched POS descriptions have been detected.**

To use this functionality, enter the POS description exactly as it is in the POS system.

If you are importing from a POS System, the **POS Description** will be added automatically. The description you use in Optimum Control can be different, but the name from the POS system has to be the same.
E.G. In Optimum Control, you enter the **Description** as **Meatloaf Dinner**. On the POS System, the name is **MTLOAF DNR**. Enter the **POS Descrip** as **MTLOAF DNR** and Optimum Control will let you know if that button is ever changed.

Sales Group - Select the Sales Group that this Product belongs to. See Item/Product Groups.

Barcode (Optional) - If you use barcodes for your products, enter in the barcode number.

Actual Product Cost - This cost is based on the **Total Product** price located at the bottom right corner.

Selling Price - Enter in the selling price. If you have not yet set a selling price, create the Product, enter a selling price in the Selling Price field OR type in the desired Cost Percentage or Gross Margin and Optimum Control will calculate the selling price for you.

You may track products that have no selling price such as water or No Tomato, if so, enter $0.00 as the selling price.

Gross Margin - This field is calculated by **Selling Price - Total Cost**.

Cost Percentage - If you have chosen to set your food cost at a desired cost percentage, enter in the percentage and the program will calculate a selling price based on that percentage.
E.G. The Total cost of an order of fries is 28.72 cents, if you set the cost percentage at 30%, Optimum calculates the Selling price at .95 cents. In order to achieve the 30% food cost, you must sell the product for .95 cents or higher.

Gross Profit % (GP%) - Displays the gross profit of the product based on the Cost Percentage.
E.G. If a product has a 30% Cost Percentage, the Gross Profit will be 70%.

Tax Group - Add a tax group if a sales tax is applied to this product.

The **Duplicate** button allows you to create new products based on the ingredients of that Product recipe. When you click Duplicate, all the ingredients from that recipe will remain. You need to change the Description, POS ID, POS Descrip (if used) and Add or Delete ingredients to create the new recipe.
E.G. You sell sandwiches on your menu that all contain 2 slices of bread, 2 slices of tomatoes, 2 oz of mayonnaise and a sandwich filling (ham, turkey, tuna etc.) After the first sandwich is created, click Duplicate and all the ingredients will remain. Delete the filling (5 oz ham) and add the new filling (5 oz turkey). Enter in the Description and other information and Save. **A real time saver!**

Product (Menu Recipe) Examples

Example of Hamburger Product Entry

On your menu you sell Hamburgers and Hamburger Combos. First you need to create the Hamburger in the product recipe window. To build the Hamburger Combo see example below.

Hamburger entry would be:

PRODUCT RECIPE

Description:	Hamburger
POS ID#:	9
POS Descrip:	HMBRGR
Sales Group:	Main Dish (Food)
Barcode:	

Actual Product Cost: $1.0124

Selling Price:	$3.75
Gross Margin:	$2.74
Cost Percent:	27.00%
Gross Profit % (GP%):	73.00%
Tax Group:	
Selling Price Inc. Tax:	$3.75

Recipe: << double click here
Comments:

Ingredient(s) — Item | Prep | Prod | Delete

Item	Qty	UOM	Cost
Buns-Hamburger	1.000	ea.	$0.1661
Hamburger Patty-Beef	1.000	ea.	$0.5833
Burger Sauce	0.750	oz.	$0.0563
Tomatoes-Sliced	2.000	Slice	$0.0510
Pickles-sliced	3.000	Slice	$0.0570
Lettuce-Shredded	1.000	oz.	$0.0588
Wraps-Burger	1.000	ea.	$0.0247
Napkins	1.000	ea.	$0.0152

Note: Construct Product here to obtain cost
When complete, set the "Selling Price"

Total: $1.0124

The **Actual Product Cost** is $1.01. If you sell the product for $3.75, the **Cost Percentage** is 27%

Description - Hamburger

POS ID# - **9** – This is the number that corresponds to the POS system, linking this Optimum Control recipe with the POS.

POS Descrip – **HMBRGR**. This matches the POS description exactly. If someone were to change the POS system button or description **E.G.** they rename the hamburger button to apple crisp. Optimum Control will then pop up a message notifying the user of the change.

Sales Group – **Main Dish.** This is the group that it appears under on the menu.

Selling Price – The selling price of the hamburger on the menu.

Ingredients – Enter all the ingredients for a hamburger to obtain a **Total** cost for this recipe.

Don't forget about condiments, if you want the program to keep track of them. Some establishments, such as a take-out services may want to factor in the cost of napkins, packaging, straws etc. You are in total control of how you cost your menu.
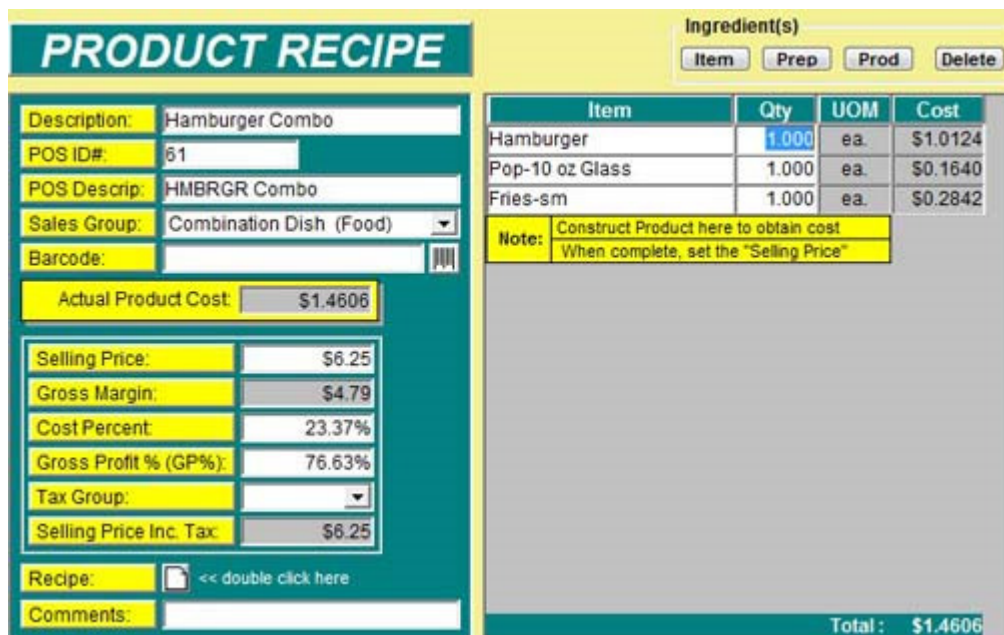
Example of Menu Combo Meal Entry

ℹ️ **Products** can be made up of **Items, Preps** and other **Products**.

If you have combos on your menu, you could remake all the items in each of the recipes but it is easier to only include the 3 products. Because the hamburger is already created as a product, it is easy to create the Hamburger combo meal.

For the following example, you would add the **Product** - Hamburger, **Prep** - Fries-small and **Item -** Pop-10oz glass for the Selling Price of $6.25. All that was needed to create this recipe was to include 1 of each.

Hamburger Combo entry would be:

PRODUCT RECIPE		Ingredient(s)

Description:	Hamburger Combo
POS ID#:	61
POS Descrip:	HMBRGR Combo
Sales Group:	Combination Dish (Food)
Barcode:	

Actual Product Cost:	$1.4606

Selling Price:	$6.25
Gross Margin:	$4.79
Cost Percent:	23.37%
Gross Profit % (GP%):	76.63%
Tax Group:	
Selling Price Inc. Tax:	$6.25

Recipe:	<< double click here
Comments:	

Item	Qty	UOM	Cost
Hamburger	1.000	ea.	$1.0124
Pop-10 oz Glass	1.000	ea.	$0.1640
Fries-sm	1.000	ea.	$0.2842

Note: Construct Product here to obtain cost
When complete, set the "Selling Price"

Total : $1.4606

The **Actual Product Cost** is $1.4606. If you sell the product for $6.25, the **Cost Percentage** is 23.37%

Prep and Product Recipe Editor

The Prep and Product Editor allows you to enter in the Prep/Batch recipe directions to ensure consistency when preparing the items in the kitchen.

To Add Directions for a Prep/Product Recipe

1. From the **Prep or Product window**, double click on the **Recipe icon** `Recipe:` `☐ << double click here`

2. The **Prep/Product Recipe Editor** will open.

3. The editor will automatically add the name of the Store, the Date of the entry and the Recipe name.

4. Click the mouse anywhere after **Recipe Description** and enter the directions for this recipe.

5. To print the recipe, click **Print.**

6. Click **Save.**

ⓘ You can edit a recipe anytime. Re-open the window, make the changes and click **Save**.
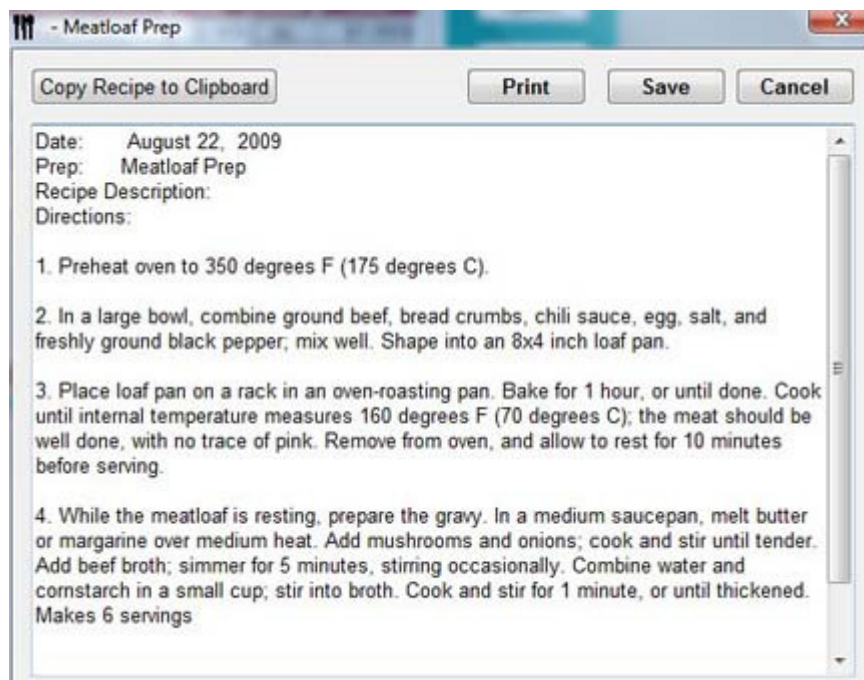
To View a Formatted Report for the Recipe

1. From the *Upper Menu*, click **Reports | Select Report.**

2. Expand the **Recipes** menu and choose **Single Prep**.

3. From the drop down box on the right, select the **Prep Item.**

4. Click **View Report.**

Here you can **Print** the recipe or choose **Save As** and save it in the desired format by choosing **Save as type** in the drop down.

Counting Inventory

To ensure you have complete control over your stock, it is recommended that you count your inventory regularly, either on a weekly or monthly basis. In some instances you may even want to count daily.

To view and or create a new inventory click the **Inventory** button, or choose **Inventory** from the *Upper Menu*

The inventory pick window allows you to do several functions

1. Open and view an existing inventory.

2. Create a New inventory - Click **New** to be taken to the inventory setup wizard.

3. Delete an inventory - in some cases you may want to delete an inventory and completely start again. You will be asked for a code to delete the inventory

4. Adjust an existing inventory - to adjust existing counts

5. Finalize inventory counts (in the case where multiple sheets have been completed)

6. Redate an inventory - in many cases the wrong date was entered for a closing inventory, simply click this button the change the date.

OCMobile for Pocket PC

This optional software will export the inventory count sheet directly to a **Pocket PC** device. It allows you to count your inventory and upload the counts back into the Inventory worksheet.

Contact Tracrite Software Inc. 1-888-798-5555 or your dealer for pricing.

Inventory Setup Wizard

To create a new inventory count you will be presented with a setup wizard.

On which Date should this Inventory be recorded.

 - indicate the closing date for the inventory. Other than the very first inventory when you begin using Optimum Control, all other inventories will be closing inventories. A closing inventory is defined as the stock levels at the close of business, if you are counting inventory monday morning, the date of the closing inventory is Sunday night.

What kind of Inventory count is this?

All items - lists all of the items in the items list. All will require a count to be entered.

Key item inventory - in many cases you may have a top 100 or top 30 that you have set as key items.

Are multiple count sheets required? - in many cases you may wish to have more than one count sheet as part of an inventory. Perhaps a beer manager, Liquor manager and Food manager must all complete their inventory counts separately as part of the complete inventory. This feature enables each manager to complete and or customize their own lists, print their count sheets and summarize and complete their own inventory counts. Use in conjunction with category, groups or inventory lists to select the count sheets required as part of the entire inventory.

Category - indicate the category or categories (if you have selected multiple count sheets).

Group - Indicate the group or groups you wish to count

Inventory list - select the inventory list or lists you wish to include as part of the inventory. See also creating Inventory Lists

Inventory lists

Create Inventory Lists

1. From *Upper Menu* select **Inventory|Inventory Lists**

2. Click **New**

3. Indicate a name for the list., for example "Bar list", "Liquor list", "Food list" etc.

4. Drag items from the window on the left to the window on the right. Select the items in any order, this order will be the listing and order for the list. in the window to the right, you can "grab" and drag the item up and down the list to place anywhere.

5. Once finished, click **Save**. This list can now be selected in the inventory Setup window.

Creating Inventory Count Sheets

To Create Inventory Count Sheets

1. Click **Inventory** Inventory from the Button Bar. Or from the *Upper Menu*, click **Inventory | Count Inventory.**

2. Click **New**.

3. You will be presented with the Inventory Setup wizard. Select the date of the count (This is the date of the closing inventory). once the wizard is complete you will be presented with the Inventory Worksheet
   The first time you use this window you will be creating worksheets for your **Opening Inventory for ALL items**.

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

5. Now you must choose the way that you want to count your stock. You have many different options here:
   Location – Sort stock by Storage Location and then by Group. E.g.; Cooler – Produce - Lemons
   Group – Sort only by Group and alphabetically within the group. E.g.: Produce, Meats etc.
   Category – Sorts the list by Category E.g.: Food , Beer etc.
   Custom – Sorts the list by location in exactly the order that you have designed. See Creating Custom Inventory Lists

6. Once you have designed a sort order that works for you. Click **Count Sheets** to review the list.
   This list order will remain unless you change it.

7. Click **Print** to print out your count sheets.

8. You are now ready to count your inventory.

See Entering Inventory Counts

Creating Custom Inventory Lists

Optimum Control allows you to customize the Inventory count sheets to match your shelf order for quick counting.

To Create a Custom Inventory List

Click **Inventory** [Inventory] from the Button Bar.

1. Or from the *Upper Menu*, click **Inventory | Count Inventory.**

2. To set your custom list, under **Sort Items By,** click on the **Custom** Button [⊙ Custom >>]

3. Select from the drop down list, the **Storage Location** you wish to customize.

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

5. Click on an item that you want to count first, and drag the item into the **Desired** list.
    E.G. If you want to count **BAC-MAN DRAIN CLEANER** first, click on **BAC-MAN DRAIN CLEANER** under the **Current** list and drag it to the **Desired** list. It will be become the first item on the list.
    ⓘ 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.

6. Once you have placed an item in the **Desired** list, it will be removed from the **Current** list.

7. Continue dragging items until you are satisfied with the **Desired** list for that **Storage Location** and click **Save**.
    All the items will now be switched to the **Desired** list on the right in the new sorted order.

8. Repeat the steps for all **Storage Locations**.

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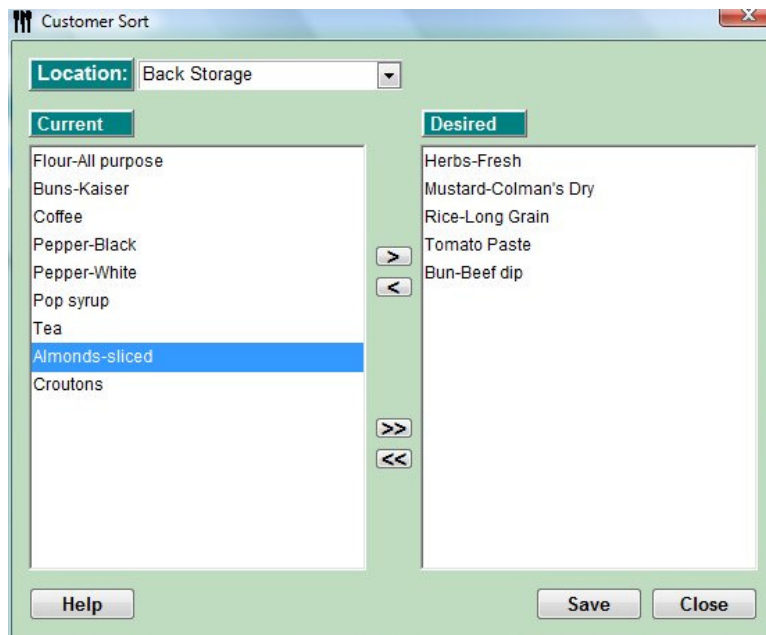
ⓘ When new inventory items are added to the system, they will be displayed at the bottom of the custom list. To sort them, click and drag the item to the desired location in the Current list. Click **Save.**

Entering Inventory Counts

If you are taking weekly inventories, it is recommended to take inventory on Monday morning before opening or at the end of business day Sunday.

To Enter Inventory Counts

Item Description	Purchase Unit		Count Unit		Recipe Unit	
Cooler						
Green onion	0.0	cs	0.0	lb	0.0	oz
Ham-Sliced	0.0	cs	0.0	lb	0.0	oz
Honeydew	0.0	cs	0.0	ea	0.0	ea
Leeks	0.0	cs	0.0	lb	0.0	oz
Lemons	0.0	cs	0.0	ea	0.0	ea
Lettuce-Red Leaf	0.0	cs	0.0	head	0.0	oz
Lettuce-Shredded	0.0	cs	0.0	bag	0.0	oz
Limes	0.0	cs	0.0	lb	0.0	ea
Mangoes	0.0	cs	0.0	ea	0.0	ea
Milk 2% 250 ml.	0.0	cs	0.0	ea	0.0	ea
Milk Chocolate 250 ml	0.0	ea	0.0	ea	0.0	ea
Milk chocolate 500 ml	0.0	ea	0.0	ea	0.0	ea
Milkette	0.0	cs	0.0	bag	0.0	ea
Mushrooms	0.0	cs	0.0	lb	0.0	oz
Onions	0.0	cs	0.0	lb	0.0	oz
Oranges	0.0	cs	0.0	cs	0.0	ea
Parsley	0.0	cs	0.0	ea	0.0	ea
Peaches	0.0	cs	0.0	cs	0.0	ea
Pepper-Red	0.0	cs	0.0	lb	0.0	oz
Peppers-Yellow	0.0	cs	0.0	lb	0.0	oz

Inventory Countsheet — Search: — Filters — Inventory Date: 11/13/2011

Open... New Save Print Countsheets Print Sync Inventory Export Import Refresh Summarize Close

Sort count sheets by: Location — Group — Category — Custom >>

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

2. Or from the *Upper Menu*, click **Inventory | Count Inventory**
   The first time you use this window you will be entering your **Opening Inventory**.
   You must enter the **Opening Inventory** before you can enter any **Invoices**, **Sales** or **Sales Mix**.

3. Enter the **Inventory Counts** by Purchase Unit, Count Unit and Recipe Unit.
   Press **Enter** to move down one row or press **TAB** to move to the next count unit for that item.

4. If you have indicated that you wanted to count Prep items as in stock, they will appear on the worksheet in the locations that you choose. Prep items, however, will have only a center column to enter into (Count Unit) . Please take this into consideration when entering Prep count units.

5. Once you are satisfied that the counts are complete, click the **Summarize** button. This will summarize all the data for each item to the count units that you specified when you set up the item initially. You will be asked if all of your Invoices, Daily sales, Sales Mix and Waste have been entered up to this date. See Summarizing Counts
   This is very important as Optimum Control automatically adds or subtracts inventory based on all of these modules.

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

Additional Notes

- The **Search** field allows you to locate an inventory item by typing in a couple of letters of the item.
  E.G. To locate Bacon, type in **"bac"** or **"con"** into the search window. The program will highlight the first instance of Bacon (or at least the first instance of an item containing **"bac"** or **"con".** To locate the next instance, click on the **< >** buttons.

- Should you need to close this window but retain your work, click the **Save** button and your work will be saved.

- To retain a hard copy of the counts, click on the **Print** button. This report will breakdown the inventory counts by location and group. It is a good review to check that you have correctly entered stock levels. If you have $200,000.00 worth of straws you MAY have entered too many.

- On all inventories after the first **Opening Inventory** you will be entering your **Closing Inventory** for the last date of your period or month. Optimum Control will create a duplicate inventory count (the next period Opening Inventory) and date it the following day.
  E.G. If you save an inventory for March 31st (Closing inventory date), the program will copy the same inventory to create an opening inventory for you to begin your next period (April 1st).

OCMobile for Pocket PC

This optional software will export the inventory count sheet directly to a Pocket PC device. It allows you to count your inventory and upload the counts back into the Inventory worksheet.

Contact Tracrite Software Inc. 1-888-798-5555 or your dealer for pricing.

Summarizing Counts

Once you have entered your Inventory counts into the Inventory Worksheet and clicked **Summarize,** you will be presented with the **Inventory Summary** window. This window has calculated and totaled all of the counts for each item from all locations and all pack sizes. All of the stock will be valued and the **Prep/Batch recipes** will have been extracted and listed in the **In Stock** column.

Storage Location	Item Description	Quantity On Hand	Physical Count	In Stock	Total on hand	Diff. + / -	Unit Cost	Calculated Value
Back Storage	Bun-Beef dip	177.000	160.0 ea.	0.000	160.000 ea.	-17.000	$0.24	$38.67
Back Storage	Buns-Kaiser	36.000	33.0 ea.	0.000	33.000 ea.	-3.000	$0.16	$5.30
Back Storage	Coffee	-2.360	0.0 bag	0.000	0.000 bag	2.360	$0.62	$0.00
Back Storage	Croutons	5.063	4.9 bag	0.000	4.900 bag	-0.162	$0.75	$3.68
Back Storage	Flour-All purpose	95.974	96.0 lb.	0.000	96.000 lb.	0.026	$0.36	$34.56
Back Storage	Herbs-Fresh	39.400	37.0 oz.	0.000	37.000 oz.	-2.400	$1.50	$55.50
Back Storage	Mustard-Colman's Dry	1.715	1.3 Jar	0.000	1.300 Jar	-0.415	$2.20	$2.86
Back Storage	Pepper-Black	20.210	2.0 lb.	0.000	2.000 lb.	-18.210	$4.58	$9.17
Back Storage	Pepper-White	10.000	10.0 lb.	0.000	10.000 lb.	0.000	$5.07	$50.70
Back Storage	Pop syrup	2.777	2.0 bag	0.000	2.000 bag	-0.777	$66.52	$133.04
Back Storage	Rice-Long Grain	4.727	4.0 lb.	0.000	4.000 lb.	-0.727	$0.64	$2.55
Back Storage	Tea	3.000	3.0 box	0.000	3.000 box	0.000	$8.08	$24.24
Back Storage	Tomato Paste	14.493	15.0 can	0.000	15.000 can	0.507	$4.37	$65.52
Bar Storage	Cherries-Marachino	3.300	0.0 Jar	0.000	0.000 Jar	-3.300	$13.50	$0.00

Store ID: Main
Date: 3/30/2009
Search:
Show: Key Items / All Items
Sort By: Group / Location / Description

Inventory Value: $425.79

Print — Qty on hand will be reset to actual Qty when you save — Save Inventory — Close

Before Saving Inventory:

- Review the **Physical Counts** and the **Calculated Value** to double check the totals.
  E.G. You may have 25lb of peppers with a value of $114.00 instead of 2.5 Lb with a value of $11.40.

- Check the **In-Stock** and **Ending Inventory Value** to check to make sure nothing was entered incorrectly.
  If you need to make any changes, close the **Inventory Summary** window, the **Inventory Worksheet** will reopen, make any changes and re-summarize.

The **Inventory Value** is based on the costing method you chose in the preferences window. Either by **FIFO (First In First Out), Last Cost** or **Average Cost**. See General Settings

Note: If you exit before clicking **Save Inventory**, your inventory has not been saved. To save the inventory, open the Inventory worksheet, click **Summarize** and then click **Save Inventory.**

Adjusting Inventory

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

To Adjust an Inventory

From the *Upper Menu*, click **Inventory | Count Inventory**

1. Select the date you wish to adjust and click **Adjust.**

2. The default **Inventory Date** will show dates for the last **90 days**, if you want to see more then choose **All** or **Last 365 days**.

3. Search for the item/items that you need to adjust.
   You can **Sort By**: **Product Group**, **Location** or **Item Description**

1. Enter the **Actual on Hand (proper count)**. The difference between the **Counted** and the **Actual on hand** will be calculated In the **Difference** field.

2. Enter in a **Reason** for the adjustment (optional). NOTE: you can make this a required field in the preferences - inventory window
   E.G. found case or incorrect count

3. Click **Save.**

4. A message will display **The inventory for (inventory date) has been adjusted.**

5. Click **Close.**

Item Description	UOM	Qty In Prep	Counted	Actual On Hand	Difference	Reason
Dairy						
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			

Search: ____ Inventory Date: 10/26/2011

Open... | Save | Close

In the **Usage Summary** report, the adjusted amounts will be indicated with an Asterisk (*****). The **Review Inventory** report will show what the adjustments were, when they were made and what the reason was.

Deleting Inventory

In some cases you may want to delete the last inventory and redo it completely. If you only need to make a few adjustments then use the **Inventory Adjustment** window.

It is recommended that you back up your database before proceeding.

To Delete the Last Inventory

1. From the *Upper Menu,* click **Inventory | Delete Inventory.**

2. Highlight the inventory you wish to delete.

3. Click **Delete.**

4. A message box will appear asking **Do you really want to delete or re-enable (last inventory only) the selected inventory?**

5. Click **Yes.**

6. A message will come up asking you to type a confirmation code.

7. Type the code to enable the **Delete** button, click **Delete**.

Please enter the code below to confirm.

S0219

Delete   Cancel

Item and Recipe Management

○─────────────────────
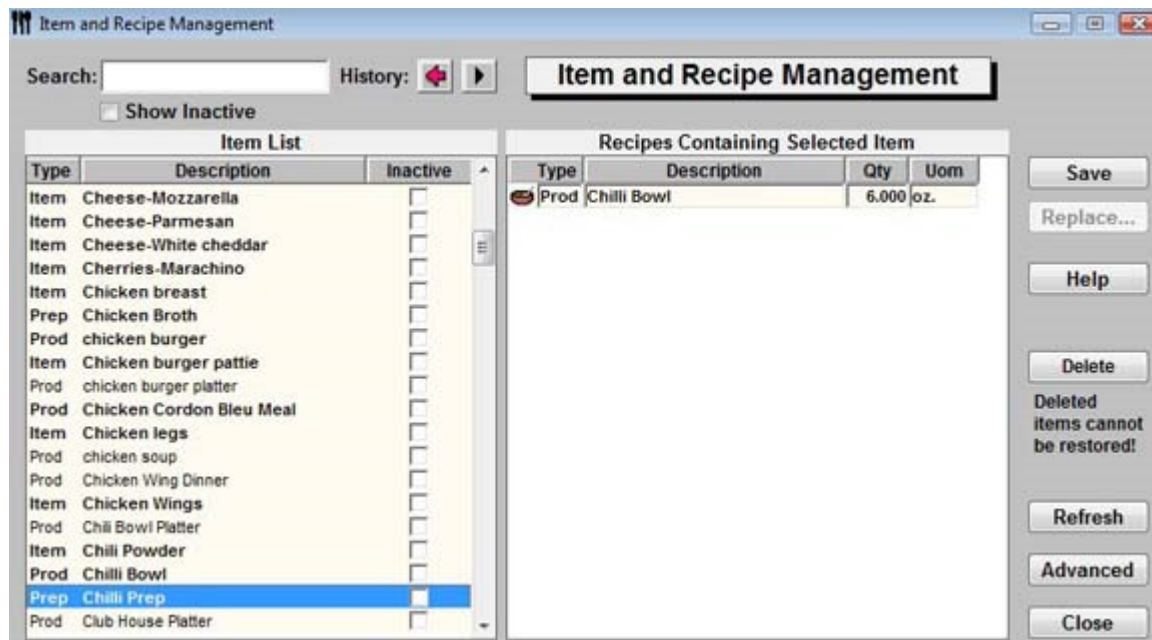
This window is probably one of the most powerful and simplest to use in the program. You can view, open and edit each **Item, Prep** or **Product**. The list will identify which recipes are linked to each Prep and Item.

ℹ️ This is useful if you trying to delete an item that is still linked to a Prep or Product.

Click **I.R.M.** 🍎 **I.R.M.** from the Button Bar or from the *Upper Menu*, click **Recipes | Item and Recipe Management**

Item and Recipe Management Information

Search - Allows you to search for item by name/description**.**

History - Navigate to previous items.

Show Inactive - Will display all items including the ones that are set as inactive.

Item List

ℹ️ You can sort the listing by clicking on the header:

Type – Displays if it is an Item, Prep Recipe or Menu Product.

Description – Sort names alphabetically.

Inactive – If you no longer use this item, check inactive.

ℹ️ The bold highlighted items are those that are contained within other recipes. When a highlighted item is selected, the right pane will display the Recipes Containing Selected Item.

Recipes Containing Selected Item

Type – When an Item or Prep is selected from the **Item List**, it will Display what Prep or Product it is contained in.

If the Salad Bowl Icon appears, this allows you to double click to see what products this item is associated with.

Description – Displays the description of the Prep or products it is associated with.

QTY (Quantity) - Shows the quantity of the Item or Prep used in the Prep or Product.

UOM (Unit of Measure) - Displays what UOM it is used in the Prep or Product.

You can Edit Items or Recipes from this window by double clicking on the item or recipe.

Additional Options

Replace - Use if you want to replace an ingredient in a recipe with another ingredient.
E.G. Crab Blue Meat with King Crab.

1. Highlight Crab Blue Meat from the **Item List**

2. Highlight one or more recipes on the **Recipes Containing Selected Item** list.

   To highlight more than one recipe, hold down the **CTRL key** and click on the recipes that you want to replace the ingredient. Or hold the **SHIFT** key and highlight the last recipe you want to choose.

3. Click **Replace**

4. The **Find/Replace** window will display.

5. **Find Ingredient** will display **Crab Blue Meat**

6. In the **Replace With**, select King Crab from the drop down menu.

7. Click **Replace**

Delete - Once an item has been made inactive and saved, click Show inactive and highlight a deleted item and click Delete. This will not permanently delete it from the system.

If the item has any invoices, sales or inventory information the item will *NOT* be deleted. You must delete old data containing these items first, then delete.

Advanced - Advanced Features

- **Amalgamate** – If you have set up two items of the same thing and want to amalgamate the data into one, click on the amalgamate tab and select the master item and the secondary item. See Amalgamate Items

- **Associate** – You can assign multiple items to a new supplier. See Associate Items

- **Item Copy (Available in Multiple Store Mode only)** – This allows you to copy multiple items from one store to another at once.

Amalgamate Items

There may be instances where the same item is entered twice, just different ways. This can happen when a supplier changes a pack size or if an item cannot be found. The solution is to Amalgamate.
E.G. Green Pepper is entered as **Green Peppers** *and* **Peppers - Green**. Both are correct, but they are the same item.

This function allows you to join together two items and make as one. You will still have to make sure that you change the one you do not intend to use anymore and replace it in the recipes.

ONLY items containing the same **Unit of Measure** (UOM) can be amalgamated. Optimum Control has been tracking behind the scenes so you cannot amalgamate two items if one is in Pounds and the other is in Liters.

To Amalgamate Two Items
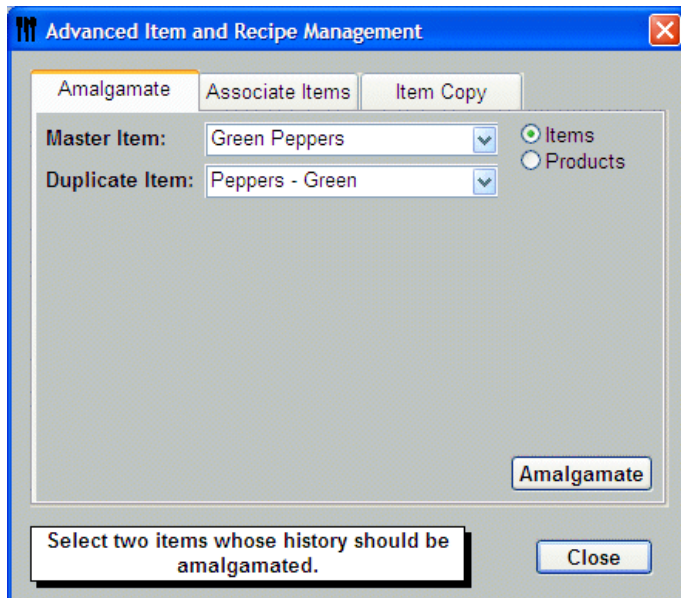
1. Click **IRM** from the Button Bar.

2. Or from the *Upper Menu* click **Recipes| Item and Recipe Management.**

3. Click **Advanced.**

4. The **Advanced Item and Recipe Management** window will display.

5. Select the **Amalgamate** Tab.

6. Select the **Master Item** (the one you want to remain) from the drop down list, then select the **Duplicate Item**.
   Only items with the same recipe units will be listed.

7. Click **Amalgamate.**

8. Click **Close.**

9. After amalgamation, go to the **IRM** window and make the **Item** you selected as the Duplicate, **Inactive**.

10. If the duplicate item is used in any recipes, use the replace function to remove it.

All inventory amounts, purchase history and sales mixes will be joined and reported for the **Master Item**.

Associate Items

There may be times when you want to purchase identical stock from a new supplier. If it is only one or two items, then open the item and click on **Alternate Supplier** and add the new supplier's information. But in some cases there may be many items that you need to copy. In this case, you can use the **Associate Items** function to set up many items at once for the new supplier.

To Associate Items
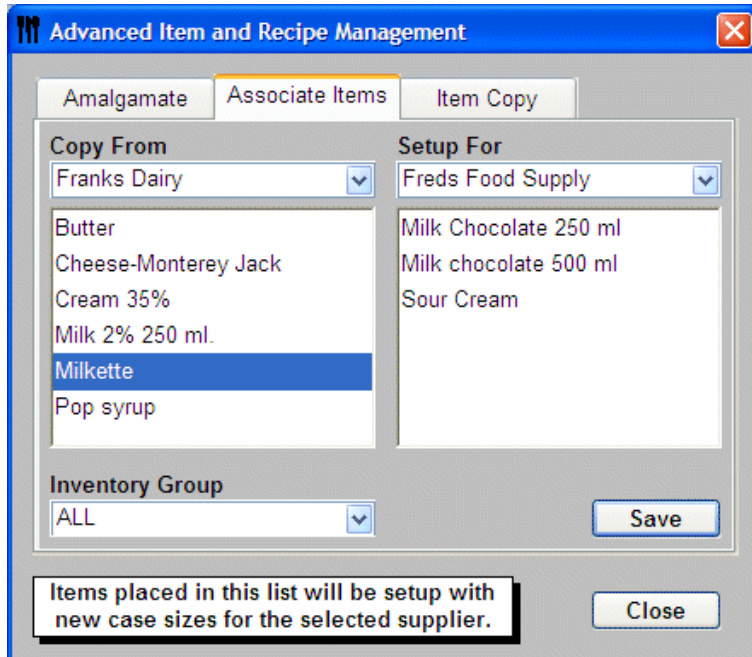
1. Click **IRM** [I.R.M.] from the Button Bar.

2. Or from the *Upper Menu* click **Recipes| Item and Recipe Management.**

3. Click **Advanced.**

4. The **Advanced Item and Recipe Management** window will display.

5. Select the **Associate** Tab.

6. Select the **Supplier** that you want to copy items from in the **Copy From** drop down menu.

7. Choose the new Supplier from the **Setup For** drop down menu that you want to add the items to.

8. Select an item from the **Copy From Supplier** and drag it to the **Setup For Supplier**.
   You can select multiple items by holding your **CTRL** key down and selecting all items, then drag and drop the items.

9. Once you are satisfied that you have moved all the items that you want to associate, click **Save**.

10. Click **Close.**

The items will now be set up in **Multiple Supplier** mode for this supplier.

When Items are copied, the same package size and ordering information is copied as well.

Item Copy - OCPremier

Use this function to copy multiple items from one store to another.

1. click **IRM| Advanced.**

2. Select the **Item Copy** tab

3. Indicate the store which you wish to copy items preps or products to.

4. Drag items from the list on the left to the window on the right.

5. Click **Save**. your items are copied

Note: if you copy products or preps to the new store, all the ingredients for those recipes will be set up in the new store automatically.

Ordering Stock

Overview

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. From this window you can create your orders for one or all of your suppliers at once and import the order to the Invoice window once the stock is received.

ⓘ Before continuing with the order process, you should print out your order sheets. See Creating Order Sheets

New Order Worksheet Window

1. Click Orders Orders from the Button Bar.

   Or from the Upper Menu, click **Purchasing | Orders.**
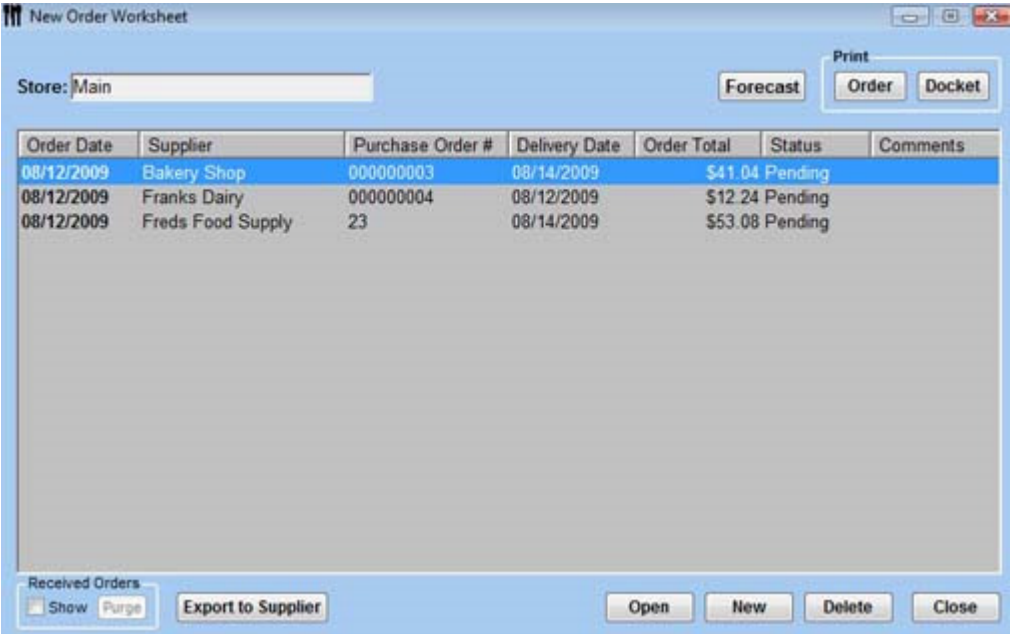
   The **New Order Worksheet** will open.
   This will display any orders that are still **Pending**. If you want to view received orders, under **Received Orders**, click the **Show** box, located at the bottom of the window.

   ⓘ This window will be empty the first time you use it.

   To create a new order, click **New.**

   Click **Close** to close the window.

Creating Order Sheets

To Create Inventory Order Sheets

1. Click on **Reports** ![Reports icon] from the Button Bar.

2. Or from the *Upper Menu*, click **Reports | Select Report.**

3. Double click on Purchasing and select **Monthly Order Sheet** or **Inventory Order Form**.

   ℹ️ If you select Monthly Order Sheet and you have created **Customized Inventory** Sheets, the **Inventory Order Form** will display exactly how you have created the custom inventory layout.

4. 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.

5. Once you have selected the report and desired filters, click **View Report.**

6. Click **Print** to print the Order Sheet.

7. Click **Close.**

ℹ️ 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. See Forecasted Order Sheet

Export Count Sheets to OCMobile

OCMobile is software from Tracrite Software Inc. that works on your pocket PC unit. If you do not have a copy of **OCmobile**, go to http://www.tracrite.net/ or see your dealer to purchase.

1. In Optimum Control, click on the **Inventory worksheet** window, and select the desired filters and sorting for the worksheet.

2. Click the **Export** button. Make sure that you have your pocket pc in cradle and hooked up to computer with **Activesync** running.

Note: If you have not activated your software an activation screen will appear asking for an activation code. Call Tracrite Software Inc. to receive your activation code.

Creating Orders

To Create an Order

1. Click Orders   from the Button Bar, or from the Upper Menu, click **Purchasing | Orders.**
2. The **New Order Worksheet** will open.
3. Click **New.**
4. Enter in the Order information fields. **See New Order Worksheet Information descriptions below.**
5. Double click or click and drag the item on to the order area on the right.
6. Enter in the **Amt** (amount) you want to order and the **Unit.**
7. Continue adding items until the order is complete.
8. Click **Create.**
9. The **Purchasing Order Number Entry** window will open.
10. If applicable, enter in a **Purchase Order #** and add **Comments.**
11. Click **Save.**
12. The Order is now ready for printing or exporting.

New Order Worksheet Information

Supplier - You can choose to work with **ALL** suppliers to create multiple orders simultaneously or select a single supplier only. If you choose to order for one supplier only, the pick list on the left hand side of the window will reflect only those items pertaining to that supplier.

Default to - Choose to populate the supplier listing by:

- **Last Supplier** - This will be the last supplier you received stock from.

- **Best Bid Price** - Choose according to your current bids.

This is only available if **All Suppliers** are selected. Choose the last supplier or the supplier with the best bid price for an item based on their last received invoice.

Items By - Select which inventory items you wish to see in the pick list:

- **All** - View All Items. If you selected a single supplier, then only items from that supplier will be listed

- **Group** - View Items by group. **E.G.** Bread, Produce

- **Location** - View items by Primary Storage Location. **E.G.** Storage, Cooler

Order Date - The date the order is created.

Delivery Date - The expected date of delivery.

Order Entered By - The name of the employee who prepared the order.

You must have Employees entered into the Employee window for this option to appear. See Employees for complete instructions on using this feature.

Sync to Pocket PC - Allows you to export and import orders with OC Mobile. *Contact Tracrite Software Inc. 1-888-798-5555 or your dealer for pricing.*

Template - See Order Templates

Print 🖨 - Print the order.

Round to Case 🔄 - In the instance where you are using a forecasted order sheet, or catering wizard. If part cases are indicated, you can click this button to round all the amounts to the next case size.

Request Bids - Click request bids to generate automatic emails or printed sheets for your suppliers. A template of the order will be created automatically. Once bids are received you can retrieve this list by clicking on Load templates and select **Best Bid Price**. Optimum Control will select the supplier with the best price for each item.

Exporting Orders to Suppliers

Once orders are created you can export the order to a file ready for upload to Supplier on line ordering websites.

To Export orders you must have set an export format in the [Supplier window](#).

1. Create your order
2. In order pick window, highlight the order you wish to **export**
3. Click the **Export To Supplier** button.
4. A save as file window will appear asking for the location to save to. Select the desired location and click Save.

Your file is now ready to upload.

Note: Different sites will have different locations and formats that they require.

For USFoods, choose type ST2.

For Sysco Canada, have your representative make sure that Transfers are enabled on your account.

For PFG, you will need to add XYZ to the name of the file.

Others still will have different settings. Call Tracrite Software Helpdesk if you are having trouble.

Order Templates

In some cases you may want to set up lists of items that you can import so that all items for a particular supplier appear on a list instead of having to select items from the list every time you create a new order. To do this you can create a template of the customized list to used at anytime.

To Create an Order Template

1. Click Orders ![Orders] from the Button Bar.

2. Or from the Upper Menu, click **Purchasing | Orders**

3. The **New Order Worksheet** will open.

4. Click **New.**

5. 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.

6. Under Template, click **Save.**

7. Type in a **Name** for the template.

8. Click **Close.**

To Load a Template

1. Click Orders ![Orders] from the Button Bar.

2. Or from the Upper Menu, click **Purchasing | Orders.**

3. The **New Order Worksheet** will open.

4. Click **New.**

5. Under Template, click **Load.**

6. Select the template and click **OK**.

To Delete a Template

1. Click Orders ![Orders] from the Button Bar.

2. Or from the Upper Menu, click **Purchasing | Orders.**

3. The **New Order Worksheet** will open.

4. Click **New.**

5. Under Template, click **Load.**

6. Select the template that you want to delete and click **Delete.**

7. Click **Close.**

Forecasting Orders

When you run a Usage Summary report, Optimum Control tracks your actual usage per day. Optimum Control calculates inventory usage and can create a forecasted (projected) order based on this information.

🛈 Before creating a forecasted order, make sure that you have entered your sales, purchases and run a Usage Summary report.

To Create a Forecasted Order

Forecast Specifications

Forecast By: ○ Sales Volume ⦿ Days
Number of days: 30

☑ Adjust for current stock levels
☑ Round to nearest case

⦿ All Items   ○ Key Items
Supplier: [All] ▾

[Print]   [Generate Order]

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

2. Or from the Upper Menu, click **Purchasing | Orders.**

3. Select **Forecast.**

4. You can choose to **Forecast By**:
    Sales Volume (Recommended) - Based on a budgeted sales amount. Great for busy times of the year.
    Days - Enter in the amount of days you would like to forecast the order for. **E.G.** 3, 7, 14, 30 etc.

5. Select **Adjust for current stock levels** if you want the current qty on hand to be used against the forecasted order. **E.G.** You have 1 jar of pickles in stock. Based on pickle usage, the forecasted order knows that you should order 3 Jars of pickles. If you have selected to **Adjust for current stock levels**, it will include the one jar of pickles in stock and only put 2 jars on the forecasted order sheet.

6. **Round to the nearest case** - Select this option if you order by the case.

7. You can filter the order by selecting **All Items, Key Items** and/or **All or one supplier**.

8. If you only want to print out a forecasted order sheet to review, click **Print**. This will not save the order.

9. If you want to save the order, click **Generate Order.**

10. Review the order and make any adjustments if necessary.

11. When the order is complete, select **Create** to create the order.

Bids

Optimum Control has the capability to request bids from your suppliers. This allows you to actively compare pricing between vendors and awarding your orders to the lowest bidder. This process can save thousands per year.

To Setup Items for Bids

1. From the *Upper Menu*, click **Purchasing | Supplier Item Recap**

2. The **Supplier Item Recap** window will open.

3. Under **Supplier**, you can choose to list items from **All Suppliers** or click on the drop down list to choose one supplier.

4. Go through the Items and check **Accept Bids?** for the items you want a bid price on.
   To select all Items **Check Accept Bids** located at the bottom of the window.

5. Click **Save** and **Close.**

6. Once Items are selected to **Accept Bids**, you can now request pricing from your Suppliers.
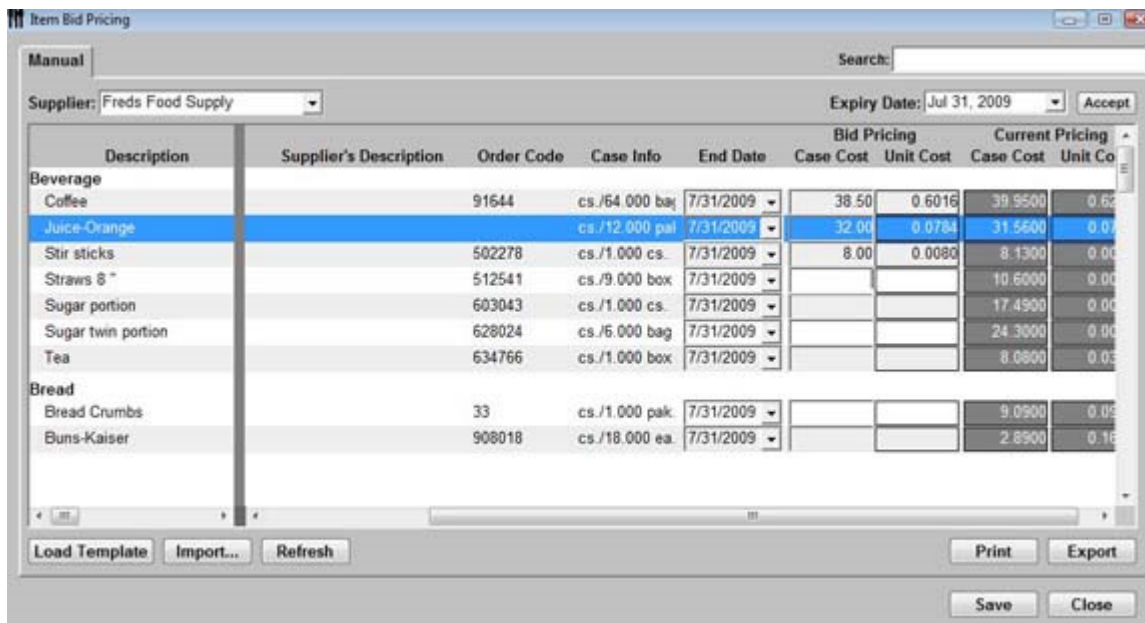
Requesting Bids From A Supplier

To Request and Enter Bids Manually

If you are unable to email a request for Bids to a Supplier, you can Print the bid list and Fax it to a Supplier.

1. From the *Upper Menu*, click **Purchasing | Bid List.**

2. Under the **Manual** tab, choose the **Supplier** and their list of items will appear.

3. Click **Print** and fax the sheet to the supplier.

4. The Supplier will fill out the sheet and fax it back to you.

5. Repeat Steps 1 & 2.

6. Select a date that the quote is valid until in **Expiry Date** and click **Accept**.

    ⓘ The expiry date of the bid will now be listed for every item. Items can be changed if they expire on a different date by clicking on the item and changing the date under **End Date**.

7. Under **Bid Pricing**, enter in the **Case Cost/Unit Cost** as provided by the Supplier.

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

To Export Bids to a Supplier

1. From the *Upper Menu*, click **Purchasing | Bid List.**

2. Under the Manual tab, choose the **Supplier** and their list of items will appear.

3. Enter an **Expiry Date**.

4. Click **Export.**

5. You will be prompted to save the file, enter in a file name and choose the location to save the file.

    ⓘ The file is saved as a .csv (comma separated value) format. This format can be opened in Excel.

6. Click **Save.**

7. Repeat Steps 1 & 2.

8. The supplier can open the attachment using Excel, enter his bid prices and enter an expiry for the bid.
    The bid will automatically have a date 7 days from the create date, but if they want to set another date they can enter a new expiry date **USING THE SAME FORMAT**. Once they are finished they can save as csv file and then email back to you.

9. Save the attachment to a location where you can find it. **E.G.** C:\Tracrite\bids.

    ⓘ You will net to create a folder called Bids in the tracrite folder.

Requesting Bids From All Suppliers

When you request bids from the Bid List under Purchasing, it only allows you to request bids from one supplier. If you want to request bids for selected items from all suppliers, follow this procedure.

To Request Bids from All Suppliers

1. Click Orders ![Orders] from the Button Bar.
2. Or from the Upper Menu, click **Purchasing | Orders.**
3. The **New Order Worksheet** will open, click **New.**
4. Select the items from the list on the left that you want to order this week and enter the amounts that you want to order. Entering the amounts are optional.
5. Click on the **Request Bids** button at the bottom of the order window.
6. A window will appear asking for a name for the bid request, by default the program will name it BidRequest followed by the date and time. **E.G.** BidRequest 6/09/2009@09:27.
7. Click **OK.**
8. A window will open displaying the suppliers **Name, Item Count, E-mail Address and Print** fields.
9. Select the suppliers that you want to request bids from by checking the **Email** or **Print** box. If you do not want a request from a supplier, uncheck the print or email box.

    ![info icon] If you have set up an email address for the supplier in the supplier window, it will display the email address. You can edit or type in an email address.
10. Click **OK.**
11. If you have selected to email suppliers, the program will send the email from your email program. Otherwise it will print out the requested bid list for you to fax to the selected suppliers.

Importing Bid Lists

Once you have received the requested bids list, either through email or fax, you can now import the list.

If you have received the list by fax, you will have to enter in the pricing manually.

To Import Bids from a Supplier

1. From the *Upper Menu*, click **Purchasing | Bid List.**

2. Under the **Manual** tab, choose the **Supplier** and their list of items will appear.

3. Click **Import.**

4. In the **Import from** box, select the .**csv file** from the saved location and click **Open.**

   The import format from the supplier MUST BE the format that Optimum Control exported to the supplier, if not it will not import successfully. It must be .csv and not be saved as an Excel file.

5. Select an **Expiry Date.**

6. Click **Save** to Accept the bid pricing and **Close.**

Using Bids in the Order Window

If you have manually entered or imported the bid lists from your suppliers, you can now create your order using **Best Bid Price**.

To Create an Order by Best Bid Price

1. Click Orders ![Orders icon] from the Button Bar.
2. Or from the Upper Menu, click **Purchasing | Orders.**
3. The **New Order Worksheet** will open.
4. To create a new order, click **New.**
5. Select the **Supplier** from the drop down box or Choose **All** if you create your orders by all Suppliers.
6. In the **Default To**, click **Best Bid Price.**
7. Items that have **bid prices will appear in** *blue.*
8. Build your order and click **Create.**

Additional Notes

- If you create your orders using **Best Bid Price**, Optimum Control will only display the best bid price items based on the lowest cost per Recipe Unit.
  If you find that the best bid price has selected a supplier but you want to order from a different supplier, **right click** on the Supplier from the create order menu. Choose the supplier you want and click **Select**. The new supplier will be listed along with the pricing (or bid price if he has a current one.)

- **Best Bid Price** searches for active bids only. If bid lists are outdated, they will not display.

- When you receive an order prepared with bid pricing in the invoice window, the pricing will automatically be overridden and the bid prices will be the unit costs.

Invoices

When you have received your order, you will be left with an Invoice (Bill, Check etc) from the Supplier. An invoice may be for inventory supplies or expenses. E.G. Courier service, cleaning services etc.

1. Click **Invoices** Invoices from the Button Bar or from the *Upper Menu*, click **Purchasing | Invoices**

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. See Entering an Invoice

Select Invoice Information

Find Invoice # - Search for a invoice by entering the Invoice Number.

Invoice Number - Number of the invoice.

Date - Date the invoice was created.

Supplier - Supplier Name.

Due Date - When the Invoice payment is due.

Type - Displays **B** for Bill, **C** for Credit.

Paid - Once Invoice is paid, check the **Paid** box and click **Save Paid Status.**

Total - The Total amount of the Invoice or Credit.

If it is a negative amount, it will display the amount in brackets **E.G.** ($50.00)

New:

*   *Bill* - Opens the Invoice window to enter a new Invoice.

*   *Credit* - Opens the Credit window where you can enter a new Credit.

View - Select an invoice/credit and click View to display. You can also double click on an invoice/credit to display.

Delete - Allows you delete an invoice/credit.

Filter - Display invoices/credits from the last **30, 60 or 90** days. **Show All** to view all invoices/credit.

Change Invoice Date - Allows you to select an invoice/credit and change the date.

Save Paid Status - Click when invoices/credits and set as **Paid** to save changes.

You can sort invoices/credits by clicking on the header you want to sort by.
**E.G.** Click Supplier to view all invoices/credits in order of Supplier.

Entering an Invoice

To Enter an Invoice

Items	Expenses	Credit	Taxes / Adjust.	Account Balances

Find: [   ] < >   Request Credit   Add   Remove

Item Description	Code	Qty	Uom	O	Unit Cost	Amount	
Eggs, large cs. / 15 dz.(s)	714063	1.00	cs. ▼	☐	$24.30	$24.30	☐
Sliced bacon cs. / 11 lb.(s)	731703	1.00	cs. ▼	☐	$23.00	$23.00	☐
Buns-Kaiser cs. / 18 ea.(s)	908018	2.00	cs. ▼	☐	$2.89	$5.78	☐

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: $53.08

1. Click **Invoices** ![Invoices] from the Button Bar, click **New | Bill**

2. or from the *Upper Menu*, click **Purchasing | Invoices | New - Bill**

3. Enter in the Supplier and Invoice information. **See Invoice Information descriptions below.**

   ⓘNotice when you select a supplier, the list on the left is populated with all the items and package sizes that you have set up for that supplier.

4. Select the Items for the invoice.
   You can select items a few different ways:

   • Scroll down the list and click and drag the Item and drop into the purchase list.

   • Click into the search box and begin typing the name of the Item, the list will shorten as you type. Double click on the item. It will display in the purchasing list.

   • Click into the search box and type the order code of the Item, the list will shorten as you type. Highlighted the item, press **Add.**

5. Enter in the **Qty (Quantity)** of the received item.

6. Select the **UOM (Unit of Measure).** The are two choices available, the **Purchase Unit** size and the **Case Unit** size.

   ⓘ The default unit of measure is the purchase unit that you indicated in the Items windows during the initial setup.

7. Optimum Control will automatically enter the current **Unit Cost** for this item/supplier.
   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.

---

8. 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.

9. Enter in Taxes/Adj, Credits and Expenses as required.

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

11. Click **Save** and

12. If prices have been changed, you will receive a window allowing you to **Update Pricing for** Selected Items. If the price change is permanent, check the box. This will update the recipe costing. If it is a one time change, do not select the box. The recipe cost will not be affected.
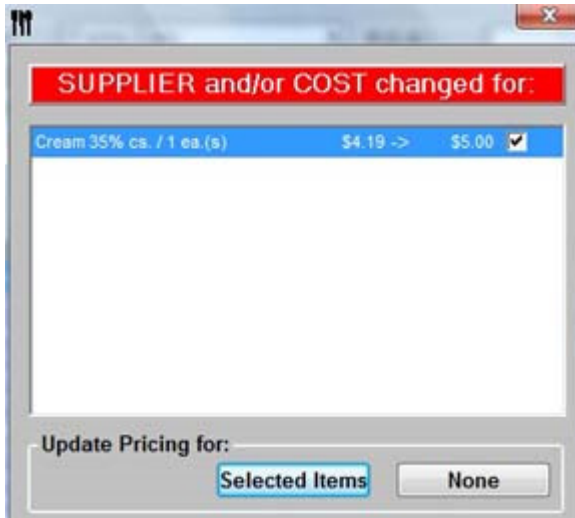
Invoice Information

Supplier – Select the supplier who the Bill/Credit is from. If the supplier is not listed, See <u>Adding Suppliers</u>

Invoice Date – Select the date of the invoice from the drop down box.

Invoice # – Enter the supplier Invoice/Credit number. Check this carefully to make sure it is entered properly.

Invoice Total - Enter the total amount of the invoice including all charges (items, expenses and taxes).

ⓘ This total is usually located at the bottom of the last page of the invoice.

PO # - Purchase Order Number - Enter a Purchase order number if you use them. If you have imported your invoice from a pending order, the Purchase Order number will appear automatically.

Due Date - This field is calculated by the program. This is the date that the bill is due to be paid depending on the **Terms** that are selected.

Terms- Select the terms of payment that you have with this supplier. This field is optional, if you do not wish to use it just TAB to the next field.

Comments - Enter additional notes about the invoice/credit.

Item Entry – Double click or Drag and Drop the inventory items from the invoice from the list to the item area on the right.

Receive Order - This will display all Pending Orders, double click on the pending order to load into the Invoice window.

Print - Prints the Invoice.

Load Template - Load a saved Invoice Template.

Save Template - If you do not create an order, you can make an Invoice template for purchased items. Another use is if you want to save an Invoice that is not complete. Click **Save Template**, Type in a name and click OK. Click **Load** to open the incomplete Invoice, complete the invoice and click **Save**

Additional Notes

- If you do not find the item you are looking for on the list, the supplier has not been set up for the item selected.

  While still in the invoice window, click on **Items** from the Button Bar, select the item and click on the **Addition Suppliers or Case Sizes** button. Set up the information about this item for this supplier and click **Save** and **Close**. The item will appear on the list in the **Invoice** window.

   You can also add a new pack size for a supplier from the Item window.

- When you save an invoice, all the items that the supplier was the alternate for, are now indicated as the default (as this was the last supplier that you bought these items from).

- If you have purchased a **part case**, you can enter a decimal value of the case.
  E.G. If the case **UOM** contains 12 cans and you ordered 6 cans, enter .5 as the **QTY.**

Receiving Orders

To Receive an Order

1. Click on **Invoices** Invoices from the Button Bar.
2. Or from the *Upper Menu*, click **Purchasing | Invoices.**
3. Under **New**, click **Bill**.
4. The **Invoice window** will open.
5. Click **Receive Order** and the invoice window will be completed as per the order you placed.
6. Enter the **Invoice Date** if it is different than the date on the Invoice.
7. Enter the **Invoice #** from the received printed invoice.
8. Type in the **Invoice Total.**
9. Check the **Items** for any price changes and make adjustments as necessary.
10. Enter the correct taxes, credits and expenses (if applicable).
11. Click **Save** and **Close.**

If you have used Bid pricing to place your order, all the price changes will be automatically set.

Entering Expenses

Many times you may have an invoice that includes expenses as well as inventory purchases. **E.G.** Office supplies, cleaning products, delivery charges etc. These expenses can be added in the **Expenses Tab** of the Invoice.

To Add an Expense to an Invoice

1. From the **Invoice** window, click on the **Expense** tab.

2. Click **Add** and select the Expense Account.

   If the account is not listed, you can create a new Expense account in the Chart of Accounts. It will then appear on the account listing. Consult your bookkeeper or accountant if necessary.

3. Enter in an **Expense Description**.

4. If required, type in a **Memo** (optional).

5. Type in the **Amount** of the expense. If the expense includes a non-recoverable tax. Enter in the total including the tax. If the tax is recoverable, enter the tax amount in the **Taxes/Adjust.** tab.

6. Repeat until all expenses have been added.

7. If you have added an incorrect Expense account, click **Remove** to delete the Expense from the list.

This window can also be used when invoices totals do not match up due to a Suppliers rounding methods. A supplier may round up or down differently than Optimum Control, leaving you with a difference of a couple of cents on an item. Use the Expense account and apply the difference towards the E.G. Food.

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.

To Change the Date of an Invoice

1. Click **Invoices** from the Button Bar.
2. Or from the *Upper Menu*, click **Purchasing | Invoices.**
3. The **Select Invoice** window will appear.
4. Highlight the Invoice that you want to change the date.
5. Click on the **Change Invoice Date** button.
6. Enter the **New Date.**
7. Click **Save.**

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

Entering Credits Manually

Manual credits will not appear in the **Credit Reconciliation** window.

If you have requested a credit through an invoice and want to reconcile them, See Reconciling Credits

To Enter a Credit Invoice

1. Click **Invoices** from the Button Bar.
2. or from the *Upper Menu*, click **Purchasing | Invoices.**
3. Under **New**, click **Credit.**
4. A message will appear, **Please enter amounts for Credit Invoices using negative values.**
5. Choose the **Supplier, Invoice Date, Invoice #** and the **Invoice Total**, this will be a negative amount.
6. Select the Items or list the Expenses that pertain to the credit.
7. Click **Save**.
8. The Credit will be listed as a type **C** in the Select Invoice window.

Do not enter a credit as a positive number with a negative price.
E.G. Do not credit 1 case of juice for -$23.00. Item Unit Costs are never negative. Credit -1 case of juice at $23.00. The total in the totals column will be -$23.00.
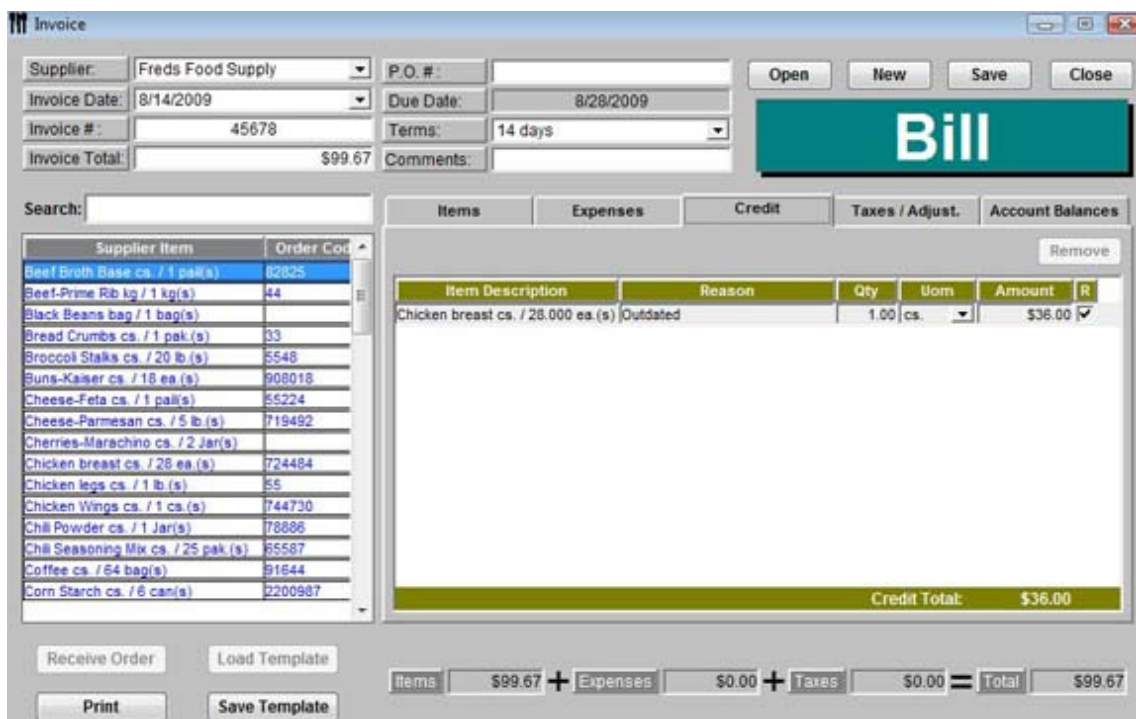
Request for Credit in an Invoice

If you have received stock that was damaged or out of date. Perhaps a supplier had quoted you a price and then when the invoice came, you were charged too much. This may require that you send back stock or call up your Rep and ask for a credit.

When you enter an invoice, there may be some items that you need to **Request** a credit from the supplier. When you request a credit, the total purchased stock that was on the invoice is entered into the items entry area (enter the total amounts that are on the invoice), and any requested credits will be set in the credit area. This way the invoice will balance but the stock that was sent back *WILL NOT* be added to stock.

Each outstanding credit will be listed in the **Credit Reconciliation** window ready for when the Credit invoice is sent to you. See Credit Reconciling

Once an invoice is saved, you cannot reopen the invoice and request a credit. The credit must be entered manually. **See Entering Credits Manually**

To Request a Credit when Entering an Invoice

1. From the **Invoice** window, enter the invoice information and add items into the item entry area.

2. Highlight the item that you sent back and click the **Request Credit** button. This will automatically enter a row in the **Credit** window.

3. Select the **Credit** tab, enter in a **Reason** for the credit and the **QTY.**
   If you are requesting a value of a credit, in the case that you were overcharged, enter **0.00** as the **Qty** and enter only the requested amount in the **Amount** field.

4. Repeat the steps above for any other items that you require a credit on.

5. When the Invoice is complete, click **Save** and **Close.**

Reconciling Credits

Once the invoice is saved, your requested credit will be listed in the **Credit Reconciliation** window. Many times your suppliers may lose or forget about a credit that was requested. Optimum Control will allow you to constantly remind them until the credit is received.

ⓘ Credits entered manually will not appear in the credit reconciliation window.

To Reconcile Outstanding Credits

1. From the *Upper Menu*, click **Purchasing | Credit Reconciliation.**
2. The **Credit Reconciliation** window will open.
3. Click **Outstanding Credits** to review all credits from Suppliers. Click **OK.**
4. Select the **Supplier** from the drop down menu that you have received the credit from.
5. Highlight the credit and click the **Received** box.
6. Click **Reconcile.**
7. Enter in the **Credit #,** date **Received** and the **Credit Total.**
   ⓘ The credit must balance before it can be saved.
8. Click **Process.**
9. You will receive a message, **Credit posted successfully.**
10. Click **Close.**

To review the credit, click **Invoice** and look for type "**R**", this credit will now appear on your invoice reports.

To Enter a **Manual Credit** (one in which you have not requested any credits) See Entering Credits

EDI Invoice Import

This optional module will download digital invoices into Optimum Control, updating pricing, stock levels and account information automatically with the click of a button. Imagine, a 3 page invoice entered in as little as a couple of minutes. To enable this module please contact The Optimum Control Helpdesk or your sales person.

You will also need to contact your supplier to see if they can create EDI810 format or comma separated (.csv) and upload to an FTP server or email to you.

Setup EDI Import

EDI Supplier Setup – General Setup

Once EDI feature is enabled:

1. Click **Purchasing| Suppliers**

2. In Supplier window click **EDI Setup**

3. Select the format, either EDI or CSV.

4. Indicate the extension of the file – this tells Optimum Control what kind of files to look for. For

example if the file extension is .810 enter 810 if .csv the enter csv

5. **File Path** - Enter the folder to download the EDI files to. This EDI folder is the folder that FTP will download files to. Make sure this folder exists and that you have rights to read and write to this folder. If you are having EDI files mailed to you then save the files to the folder you selected.

6. Indicate **FTP Server address** as supplied by your supplier representative

7. **User Name** - as provided by your Supplier representative

8. **Password** - as provided by your Supplier Rep.

See also UOM Alias

EDI Setup – CSV Format

If your supplier exports csv files you can configure Optimum Control to read them. To set up the files for import, Click CSV as type of file and fill in the necessary information in the main EDI Setup window. Click Next

The first field is to locate where an existing file is located so that the information in the file can be viewed for setup purposes. Click preview to open this file to view columns.

Select Delimiter – this is a comma by default but there may be other types of delimeters including pipe (|) or tab.

Lines to skip – in some cases the supplier may include a header row so that if the file were opened in a spreadsheet the columns would be labeled. If this is the case indicate ship 1 row. You will see the header row on the preview. Note; the words column1, column2, etc are part of our setup and do not need to be ignored.

Header columns – these are the root information for the invoice

Invoice Number – indicate which row contains the invoice number or reference number

Customer Number – indicate the column that contains your customer number, this must match exact to what you have entered into the Supplier window

Invoice Total – the column indicating the total for the invoice

Invoice date – indicate the column containing the date

Date format – have a close look at the file and indicate the format. We have indicated a few formats but you can type in the format as well. D means day, M means month and y is year.

Line Detail Columns – these columns list the item details

Order Code – Indicate the row that contains the order code

Supplier Description – Indicate the supplier description column number

Quantity – Indicate column number for quantity purchased

Unit Cost – Indicate the Unit cost column

Unit of measure – indicate the unit of measure column number

Line Total – Indicate the line total column number

Once all choices are complete click **Finish**

EDI Setup – EDI 810 Format

If you chose EDI 810 format on the General Settings for EDI then you need to follow these steps

1. Indicate the format – Choose the appropriate format for your supplier

2. Segment separator - If needed, select the segment separator. THIS IS SET BY DEFAULT SO CHANCES ARE YOU WILL NEED TO ADJUST THIS FIELD.

3. Field Seperator – As with Segment separator this is set by default. Advanced settings should not be adjusted except by qualified personnel. Please contact Tracrite Software

Importing EDI and CSV Files

To import EDI invoices

1. Click **Purchasing|EDI Invoice** Import

2. Select the supplier from the drop down list, only suppliers that have EDI component set up in your system will be listed

3. Click **Get Invoices** - Optimum Control will access supplier FTP server through the internet and download files to the EDI folder you have indicated in setup (in some cases you may simply have invoices emailed to you, in this case save files to the folder specified in the supplier edi setup folder and they will appear.

Status will indicate

• **Success** – Invoice saved

• **Errors** – click to see and repair

• **Invoice Not in Balance** – double click on row to open in invoice window. Most likely a tax to be entered.

• **Imported** – a completed invoice

4. A listing of invoices will appear. Select the invoices you wish to process by placing a checkmark in the **Import?** Box. Click **Process**.

5. An error message indicating number of errors on the invoice will be indicated. Review the errors to finalize the save of invoice. Click the errors to identify and fix any errors. See EDI Import errors

Some Errors you may be presented with:

Order Code does not exist for this supplier - either the item does not exist and must be added to the database or a new case size will need to be added to an existing item.

Imported UOM does not match the Purchase or Case UOM for this item - error checking looks to the purchase unit or the case unit for the item, if they do not match then error will be listed.

Correcting EDI Import Errors

To fix Import Errors – it is **IMPORTANT** that you have the **Printed Invoice** so you can properly repair errors.

Once you have clicked **Process**, there may be a link presented indicating the number of errors encountered. Click the link to proceed to a window to view and correct errors.

A list of errors will appear, you must then click on the error you wish to address and choose from the drop down [Select Option] menu the appropriate diagnosis for the error on the line that is highlighted in blue.

For example,

· **"Order code not found"** which could mean the item does not exist in the database or just the order code has been changed or a different pack size has been substituted.

· **Imported description does not match Suppliers item description** – an easy fix. This just means that the item has been found but because the description is being analyzed it is not matching the description. Could be even one character different if the supplier has changed. To fix this click modify case size and delete the existing case description and the new one will be copied to the system on save.

· **An item has no case information and is a delivery or tax item**. For this you can click General expense and select the GL Account to assign to.

· An item is an expense such as cleaning supplies or smallwares

Options:

Create new item - this choice will open the items window in NEW mode and with information in the supplier portion of the window already populated. Take note that the description for the item is in the Supplier item description, allowing you to cut and paste the name of the item to the Item Description field. This description is important for future EDI imports as the supplier item description is looked at before the Item Description for error checking. You will have to indicate the Recipe unit, identify the case unit and the amount per case unit. see Entering items

Add new Case size - Optimum Control will ask you to select an item to which you want to add the case size to. Again, you will be asked to enter the case size and secondary units. READ THE INVOICE CAREFULLY TO MAKE SURE THE CASE SIZE YOU ARE ENTERING IS CORRECT.

Modify case size - in some cases, when the message "Order code does not exist" you may wish to modify the existing case size and change the order code to the new coder code. Again, double check to make sure the case size is correct.

General Expense - if the item listed is not an inventory item and should be listed under general expense, select General Expense and a listing of accounts will be presented. Choose the account and click OK, this item will be places in the Expense portion of the saved invoice.

Ignore - choose this option to Ignore the error and fix at a later time. the item will be saved as a general account expense, you can then open the invoice window at a later time and make the changes. IT IS IMPORTANT THAT YOU EITHER REPAIR ERRORS OR OPEN THE INVOICE AND MAKE THE NECESSARY CHANGES TO CORRECT THE ITEMS, OTHERWISE INVOICE WILL NOT BE SAVED.

NOTE: Your supplier may have indicated that the case unit is CA rather than cs. To associate the CA with your case units. Choose Supplier from upper menu and select your supplier and click UOM Alias. Select Case from drop down on left and indicated alias of CA.
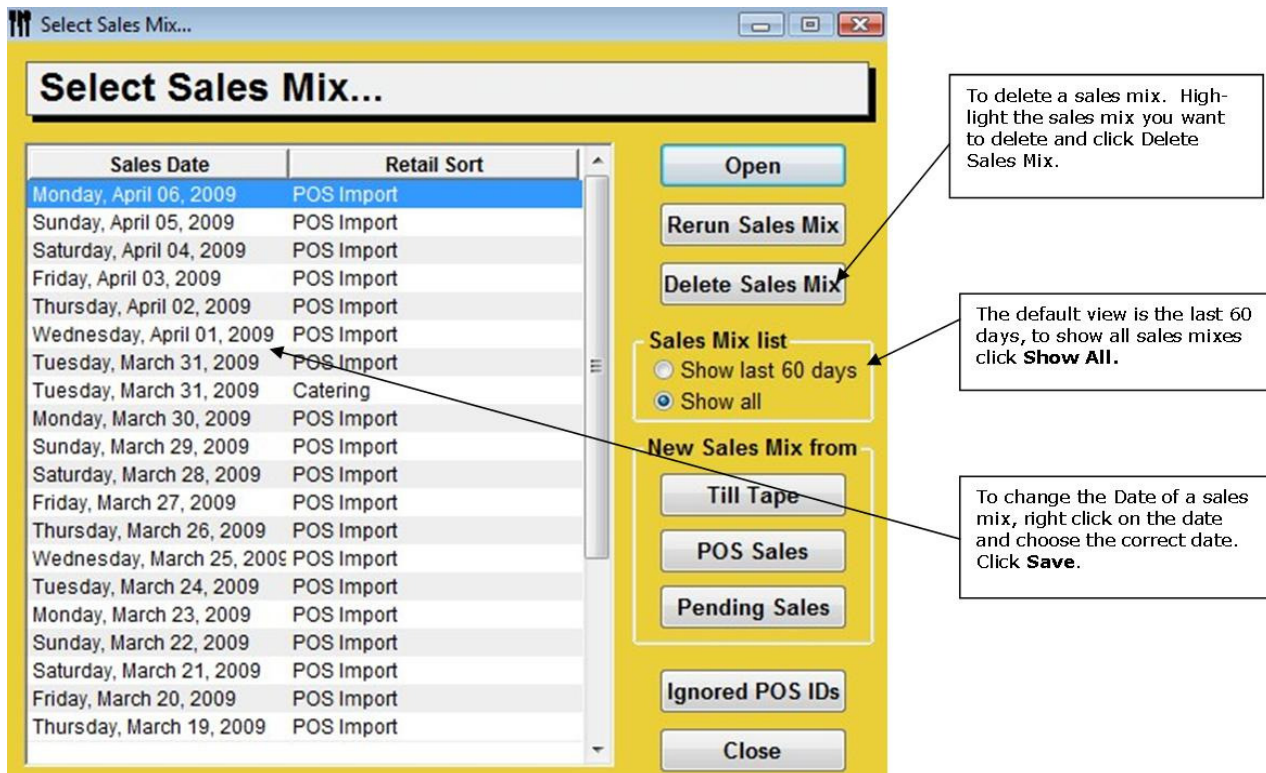
Click Reprocess to make sure all errors have been dealt with.

Sales Mix

Optimum Control allows you to enter your **Sales Mix** either manually or you can import the sales from your **POS** system.

Select **Sales Mix** [icon] from the Button Bar or from the *Upper Menu*, click **Sales | Sales Mix**

Select Sales Mix Information

To delete a sales mix. High-light 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**.

Sales Date - Lists Sales Mix that have been entered by date.

Retail Sort – Displays the method that the Sales Mix was entered.

Open - Highlight a **Sales Mix** and click **Open** to view.

Rerun Sales Mix - You can Rerun a Sales Mix by selecting the date and clicking **Rerun Sales Mix**.

Delete Sales Mix - Highlight the Sales Mix you want to delete and click **Delete Sales Mix**.

Sales Mix List - You can choose to show the Sales Mixes from the **last 60 days** or **Show all.**

New Sales Mix from:

- **Till Tape** – This process allows you to create a till tape to match your Sales Mix reports from your cash register or POS.

- **POS Sales** – Optimum Control can import sales mix from most popular POS systems.

- **Pending Sales** - Click to view and process any pending sales. See Pending Sales Mix

- **Ignored POS ID** – Allows you to view POS ID numbers that have been ignored in the system. You may have chosen to ignore an POS id. Optimum Control will still think it is ignored, so if you find that some recipes are not importing, check through the list of Ignored POS IDs.

POS Setup

Optimum Control can import menu products sold information that is created by your POS system or polling software. It has an easy setup window for you to indicate the type of file that your cash register or POS system will generate. There are many preset configurations, but if you do not see your **POS** listed, you will need to create a **Custom Configuration**. Call your local dealer or TracRite Customer Support for assistance.

To Configure the POS Till Type
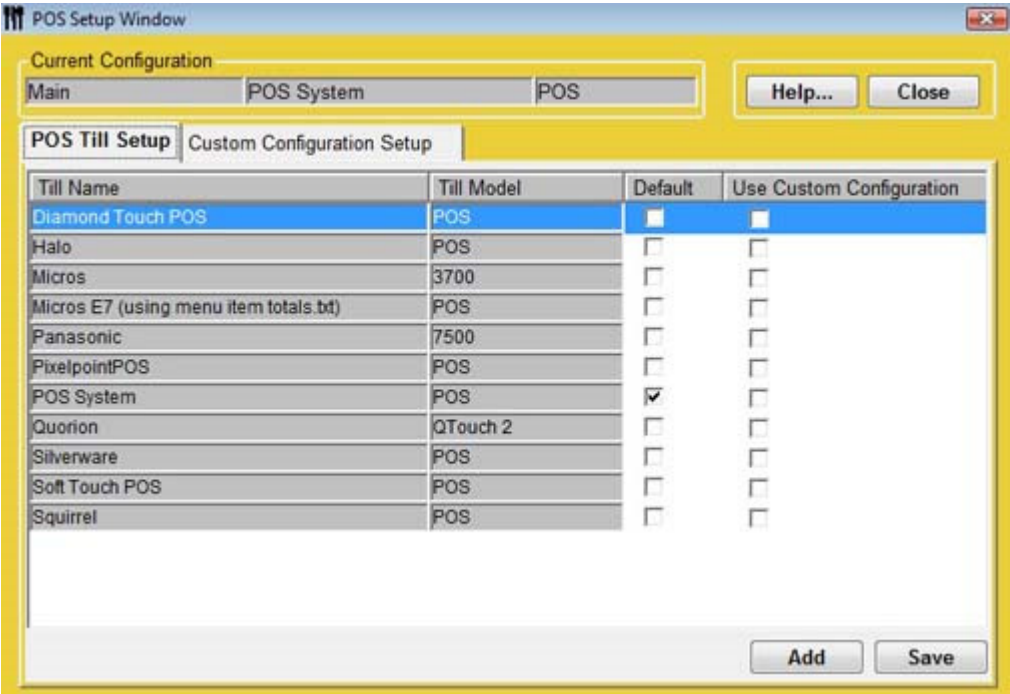
1. From the *Upper Menu*, click **Setup | Configure POS.**
2. Click on the **POS Till Setup Tab.**
3. Highlight the **POS System** you are using, located under **Till Name.**
4. Check the **Default** box.
5. Click **Save** and **Close.**

After you have determined the POS configuration, you are now ready to import your sales mix from the POS and link the POS Products to the Products in Optimum Control. See Linking Products to POS

POS Custom Configuration
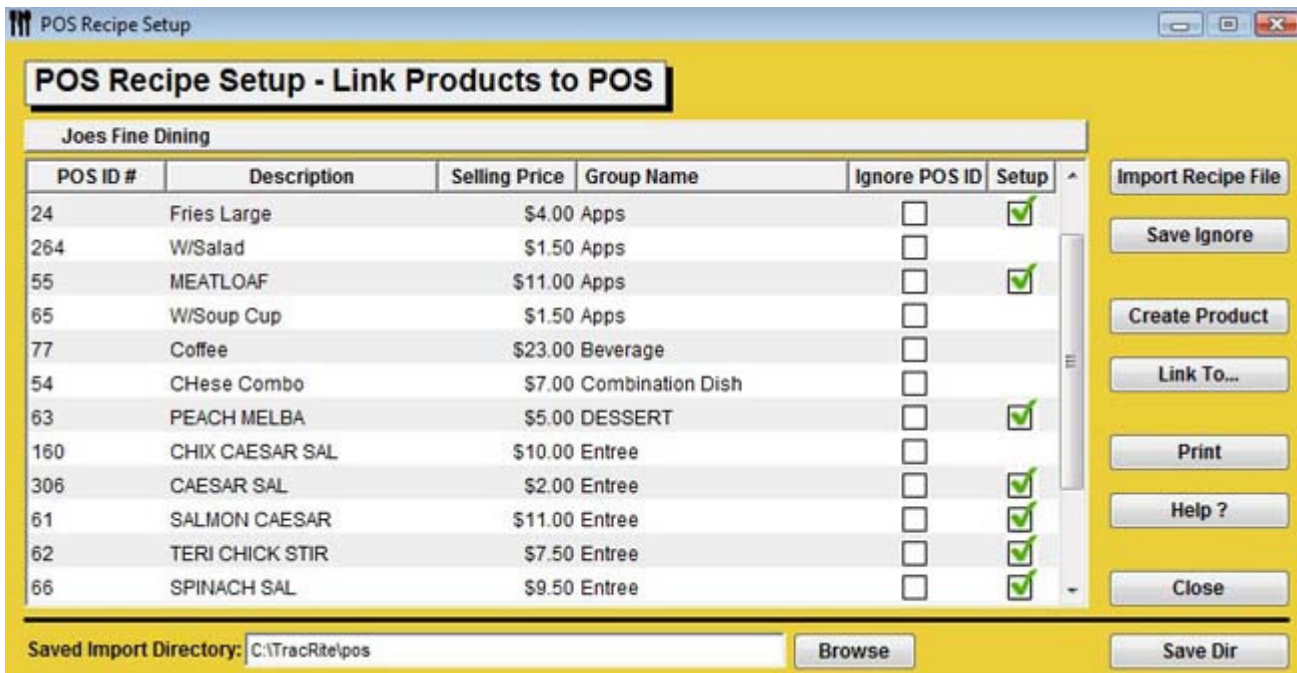
If a POS Custom configuration is required, please contact your local dealer or TracRite Customer Support for assistance.

Linking POS to Products

This feature allows you to import the menu product information from your POS system. It will set up the Description, POS ID, Selling price and Sales Groups into Optimum Control. All you have to do is add the ingredients.

It is important to have most of your **Items and Preps** created in Optimum Control before you link or create menu items from the POS. If you do not, you can add more Items, Preps and Products while working in the POS Recipe Setup window.

To Link Products to POS

1. Export your **POS Sales** file and save it. If the exported file is on a network drive, be sure that you are able to access that drive. If not you will have to copy the file and save it on the PC running Optimum Control.

2. From the *Upper Menu*, click **Recipes | Link Products to POS**

3. Click **Import Recipe File**

4. Select the **POS Sales** export file that you saved and click **Open.**

5. All of the items from the POS System will display.

6. *If you have already created the Product in Optimum Control*, highlight the item and click **Link To**...

7. The **Product Description** menu will open.

8. Search for the Product that the POS item should be linked to from the search field. Highlight the Product and click **OK**

9. The **Setup** box will now have a check mark. This indicates that the product is now linked.

10. *If the Product has not been created*, highlight an item and click **Create Product**.

11. The **Product Recipe** window will open. The **Description, POS ID, POS Descrip, Sales Group** and **Selling Price** fields will be filled in automatically. This is the information from the POS Export file.

12. Add the Product Ingredients. See <u>Creating Products</u>

13. Click **Save** and **Close**

14. The **Setup** box will now have a check mark. This indicates that the product is now linked.

15. Continue until all the items have been linked.

    ⓘ You can close out of this window at anytime. To continue linking the products, re-import the POS Sales file. The items that have been linked will have a check mark under the **Setup** box.

Additional Notes

- There are times that you may have entered Products and then found this feature in the program. If you import your POS file and in the listing there are recipes that you know you have already entered and did not assign a number. Right click on the row of the recipe you want to assign and a listing of Optimum Control recipes that **HAVE NO POS ID ASSIGNED** will be listed. Double click on the recipe and click Save and Close, the recipe is now assigned.

- Every time you import a POS Sales Mix, Optimum Control will analyze the data and will notify you if there are unlinked products.

- Each item you setup will automatically be set to the **Sales Group** specified in your POS system. If this Group does not exist in Optimum Control, you will be asked if you want to set up a new group. This list is case-sensitive specific. If your group in the POS is ADD-ONS and you have a Sales Group in Optimum Control that is Add-Ons, then they are considered different. Choose **NO** when you are asked to create the new group (ADD-ONS) and then select the desired group from the list (Add-Ons).

- **Ignore POS ID -** In some cases you may want to **Ignore** certain items that are imported from the POS system. **E.G. "**To Go", "Hot", "Over Easy" etc. (Every button on a POS System is assigned a PLU number). To ignore these items, select the item and click **Ignore POS ID**. It will put a check mark in the box to notify you that the item is ignored.

    ⓘ Be careful in doing this. At times you may ignore a POS ID and realize later that you use it for a recipe and then wonder why the sales are not being imported. You can always check what items have been ignored by clicking the **Sales Mix** icon from the Button Bar and selecting **Ignored POS IDs**. Uncheck the IDs that you do not want to ignore.

Importing from POS

Before you begin, ensure that you have selected the correct POS Setup Configuration. See POS Setup

To Import a Sales Mix from POS

1. Select **Sales Mix** ![Sales Mix icon] from the Button Bar.

2. Or from the *Upper Menu*, click **Sales | Sales Mix.**

3. Under **New Sales Mix from**, click **POS Sales.**

4. The **Daily Product Sales - POS** window will open.

5. In the **Import From**, click **Browse** to locate the folder where your POS system or polling software is set to save export files to. If you are not sure of the location of the files contact your POS supplier and they will be able to help you.

6. Click **Save POS Dir**. This will tell Optimum Control where to look for this file each time you import.

7. Select the date of the Sales Mix under **Date Ending**. The calendar will already be presented to you ready for you to pick a date, **BE CAREFUL HERE** as the date is set for yesterday. Pick the date of the sales mix, usually yesterday's date. If it is for a group of days, then select the LAST DAY the file is up to.
    E.G. If the file is for a week that ended on Sunday January 23rd, then choose that date as the ending date.

8. If you are configured and have matched up all of your PLU numbers to the corresponding menu products, click on the **Import** button.

9. A window will open prompting you to select a file. Select the file you wish to import.

    Be careful not to import the same file twice.

10. Choose the file you want to import and click **Open.**

11. Review the file to ensure that the information makes sense and that the numbers are correct.

    Do Selling Prices Match? – Red and Green Bars. You will notice that there is a dark gray price and menu product name and a light gray price. The dark gray price is the selling price that you have entered for the product in the Product window. The light gray price is the total amount (in currency) sold for this product divided by the number sold. This gives an average price and for the most part will be the same, but sometimes it may be different. For your information any prices that are not the same as in Optimum Control will be marked in red (all those that are the same will be marked in green).

12. If the information is correct, click **Save.**

13. If you receive a message:
    Unlinked product and/or mismatched POS descriptions have been detected.
    This may occur if products have been added to your POS system or if a button has been changed to represent another product.
    Would you like to view these products now?

14. Click **Yes** to review these products and link them now. See Mismatched and Unlinked Products

15. Click **Close.**

Additional Notes

- Optimum Control will detect any sales mix that is more than a week later than the last saved sales mix. This is just in case you have chosen the wrong month or even year of the sales mix.

- If numbers appear instead of product names under **Item Description**, then you have not set up all of the menu products to correspond to the file you're importing. You will have to link the product or create a product to link it to.

- Optimum Control can automatically check whether there are POS files in the default folder ready for import. If you have set this up, you will be given the choice to **Import Now**. Click **File | Preferences | Settings | POS** and check **"Prompt for POS Import after log in".**

- After the sales file has been successfully imported, Optimum Control will rename the file, add the date and change the extension to .occ. This way you can still look at or import the file again, if you want, but Optimum Control will only see it as a file that has been imported.

Mismatched and Unlinked Products

When saving a Sales Mix from the POS, Optimum control analyzes the data to see if descriptions have changed or if products are not linked. If they do, you will receive the following message.

Mismatched Descriptions

Optimum Control compares its POS descriptions with the POS descriptions being imported. If the descriptions have changed or are slightly different, you will receive the above message. This can also happen if someone has changed a button on the POS System.

Optimum Control Product Description	POS ID	Optimum Control POS Description	Description from imported file	
caesar salad	306	CAESAR SLD	CAESAR SALAD	Switch
Chilli Bowl	5550	CHILI BWL	CHILI BOWL	Switch
Cheeseburger	8925	CHEESEBRG	HAMBURGER	Switch
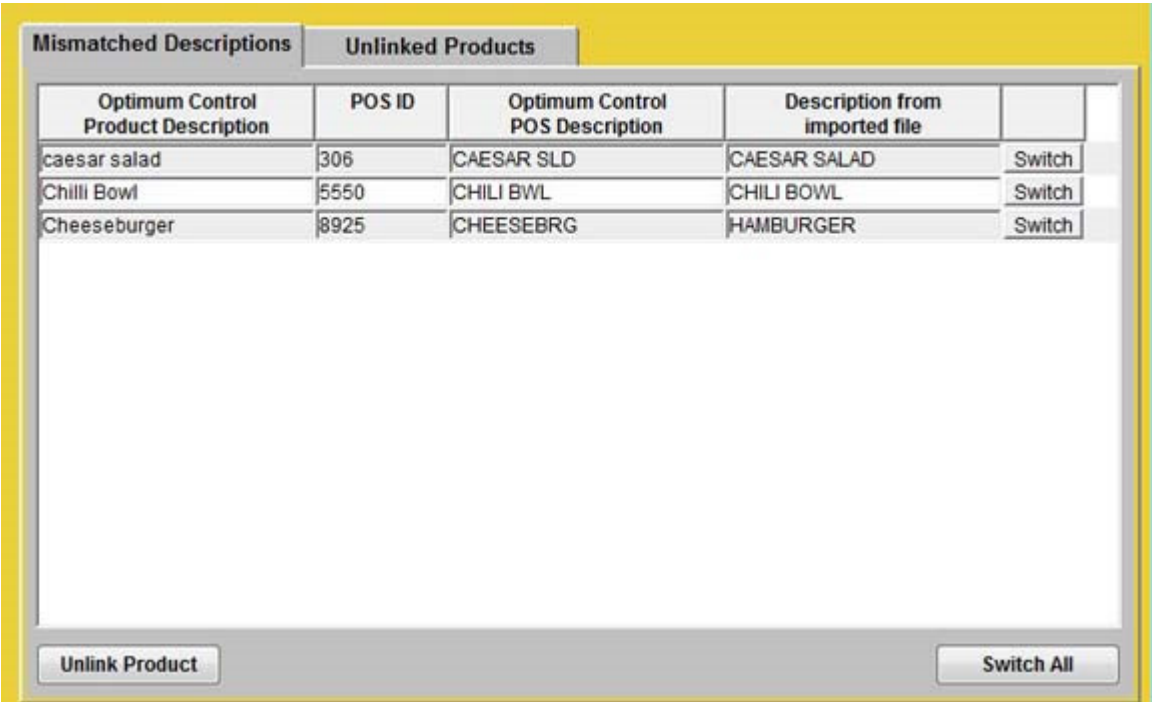
Here you have two options.

1. *If the POS Description is linked to an incorrect recipe.*
   E.G. Spinach Salad is linked to the Omelet recipe.
   Highlight the product and choose **Unlink Product**. The recipe is now unlinked and is ready to be linked to the correct recipe.

2. *If the description from the POS is slightly different than the description in Optimum Control but it is the same product.*
   E.G. POS Description - **HAMBGR**, Optimum POS Description - **Hambgr**
   Click **Switch** to make the POS description in Optimum Control match the POS system description.
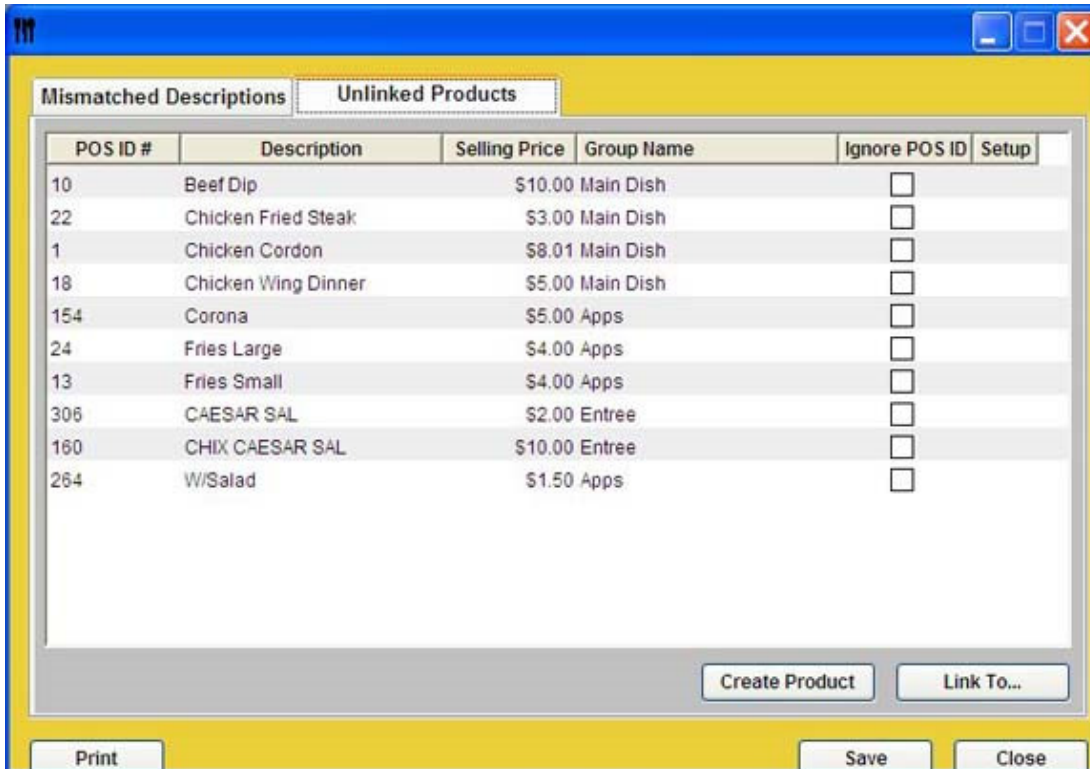
   🛈 Do not switch if the description is *NOT* for the same product recipe. Once you have switched to match then click **Save**. In the main POS window, click **Save** again to restart the save process.

Unlinked Products

If there are POS IDs (PLU's) that are not linked to products in Optimum Control, the **Unlinked Products** window will display all of the recipes that have not been linked to products in Optimum Control.

Here you have a few options.

1. *If the Product has been setup in Optimum Control.*
   Click on **Link To** and locate the product to assign to that POS ID.

2. *If the product has not yet been created.*
   Click on **Create Product**. Add the Product Ingredients. See Creating Products

3. click on Ignored POS IDs. POS Recipe import and then import the file into that window, de-select the ignores and then save ignore. Now they will be available for importing.

To Remove the Ignore POS ID

1. Select **Sales Mix** [Sales Mix] from the Button Bar or from the *Upper Menu*, click **Sales | Sales Mix**

2. Click on **Ignored POS IDs**.

3. Select the IDs that you do not want to ignore and remove the check mark.

4. Click **Save** and **Close**.

Pending Sales Mix

When saving a sales mix from your POS system, you may receive a message **Unlinked product and/or mismatched POS descriptions have been detected. Would you like to review these now?** If you choose to not link the items at that time, you will be asked **Would you like to store all unlinked sales as pending sales?** This allows you to process the sales mix for products that have been set up and add recipes to the system and link up later using the Pending Sales feature.

To Process Pending Sales

1. When you log in to Optimum Control, if pending sales are present a message will be displayed asking if you wish to complete pending sales.

2. Click **Yes**
   You will be presented with a pick list of all pending sales and their dates.

3. Select the date you wish to work on and click **Process.**
   The Sales Mix window will now be populated with the information ready to Save.

   Create, add and link menu items as necessary to complete the sales mix. The totals will be added to the existing sales.

4. Click **Close** to exit.

Creating Till Tape Lists

One of the features of Optimum Control is that you have the ability to customize a Till Tape List to exactly match those of your Cash Register Tapes.

To Create a Till Tape List
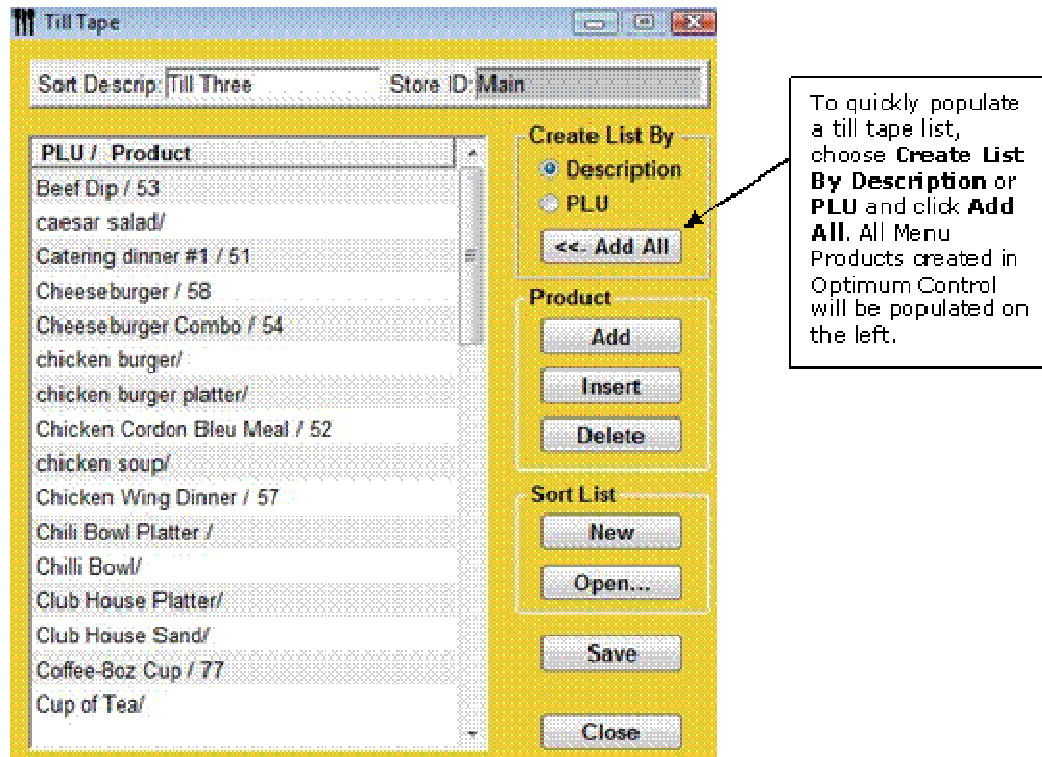
1. From the *Upper Menu,* click **Setup | Till Tape Lists**

2. Enter a description for the list under **Sort Descrip**

     ℹ️ You can create multiple till tape lists, as you may have more that one cash register with different till tape orders. If you are using more that one cash register, we recommend that you contact your cash register supplier and have your tills linked, so that all of the sales information can be retrieved from one machine. This will save you a lot of time.

     Another reason to have multiple till tape lists is if you use daily menus. In this case, set up a Monday list, a Tuesday list, a Wednesday list etc. Each list must contain all of the menu products that you sell on that day, as you can only save each list once a day.

3. Select how you want to **Create List by**:

     Description - Choose this sort method and each menu item will be listed by their description.
     PLU – Choose this sort method if your till tape reports are listed by PLU number.

---

4. To quickly populate a list with all the **Products** setup in Optimum Control, click **Add All.** However you have selected to **Create List by,** will be how the list is populated.
You can customize the list to match that of your cash register by left clicking on a product and dragging it to the same location as it is setup on the till tape.

5. If you want to create a list to match your till tape by adding one product one at a time, click the **ADD** button. Continue selecting products until this list exactly matches your cash register till tape.

6. If you wish to insert a product somewhere in the list, click on the menu product that appears **below** the new one and click **INSERT**.

7. Click **Save** and **Close.**

If you have forgotten to enter a product or have added a new one to your menu, you can always edit the Till Tape. Select the till tape that you want to add the product and **Add** or **Insert** the Product.

Till Tape Sales - Manual Sales Mix Entry

To Enter a Sales Mix Manually (Till Tape or Sales Report)

1. Select **Sales Mix** [Sales Mix icon] from the Button Bar.

2. Or from the *Upper Menu*, click **Sales | Sales Mix.**

3. Under **New Sales Mix from**, click **Till Tape.**

4. The **Daily Sales Mix** window will open.

5. Select the **Sales Mix Date** under **Date Ending**, if you are entering a group of days, enter the date of the **last day** of this group. Use the drop down calendar and click on the desired date.

6. Choose the Till Tape you want to enter sales for under **Sort Description.** If you have multiple till tape lists, a drop down list will appear.

7. Enter the **# Sold** for each product from your till tapes. Notice that the **Total Number of Products** and **Sum** are shown at the bottom of the window.

   🛈 You cannot enter information for a till tape list on the same date twice, so be sure you are entering the grand total of all sales for that list, for that day or group of days. Before saving, review the list to make sure all numbers are entered correctly. **This is important, as this entry cannot be reversed once it is saved. You will need to delete the Sales Mix and re-enter.** Optimum Control will give you the option of viewing and printing your sales mix, then, if you are satisfied, will ask you if you are sure you want to save after reviewing.

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

Optimum Control will now extract all the ingredients in your menu products and automatically deplete your inventory quantity on hand. Depending on the speed of your computer and the size of your database this may take a few minutes.

Rerun Sales Mix

Many times, after you have completed a sales mix and run your reports you may find that a recipe was incorrect and as a result it extracted the wrong amounts from inventory. Optimum Control takes care of this problem with the **Rerun Sales Mix** function. This feature allows you resave a Sales Mix to recalculate any changes or updates to recipes items. To correct, open a product recipe and change the ingredients, then open a sales mix and rerun with the adjusted recipe.

To Rerun a Sales Mix

1. Determine the product that is affecting inventory levels. Adjust the recipe, preps or items correctly.

2. Select **Sales Mix**   from the Button Bar.

3. Or from the *Upper Menu*, click **Sales | Sales Mix.**

4. Choose the sales mix that was affected by the incorrect recipe.

5. Click **Rerun Sales Mix.**
    Optimum Control will put back the sales mix from this sales mix using the old recipe and then re-extract the stock using the new recipe.

6. Click **Close.**

7. Run your Reports to ensure that they are now correct.

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.

 To Enter Waste

1. From the *Upper Menu*, click **Sales | Waste.**

    Select the date that the waste is for and double click. If you have not entered any sales for the date then click **New** and select the date.

    Click on the **Waste** tab.

    Select the **Item, Prep or Product** that was wasted (This will be entered in the **Description** field).

    Enter in the **Qty**, the amount that was wasted.

    In the **Reason** field, detail a short note about why it was wasted.

    To add additional **Items, Preps or Products**, repeat Steps 5-7.

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

Sales and Financial Information

Daily Sales Reporting

Almost all the information that you will enter in the Sales window comes from your end of day reports from your POS system or cash register. You can choose to detail as much, or as little information as you wish. For accurate reporting, **Gross Sales** will need to be entered. It is also recommended to enter in your **Category Sales** and **Waste** amounts. All other fields are optional.

To Enter in the Daily Sales

1. Click **Sales** ![Sales] from the Button Bar or from the *Upper Menu*, click **Sales| Daily Sales Summary.**

2. The **Daily Sales** window will open displaying previously entered **Sales**.

3. Click **New**.

4. You must select a **Sales Date** before continuing. Click **OK** and select the date using the Calendar box.
   ![info] You can only enter one sales report per day, per store.

5. Enter your Gross sales in the **Gross Sales** field.

6. If you would like to categorize the gross sales by **Sales Category**, type in the amounts for each category in the **Sales** field.
   ![info] The **Total Sales Entered** must match the **Gross Sales** total.
   E.G. If you have $10,000 in sales , $5,000 may be in Food, $2,000 may be in Beer, and $3,000 may be in Liquor Sales. You can add as many categories as needed. See Sales Categories

7. Click **Save**.

DAILY SALES

Daily Sales Summary

Sales Date: 1/23/2012

Summary	Detail	Coupons	Specials	Deposits

Gross Sales: $5,690.00
Difference: $0.00

Sales Category	Sales
Beer	$893.89
Food	$2,754.90
Liquor	$1,800.21
Misc.	$0.00
Wine	$241.00

Total Sales Entered: $5,690.00

Open...

New

Save

Close

Detailing Coupons

To Enter Coupons

1. From the **Daily Sales Summary** window, click on the **Coupons** tab.

2. Under **Coupon Description**, choose the coupon from the drop down box.

3. Entry in the **Qty.**

4. The **Discount** amount and **Total** will automatically be filled in.

   ⓘ You can override the discount price by checking the **O** box and typing in the adjusted price in the **Discount** field.

5. Continue until all coupons are entered.

6. Click **Save.**

To Add Coupons

1. In the Coupons tab, click **Create Coupon.**

2. Click **Add Coupon.**

3. Under **Coupon Description**, enter in a Coupon Name.

4. In the **Discount** field, type in the amount of the discount that the coupon is for.

5. If it is a current coupon, click the **Current** box. Current coupons will appear as blue text. None-current coupons will appear as red text.

6. Repeat the steps to add additional coupons.

7. Click **Save** and **Close**.

Detailing Specials

To Enter Specials

1. From the **Daily Sales Summary** window, click on the **Specials** tab.
2. Under **Special Description**, choose the Special from the drop down box.
3. Entry in the **Qty.**
4. The **Discount** amount and **Total** will automatically be filled in.

    ⓘ You can override the discount price by checking the **O** box and typing in the adjusted price in the **Discount** field.
5. Continue until all specials are entered.
6. Click **Save.**

To Add Specials

1. In the Specials tab, click **Create Special.**

2. Click **Add Special.**

3. Under **Product**, select the product from the drop down box.

4. In the **Discount** field, type in the amount of the discount that the special is for.

5. If it is a current special, click the **Current** box. Current specials will appear as blue text. Non-current specials will appear as red text.

6. Repeat the steps to add additional specials.

7. Click **Save** and **Close.**

Detailing Sales

Effective use of Sales Detail window is a very important part of how in control of your business you are. Many restaurant operators do not keep complete records of sales information as it has always proved to be a hassle. Keeping track of coupons received and types of specials sold, has always been confusing and inaccurate at best. Optimum Control makes this easy!

To Detail Sales

Summary	Detail	Coupons	Specials	Deposits	Waste

Cash CID	$3,286.08	Sales Voids	$0.00	
Cash Payouts	$250.00 ...	Waste	$9.03 ...	
Cash Received	$3,536.08	**Deposits**		
		Cash Deposit	$723.08	
Taxes		Other Deposit	$2,563.00 ...	
GST:	$162.88	Total Deposits	$3,286.08	
KEG DEP:	$0.00	Cash CID	$3,286.08	
PST:	$228.03	Overage +/-	$0.00	
Total Taxes	$390.91	**Labour**		
Net Sales	$3,145.17	Average Wage	$8.75	
		Labour Hours	0	
Discounts		Total Labour	$0.00	
Specials	$0.00 ...	Labour Percent	0.00%	
Coupons	$0.00 ...	Customer Count	0	
Emp Discounts	$69.85	Ticket Average	$0.00	
Other Discounts	$0.00			
Total Discounts	$69.85	**Comments**		
Gross Sales	$3,215.02 ...			

1. From the **Daily Sales Summary** window, click on the **Detail** tab.

2. The **Cash CID** field will automatically be filled in from the information from the **Sales Summary** worksheet.

3. Enter in the **Cash Payouts** if applicable.

   ℹ **Cash Received** is calculated based on **Cash CID + Cash Payouts.**

4. Continue entering in the taxes, discounts, waste and other deposits. **See Sales Detail Information below for more information.**

5. If you would like to keep track of your daily labor costs, enter in your **Labour Hours, Total Labor Cost** and **Customer Count**. Optimum Control will provide you with a **Labour Percentage** and **Ticket Average**

6. From this worksheet, you can also detail coupons, specials, waste and credit card information. **See Sales Detail Information below for more information.**

7. Once you have entered in the desired information, click **Save** and **Close**.

Sales Detail Information

Discounts, Deposits and Taxes

Cash C.I.D. - This stands for **Cash in Drawer**. It is the total amount of money (Cash, Check and Credit Card receipts), including tax collected, that you should have in your till and the end of the day.

Most cash registers are set up to include tax collected into this number, if yours is not, you must add the tax into this total so that Gross and Net Sales are calculated correctly.

Cash Payouts - Many times, you may pay cash out of the till for incidental expenses. If you do not want to detail the payouts, enter the accumulated total dollar amount of payouts for the day. If you would like to detail the payouts See Detailing Payouts
We strongly recommend that you detail the payouts as the the information you detail here will appear on your G/L report.

Taxes (the taxes that you set up in the Taxes and Adjustments preferences)- Enter the total amounts for each of the taxes here. Remember to make sure that the corresponding **Taxes** in the **Chart of Accounts** match these names.

Specials - If you run specials in your restaurant, enter the total discounted amount here. See Detailing Specials

Coupons - If you do not wish to detail the coupons that you receive, enter the accumulated total dollar amount of coupons received for the day. If you would like to detail the coupons See Detailing Coupons

Employee Discount - This field is where you indicate the amount you discounted off of your regular price for Employees. Your cash register or POS system should keep track of this total. Most employers give their employees a 50% or 25% discount.

Other Discounts - Enter any other discounts you may give throughout the day such as senior's discounts or special group discounts. Make sure you enter the discounted amount from regular price and not the total amount of the discounted sales. The numbers you indicate in these discounted fields are going to be added, by Optimum Control, to achieve **Gross Sales**.

Gross and Net Sales
Notice how both Gross Sales and Net Sales are automatically calculated for you. The formula for this is Cash CID (cash in drawer) + Cash Payouts + Specials + Coupons + Discounts (employee and other) - All Taxes = **Gross Sales**. The **Net Sales** are calculated as Gross Sales - (Coupons, Discounts and Specials).

Sales Voids - If you wish to track your voids then enter the total dollar amount of voided transactions. This number is for information purposes only and does not affect the Gross Sales calculations.

Waste – Detail the waste for the day or period if you are only entering one sales date per period. See Waste Detailing

Cash Deposit - This is the amount that is deposited into the bank.

Other Deposit - This is the total amount of credit and debit payments. Click on the button beside **Other Deposit** to enter in the corresponding credit and debit amounts. If a credit card is not listed, **See** Adding Credit Cards

Deposit Total - The program will automatically add the cash deposit and the other deposits together and display the total here. This is the total that you had for the day.

Labour Cost

Labour
This is a quick reference so you can track your estimated daily labour. This feature is based on your average hourly wage, total hours worked and customer count.

Average Wage - This is what you have specified the **Average Hourly Wage** under **File | Preferences | Average Hourly Wage**.

You cannot change the hourly wage while in the Daily Sales window, you must close the window and reopen for changes to take effect.

Labour Hours - The total amount of hours worked. You can get this total from your labour program.

Total Labor - Calculated by the program (Total Labour Hours multiplied by Average Hourly Wage) **or you can override and enter the amount from you labor program.**

Labour Percent - Calculated labour percentage of Gross Sales, used for management purposes only.

Customer Count - Enter the total number of customers as reported on your cash register tapes or POS System.

Ticket Average - This is automatically calculated by dividing **Customer Count into Gross Sales**. This is the average amount that each customer spent in your store. This amount is useful in determining how effective your staff is suggestive selling.

Comments - Add additional notes if required.

Detailing Payouts

To Enter Payouts

1. From the **Daily Sales Summary** window, click on **Detail** beside **Cash Payouts**.

2. Choose a **Supplier** from the list. We recommend setting up a supplier called **Cash Payout**.

3. Enter in the **Invoice date**. Notice that the invoice number starts with **CP** (Cash Payout).

4. Type in the Cash Payout (Invoice) Total.

5. Click on the **Expenses** Tab and select **Add**.

6. Select an expense from the **Account** drop down box.

7. Enter in a **Expense Description**.

8. Type in the amount of the payout.

9. Repeat until all payouts are done.

10. Click **Save** and **Close.**

11. The **CP** invoices will be listed in the **Select Invoice** window.

If you forgot to enter a payout for the day, click on the detail button again and detail the additional payout. Optimum Control will add the new payout amount to the previously saved amount.

Adding Additional Credit Cards

We have provided a list of the most popular credit cards in use today. If you use a credit card that is not on the list then you can add new credit cards.

To Add a New Credit Card

1. From the **Daily Sales** window, click on the **Deposits** tab.

2. Click **Add Credit Card.**

3. In the **Credit Card Setup**, click **Add.**

4. Type in the **Credit Card** name.

5. Change the **Accounting Reference** to match your Accounting Records for reporting purposes. If you do not have separate accounts for credit, leave the Default name (Credit Card name).

6. Check the **In Use** box if you want the credit card to appear in the Deposits tab.

7. Click **Save** and **Close.**

Another use for this window is for setting up people or employees who you give credit to. Enter an employee, customer or company name instead of a credit card.

Budget Worksheet

The Budget Worksheet feature allows you to enter in a projected budget based on Income, Cost of Sales and Expenses. Once the budget is complete, you can run a **Budget Variance Report** to compare actual sales with budgeted sales.

To Create a Budget Worksheet

1. From the *Upper Menu*, click **Sales | Budget Worksheet.**

2. The **Budget window** will open.

3. Select **New**.

4. Choose a **Period Start** date and a **Period End** date.

5. Enter in the projected Income, Cost of Sales and Expenses in the fields.

6. Click **Save** and **Close**.

7. Once all Sales information has been entered for the Period Start and Period End dates you can now compare the Actual vs Budgeted.

8. From the *Upper Menu*, click **Reports | Budget Variance.**

9. In the **From** field, select the Period Start date and in the Period End date in the **To** field.

10. Click **Preview**.

11. This report will display the variances between Actual and Budgeted costs. It will also show the **Net Income** amount.

Retail Sales

Retail Sales Module activation required Call Tracrite Software or your dealer to purchase this upgrade.

This feature is designed for those who want to "sell" items to customers outside the POS System.

In many cases this feature is used in a commissary environment, when selling prepped foods to the stores.

In the retail sales window you can create a listing of items, preps or products you wish to sell and print a sales invoice. Once sold, stock gets extracted as sales mix.

To create Retail Sales

Select Sales from **Upper Menu** and choose **Retail Sales.**

The pick window will appear displaying previously saved sales and status (open or extracted).

Click New.

Select the Date of the Sale.

Choose the customer. To add a new customer click Add...

The only required field is the name but the more complete you fill in this information the better the printed invoice will appear.

Once Customer information is entered, click Save.

Sales Group - Select the group for this sale

Invoice Num - enter an invoice number here, click **Autogenerate** for Optimum Control to create the number.

Bill to and Ship to will be populated from Customer information.

Sales items - Select the items, preps or products that you wish to sell on this invoice. The pricing indicated is the retail price based on selling price for products, and marked up based on cost percentage set in preferences (uses the same percentages as the catering wizard preferences)

If a tax needs to be applied

Catering and Buffets

Optimum Control has designed features that easily allow you to cost out Catering and Buffets Events based on menus and also identify the cost per Person/Cover.

1. From the *Upper Menu*, click **Events**
2. Select from **Buffet Wizard** or **Catering Wizard**

Catering Wizard

The Catering Wizard enables you to plan a catering event based on menu and cost. This feature allows you to maximize your profits for each event. You can determine menus, pricing strategy and even print shopping lists, prep sheets and menu confirmations.

Once the event is complete you can extract the stock from inventory and also print out a summary of the event.

Catering Wizard Information

Catering Event Description

Description - Enter a unique description for this event. Try to make it something that will be easy to identify at a later date.

Event location - The location of the event E.g. Main Banquet Hall

Sales Group - Enter the sales group that this event will appear in on the sales mix reports. One tip is to add a sales group called Catering. This will keep all catering events together in your reports for easy evaluation.

Quote Date – The date that the quote was given.

Instructions – Type in any further details regarding the event.

Event Date - This is the expected date of the event. The date will most likely be in the future as this window is designed to help you plan catering events.

Event Time – The start time of the event.

Serve At – The time at which the food will be served.

Duration – The estimated time of the entire event.

Tax Group - Assign a Tax Group if required

Catering Ingredients

Here is where you will add the ingredients (Products, Preps or Items) for the event.

Add **Menu products**, **Prep recipes** and even **Inventory Items**.

Be careful when adding **Items and Preps** as the selling price that is listed in the window is **COST PRICE** only. You can override this price if you are calculating by selling price.

Adding Products – Add completed recipes to the event. The **Retail Price** of the menu product as entered into Optimum Control will appear and allow you to override if you wish.

Adding Items and Prep recipes. – Sometimes you will plan to add a few loaves of bread to an event or perhaps just take along a pan of chicken or perogies. Indicate how much you want to take with you (the drop down list will allow you to add both recipe units and package units of items only).

Covers

Choose the Cover Type and the # (number) of covers. You can also adjust the selling price if you had made a change to this. See Setting Cover Types

Catering Cost Analysis

By default, the catering window will calculate the cost per cover/plate by retail sales price. The cost percentage for the event is calculated immediately.

There are three ways to price an event by:

Selling Price – As in the example below, the event will be sold for $1726.64. The cost per plate is $4.35 and the cost of sales for this event is 31.47%. The window calculates how much you will sell the event for, in this case $13.81 per person

Cost Analysis			
Cost %:	31.47%	Margin GP %:	68.53%
Selling Price:	$1,726.64	Plate Price:	$13.81
Price with Tax:	$1,726.64	Plate with Tax:	$13.81
Total Cost:	$543.33	Cost per Plate:	$4.35
Net Profit:	$1,183.27		

Cover Price – If you have set pricing per cover for each event, click the Cover Price option and now your costs will change based on the selling price of $16.99. Now the event will have a cost percentage of 25.58%

Cost Analysis			
Cost %:	25.58%	Margin GP %:	74.42%
Selling Price:	$2,123.75	Plate Price:	$16.99
Price with Tax:	$2,123.75	Plate with Tax:	$16.99
Total Cost:	$543.33	Cost per Plate:	$4.35
Net Profit:	$1,580.49		

Cost Percentage – There are times when you will want to make sure you have a certain margin on the event. Let's say in this case as you know it is a big job, you only need to achieve a 36% cost of sales. Based on this you can sell this event for $12.07 per plate.

Cost Analysis			
Cost %:	36.00%	Margin GP %:	64.00%
Selling Price:	$1,509.24	Plate Price:	$12.07
Price with Tax:	$1,509.24	Plate with Tax:	$12.07
Total Cost:	$543.33	Cost per Plate:	$4.35
Net Profit:	$965.91		

Catering Event Options

Shopping List – Click shopping list to produce a list of stock required for the event.

Prep List – Choose this report to get a list of all the prep needed for the event along with the recipes for the required amounts.

Print Contract – This is a confirmation page that will detail the menu and the selling price.

Extract Stock - Click Extract Stock to remove the stock for the event from your inventory.

Creating a Catering Event

To Create a Catering Event

1. From the *Upper Menu,* click **Events | Catering Wizard.**

2. The **Select Catering Event** window will display. You will presented with a list of catering events that you have completed, you have several choices here:
   Open a previous Event
   Create a new Event
   Print a summary of an catering Event

3. To create a event, click **New.**

4. Enter the **Catering Event Description**. See [Catering Wizard](#) for detailed descriptions.

5. Add the **Catering Ingredients.**

6. Select the **Cover Types.**

7. Choose the **Calculate Totals By** option for the Cost Analysis.

8. To create a shopping list, click **Shopping List.**

9. To create a preparation list for the kitchen staff, click **Prep List.**

10. If you want to print a Contract for the customer, click **Print Contract.**

11. Click **Extract Stock** if you are ready to extract the stock.

12. Click **Save** and **Close.**

You can Delete previous Catering Events at any time by highlighting the Event in the **Select Catering Event** window and clicking **Delete.**

Buffet Wizard

Buffets can be difficult to cost out and to extract inventory. The Buffet Wizard allows you effectively cost out your buffet and also identify the cost per Person/Cover.

Buffet Wizard Information

Buffet Description

Name – Enter a name for the buffet. Sunday Brunch, Hockey Banquet, Smith Wedding etc. Enter a name that you can identify the cost of the buffet on your sales reports.

Sales Group – This is for reporting purposes. In which group do you want this group to appear in. We suggest you create a Buffet group, or perhaps a Breakfast buffet or Dinner buffet group if you want it more detailed.

Date – This is the date that the buffet was run.

Buffet Ingredients

Select the **Items, Preps or Products** that you used for the buffet. When selecting items, you can indicate recipe unit or pack unit. In the example above the back bacon can be entered by the piece or by the kilogram.

Open – Indicates the opening amount that you started the buffet with.

Add – Indicates what was added to the buffet.

End – What was returned at the end of the buffet.

Waste – If something was thrown out and not returned to stock then indicate what was wasted here, it now becomes part of your served cost.

Buffet Cost Analysis

Optimum Control will detail the total cost of the buffet along with a cost per person and cost percentage, this will allow you to make sure that you know the cost of sales percentage for every buffet.

Covers

Choose the Cover Type and the # (number) of covers. You can also adjust the selling price if you had made a change to this. Keep in mind that if you are using the Buffet Wizard to register your buffet sales then make sure that your POS system will not import the sales again. See Setting Cover Types

Buffet Options

Extract Stock - When you save the buffet, you will be asked if you want to **Extract Stock**. If you have not completed your calculations you can save the buffet, not extract stock and open the buffet at a later date and remove the stock.

Worksheet - Once you have set the listing of items that you want to include on the buffet (even if you do not know how much of each yet), you can click on **Worksheet** an print a form for your staff to fill in.

Reset - Open an existing buffet and click **Reset** to flush the buffet totals and create a new buffet with the existing items. This is a great time saver when creating and costing similar buffets.

Creating a Buffet

To Create a Buffet

1. From the *Upper Menu,* click **Events | Buffet Wizard.**

2. The **Select Buffet** window will display. You will presented with a list of buffets that you have completed, you have several choices here:
    Open any previous buffets
    Create a new buffet
    Print a summary of the buffet

3. To create a buffet, click **New.**

4. Enter the **Buffet Description**. See Buffet Wizard for detailed descriptions.

5. Add the **Buffet Ingredients.**

6. Select the **Cover Types.**

7. Review the **Buffet Cost Analysis.**

8. Click **Extract Stock** if you are ready to extract the stock.

9. You can want to print the Buffet Worksheet, click **Worksheet.**

10. Click **Save** and **Close.**

You can Delete previous Buffets at any time by highlighting the Buffet in the **Select Buffet** window and clicking **Delete.**

Setting Cover Types

You can add Cover types for use in the **Catering and Buffet** wizards.

To Add Cover Types

Cover Description	POS ID#	POS Descrip	Selling Price	Active
Adults			$7.50	☑
Kids			$3.99	☑

Add   Delete   Ok   Cancel

1. From the **Buffet Wizard** window or **Catering Wizard** window, click the **Cover Types** button.

2. Click **Add.**

3. Enter a **Cover Description.** You may have Adult, Senior and Child covers. If you do not have different types of covers then simply enter **Cover** or **Person**.

   ⓘ If you ring in the Catering and Buffet events into the POS System AND into Optimum Control, you will want to make sure that the event does not get entered twice. If you have already done in this window then you need to ignore it from the POS when it is imported.

4. Type in a **POS ID # (Optional).** This feature allows you to specify which **POS ID#** Optimum should **IGNORE** when importing the sales from the POS.

5. Enter a **POS Descrip (Optional).** As with products, add in the description contained in the POS system for the above **POS ID #**.

6. Type in a **Selling Price.** You can edit this amount any time so you may want to add just a generic number here and change it for each event.

7. Check or Uncheck the **Active/Inactive** box. If you want certain cover types to not appear on the drop down lists then do not check the Active box.

8. Click **OK.**

Setup Menu

The **Setup Menu** is located in the *Upper Menu*. The setup menu options are:

Synchronize Data - Update Prep and Product Costing when Item prices change. See [Synchronizing Data](#)

Chart of Accounts - Configure Asset, Expense, Income, Liability and Cost of Sales accounts. See [Chart of Accounts](#)

Sales Categories - Edit or Add Sales Groups. See [Sales Categories](#)

Item/Product Groups - Edit or Add Inventory Groups. See [Item/Products Groups](#)

Units of Measure - Customize the units of measure used in your establishment. See Adding Units of Measure

Storage Locations - Customize where inventory items are located. See [Storage Locations](#)

Configure POS Import - Setup the POS System default. See [POS Setup](#)

Till Tape Lists - Create or edit Till Tape lists. See [Creating Till Tape Lists](#)

Use Calculator - Opens the Calculator.

Synchronize Data

If any prices have been changed, Synchronize Data will update all Items, Preps and Products. Optimum Control is designed to self-synchronize items with recipes so you may never have to use this window, but in some cases you may wish to manually Synchronize.

To Synchronize Data

1. From the *Upper Menu*, click **Setup | Synchronize Data.**

2. Click **Synchronize.**

3. Once complete, click **Close.**

Chart of Accounts

All businesses must have accounting records to properly track items and prepare year-end returns for the government.

The listing of these accounts is called the **Chart of Accounts (COA)**. Your accountant or bookkeeper should have a listing of which accounts they want you to use for each expense and income. You can detail the list and enter the corresponding account numbers in the **GL Accounting References** field. As you may want to be more detailed with your account types, we also provide **Asset and Liability** accounts.

To Add or Edit the Chart of Accounts

 Greyed **Account Name** entries are system defaults and cannot be changed. When you enter new accounts, they will all be shown in white and can be edited at any time. You can change the **GL Account Reference** for the greyed accounts so that the names are more customized to your accounting system.

1. From the *Upper Menu*, click **Setup | Chart of Accounts.**

2. The **Chart of Accounts** window will open.
    We have provided a preset list of accounts. If needed, you can always add others to correspond with your existing accounts.

3. Select from the **COA Type**, you can choose from, **Asset, Expense**, **Income**, **Liability** or **Cost of Sales**. If you click on the **Income** button, only the list of Income Accounts will be shown, likewise with the **Expense** button etc.

4. To add a new account, click on the **ADD** button.

5. Enter in the **Account Name.** If you want this to be a sub-account, type in the name of the account you wish to create a sub for, add a dash and enter the name of the sub-account.

E.G. Chili Seasoning Mix could be cost of sales, but can be detailed to cost of sales - food and cost of sales - food - spices.

6. Enter in the **GL Accounting Reference**, the name or code number that corresponds with this account in your **Accounting System**. This can be edited at any time. If you do not want to enter the accounting reference at this time, press TAB and Optimum Control will copy the Account Name to this field.
    E.G. Food could be referenced as account K4100 or 5-2000 to correspond with your Accounting System.

7. Select the **Account Type** - You may have to consult your accountant or bookkeeper for this but basically you have **Cost of Sales, Income and Expense accounts** for the purposes of this program, but Bank accounts, credit card accounts etc. are **Asset accounts**. Choose asset accounts for income from Credit card accounts (they are probably set up as Income accounts in your system but if you are using for a mini P & L then you will need to make sure they are type Asset or Liability. Again we cannot stress enough that you consult your accountant.

8. Click **Save.**

9. A message warning **you have modified your account listing** will appear. The reason for this is so you don't change the account *Food* to *Electrical Expense* for example. If you are sure about the change click **Yes** and **Close.**

Chart of Accounts - Examples

If you want to transfer the Accounting data from Optimum Control to your Accounting System, you need to enter the **GL Account References** from your accounting software to correspond with Optimum Controls **Chart of Accounts** listing.

This is very important as this reference is what the accounting software uses to import the data.

An Example of Chart of Account Match-ups

Optimum Control (Account name)	Accounting Software (GL Accounting Reference)
Food Cost	5-1000
Gross Sales	4-1100
Money Short	4-2200
Laundry	6-4100

Make sure you note whether they are **Income Accounts** or **Expense Accounts**. You should also check any linked accounts as being in the food service business as you don't often have any receivables. Consult your accounting software manual and or call their customer support line as to how you can deal with linked accounts and importing.

You must also make sure that the Supplier Names are spelled exactly the same or have the same dashes and numbers. Pay special attention to whether or not capital letters exist and any spacing.

In some accounting software packages you will require a vendor ID to correspond from Optimum Control. In the **Supplier** window, you will need to indicate the corresponding vendor ID.

After you have entered all the corresponding accounting references and made sure you have all your supplier (vendor) names match your accounting software you should be ready to go.

There are two exports available for exporting to accounting software:

1. **Purchases** - This will show all of the invoices with the breakdown to each account that you entered in the Items Window.

2. **Sales Report** - This will show the financial information for your sales entries, such as Gross Sales, coupons, discounts and deposits.

Currently only **QuickBooks** and **MYOB** can accept these formats for Sales, all other accounting systems will be linked for purchasing only and sales will be a general format.

Sales Categories

Sales Categories are used to differentiate Food costs from Beer and Liquor Costs etc. This is done for reporting purposes. Most of your costs can be categorized into Food, Liquor, Beer, Wine and Misc. In the Usage Summary report if you have detailed your sales under categories, the report will divide the cost of sales per category.

Each **Inventory/Product** group will require a **Sales Category** to be linked to it. You may want to add additional categories that are not supplied. Add as many categories as you require but try to limit this as most sales will fall within the default categories listed.

To Add Additional Sales Categories

1.   From the *Upper Menu*, click **Setup | Sales Categories.**

2.   Click **Add**.

3.   Enter in a **Description** - **E.G.** Paper
     You can edit an existing category by highlighting it and changing the name.

4.   From the **Income Account** drop down box, select the Income Account that you want to assign it to. The default is **Gross Sales**.
     If you are exporting sales information to your accounting system, you may want to have the information go to a separate chart of account. If you have more detailed income accounts in your accounting software, you can assign the account here. See Chart of Accounts

5.   Click **Save** and **Close.**

To **Delete** a category, highlight the category and click **Delete**. If this category is used in any Inventory/Product groups, you will not be allowed to delete. Remove the category from use first and then delete.

Each Category has an Income account assigned to it. By default, these accounts are linked to the Gross Sales accounts. if you want to detail your sales in the Daily Sales Window, you can also assign each category an account. This way, when you run the General Ledger report or export your sales to an accounting system, the correct amounts will be assigned.

Unit Conversions

A listing of the standard unit conversions used in the prep and product recipe windows is listed in this window. You can enter additional conversions to suit your area or market.

To add a new unit conversion

1. Click **Setup|Unit Conversions**

2. Choose **Add**

3. Indicate a new **"convert from"** unit and select the convert to multiplier. Be very careful to make sure that you have the correct information as this will affect your recipes and ultimately all of your reporting

Convert From			Convert To		Multiplier
28.35	gram	=	1.00	ounce	28.3495
1,000.00	gram	=	1.00	kilogram	1,000.0000
29.57	milliliter	=	1.00	fluid ounce	29.5735
1,000.00	milliliter	=	1.00	liter	1,000.0000
1,000.00	milligram	=	1.00	gram	1,000.0000
16.00	ounce	=	1.00	pound	16.0000
8.00	fluid ounce	=	1.00	cup	8.0000
2.00	pint	=	1.00	quart	2.0000
4.00	quart	=	1.00	gallon	4.0000
2.00	tablespoon	=	1.00	fluid ounce	2.0000
3.00	teaspoon	=	1.00	tablespoon	3.0000
2.00	cup	=	1.00	pint	2.0000

Note: You can enter specific unit conversions for each item in your inventory.

1. Select the **Item** and choose **Conversions**.

2. Indicate a conversion for this item. For example 60 grams per Cup of bay leaves.

3. Click Save. this conversion is now available for all recipes using this item

Item Classification Editor

To do mass changes to groups, Locations or accounts use this window to speed up the process.

Select **Setup| Item Classification Editor**
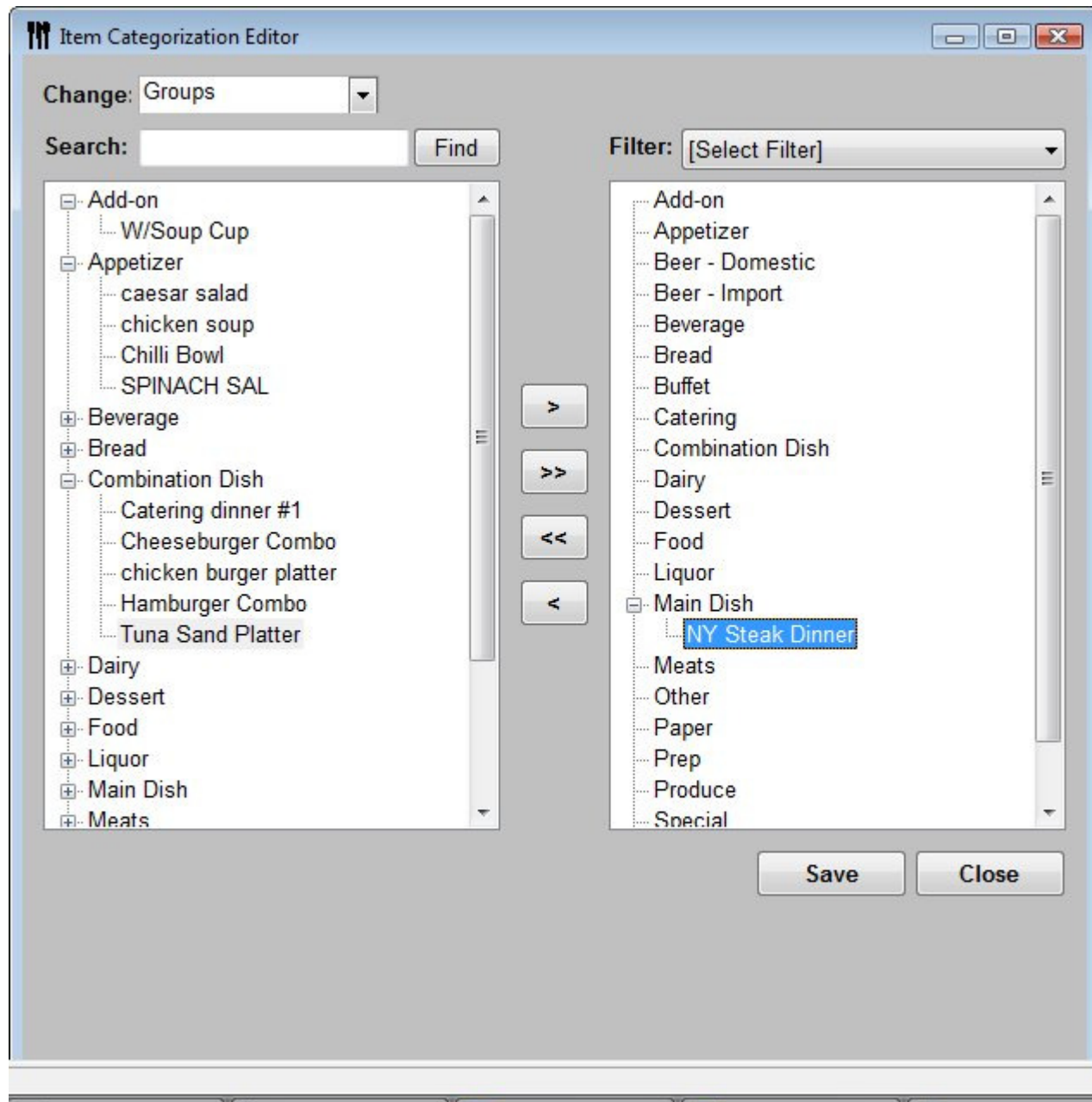
Editing Groups

Select Groups from the drop down list

Select a group or double click group or click + sign to expand the group. Drag items from groups on the left to the correct groups on the right. An icon will appear once you drag on to a group, displaying either a Green arrow or a red X, this occurs when you are trying to move to a group that is not a correct type. Inventory itms can only be moved to groups of inventory type and products can only be moved to groups of Sales type.

Continue dragging and dropping until completed.

Click Save

Editing Locations

To edit locations click Locations from the drop down.

Select a location by double clicking or

Reports

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

To Run Reports

1. Click **Reports** [Reports] from the Button Bar.
2. Or from the *Upper Menu* select **Reports | Select Report.**
3. The **Select Report** window will open.
4. Choose the report that you want to view, enter required information and select filters.
5. Click **View Report.**

Choose the report you wish to run, click Inventory to see the inventory reports, Purchasing to run purchasing etc.

Special reports that need their own window to be generated can be run by clicking the appropriate button

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

Available filters will appear for each kind if report
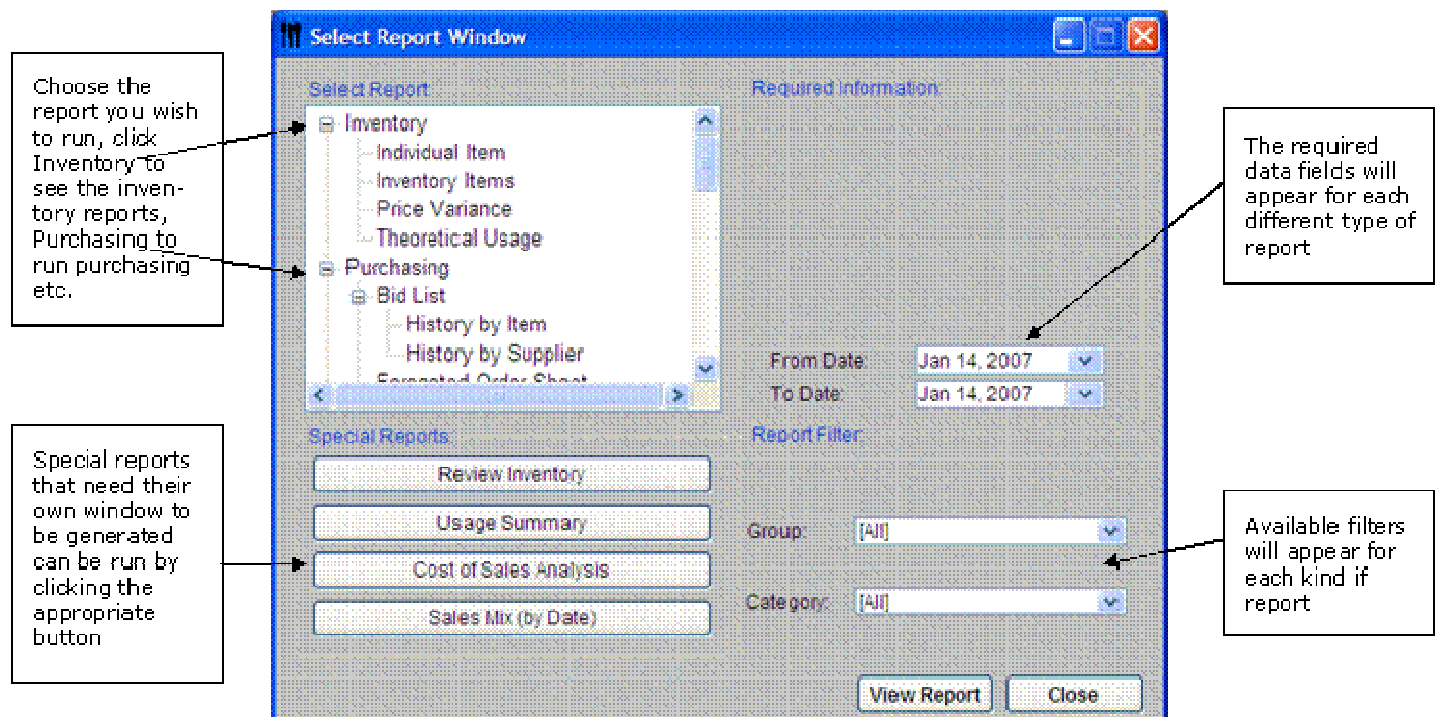
Review Inventory

Once inventories are saved and any adjustments made, you can run a report that will detail the counts and any adjustments.

To Run the **Review Inventory** Report

1. From the *Upper Menu*, click **Reports | Review Inventory.**

2. Select the **Inventory Date.**

3. You can also view the report by **Only Show Adjustments** and/or **Only Show Key Items.**

4. Under **Inventories**, check **Opening** or **Closing** Inventory.

5. Click **Preview.**

Usage Summary Report

The most powerful report in the system. This report will show you **Actual vs. Ideal** usage on every item in your inventory and display variances.

To Run the Usage Summary Report

1. From the *Upper Menu*, click **Reports | Usage Summary.**

2. Choose **Generate Report By**
   Amount – Displays all inventory items listed by Group. This report will detail variances based on inventory units and approximate value.
   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.
   Group totals – Displays totals and variances for each group, by value.
   Value – Displays all inventory items by value.

3. **Actualize Values –** By default, this option is checked. Any Items that you chose to Actualize when you entered them will be listed as Actual Usage = Ideal Usage. All Actualized items will be shown with a (*) next to ideal amounts. Items such as straws, sugar packets, ketchup bottles etc.
   E.G. Sugar packets from the recipe indicate an Ideal Usage of 2.6 cases. Your Actual Usage, was 3.5 cases, this will show a variance of almost a case. If you choose to run Actualized and Sugar packets has been chosen as an Actualized item then the Actual Usage and the Ideal Usage will match…no variance.

4. **Select Report Groups** – Select the groups or groups that you wish to view for the report.

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

6. Click **Preview.**

Usage Summary - by Count Amounts

From: Tuesday, March 10, 2009

To: Monday, March 16, 2009

Sales: $7,190.08

Actual Cost of Sales:	$2,515.66 34.99%
Ideal Cost of Sales:	$1,904.40 26.49%
Variance:	$611.26 8.50%
Waste:	$0.00 0.00%
Net Variance:	$611.26 8.50%

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

Description	UOM	Opening Inventory	Period Purchases	Ending Inventory	Actual Usage Amount	Value	Ideal Usage Amount	Value	Waste Amount	Value	Difference Amount	Value
Food Sales: Not Detailed												
Beverage												
Coffee	bag	319.450*	0.000	289.000	30.450	$19.01	22.651	$14.14	0.000	$0.00	7.799	$4.87
Coffee filters	bag	4.980*	0.000	4.950	0.030	$0.15	0.023	$0.11	0.000	$0.00	0.007	$0.04
Juice-Orange	pak.	36.320*	0.000	36.000	0.320	$0.84	0.000	$0.00	0.000	$0.00	0.320	$0.84
Pop syrup	bag	9.450*	3.000	10.850	1.600	$107.41	1.718	$115.33	0.000	$0.00	-0.118	($7.92)
Stir sticks	cs.	2.890*	0.000	3.000	-0.110	($0.89)	0.000	$0.00	0.000	$0.00	-0.110	($0.89)
Straws 8"	box	44.900*	0.000	45.000	-0.100	($0.12)	0.000	$0.00	0.000	$0.00	-0.100	($0.12)
Sugar portion	cs.	2.980*	0.000	2.900	0.080	$1.40	0.081	$1.41	0.000	$0.00	-0.001	($0.01)
Sugar twin portion	bag	12.400*	0.000	12.000	0.400	$1.62	0.030	$0.12	0.000	$0.00	0.370	$1.50
Tea	box	2.900*	0.000	3.000	-0.100	($0.81)	0.000	$0.00	0.000	$0.00	-0.100	($0.81)
Beverage Totals					[1.79%	$128.61][	1.82%	$131.12][	0.00%	$0.00][	-0.03%	($2.51)]
Bread												
Bread Crumbs	pak.	2.000	2.000	3.560	0.440	$5.00	0.400	$4.54	0.000	$0.00	0.040	$0.45
Bun-Beef dip	ea.	23.980*	132.000	55.000	100.980	$24.50	97.000	$23.53	0.000	$0.00	3.980	$0.97
Buns-Hamburger	ea.	54.000	0.000	135.000	-81.000	($13.39)	354.000	$58.50	0.000	$0.00	-435.000	($71.89)
Buns-Kaiser	ea.	36.000*	0.000	36.000*	0.000	$0.00	0.000	$0.00	0.000	$0.00	0.000	$0.00
Bread Totals					[0.22%	$16.11][	1.20%	$86.58][	0.00%	$0.00][	-0.98%	($70.47)]

Additional Information

- **Actual Usage Calculations** – Opening Inventory + Purchases less Closing inventory = Actual usage.

- **Ideal Usage Calculations** – From Sales Mix calculations based on recipes (double click to drill down into the recipes that the item is listed in).

- **Sort Report** – You can select a Sort by from the list at the top of the window or you can click on any of the headers to sort by that information.

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.

To Run the Cost Analysis Report

1. From the **Upper Menu** choose **Reports | Cost of Sales Analysis Report**. The report specification window will appear.

2. Select the **Store ID** (Available only with Multi Store).

3. **Select Groups** – You can click on his button to add or remove inventory groups from the report.

4. Choose an **Opening Date** and **Closing Date** that are up to 4 cycles apart. Default view is for 60 days.

5. Click **Preview.**

Select Store ID	From: Monday, Mar 9, 2009	To: Monday, Mar 16, 2009	Display Last	
Main	Opening Dates	Closing Dates	60 Days	Preview
Select Groups	Tue Mar 24, 2009	Mon Mar 30, 2009	120 Days	Print
	Tue Mar 17, 2009	Mon Mar 23, 2009	All	
	Tue Mar 10, 2009	Mon Mar 16, 2009		
	Mon Mar 09, 2009	Mon Mar 09, 2009		Close

Cost Analysis Report

Store Id: JOES
Store Name: Joes Fine Dining
Main
From: March 09, 2009   To: March 16, 2009

	Inventory Periods		
Product Group Description:	Mar 09, 2009 - Mar 09, 2009	Mar 10, 2009 - Mar 16, 2009	Average
Beverage	2.897%	1.789%	2.343%
Bread	6.602%	0.224%	3.413%
Dairy	1.171%	6.725%	3.948%
Food	0.011%	3.991%	2.001%
Liquor	0.000%	1.337%	0.669%
Meats	0.003%	17.557%	8.780%
Other	0.000%	1.238%	0.619%
Paper	0.000%	-2.227%	-1.113%
Produce	1.183%	5.486%	3.334%
Spice	0.000%	0.279%	0.140%
	11.87%	36.40%	24.13%

Item Activity Report

The Item Activity report will show you Purchase and Sales activity for one or all items.

This report is detailed in the default units that are listed in the items window so be aware of this when you view this report.

To Run the Item Activity Report

1. From the *Upper Menu,* click **Reports | Item Activity Report.**

2. Select the **Store ID** (Available only with Multi Store).

3. Choose a Filter
   No Filter – Runs all items
   Inventory Group – Select a group that you want to report
   Inventory Item – Select an individual item that you want to report
   Description Contains – If you want to run this report with all kinds of carrots then type **carr** and all items in your inventory containing the text **carr** will be shown. useful when you are not sure how a certain item has been described.

4. Select an **Opening Date.**

5. Click Preview.

The information in the Item Activity report is Opening Inventory date and amount in stock at that time, any sales mixes and Purchases made.

ⓘ You can also run this report by clicking on the Item Description in the Usage Summary report.

Projected Sales Report

This report is useful in determining current sales and projected sales for a given period of time, such as the balance of a month or to year-end.

To Run the Projected Sales Report

1. From the *Upper Menu,* click **Reports | Projected Sales Report.**

2. In the **From Date**, enter the beginning date for the period you want to evaluate, such as the beginning of the year, month or week.

3. In the **To Date**, enter the end date for the same period being evaluated.

4. Specify the **Number of operating days** that your store will be operating during the specified **From** and **To** date range.
   E.G. Joe's store is closed on Sundays. The number of operating days for the week would be 6.

5. Click **Preview.**

Store: **Joes Fine Dining**
Location: Run Reports Mar1 2009 to Mar 31 2009
Store Id: JOES

Projected Sales

From:	Wednesday, April 01, 2009	To:	Friday, May 01, 2009

Number of Open Days:	31

No. of Sales Days Entered:	6	Accum Customer Count:	0
Accumulated Gross Sales:	$19,442.28	Customer Average:	
Daily Average:	$3,240.38	Accum Labour Cost:	$3,249.45
Projected Sales:	$100,451.78	Labour Percent:	16.71%

Optimum Control calculates the average daily sales for based on the number of days sales already recorded and projects the sales based on the number of days open for the balance of the period selected. The result is the projected sales for the specified date range.

The **Projected Sales Report** will also inform you of total accumulated labor dollars and total customer counts for the dates specified.

Printing Barcode Labels

To Print Barcode Labels
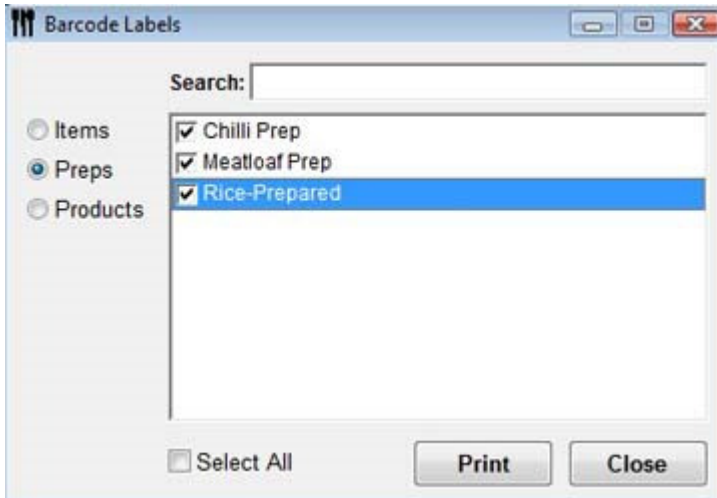
1. From the *Upper Menu*, click **Reports | Barcode Labels**

2. You can choose to print labels for **Items, Preps** or **Products**.

3. If you want to print out labels for preps, click on **Preps** and check off the preps that you want to create labels for. If you want to print out all prep labels, click on **Select All**.

   ℹ️ You can only print out an (Item, Prep, Product) selection at a time.

4. When the selection is complete, click **Print.**

5. Select the Brother GL-570 printer from the printer list.

   ℹ️ Optimum Control currently only supports the **Brother P-Touch GL-570** label printer.

6. Click **OK**.

Export Accounting Data

You can export your Purchases and Sales financial information to your accounting system. To use this feature you will to have setup your Chart of Accounts and the Accounting System you use. See Accounting Settings

How to Export Accounting Data
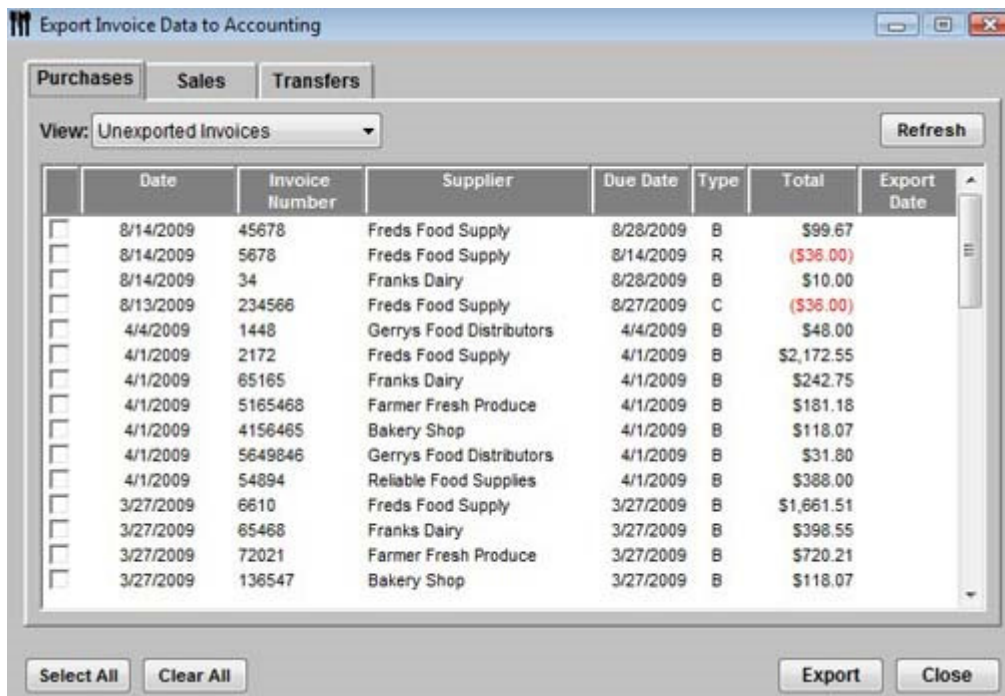
1. From the *Upper Menu,* click **Reports | Export Accounting Data.**

   ℹ️ By default, the listing will be of **Unexported Invoices only**, but you can select all invoices or even previously exported invoices from the **View** drop down list.

2. Select the Invoices from **Purchases** Tab or Sales from the **Sales** Tab that you want to export or use the **Select All** to choose all. If you are **Exporting the Sales**, it will export the gross sales information and the cash payout information as well.

3. Click the **Export** button.

4. The **Select Export File** window will pop up. The default location will be the one that was setup in the Accounting Preferences. You can rename the file for easy identification or leave the default name.

5. Click **Save.**

6. A dialog box will appear asking if you **Would like to view the export recap**. Select **Yes** to view or **No** to return to the **Export Accounting** window.

7. Click **Refresh** to see a listing of unexported invoices only. You can, if you like, re-export invoices at any time, be careful in doing this though as you would not want duplicate entries in your accounting system.

8. Click **Close** to exit.

ℹ️ In some instances where you are running multiple stores, you may want to export the transfers to your accounting software as well. To do this click the **Transfers** tab and select the transfers you want to export.

Backup/Restore

As amazing as computers are, they are not completely reliable for trouble free record keeping. Electrical storms, power failures etc. can seriously damage the hardware and software contained in your computer. It is important that you ensure the information that you enter into the computer is safe, if you don't it could all be lost in a moment.

To keep your information safe, **Optimum Control** has a built in **Backup and Restore** feature. This feature is easy to use, as all you need to do is indicate where you want to back up your data, and click the Backup button. It will automatically compress your data and save it to a selected location.

 If you have setup the program to **Display Backup Reminder** message, when you exit the program, the closing screen will automatically notify you of how many days it has been since your last back up. If it has been more than a couple of days we would strongly recommend a backup. See General Settings

Backing up the Database

To Backup the Database

1. Click **Backup Data** ![Backup Data] from the Button Bar or from the *Upper Menu* and click **File | Backup Data.**

2. The **Optimum Control Database Backup** window will open.

3. Click **Browse** to change the backup location or use the default location **c:\tracrite\backup.**

   ![info icon] We recommend that you backup to an external location.
   E.G. Flash Drive, Network Folder, External Hard drive etc. in the event that the computer crashes.

4. If your database is located somewhere other than the C: drive, click on the **Select Database** button and locate the file **ocdata.db**

5. Click **Backup.**
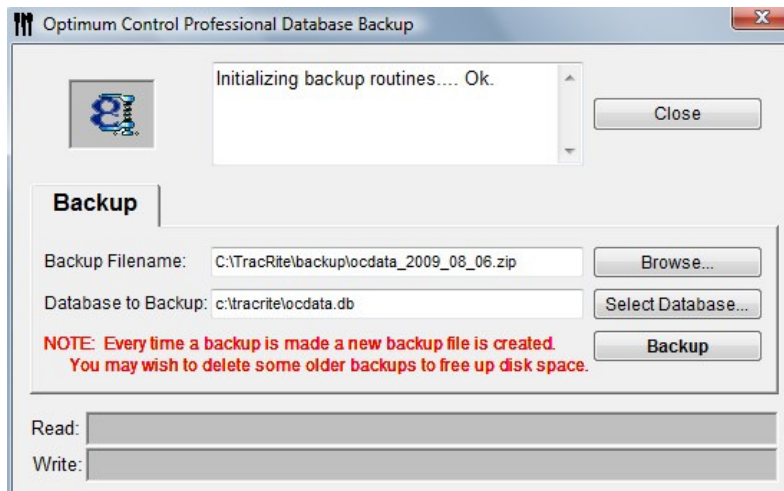
![info icon] Only one backup per day is allowed. If you would like to make more than one backup per day, you need to change the **Backup Filename.**
E.G. C:\TracRite\backup**ocdata_2009_08_06.zip** to C:\TracRite\backup\ocdata_2009_08_06_**2**.zip

Deleting Old Backup Files

Optimum Control creates and saves a new file every time you backup, rather than simply overwriting your last backup. To free up disk space, you can delete old backup files.

1. Using **My Computer**, locate the **Tracrite** folder.

2. By Default Optimum Control installs in C:\Tracrite.

3. Go to the Backup Folder **E.G.** C:\Tracrite\Backup.

4. Delete the desired **OLD FILES ONLY**. The files can be identified as ocdata_*year_month_day*.zip.

![info icon] Remember to backup at the end of each day. This is easy to remember as the program reminds you to backup at the end of each session.

Keep your backup data properly labeled and in a safe place. If you are using Flash Drive or External HD's, try to keep them at a off-site location in case of fire.

Restoring the Database

There may be times that you will need to restore your data. It's rare but sometimes computer hard drives crash and lose all of their information. If this happens, you can restore data from your last backup disk. If you need assistance, contact our Customer Support.

To Restore the Database

1. Double click on the **Optimum Control** icon from the desktop.

2. At the log in screen, click on **Backup/Restore** button.
   ⓘ You can only restore data from this window, there is no restore function when Optimum Control is running.

3. Click on the **Restore** tab.

4. Select the restore file location by clicking on the **Select File** button. The default folder location is **C:\TracRite\backup** directory.
   If you have saved the database to another location **E.G.** Network drive, Flash Drive etc, browse to that location.

5. Select the backup file and click **Open.**

6. Click the **Restore Data** button.

7. Click **Close.**
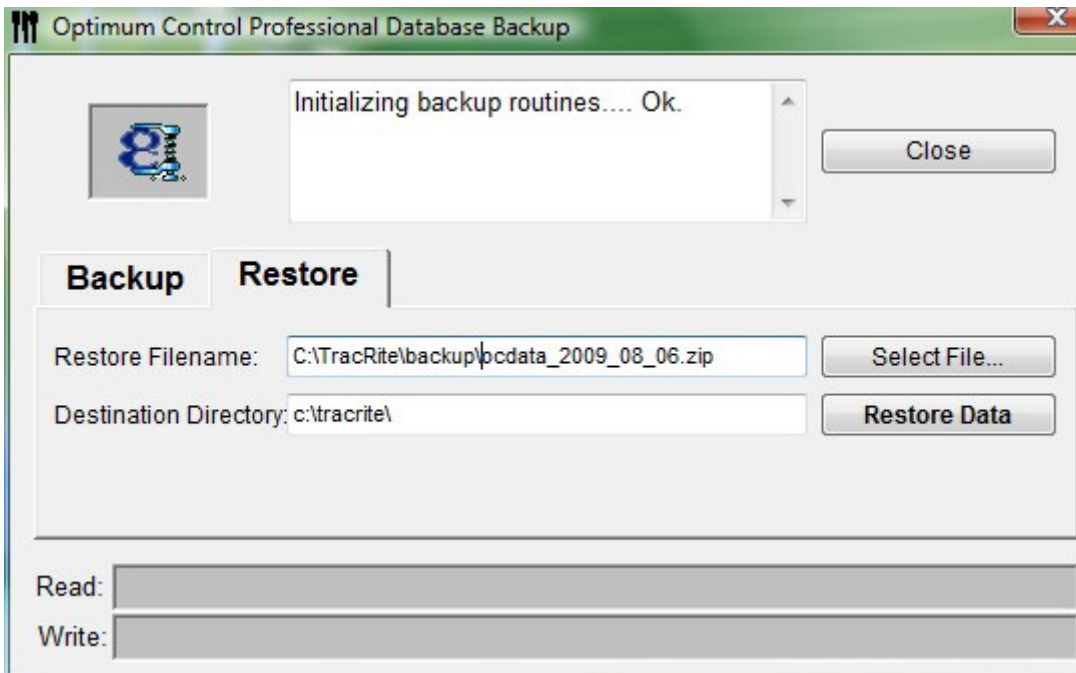
FAQ – Frequently Asked Questions

General FAQs

Problem: Some of the windows are cut off on my screen.

Solution: Your Windows display settings are set incorrectly. Open Windows Control panel and set your display settings to 1024 x 768 resolution.

Problem: Error message …Error Code 000000. This has to do with the activation system that runs within Optimum Control. You may see this message using Microsoft Vista.

Solution: Right click on the Optimum Control icon and click Properties. Select Compatibility and choose Windows XP Service pack 2

Problem: When I log in I get message says it cannot connect to database or a Connect to Adaptive Server message appears.

Solution: This is usually because either the Optimum Control database does not exist (it is in a different folder or has been deleted) or in the case of a network folder, you have lost connection to the network folder.

Check to see if the file exists in either the Tracrite folder or to the network drive which contains the database. To check where the database is looking to connect, Click Start, choose Control Panel and select Administrative tools. Choose Data Sources (ODBC) and look to find ocdata (either in the user DSN or system DSN). Highlight and click Configure. If you click on the Database tab the check the database file location (Eg; c:\tracrite\ocdata.db). Once you have determined the location make sure the database exists in that location.

Check to see if the database is already running and perhaps did not shut down on last exit. Look on the bottom right hand corner of your screen (in the system tray)and see if there is a little red and yellow icon that says ocdata when you hover your mouse over it. If this is open and you do not have optimum Control open then right click on it and click Exit. You will get a message that says there are still one or more connections open, do you want to close, click YES. Then try to start Optimum Control.

If this problem persists contact Tracrite Software Customer Service at 1-888-798-5555.

Problem: I cannot Backup. I get an error message

Solution: Check to see if the database is already running and perhaps did not shut down on last exit. Look on the bottom right hand corner of your screen (in the system tray) and see if there is a little red and yellow icon that says ocdata when you hover your mouse over it. If this is open and you do not have optimum Control open then right click on it and click Exit. You will get a message that says there are still one or more connections open, do you want to close, click YES. Then try to start Optimum Control.

Problem: I cannot see the words in the entry areas of the program.

Solution: This happens when you have selected your text color the same as the background color. Go into Control Panel and select Display. Choose a color scheme that shows your text properly, you may have to experiment a bit.

Problem: I have a network and can't get the program to run.

Solution: Optimum Control is not designed for use with networks although it can run on a network system. You must install Optimum Control Pro to each of the workstations and then tell the install the database to the server (the file ocdata.db must be copied to the server). Call your network administrator. Only one person should be accessing the program at a time. A full network install upgrade is available if you want multiple user access, contact Tracrite Software or your local dealer.

Problem: When printing reports I'm getting a blank page or some information is being pushed onto a next page.

Solution: Adjust your printer settings to allow for 1/4" margins. If you still have problems then consult the Printer manual or call Tracrite Help Desk.

Inventory FAQs

Question: I have some items that are not showing up in the inventory count sheet, Why not?

Solution: Some items may be tagged as Non-Key items (paper and sundries are set as "non key" items) The inventory worksheet is by default set to only show Key items. So to see all inventory items. Click on "Show All" at the top of the main inventory window. All the non-key items will be shown in yellow.

Question: When I summarize my counts, there are some things that are totally more than I entered.

Solution: You may have put in some counts to the inventory sheet and then gone into the items window and changed locations for some items, in this case, Optimum still has counts for locations now not visible, you will probably have to click new on your inventory sheet and reenter the inventory. NEW flushes any existing work in the worksheet.

Question: I saved my inventory but then when I run my reports (review inventory or Usage summary), it shows negative numbers.

Solution: As above, count showing all inventory items. Optimum control extracts inventory from your last saved inventory amount. If you have not reset or purchased selected non key items then Optimum Control will keep extracting from last known inventory.

Problem: When I saved my Inventory Count I accidentally entered one of the amounts incorrectly, how can I fix this?

Solution: Go to **Inventory** in the *Upper Menu* and select **Adjust Inventory**. Choose the inventory you wish to adjust and then choose the item to adjust. Make the adjustment and click Save

Problem: I'm getting a lot of minus numbers as my Qty on Hand. What is happening?

Solution: You may have entered some inventory numbers incorrectly. Also, check your invoices and make sure you have not entered an invoice as a credit. If you find that this is the problem then restore your information using a backup copy from before the mistakes were made or in the case of an invoice, issue a correction invoice. If you entered a credit instead of an invoice you will have to enter the amounts twice (once to bring the inventory up to where they were without the invoice and once to add the stock to inventory).

Inventory Location FAQs

Problem: I want to customize the locations in my store so that I can count my inventory faster

Solution: Click into the worksheet and click customize, then choose the >>> button and you can now customize your sheets. See Custom Count Sheets

Problem: I changed my locations in the inventory level management window but some of the locations did not seem to change for my Order sheet.

Solution: Make sure you click Save when you make the changes. If not then you may need to right click on each item and click Save.

Usage Summary FAQs

Problem: When I run my usage summary report I have no percentage costs.

Solution: You must put your weekly sales into the **Daily Sales Summary** Window. Click Daily Sales (button on far left) and select the closing day of the week (usually Sunday) enter the sales total under CAID. Click Save.

Problem: When I run the usage summary the sales amount next to the Category name says "Sales not defined"

Solution: This is because you have not "detailed" your sales in the Daily Sales window, to have beer costs analyzed against beer sales you will need to make sure that you detail what the beer and other sales were. Click **Daily Sales Summary**, once you have entered your sales (or simply entered the total gross sales amount in the CAID field, click the detail button next to the Gross sales number and detail the sales.

Problem: My usage summary shows double ideal cost of sales.

Solution: Click on sales mix window and see if you have saved your sales mix twice. Go to Sales mix pick window, highlight the duplicate sales mix and click Delete. Then click Save. Another problem can be that you have imported regular days of sales and then perhaps run one of the sales mix reports from your POS for half a month or so. Open each sales mix and see if there is one of the sales mixes that is extremely high in number.

Problem: Usage Summary shows no Ideal usage.

Solution: Have you saved your sales mix for the date period? Or you may have saved the sales mix on a date outside the dates range of the reports. Double check the dates and if incorrect, click on sales mix and right click on the dates. Open the Sales Mix window and right click on the date to change.

Problem: My inventory amount for a certain inventory item is completely out of whack.

Solution: This is usually caused when an inventory item's "case unit of measure" was entered incorrectly. Or you changed the units for the case size, if perhaps you had the case size entered incorrectly and then made purchases for that case size the program was tracking the wrong size. To revalue the inventory, this is not problem as you can adjust the inventory (even to the same counted amount) and it will be recalculated. For invoices you may have to re-date the invoice back a few years and then re-enter.

Problem: My usage summary is showing negative numbers for the inventory value

Solution: This can happen when you have chosen to only count key items for your inventory. Optimum Control takes whatever amount it has been tracking as the proper count for the non key items and until you set the closing inventory amounts for the non key items they may be incorrect. If you are running only Key items in your counts then ONLY key items should be run in the usage summary report. When you do a full count then run usage summary with all items.

Sales Mix FAQs

Problem: I saved my sales mix on the wrong date OR I saved it twice.

Solution: Click on sales mix window and highlight the sales mix in question. Right click to change the date or if it has been saved twice, highlight the duplicate sales mix and click Delete. Then click Save.

Problem: I cannot import from my POS, the program says no sales were imported.

Solution: There could be a couple of issues here. If your configuration is incorrect for the type of POS then probably Optimum will not be able to read it. Call TracRite support to make sure you are configured correctly. Or if the fie is open in notepad or any other program it will not import

OR

Another reason may be that the Dept ID in your store window has a character in it, this will prevent the sales mix import from importing any data that does not contain that character. Open the Store window (Lists, Store) and remove any characters from the Dept ID field.

Problem: I want to look at only one day's sales mix only.

Solution: Click on the Reports button and choose the Period Product Sales report. When selecting the dates indicate the day you wish to see information for as your "from date" and the same date as your "to date". Or click Sales mix and double click on the sales you want to see.

Invoice FAQs

Problem: In the invoice module, when I save, I get the message that my Invoice Total and Grand Total don't match even though they are both matching.

Solution: Sometimes you will enter a number and not 'TAB' to the next field. This means that the number has not been accepted by the program. Click on the Invoice Total field, enter the total again and then press TAB. A dollar sign '$' (or currency sign depending on your country) will appear in front of the number, this will indicate that it has been accepted.

Problem: Sometimes when I click on the items window after entering an invoice I get an error message.

Solution: Pretend it never happened and click Continue…we are working on this issue.

Problem: I am trying to purchase an item from a supplier but the item is not on the list.

Solution: This is because the item is not set up to be purchased from this supplier. Click on items (while you are still in the invoice) and click on the inventory item that you purchased. Click on Alternate Supplier and set up the item for this supplier. Click Save and Exit and click Save on the items window. Now click on Add or reselect the list and the new item will there for picking.

Sales and Financial Totals FAQs

Problem: I entered my Daily Sales information and I entered some of the amounts incorrectly.

Solution: Open the Sales Window for the date that is you wish to edit. Make your changes and re-save. The program will save your new totals.

Problem: My sales amounts do not match my Point of Sale amounts

Solution: These numbers should balance but if you have ignored items in your sales mix or have Open Food or Catering items you may find a difference. Make sure that all sales items have recipes and are processed as sales mix. If you have Catering that is separate from your POS system, enter the catering sales and process in the catering wizard.

Food Cost Tutorial

Introduction

Keeping costs under control and building sales are the only way to make a good profit and stay in business, especially during leaner times. Optimum Control will automatically keep track of your inventory, thus letting you know the **Actual** usage vs **Ideal** usage on every item. It also keeps track of your inventory at any given time.

To be able to do this, you need to tell the program about the inventory items you buy and how you use them in your recipes. We have created windows to make this as easy as possible, and will take you step-by-step through each process.

A Short Tutorial on Food Cost Analysis

We will do this illustration in written form, and then we will go to the Item screen to explain your steps for typing in the items you buy in your business.

Even if you have been in the business a thousand years and know pretty much everything there is to know, it would be a good idea for you to read this section. While we couldn't cover everyone's way of costing items, we have developed a flexible system that should work quite well for everyone. Reading this section will give you an idea of how we, and your computer, are thinking.

The program will ask you to break down information for Items in three ways:

How you **Purchase** it? Do you purchase items by the case, bag, kilo etc?

How do you **Count** it at inventory time? Is it still by the case or bag or do you break down the case into jars or the bag into pounds/kilos? You can, if you like, get more specific and create units of measure like

"cs/24" or "cs/48".

How you **use it in Recipes**? Do you use it by the oz, or each?

Understanding Food Cost Analysis

A Guided Tour at Joe's Burger Palace

Example of food cost breakdown

Joe's Burger Palace sells a quarter pound hamburger. Unfortunately, Joe does not know what his burger costs him to make and is having trouble understanding why he is not making enough money. The first thing he needs is to know is how much a burger costs to make.

Joe buys these inventory items from his local supplier

Item	Case Cost	Case Size	Units
Buns	$1.65	12 (one dozen)	each
Beef Patties	$20.43	66	patties
Ketchup	$34.00	6/100 oz	tins
Mustard	$8.00	2/100 oz	tins
Pickles	$26.00	10000	slices(in a pail)
Burger wrap	$88.00	6000	pieces
Tomatoes	$25.00	120	pieces

Joe must convert all his item purchases into the units he uses to prepare his products. If he uses buns, he uses 1 bun OR 1 each (ea.). With ketchup, he uses the measurement of ounces (oz). Costs are calculated buy dividing the purchase price by

quantity per oz., pack or case. We recommend you break down all your items to the unit of ounces for products that you use in measured form and individual units (each) for items that you use in piece form.

Lets look at Joe's Costs:

Buns cost $1.65 per package of 12 buns (1.65 ÷ 12) = $0.1375 OR 13.7 cents per bun.

Beef patties cost $20.43 per case of 66 patties (20.43 ÷ 66) = $0.309 OR 30.9 cents per patty.

Ketchup costs $34.00 for six 100-oz tins (600 oz of ketchup). This formula is (34.00 ÷ 600) = $0.0566 OR 5.6 cents per ounce.

Mustard costs $8.00 for two 100-oz tins (200 oz of mustard). This is (8.00 ÷ 200) = $0.04 OR 4 cents per ounce.

Pickles (in this example) sold in pails of 10,000 slices costing $26.00 - (26.00 ÷10000) = $0.0026 OR .26 of a cent each (per slice).

Burger wrap costs $88.00 for 6000 pieces OR 1.46 cents each

 (88.00 ÷ 6000 = 0.0146).

Tomatoes cost $28.00 for a case of 120 tomatoes (averaged out - some have more and some less) (28.00 ÷ 120) = $0.2333 OR 23.3 cents each (he approximately gets 12 slices per tomato, so his cost per slice is 1.94 cents) (23.3 ÷ 12).

Food Cost:

Food Item	QTY	Unit Of Measure	Cost per Unit	Cost
Bun	1	each	13.7 cents	13.7 cents($0.137)
Beef Patty	1	each	30.9 cents	30.9 cents($0.309)
Pickles	3	each	.26 cents	.78 cents($0.0078)
Tomato Slices	2	each	1.94 cents	3.88 cents($0.038)
Ketchup	.5 oz.	ounce(oz.)	5.6 cents	2.8 cents($0.028)
Mustard	.5 oz,	ounce(oz.)	4 cents	2.0 cents($0.02)

Total Food cost 54.06 cents or $.5406

Joe must also factor a napkin, bag cost, and other condiments that would be served with each average menu product.

The following is a quick review on how he can allow for this:

Paper cost:

Paper Item	QTY	UOM	Cost per Unit	Cost
Burger Wrap	1	each	1.46 cents	1.46 cents($0.0146)
Napkin	2	Each	1 cent	2.0 Cents ($0.02)

Total cost of sales 55.52 cents or $.5552

Calculating a Selling Price

Joe wants to achieve a 33% food and paper **cost of sales** so he needs to take his cost price (57.52 cents) and divide by 33%. **E.G.** 57.52 divide 33 (then press the % key on the calculator) = 189.81 or $1.89.

If Joe keeps his food cost under control, he is well on his way to making a good profit in his business.

Deleting Data

To increase speed and performance, it is recommended that you get rid of old unwanted data once or twice a year. Optimum Control has a feature that will allow you to delete data prior to a chosen date.

🛈 **Make sure to Backup your Database before continuing.**

To Delete Data

1. On the *Upper Menu* select **File | Delete Data.**
2. Under the **Delete All data prior to this date.**
3. Select a date that you want to delete information prior to.
   🛈 **We recommend that you do not delete information that is less than 90 days old.**
4. In the **del** box, check off the data that you want to delete, you can choose from **Invoice Data, Daily Product Sales and Inventory.**
   🛈 If you want to just delete inventory, then only click on that row. If you want to delete all information, check All.
5. Click **Process** and **Close.**

Nutrition

Optimum Control contains a powerful Nutritional analysis tool that allows you to 'link" your inventory items to the a Nutritional Database (loaded to database tables). This comprehensive database (by default the USDA nutritional database) contains thousands of items and some very detailed descriptions so you can be specific when linking to achieve the most accurate data.

You can also indicate Allergens for each items and list all recipes that they are contained in.

Linking to Reference Data

Link to Inventory Items.

Calculate **Recipe Nutrition**

Nutritional Guidelines

nutritional Labels

Allergens

Calculate recipe nutrition

You will need to Link inventory items, calculate nutrition in recipes and for reporting purposes you will need to decide on a Nutritional guideline or add your own so that percentages can be calculated.

Linking to Reference Data

Optimum Control contains a default database with approximately 7000 food items. You can, however, update the nutritional analysis tables with newer information if needed or even local specific data if available. Consult your Tracrite Software Inc. representative.

To update tables

1. On the Upper Menu choose Nutrition|Reference Data Import

2. A listing of all categories loaded will be listed and the last date they were updated on server.

3. Check the Import box for any groups you wish to update.

4. Click Import.

5. The process will run in the background so you can open other windows while the import proceeds.

Group Descrip	Version	Last Imported	Import
Finfish and Shellfish Products	SR01	5/17/2011 @ ...	
Fruits and Fruit Juices	SR01	5/17/2011 @ ...	
Lamb, Veal, and Game Products	SR01	5/17/2011 @ ...	
Legumes and Legume Products	SR01	5/17/2011 @ ...	
Meals, Entrees, and Sidedishes	SR01	5/17/2011 @ ...	
Nut and Seed Products	SR01	5/17/2011 @ ...	
Pork Products	SR01	5/17/2011 @ ...	
Poultry Products	SR01	5/17/2011 @ ...	
Sausages and Luncheon Meats	SR01	5/17/2011 @ ...	
Snacks	SR01	5/17/2011 @ ...	

Import / Check All / Close

Import Nutrient Definitions   Latest Version Available: SR01

At bottom left of the screen there is a check box to "**Import Nutrient Definitions**" In some instances you may need to check this to import perhaps specific nutrients required for your region. Optimum Controls Nutrient file contains most of the common nutrients, but if, in future, a new nutrient becomes required for reporting, you can check this to import information for each item containing that nutrient.

Nutritional Guidelines

For reporting purposes and especially label printing, nutritional guidelines must be used. Optimum Control contains two guides by default, the USDA and Canada Food Guide. Custom guidelines can be created as you may work in a nursing home or in an environment where you have specific guidelines.

To add a guideline

1. Choose Nutrition|Guidelines from the upper menu
2. Click Add
3. Indicate a Description for the guideline
4. Choose whether active or inactive
5. Indicate the required amounts for each nutrient
6. Click Save

This guideline will now be ready for nutrition reporting

Tag	Nutrient Descrip	UOM	Amount
ENERC_KCAL	Calories	kcal	
PROCNT	Protein	g	91.00
FAT	Fat	g	65.00
CHOCDF	Carbohydrates	g	271.00
FIBTG	Fiber, total dietary	g	31.0
SUGAR	Sugars, total	g	
STARCH	Starch	g	
CA	Calcium, Ca	mg	1,316
FE	Iron, Fe	mg	18.00
MG	Magnesium, Mg	mg	380
P	Phosphorus, P	mg	1,740
K	Potassium, K	mg	4,044
NA	Sodium, Na	mg	1,779

Description: USDA Food Guide   Active?

Description	Active
Canadian RDI	✓
USDA Food Guide	✓

Nutritional Labels

Optimum Control can print Nutrition labels for all of your items and recipes. Because percentages are part of the label print you will need to select a nutrition guideline.

The labels can be printed on a regular printer or to a PDF but a label printer can print continuous labels.

To print nutrition labels

1. From the upper menu, choose **Nutrition|Nutrition Labels**
2. **Indicate whether you wish to**
3. Choose the Items, Preps or Products you wish to print
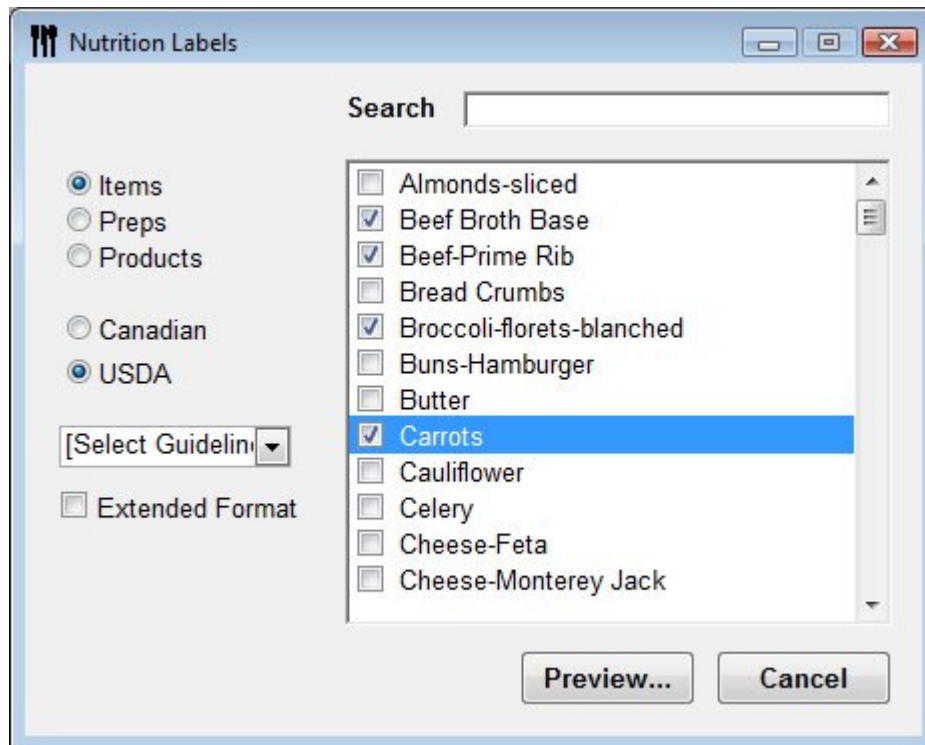
Allergens

Optimum Control allows you to enter **Allergens** into the database such as Glutens or Nuts. You can link these [Allergens to items](#), or completed recipes and run reports to indicate all recipes that contain those Allergens. A great time saver for your staff when asked what recipes contain certain allergens.

Adding Allergens to optimum Control

1. From Upper Menu click **Nutrition|Allergens**

2. Click **Add**

3. Enter name of an **Allergen**

4. Click **Save**

See also [Allergens linking](#)

Allergens reports

1. Click **Reports**, choose type **Nutrition**

2. Select **Allergen**

3. Define whether you want to see Item, Prep or Product recipe level. (to find out what products are affected by certain allergens run by product. The filters on the report can list down to certain allergens if you require.

Calculate Recipe Nutrition

Each recipe's nutritional information can be calculated and printed.

1. Open recipe in either the prep or product windows
2. Make sure the ingredients are all [linked](#)
3. Click calculate nutrition

In some cases you may want to synchronize all nutrition and make sure that all items, prep and products have the latest calculations for nutritional data. to do this click Nutrition|Synchronize Nutrition from **Upper Menu**

Enterprise

Optimum Control Enterprise is designed for multi-unit chains to give head office personnel the ability maintain a synchronized set of recipes and also have detailed inventory and sales information from a web based reporting system. For the enterprise system to work you must have all the databases synchronized using **Consolidation ID** numbers for all of the **items**, **preps** and **products**. These numbers 'link' each database to the head office and ultimately the Enterprise reporting web site.

There are type modes for the Optimum Control databases – '**Head Office'** for the head office which gives the rights to add and set consolidation ID numbers and '**Child'** for the store level databases. These can view the con_nums but not add or edit. **IT IS VERY IMPORTANT THAT THE STORES NOT HAVE ACCESS TO THE ITEMS, PREP OR PRODUCTS WINDOWS AND BE SET TO "CHILD" TYPE DATABASE.**

We cannot stress enough the importance of maintaining all items, preps and products and consolidation ID numbers in the main head office database only. Ask your Tracrite Software Inc. representative to make sure you are set up correctly.

How the Consolidation ID numbers work.

Head office will create all new items and recipes on the **Head Office** database. The stores will **NOT** have any access to **add new items or recipes**. Enterprise will either upload new items and recipes to the web site (subscription required) or direct email to stores. At the store level automatic import can be set or import functions can be accessed.

Where to start

Start at the **head office** and create a database that contains all items, preps and products for **ALL** items for **all** stores. In other words if one store sells fish tacos and another does not, then the head office needs to have both even though different items will be sent to each store.

Setting Consolidation IDs

Consolidation ID Numbers

Once new items and recipes are created, click on **Enterprise** and **Set Consolidation ID's.** In this window, you can choose to set consolidation ID numbers for all items automatically or you can manually set them (if you have a certain set of codes you like to use) *We do not recommend this as it is a tedious job and realistically it does not really gain anything.*

All items, preps and products will need to have a consolidation ID set before export.

Numbers assigned with an 'I' are items, 'P' are prep recipes and 'R' are menu products.

Set Consolidation ID numbers

1. On the *Upper Menu*, Click **Enterprise** in head office copy of Optimum Control

2. Select **Consolidation ID's**
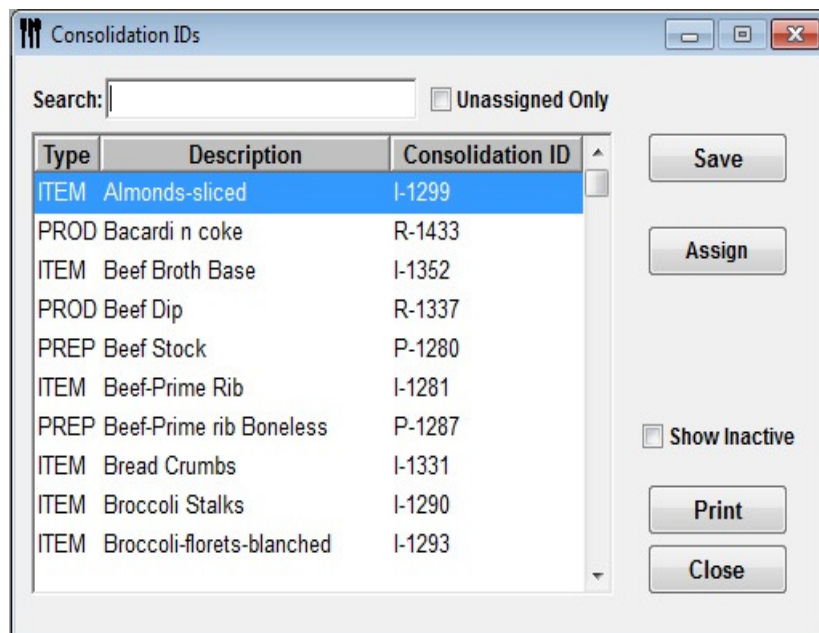
Consolidation ID window in Head office "edit" mode

3. Click **Assign**. This will assign numbers to all new items preps and products that have no consolidation numbers.(this button only appears in the head office database) number will be automatically assigned.

4. Click **Save**. Numbers will be validated for duplicates.

Store level Consolidation window

If you have given access to the store the window should be in *"read Only" mode.- in this mode you can view and print a listing of all items and identify consolidation ID numbers but cannot add or assign numbers.*

Upload sets to OCEnterprise

Once all [Consolidation ID numbers](#) are set you must export a full data set for reporting purposes. Any new items added to the Head office database will require that ALL items, preps and products be exported and reuploaded ,

1. From **Upper Menu**, choose **Enterprise| Export**

2. Export all items preps and products to one file.

3. Tip. Click the **>>** button to copy all items to the list on the right. Remember you will need to copy all items, preps and product lists
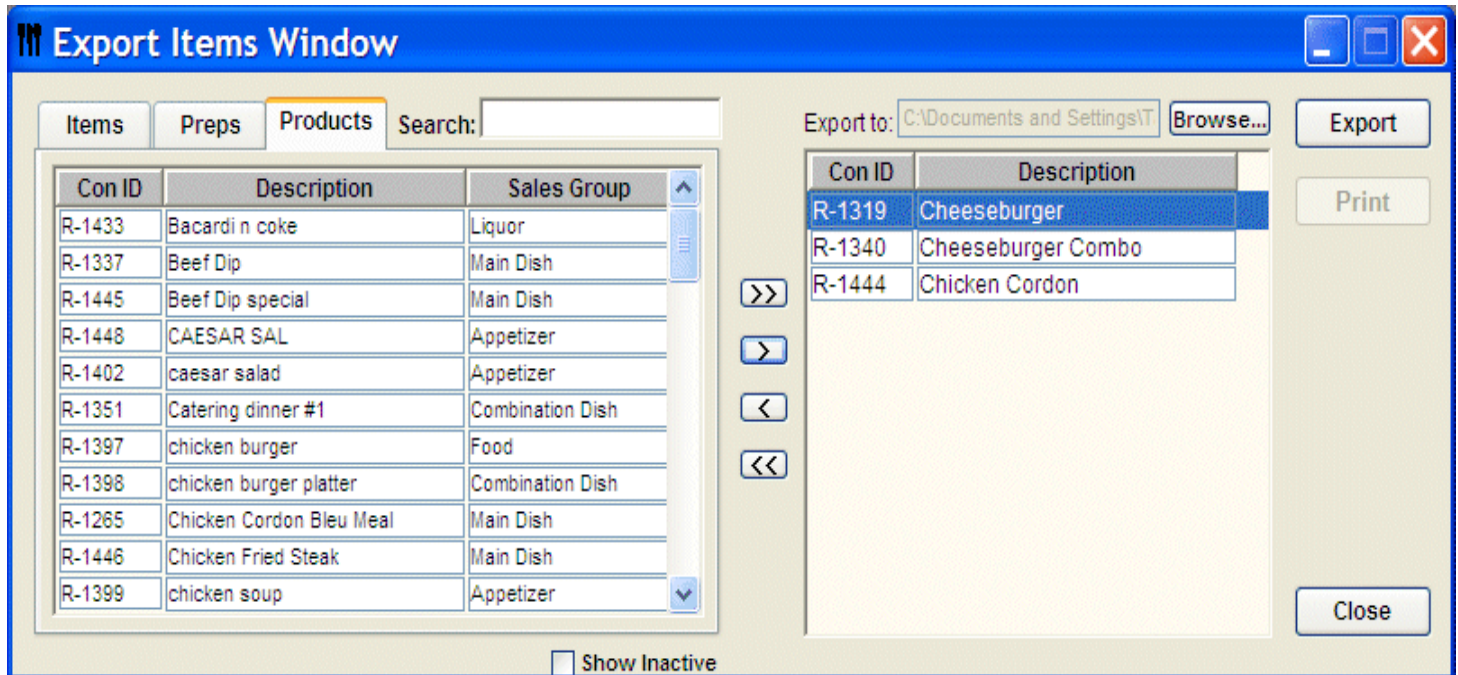
Upload Data Set to Enterprise Site

1. Log in to Enterprise Site using user name and password

2. Select Administration.

3. Choose **Upload** items, preps products.

4. Select the file and click **Upload**.

5. Once complete click **Close**.

Enterprise Web Reporting

1. Log into OCEnterprise.com/{your company} and select **Reports**.
2. Select Reports
3. Choose the year of the report
4. Select the report you wish to run
5. Choose the date range, either one period or multiple periods
6. Click **Run**.

Exporting Items Preps and Products

All recipes and inventory items can be exported to the stores or uploaded to OCEnterprise website. The head office database is where all new items and recipes for all stores must be added and then exported to the store(s) that require them.

Note - any items on the list that appear in RED are those without consolidation ID numbers. You must set these numbers first and then export. An item or recipe without a Consolidation ID number cannot be Exported. See Setting Consolidation ID's

To export recipes:

1. On **Upper menu**, click **Enterprise** and choose **Items/Recipes - Export.**
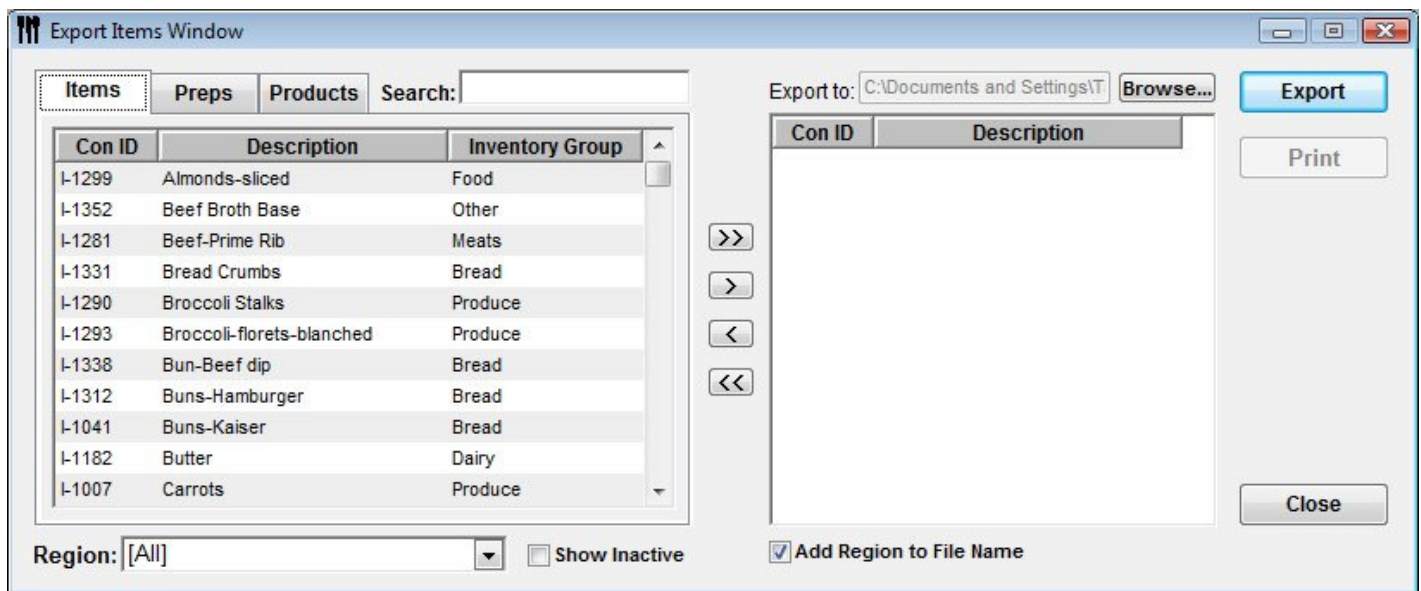
2.   Select the items, preps or products from the tabbed windows on the left and **double click** or **"drag"** with mouse to move to the window to the right. Or click **>** to add the item(s) selected. To move all of the items preps or products listed click the **>>** button (this is especially important when head office loading all items to the web site.

TIP - if you choose Products or Preps to export, all the items and prep ingredients will automatically be exported as well.

3. Select **Region** for supplier pack sizes to be exported.

4. Once all items are selected click **Export**, a file will be created in the indicated export directory. *Note: These files are always prefixed with IPR_ do not change this part of the file name.*

See Uploading Sets to OCEnterprise Website

Upload Recipe Sets for Stores

Log in to http://www.ocenterprise.com/%7Byourcompany} using your assigned user name and password.

Create a recipe file from head office copy of Optimum Control.

1. Select **Recipes... click UPLOAD RECIPE SETS button**

2. **Browse** to the recipe file you wish to upload

3. Select when this recipe file becomes active (in the case of a summer menu, or new inventory items that are not available just yet you may wish to delay the deployment to stores) the default is today.

4. Select which stores or stores the recipe set is for.

5. Click **Upload Now**

6. You will be taken to the main recipe manager screen, this screen indicates if stores have downloaded and successfully installed the recipe set. These indicators are updated each time the OCentlink accesses the website.

Enterprise - Setting Regions

In some cases you may have different suppliers in different regions. The complication is that pack sizes for one supplier do not match those of another. In this feature you can regionalize the suppliers, and once done you can indicate in the Enterprise Export which **Region** you want to send suppliers and pack sizes for. If using this feature then only the suppliers for that region will be exported.

To set regions - this feature only appears in the head office database

1. From the **Upper Menu**, click **Enterprise|Regions**

2. Click **Add**

3. Enter the name of the **Region**

4. Click **Save**
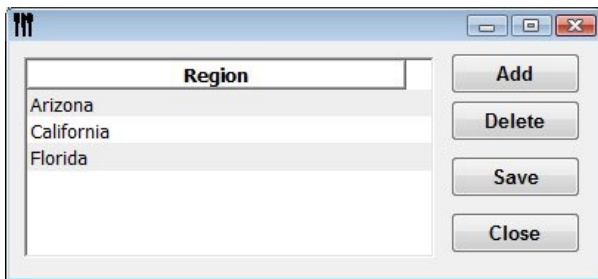
Applying suppliers to Regions

1. From the **Upper Menu**, click **Enterprise|Apply Suppliers to Regions**

2. Select the **Supplier** from list on the left and drag to region or regions on right

3. **Click Save**
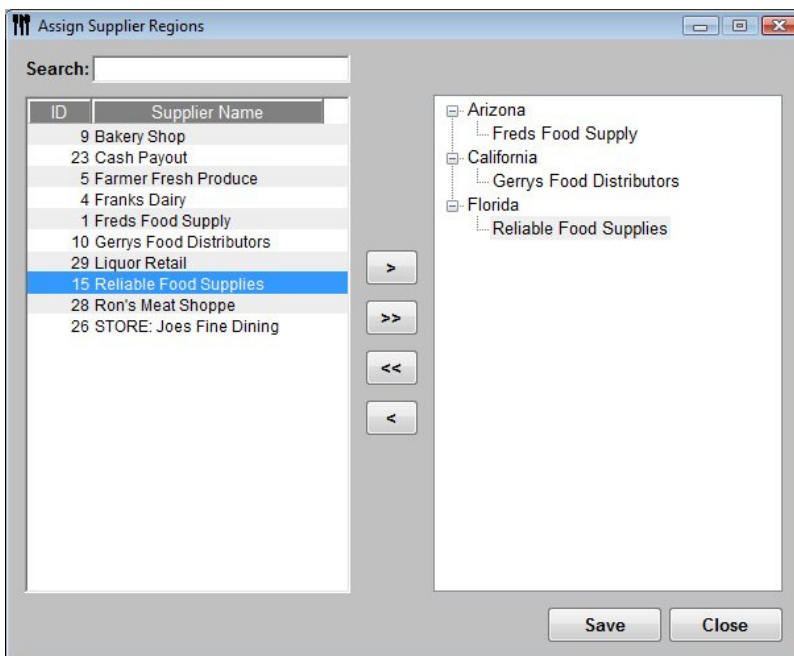
Importing Recipe Sets

To import item/recipe sets manually

1. Click **Enterprise** – **Item/recipe** – **import**

2. Choose the **Import** button to select the file you wish to import.

Description	Sales Group	Cost	Ingredients
Cheeseburger	Main Dish	$1.3729	2
Cheeseburger Combo	Combination Dish	$1.8211	3
Chicken Cordon	Main Dish	$2.4686	1
Chicken Cordon Bleu Meal	Main Dish	$2.4686	5
Fries-sm	Main Dish	$0.2842	5
Hamburger	Main Dish	$1.1041	9
Pop-10 oz Glass	Beverage	$0.1640	1
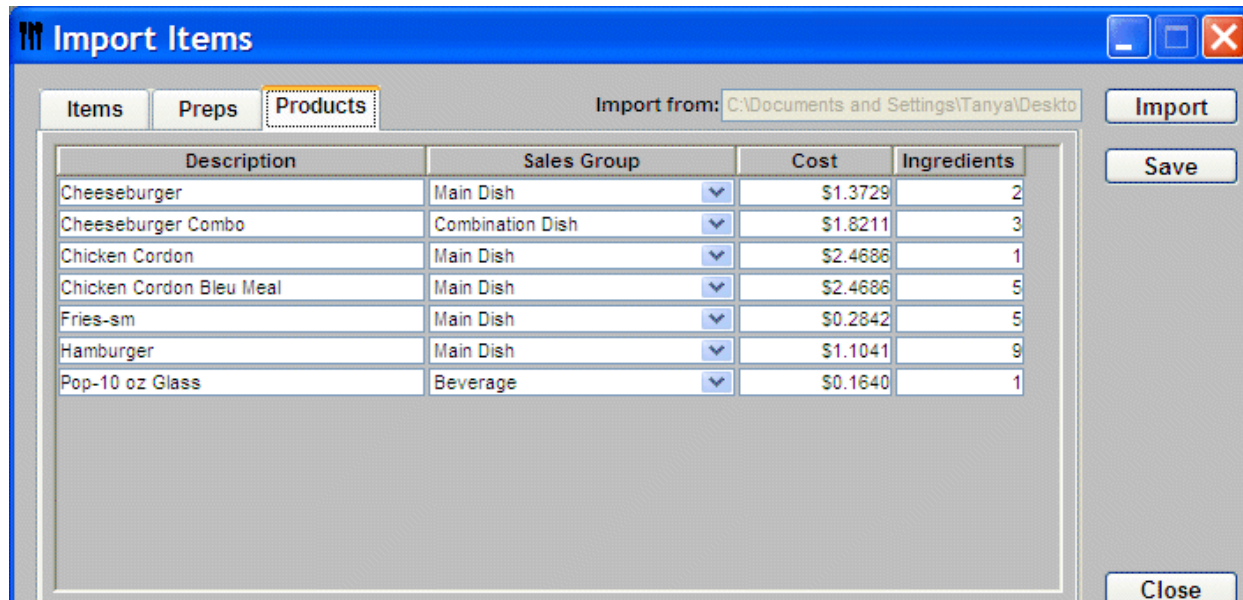
3. A listing of the items, preps and products to be imported will be shown. It is important to note that even though we only exported three recipes, all the pertaining recipes and inventory items were also imported.

Note – Optimum Control Enterprise will only add new items or edit items that are from the same supplier and same order code, in other words, if an item is completely new to the system and Optimum Import functions do not find an item that it thinks may be the . All other information, such as locations, groups etc will be left the same as set at the store level.

Here are the scenarios

New item completely, item will be set up using the head office information unless preferences have been set up to override, head office locations and accounts will be set up and or added to child database.

Existing item found-same con_num – if supplier and supplier item cose are the same then case qty m be updated. Price will not be adjusted. No changes to locations or accounts will be made.

Existing item found – no changes will be made to the item. Price will not be adjusted

Existing recipe found – new recipe ingredients or yields will override any existing information.
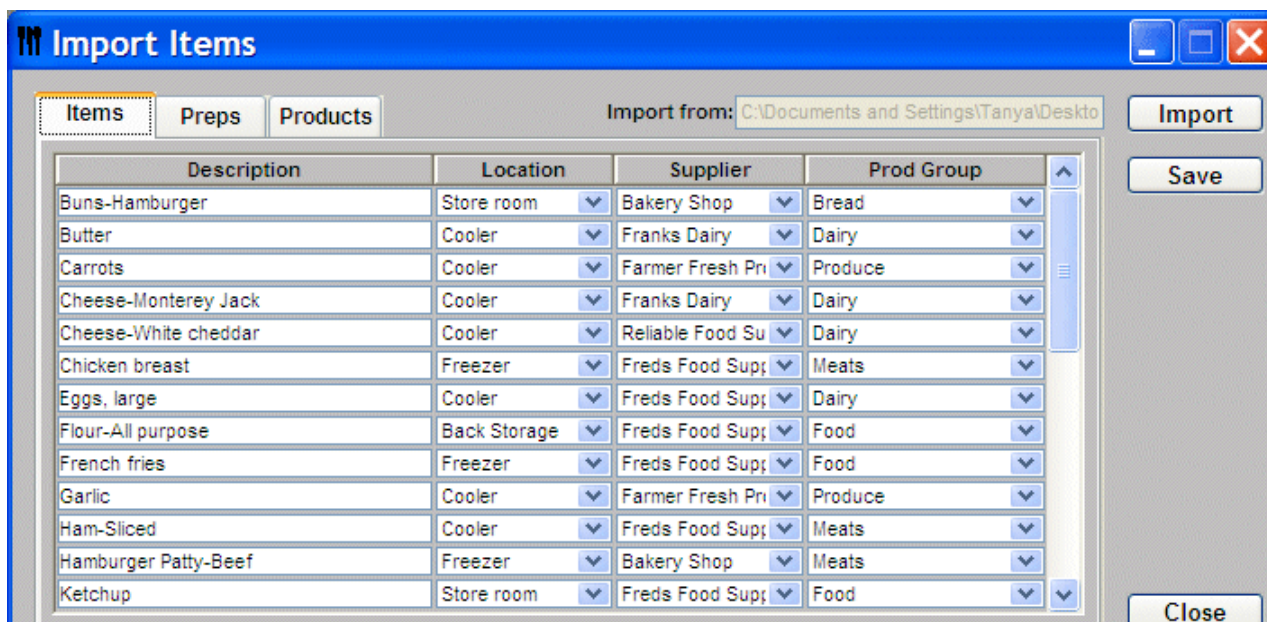
An example view of the items that were imported along with the recipes.

Importing recipe sets automatically – make sure the Preference-settings Enterprise is set to on.

Automatic import will look to the \imports directory on start up and launch Enterprise import. You will have no choices to override and can view a recap once finished.

Importing items/recipes automatically at store level. (recommended setting)

Make sure the **Import Recipe Sets** at Startup option is set to on.

Enterprise link will download recipes to the **\imports** folder and when a staff member logs in the recipe set will download and install. An Export recap report can be viewed and printed to enable store to view any additions and changes.

Setting OCEntLINK to connect to OCEnterprise website.

For download of recipes –

1. In launch windows task manager – click Start – programs – accessories – system tools – Scheduled tasks
2. Click New Task
3. Browse to the c:tracrite folder (or the folder where Optimum Control is installed.
4. Select file OCEntlink.exe
5. Select Daily.
6. Choose a time that the computer is on and would be connected to the internet.
7. If you have the user name and log on information for this machine then enter it now. Otherwise just click the "Run only if logged on" Checkmark.
8. Click Apply
9. Open the Advanced properties and where it says target type –downloadRecipes
10. So it should read. C:\tracrite\ocentlink.exe –downloadRecipes
11. This will enable the automatic download to get any new recipe sets. Make sure the store ID, Authentication ID both match the information as set up on the enterprise web site.
12. Make sure there is an "imports" folder (or the folder determined to be the imports folder.

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