Optimum Control V5 Help

Optimum Control Version 5 Manual. 2018

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EASY TO USE SOFTWARE FOR MANAGEMENT OF YOUR HOSPITALITY BUSINESS.

OPTIMUM CONTROL

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Getting Started

Optimum Control is a powerful tool to help you control your business.

You must set the software up correctly and make sure all inventory, invoices and sales are in the system. Inventory MUST be counted properly or you can seriously affect the usefulness of the software. If you do not use quality products in your recipes, you will not achieve the best results. The same applies to inventory software, if you do not provide it with accurate data you will not achieve the best results.

This getting started guide will help you through the steps to set up Optimum Control. After installation and the Setup Wizard, you will be presented with the *Main Dashboard* and *Main Menu Toolbar*.

Navigating Optimum Control

Optimum Control is designed to be as simple as possible to use. All features are accessible from the main dashboard window.

Feature	Details
Main Menu	This is referred to as the **Main Menu Dashboard** and is the main window for Optimum Control. Using this and the Main Menu Toolbar, you can access all features of the program.
Main Menu Toolbar	Located near the top of the window, click the buttons on the **Main Menu Toolbar** to open the functions of Optimum Control.
Main Menu Dashboard Widgets	Located in the upper left corner of the Main Menu, click **Plus** to add a new Widget.
Settings	Located at the upper left corner, this will open the *Setup, Preferences, Security* and *Nutrition Settings.*
Menu Toolbars	Each ***Menu*** in the program has a *Toolbar* of its own that will change based on the task you are doing. Some, as in

	the **Items, Preps and Products**, will populate new entry fields into the *Workspace* to facilitate easy data entry.
Help	Located to the right of the *Workspace* is the *Help Pane*. This can be made smaller or larger by moving your mouse to the edge of the *Help Pane* until you see ↔ and dragging to re-size the pane. You can minimize the help by clicking the **>** located to the top left of the *Help Pane*.
Upper Menu Band	Located at the very top of the **Optimum Control Window**, this band will display open *Tabs* to the left and allow you to switch between them. On the right, you will find **Search**, **Calculator**, **Backup**, **Status**, **Switch Users** and **About**.

Setup Checklist

Optimum Control comes preloaded with most of the information required to begin using the software right away.
NOTE: Click the green link text below to view detailed instructions.

What You Should Do First:

1. Enter or edit your Store information – This information was entered on the initial startup wizard and will appear on all reports. You may want to review and/or edit the information provided.
2. Review Preferences
3. Add Taxes & Adjustments applicable to your jurisdiction.
4. View and edit Categories customized for your operation. *
5. Review Inventory and Sales and add or edit as necessary. *
6. Enter Storage locations. *
7. Review your Chart of accounts * with your accountant to make sure you have the accounts needed (these can be added during setup of inventory items).

NOTE: Items marked with an * can be added and edited on the fly as you enter **Items**, **Preps** and **Products**.

After Review of Initial Setup, Begin Adding Item and Recipe Data:

1. Enter Inventory Items – these are the items you carry in inventory (your stock book) root of all inventory counting, purchasing and recipes.
2. Enter Prep Recipes
3. Enter Menu Products

Day to Day Operation Checklist

1. Count Inventory – to begin using Optimum Control you will need an opening inventory and once a week, bi-weekly or monthly you will need to count a closing inventory. Note: we recommend no more than a two-week span for at least key item inventory.
2. Enter Invoices – either manually or by **Invoice Import** (module required). This process will update your pricing, stock levels and update all recipe costs.
3. Sales Mix – this is the entry of the number of recipe items you sold and the total revenue. It is either processed direct from POS, imported by text file from POS or manual till tape sales entry
4. Enter Waste – this is optional but can be very important information.
5. Run Reports – best to run the **Sales Mix - By Product** and the **Usage Summary - Count Amounts** reports to see variances.

Activation Screen – Activating Optimum Control

When you first use Optimum Control, you will be presented with an *Activation Window*. This window looks to see if a license is valid for your copy of Optimum Control. In some instances, it takes about 20 seconds to get and validate the license.

NOTE: License required Serial Number to be entered into the system.

Click **Settings**, Choose **Preferences**, select **System.** The first field is your serial number, make sure the serial number provided to you by Tracrite Software.

To Enter Optimum Control in Evaluation Mode:

1. Double-click on the **Optimum Control** icon
2. When you start Optimum Control for the first time or if you are in *Evaluation Mode*, a *License Window* will appear. Once the program is registered, this screen will no longer appear.
3. Click **Continue Trial** and the program will run normally in *Evaluation Mode* for the first 30 days. Once registered, the message box will read **LICENSED**.
4. Enter **User Name** and **Password**.
5. Click **Login**.

NOTE: 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. You must call or email our office at support@tracrite.net for a full *Activation Code* within 30 days. If you are evaluating the program and wish to purchase, please contact your authorized local dealer or TracRite Software Inc. at sales@tracrite.net.

Telephone Support – You can reach us Toll Free at 1-888-798-5555 or Direct at 1-204-953-2272.

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

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. to 5:00 P.M. CST (Central Standard Time). To register for support, go to www.tracrite.net/register.htm and fill in the information. This information is important for us to contact you for any updates, etc. We recommend entering the business email rather than personal email.

Telephone Support – You can reach us Toll Free at: 1-888-798-5555 or Direct at: 1-204-953-2272.

Email Support – You can reach us by email at: support@tracrite.net.

Outside of North America Support – Please contact your authorized local dealer of Optimum Control or contact us by email at: support@tracrite.net or visit our homepage at 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 may be charged. Alternatively, you can purchase a **Maintenance Agreement**, please call our office or visit our website for details.

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

1. Have your company name, contact name, email and product serial number ready.

2. Have your name and telephone number where you can be reached. In most instances, we will call you back to resolve the problem and will do so, as soon as possible.
3. Be prepared to give a detailed description of the problem you have encountered or the advice you need.

At TracRite Software Inc., we will do our best to assist you immediately. However, for more complex problems, we may ask for the symptoms of the problem and call you back with a solution.

Make a backup of your data! We usually cannot help you regain data if you do not have a backup. 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 very least) using an online backup tool like Dropbox or Google Drive.

Setup

Optimum Control uses a *Setup Wizard* which will help you through the main setup process. A listing of **Groups**, **Categories**, **Chart of Accounts** and **Storage Locations** are already entered for you to edit and/or customize to your operation.

After Completing the Setup Wizard, Setup Your Store:

1. Configure the Setup - Taxes and Adjustments – Add/Edit to correspond with your state/province.
2. Add your Suppliers.
3. Setup the Inventory Groups.
4. Enter or Edit Sales Groups.
5. Setup the Inventory Items.
6. Create the Prep/Batch Recipes.
7. Create your Products (Menu Recipes).
8. Enter in an opening Inventory Count.
9. Create Orders (Optional).
10. Enter in Invoices (Purchases).
11. Enter in the Sales Mix, imported from your POS system or entered manually from Till Tapes.
12. Put in the Daily/Weekly Sales totals.
13. Run Usage Summary Reports.
14. Run Sales Mix by Product Reports.

Store (Store/Revenue Center)

Optimum Control V5 will require **Store Information** for all reporting and displays. For users of *Optimum Control Professional (OCPro)*, you will most likely only have one Store/Revenue Center. But if you are using *Optimum Control Premier (OCPremier)*, you can have multiple Stores/Revenue Centers and will need to enter the Store Information for

each center. If you are using *OCPremier*, this information will appear on your **Purchase Orders, Stock Transfers**, etc.

To Add or Edit your Store Information:

1. Click **Settings** (upper left corner).
2. Choose **Setup** .
3. Select **Store** **.**
4. Select existing store to edit or click **New**.
5. Enter all information.
6. Click **Save** **.**

Field	Details
Store ID	This is a short name of your business or if a chain, the identification coding (this is also used for *Optimum Control Enterprise, OC Enterprise*, customers). Your **Store ID** will appear in all your reports and windows, this also helps those who are using the multi-store features to identify which store they are working on.
Company Name	Enter the **Trade Name** or **Operating Name** of the business. Examples: Joe's Fine Dining, Joe's Burger Palace, Frank's Fry House.
Location	Enter a **Short Location**. This is especially useful if you have multiple locations, as this is what will appear on most of the reports. Examples: Intercity Mall or Junction Plaza.
Legal Name	Enter the **Legal** or **Incorporated Name** of your business.
Contact Information	Enter all required **Contact Information** such as mailing address, telephone number and store e-mail address.
Comments	Enter additional **Comments** if needed.

Chart of Accounts (COA)

Optimum Control can be used to track all accounting expenditures. Ultimately, it gives you the ability to run a mini profit and loss (P&L) report, actual versus budget report or even export purchases to your Accounting System.
The listing of these accounts is called the **Chart of Accounts**. Your accountant or bookkeeper should have a listing of which accounts they want you to use for each cost of sales, expense, income and liability accounts. You can detail the list and enter the corresponding account numbers from your Accounting System in the **General Ledger (GL) Accounting References** field.
Each **Inventory Item** will be assigned to an **Inventory Group** and in turn, an **Account**. This will help to simplify entry and reporting. For example, the item Apple Juice will be assigned to the NA Beverage Group which is tied to the Food Account.
We have provided a pre-set list of Accounts however, you can always add and/or delete Accounts to correspond with your existing Accounts.
To Add, Delete or Edit Accounts:

1. Click **Settings** (upper left corner).
2. Choose **Setup**.
3. Select **Accounts**.
4. Select an existing Account to edit or click **Delete**. For new Account, click **Add**.
5. Enter all information as detailed below.
6. Click **Save**.

Field	Details
Account Name	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. Example: Chili Seasoning Mix would be Cost of Sales, but can be detailed to Cost of Sales - Food and Cost of Sales - Food - Spices.
GL Accounting Reference	The **Name or Code Number** that corresponds with this account in your Accounting System. As this can be edited later, press the TAB key to skip entering the Accounting Reference and Optimum Control will copy the Account Name to this field. Example: Food could be referenced as account K4100 or 5-2000 to correspond with your Accounting System.

Account Type	***You may wish to consult with your accountant or bookkeeper for assigning Account Types.*** For the purposes of this program, you have the following **Account Types**: • *Asset* – e.g. Banking, Credit Cards, etc. • *Cost of Sales* – e.g. Beverages, Food, Labor, etc. • *Expense* – e.g. Delivery Charges, Paper Products, etc. • *Income* – e.g. Gross Sales, Other Income, etc. • *Liability* – e.g. Tax Accounts, etc.
Active	**Active** is the default. If you wish to make the Account **Inactive**, UNCHECK the box and the Account will not appear in any windows or reports.
Contra Account	In the Usage Summary and P&L Reports you can choose to list **Contra Accounts**. Cost of Sales and Expense Accounts provide base percentages on certain Income Accounts. For example, you may want all food-related Cost of Sales Accounts listed as a percentage against Food Sales. In this case, the Food Sales Income Account is the Contra Account.

Contra Accounts

Contra Accounts are used to give a percentage cost of **Cost of Sales** and **Expense Accounts** to the **Contra Sales Accounts** in Profit and Loss (P&L) Reports. This divides the cost of sales to a specific sales account.

Each **Category** can have an **Income Account** assigned to it. By default, these Accounts are linked to the *Total Income Account*. Your sales will be detailed based on the **Groups** and Categories each sold menu product is assigned.

To Set a **Contra Account**:

1. Be sure your Sales Categories are entered.
2. Select **Settings** (upper left corner).

3. Choose **Setup** .
4. Click **Accounts** **.**
5. Add a new **Income Account** to correspond to your **Sales Categories** (Food Sales, Liquor Sales, etc.).
6. In the **Cost of Sales** or **Expense Accounts**, choose the appropriate **Sales Account** to link to under **Contra Account**.
7. Click **Save** .
8. Repeat procedure for all desired Cost of Sales Accounts. You will now be able to see Food Costs percentage of Food Sales on your P&L reports.

Categories

Categories (Sales Categories) are **Super Groups** that are used in reporting. Most of your costs can be categorized into Food, Liquor, Beer, Wine and Miscellaneous. For example, if you have detailed your Sales under the Category Sales, the report will divide the Cost of Sales per Category, thus giving you percentage costs on the Usage Summary Report.
Each **Inventory/Product Group** will be assigned a **Sales Category**. You may want to add additional **Categories** that are not in the pre-set list. You can add as many Categories as you require but try to limit this as most sales will fall within the default Categories provided.

To Add, Delete or Edit Categories:

1. Click **Settings** (upper left corner).
2. Choose **Setup**.
3. Select **Categories**.
4. Select an existing Category to edit or click **Delete**. For new Category, click **Add**.
5. Enter all information as detailed below.
6. Click **Save**.

Field	Details
Category	Enter in a description e.g. Food or Retail. Keep in mind these are not Groups, rather they are **Super Groups** under which you can have **Sub-Groups**.
Income Account	From the list, select the **Income Account** that you want to assign it to. The default is *Gross Sales*. **NOTE:** If you are exporting sales information to your Accounting System, you may want to have the information go to a separate Income Account. If you have more detailed Income Accounts in your Accounting System, you can assign the Account here. See Setup Accounts**.**

NOTE: If a **Category** is used in any **Inventory/Sales Groups**, you will not be allowed to **Delete** it**.** You must remove the **Group** from the **Category** first and then **Delete**.

Inventory Groups

Each **Inventory Item** will need to be assigned an **Inventory Group**. This will provide you with more detail and filter capabilities for your information and make reports easier to analyze.

To Add, Delete or Edit Inventory Groups:

1. Click the **Settings** (upper left corner).
2. Choose **Setup**.
3. Select **Inventory Groups**.
4. Select an existing Group to edit or click **Delete**. For new Group, click **Add**.
5. Enter the details as below.
6. Click Save.

Field	Details
Group Description	Enter the name of the **Inventory Group**.
Sales Category	Indicate the **Sales Category** from the drop-down list in which this group belongs.
Account	Select the **Account** from the drop-down list. **NOTE:** Once the General Ledger (GL) Account is assigned, when an item is selected to this Group the purchases will be credited to that account.

NOTE: If an **Inventory Group** has **Items** assigned to it, you will not be allowed to **Delete** it**.** You must remove the **Items** from the **Category** first and then **Delete**.

Sales Groups

Sales Groups are what the **Sales Reports** and **Menu Products** are grouped by.

To Add, Delete or Edit Sales Groups:

1. Click **Settings** (upper left corner).
2. Choose **Setup**.
3. Select **Sales Groups**.
4. Select an existing Group to edit or click **Delete**. For new Group, click **Add**.
5. Enter the details as below.
6. Click **Save**.

Field	Details
Group Description	Indicate the name of the *Sales Group* under **Group Description**. **NOTE:** This name may be the same as an *Inventory Group*.
Sales Category	Indicate the **Sales Category** from the drop-down list in which this group belongs.

NOTE: If a **Sales Group** has **Items** assigned to it, you will not be allowed to **Delete** it**.** You must remove the **Items** from the **Category** first and then **Delete**.

Storage Locations

In Optimum Control, Inventory and Ordering Sheets can be sorted by your **Storage Locations**. To sort by location, you must enter your Storage Locations which can be done at any time.
You may want to add additional Storage Locations that are not in the pre-set list. You can add as many Storage Locations as you require and be as specific as you need to accommodate your operation. For example, if you have a large cooler and want to break up your **Count Sheets**, you may wish to specify "cooler-west wall**"** or "cooler-shelf 1," etc.

To Add, Delete or Edit Storage Locations:

1. Click **Settings** (upper left corner).
2. Choose **Setup**.
3. Select **Storage Locations**.
4. Select an existing Location to edit or click **Delete**. For new Location, click **Add**.
5. Type in the name for the new Location under **Location Description.**
6. Click **Save**.

Suppliers (Vendors)

Suppliers (Vendors) are who you purchase inventory items or services from. You may view an existing **Supplier's** details by double-clicking on the **Supplier Name** from the listing.
NOTE: For *Initial Setup*, it is recommended that you enter most of your **Suppliers** before entering in **Inventory Items.**
To Add, Delete or Edit Suppliers:

1. Click **Settings** (upper left corner).
2. Choose **Setup**.

3. Select **Suppliers** .
4. Select an existing Supplier to edit or click **Delete** . For new Supplier, click **Add** .
5. Enter the details as below.
6. Click **Save** .

Field	Details
Supplier Name	Enter the **Supplier Name**.
Active / Inactive	**Active** is the default. If you wish to make **Inactive**, UNCHECK the box and the Supplier will not appear on your reports and pick lists.
Terms	Enter the **Number of Days** in which payments are due for this Supplier.
Accounting Vendor ID	If you intend to link Optimum Control to your Accounting System, enter the linking **Vendor ID** from your Accounting System (if required).
Account Number	Your **Account** or **Customer Number**. This will appear on your order sheets and be needed if you upload orders to your Supplier's website and/or import Invoices.
Address Information	Enter the information in all **Address** fields.
Contact Information	Enter the information in all **Contact Information** fields for your *Sales Representative*. **NOTE:** The email address is necessary as it is used by the Optimum Control bid functions.

Taxes and Adjustments

In your jurisdiction, you may have one or more tax that appears on Invoices or needs to be applied to the cost of an Item when purchasing. To facilitate this, **Taxes** need to be entered to the system to appear in **Purchases** and **Reports**. **Adjustments** are also required and include anything that affects the final cost or is applied to an Invoice as some sort of percentage or value (e.g. deposit fees, discounts, environmental fees, etc.).

To Add, Delete or Edit a Tax or Adjustment:

1. Click **Settings** (upper left corner).
2. Choose **Setup**.
3. Select **Taxes & Adjustments**.
4. Select an existing Tax/Adjustment to edit or click **Delete**. For new Tax/Adjustment, click **Add**.
5. Enter the information as follows.
6. Click **Save**.

Field	Details
Code	Enter in **Code** for the tax, e.g. TAX, PST, etc.
Description	Enter a **Description**, e.g. Sales Tax, Deposit, Margin Discount, etc.
Recoverable?	Indicate if this is a **Recoverable** tax. This is a tax that is applied as part of your Purchases but will receive back as a credit from your tax agency.
Percentage or Value	Choose either **Percentage** or **Value** from the list. Some taxes or adjustments are a fixed amount and some can be a percentage calculation. We recommend to choose an amount as this can be edited within an invoice.
Amount or Percentage	Indicate the **Amount** (by currency) or the **Percentage**, if percentage chosen.
Account	Enter the **Account** that the Tax is applied to in your Chart of Accounts (COA). For example, Goods and Services Tax (GST) amounts get posted to Sales Tax Account, Keg Deposit posts to Beer Deposit Account, etc.

Apply Purchase Amounts to Item Accounts	In some instances, you may wish to apply the tax amount calculated to an item and update the amount to the **Purchased Item** rather than to the Tax Account. For example, you can choose to add the cost of the tax applied to a cleaning supply to the Cleaning Supply Account rather than the normally assigned Tax Account.

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 but *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 (discount or fees) applicable for your area in** Taxes & Adjustments **before assigning Tax Groups.

To Add, Delete or Edit Tax Groups:

1. From **Settings** (upper left corner)**.**
2. Choose **Setup**.
3. Select **Tax Groups**.
4. Select an existing Group to edit or click **Delete**. For new Group, click **Add**.
5. Enter the details as below.
6. Click **Save**.
7. To apply a Tax Group to an Item, select the appropriate tax group from the **Tax Group** drop-down box in the *Items Window*. If the purchase price includes a tax group, CHECK this box and prices will be adjusted accordingly. See Entering Items.

Field	Details
Group Code	Enter in a two-digit **Group Code** for the tax group, e.g. PT, GP, GT.
Description	Enter the **Description** for the Group.

Select Taxes	CHECK each **Tax Box** to include. See Taxes and Adjustments to add new taxes.

Tax Group Examples

Here we explain using examples how to set up some common tax groups. If you are not sure, best to call the Optimum Control helpdesk for help.

Example of Beer Purchase with Sales Tax and Deposit

- Beer has VAT 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 **VAT** of $1.00, the **adjusted case cost** is $31.00. Creating a Tax Group that contains the **VAT** and **Bottle Deposit**, then applying it to the item will allow you to know exactly what the **Net** cost is for that item.

NOTE: 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 **Goods and Services Tax (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 Optimum Control will net out the cost 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-alpha combination is fine).
  3. Select GST, Licensee factor and bottle deposit.
  4. In the Item window, locate the Rum and check **Price Incl. Tax Grp.** and select the tax group **LZ** from the **Tax Group** drop-down box.
  5. 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-alpha combination).
  3. Check Sales tax for the group.
  4. In the Item window, locate the cleaning product and check **Price Incl. Tax Grp.** and select the tax group **PT** from the **Tax Group** drop-down box.
  5. The Adjusted case cost in the items window will reflect the net cost (adjusted case cost)

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.

Units of Measure (UOM)

Most inventory will fall into the UOM we have provided. But you may want to add your own for more specific pack sizes and reporting.

Types of UOM:

- **Weight** – These units are used by weight, e.g. pound, gram, kilogram, etc. Once a Weight Unit is selected for an Item, all Weight Units will be available when an Item is chosen as an ingredient.
- **Volume** – These units are used by liquid measure, e.g. fluid ounce, liter, milliliter, etc. Once a Volume Unit is selected for an Item, all Weight Units will be available when an Item is chosen as an ingredient.
- **Unit** – These units are used by an individual unit, e.g. each, carton, serving, etc. When entering an Item, the default **Unit** will be *Each* and a conversion will be required to convert it to another Unit or Unit Type.

To Add UOM:

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1. Click **Settings** (upper left corner).
2. Choose **Setup**.
3. Select **Units of Measure**.
4. Click **Add**.
5. Enter a short description (maximum six characters) under **Unit** to be used in reporting, e.g. ml, kg, lb.
6. Enter a Unit Description under **Description**. This is the long version of the unit that will be used in the Optimum Control features and some reports, e.g. kilogram, liter, cup – shredded.
7. Indicate the type of the ingredient from the **Type** drop-down list.
8. Click **Save**.

Deleting a Unit of Measure (UOM)

You can Delete UOM but they CANNOT be used in any Items, Prep or Products and must not be used in any history. If you wish to delete a unit, then you must delete the history for the period it was used. See *Deleting Data*.

To Delete a UOM:

1. Click **Settings**.
2. Choose **Setup**.
3. Select the **Units of Measure**.
4. Select an existing UOM you wish to delete.
5. Click **Delete**.

   NOTE: If the item is being used, you will be presented with a message indicating the number of items using the unit and will not be allowed to Delete.
6. Click **Save**.

Default Conversions

Default Conversions are used to create proper multiplication factors between **Units of Measure (UOM)**. These are *Global Conversions* that are used for all units.

NOTE: The *Default Conversions* are set for US (Imperial) Units. If you are using Metric units, you will need to adjust some of the units to reflect those in your market.

It is very important that if you want to make a conversion for a UOM you are accurate and don't just add things that could impact Items. For example, two tablespoons are not equivalent to one ounce in all foods. Two tablespoons of Basil do not weigh one ounce nor do two tablespoons of concrete. So be cautious when or if adding Global Conversions. You must be very accurate as these Conversions will apply to any applicable unit type.

To Add or Edit a Global Unit Conversion:

1. Click **Settings** (upper left corner).
2. Choose **Setup**.
3. Select **Default Conversions**.
4. Select an **Existing Conversion** to edit or click **Add**.
5. Under the **From Uom**, select the UOM you are converting from. Then choose the **To Uom** to select the UOM you are converting to.
6. Indicate the correct amounts in the **Convert From** and **Convert To** fields to achieve the proper Conversion **(Multiplier).**
7. Click **Save**.

NOTE: Conversions that apply to a specific Item can be applied to it individually. See Item Conversions.

Guests

In the **Catering** and **Buffet** windows you will want to indicate the **Guest** (Cover Types) such as: Adult, Child, Senior, etc. to use in calculating the Sales Revenue.

To Add, Delete or Edit Guests:

1. Click **Settings** (upper left corner).
2. Choose **Setup**.
3. Select **Guests**.
4. Select an existing Guest to edit or click **Delete**. For new Customer, click **Add**.

5. Enter the details as below.

6. Click **Save**.

Field	Details
Description	Enter a **Description** for the Guest Type. If you do not have different types of covers (e.g. Adult, Child, Senior, etc.) then simply enter *Cover* or *Guest*.
POS ID (OPTIONAL)	Enter a **POS ID** Number. This feature allows you to specify which POS ID Optimum should IGNORE when importing the sales from the POS.
POS Description (OPTIONAL)	Enter a **POS Description**. As with Products, add in the Description contained in the POS system for the above POS ID #, to make sure the link to the POS ID is correct for the Item.
Price	Indicate the **Price** normally charged for this Guest Type. You can edit this amount when entering the event so you may want to add a generic number (e.g. $9.99) and adjust it for each event.

If you enter the Catering and Buffet events into the POS System AND into Optimum Control, you will want to make sure that the event sales do not get entered twice. If you have already processed the sale in Buffet or Catering, then you need to ignore it from the POS when it is imported.

Customers

For use in the **Catering Wizard** to identify *Recurring* **Customers**. You can then assign a Catering event to a Customer and run Reports to see how much a Customer has ordered from you.

To Add, Delete or Edit an Existing Customer:

1. Click **Settings** (upper left corner).
2. Choose **Setup**.
3. Select **Customers**.
4. Click **Add**.

5. Select an existing Customer to edit or click **Delete**. For new Customer, click **Add**.
6. Enter the details under the **Customer** and **Billing Address** fields.

   NOTE: The Customer's **First Name**, **Last Name** and **Email Address** are all that is REQUIRED.

7. Click **Save**.

Periods (Accounting Periods)

This feature allows you to set periods in Optimum Control to define Reporting, Accounting and even Inventory Periods.

NOTE: For Optimum Control Enterprise, these periods should coincide with website reporting periods.

Once period information is finalized, the ability to go back and edit information prior to the closing date will require a user with permissions to edit. See Period Lockout Preferences|topic=Preferences - Accounting.

Before adding periods, make sure you have indicated period length, starting day and month end treatment to ensure proper calculation. See Preferences.

1. Click Settings (upper left corner).
2. Choose Setup.
3. Select Periods.
4. Click Generate Periods.
5. Choose the Number of Periods to generate. If this is your first time generating a period, choose one or two periods for now as more can be added once initial ones are saved.
6. NOTE: The length of periods and rules for Generating Periods are specified in Preferences. |topic=Preferences - Accounting
7. Click OK.
8. The periods will now be displayed for your review and editing, if required. Make sure the dates are correct.
9. Click Save.

Edit Existing Periods

1. Click **Settings** (upper left corner).
2. Choose **Setup**.
3. Select **Periods**.
4. Select the existing **Period** to edit.
5. Choose the new **Start Date**, **End Date** or edit **Period Index Number** as required. Be sure you do not conflict with existing periods.

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6. Click **Save** .

Delete Existing Periods

NOTE: Be extremely careful when deleting periods as the lockouts, reports and budgets will not be available for reporting.

1. Click **Setup** (upper left corner).
2. Choose **Setup** .
3. Select **Periods** .
4. Select the existing **Period** to Delete**.**
5. Click **Delete** **.**
6. Click **Save** **.**

Preferences

There are some preferences in the system that you must set to make sure that Optimum Control can utilize all its powerful features properly.

There are several types of **Preferences** depending on the modules you have loaded:

- **System –** Set your default units, font size, label printer (if used) and backup reminders.
- **Accounting –** Choose accounting system, period type and period lockouts.
- **Inventory** – Indicate how you want to value inventory and what columns to show in the count sheets.
- **Purchasing –** Select some specific display items for the invoice window.
- **POS –** Decide whether to show pending sales and POS configuration for imports.
- **Nutrition –** Set label types and the import folder from where the nutrition data is held.

System Preferences

System Preferences are the *Global Settings* that affect all windows. From your serial number to fonts, appearance and default units, these settings are important.

If you intend to change the Font Size and/or Font Family, you must first close all open Optimum Control windows.

To Access the System Preferences:

1. Select **Settings** (upper left corner).
2. Choose **Preferences**.
3. Select **System**.
4. Enter the details as below.
5. Click **Save**.

Field	Details
Serial Number	This is your **Serial Number** from when you purchased the software. This number is used for support tickets and upgrade notifications.
Font Size (OPTIONAL)	Indicate the desired **Font Size** that will be used in all Optimum Control windows. **NOTE:** A large font size may not display all characters in some fields.
Font Family	Select the preferred **Font** to use in all Optimum Control windows.
Display Backup Reminder	This feature will provide you with a **Backup Database Reminder** when exiting the software.
Require Login Before Restore?	{Not used in this release}
Default Label Printer	If you are using a specific printer for printing Barcode or Nutrition labels, select a **Default Label Printer** from the list of installed printers.
Default Units	When entering items, you can set a **Default of Units of Measure (UOM)** – weight or volume units that will prepopulate automatically by default, but you can change as necessary within the item. You can define whether Imperial/US or Metric Units and select the UOM that you prefer. _D2HLink_2689
Reporting Unit	These are the preferred **Reporting Units** ONLY. This can be changed within the Items Window and all units within the type can be used in any window. *Weight Unit:* We recommend Pound for Imperial/US Units and Kilogram for Metric. *Volume Unit:* We recommend Gallon for Imperial/US Units and Liter for Metric.
Recipe Unit	These are the preferred **Recipe Units** ONLY. This can be changed within the Items Window and all units within the type can be used in any window. ***Weight Unit:*** We recommend Ounce ***Volume Unit:*** We recommend Ounce

	(weight) for Imperial/US and Gram for Metric.	(fluid) for Imperial/US and Milliliter for Metric.
Show Reminder Notifications	If using the **Reminder Widget**, CHECK this box to have the reminders automatically pop-up on your desktop.	
Reminder Position on Screen	If the above is CHECKED, determine the **Location** of the pop-ups.	
Report Logo	Select a picture of your logo to appear on all of your reports. This picture must be a square version of your logo, ideally 128 x 128 pixels. Browse to select the file, click **Save**	

Accounting Preferences

For your accounting department, Optimum Control allows you to set some default accounting settings. You should consult with your Accountant prior to making changes to these settings.

To Edit the Accounting Settings:

1. Go to **Settings** (upper left corner).
2. Choose **Preferences**.
3. Select **Accounting**.
4. Enter the details as below.
5. Click **Save**.

Field	Details
Accounting System	Choose your **Accounting System** from the list. This feature enables you to export your purchases into your Accounting System. **NOTE:** If your Accounting System does not appear on the list, check with TracRite Software Inc. to see if any new accounting packages are available or how to create a custom configuration.

Default Export Folder	Select the **Default Export Folder**, where the file is saved to. **NOTE:** This does not have to be the accounting system folder.	
Accounts Payable Account	Setup the **Accounts Payable Account** (if applicable). Please configure with your accountant if you are unsure. For some Accounting Systems, you will need to add an Accounts Payable Account in the Optimum Control's Chart of Accounts (COA) to link to.	
Average Hourly Wage	This is used in the sales window to calculate labor cost from a management perspective. Enter an amount that reflects an average hourly wage plus any labor burden (tax, benefits etc)	
Period Length	Indicate the **Number** of days, weeks or months for the period.	Select *Days, Weeks* or *Months* for the **Period Length**.
Month End Treatment	There are three options for **Month End Treatment**: • *Break* – will split up an existing period to match month end. • *Extend* – will prolong the period beyond the original end date set to reach month end. • *Ignore* – will leave the period as it has been set.	
Fiscal Year Begins	Day of Month	Month
Period Locked Out Automatically	This box should be CHECKED if you wish the **Period to Automatically Lock Out**.	
Period Locked Out on	Indicate the **Day of the Week** in which periods are to be locked out on (e.g. Tuesday).	
Period Locked Out after Days	Indicate the **Number** of days **AFTER** the end of a period that you wish to lock the data from changes.	
Daily Sale Accounts	**Chart of Account Reference**	
Discounts Employee	Enter the chart of account for discounts	
Credit Card Deposits	Enter the chart of account for credit card deposits	

Comps	Enter the chart of account for complimentary discounts
Promo	Enter the chart of account for promotional discounts
Cash Deposit	Enter the chart of account for Cash
Money Short	Enter the chart of account for over short
Labour	Enter the chart of account for labour

Period Lock out Examples

Some details on how to create the proper period preferences for your operation:

- If you have weekly inventory with no month end reporting, choose four weeks. Then you can run weekly inventories within the period. Ignore month end treatment.
- If you have a weekly period, choose one week. This will enable locking after close of weekly inventory if you choose. Ignore month end treatment.
- If you have weekly periods with end of month inventory, choose one week and break for month end treatment. This will create a short period within the week and start the next week from that date. This enables weekly and monthly reporting.
- If you have weekly periods with last period extended to month end – this extends the last weekly inventory for the month to the month end. Example: This may create a ten-day period at the end of the month followed by a four day period at the start of the next month.
- If you have monthly reporting, choose one month.

To generate periods, see Setup – Periods.

Inventory Preferences

These preferences affect how inventory is valued and whether you want reasons for adjustments.

To Edit Inventory Preferences:

1. Select **Settings** (upper left corner).
2. Choose **Preferences**.

3. Select **Inventory** .
4. Enter the details as below.
5. Click **Save** .

Field	Details
Value Inventory Using	Select one of the following options for **Value Inventory Using**: • *FIFO (First-in-First-Out)* – values the inventory counted based on the price paid. • *Last Cost (Current Cost)* – values inventory at the current price for the default case cost in the Items window. • *Weighted Average* – takes all purchases for the period, calculates the total purchased, divided by the total cost.
Ask to Summarize on Close	The default is set to **Yes**. If you wish to turn it off, UNCHECK the box. **NOTE:** This feature is very useful as it will make sure that you do not forget to summarize and finalize a Count Sheet.
Require Reason for Inventory Adjustments	We recommend you turn this feature **On** as it forces a reason when adjusting Inventory Count. To turn it on, CHECK the box.

Count Sheet Column Display	This feature allows you to select which columns you would like to count at inventory time. By default, the count sheets will contain the purchase unit, count (split unit) and recipe unit. Select one of the following options for the **Count Sheet Column Display**: • *All Columns* – this will show the purchase, case and recipe units on the Count Sheets. • *Show Purchase and Case Count Columns* – this will only show these two columns. • *Show Only Case Count Column* – this will show the case (split case) unit only.
Inventory Interface	Select if using Freepour or Bluestreak bar bottle scan and weigh software.
Prep Par Level	This sets the desired time frame that **Prep Par Levels** are calculated by default. See Prep Par Levels. Select a **Start Date** | Select an **End Date**
Default Prep Margin	When creating prep sheets in reports, you can increase or decrease prep amounts within the report, but a default amount can be set here.

The Count Sheet Column Display is best done before an Inventory is created. However, if you have existing Count Sheets, the counts in the column(s) you chose to hide will be part of the Inventory Summary. Before removing a column, make sure you have no counts in it otherwise, the counts may be confusing in the final inventory valuation.

Purchasing Preferences

To Edit Purchasing Preferences:

1. Click **Settings** (upper left corner).
2. Choose **Setup**.

3. Select **Inventory** .
4. Enter the details as below.
5. Click **Save** .

Field	Details
Display Price Variance Alerts	CHECK the box to turn this feature **ON**. This will alert you to a price change that is more than the specified Price Variance Threshold.
Price Variance Threshold	Enter a **Percentage** to trigger a notification for when a price has been entered that is a certain percentage different from the previous one. This feature is useful for catching a mistake in costing or pricing. **NOTE: This feature will trigger in the invoice, Items and Bid Request windows if the new price is out by more than the set Price Variance Threshold. The notification will alert you of the amount that is different.**
Show Advanced Tax/Adjust Fields in Invoice Window	In some markets, you may want to have Optimum Control calculate tax amounts either included or additional on each Item. Turn this feature **On** by CHECKING the box and it will show you the breakdown of calculated taxes and adjustments and allow editing.

POS Preferences

When using Optimum Control there are some automated features that can help when integrating with your POS System.

To Edit POS Preferences:

1. Click **Settings** (upper left corner).
2. Choose **Preferences**.
3. Select **POS**.
4. Enter the details as below.
5. Click **Save**.

Field	Details
Show Pending Sales on Application Startup	CHECK the box to turn this feature **ON.** This will allow for notifications of any pending sales when logging into Optimum Control.
Prompt for POS Import after Login	CHECK the box to turn this feature **ON**. This will remind you that there are sales files that have not been processed. **NOTE:** This is for customers importing files from POS, not those using *OCSales Export*.
Default POS Import Folder	Select the **Default POS Import Folder**, where Optimum Control will look for the POS import files.
POS Configuration	Select the **Configuration** for your file import for your POS System. Click **Setup** (located to the right) to configure a new import. **NOTE:** We recommend calling the Optimum Control Support for assistance with Import Configuration.
Default Desired Percent of Sales	When running the Sales Mix reports, this is the threshold to show warnings for products that are above that percentage (e.g. 30%) and above 1% of sales.

Nutrition Preferences

To Edit Nutrition Preferences:

1. Select **Settings** (upper left corner).
2. Choose **Setup**.
3. Select **Nutrition**.

4. Enter the details as below.
5. Click **Save** .

Field	Details
Default Label	Choose the **Nutrition Label** format for USA or Canada.
Import Directory	This is the default **Online Directory** where Optimum Control refreshes and updates nutritional information.
Label Format	Choose whether you would like to print the **Standard** or **Extended** nutrition labels.

Event Preferences

These preferences are used in Catering and Buffet wizards to set default markup and cost percentages. These are used when adding items or preps to a catering sheet, the cost will automatically be marked up by this price. Products will be sold at selling price.

Enterprise Preferences

When using *OCEnterprise* to do recipe management and web based reporting, you will need to enter the following information to make sure *Optimum Control* knows what site to connect to.
NOTE: Be sure your *OCEnterprise* site has been created and the *Company Authorization Code* has been provided.

Field	Details
Location	This is a default **Location** for any new Items coming into Optimum Control. It is best to choose something generic, e.g. cooler and then adjust later.
Supplier	If an Item comes down from *OCEnterprise* with a **Supplier** that may have been deleted on *Optimum Control*, choose or a Supplier that any new Items you may encounter could be assigned to. You can edit this any time. To add a Supplier, see Suppliers (Vendors).
Import Recipe Sets at Startup	We recommend this feature to be **ON**. CHECK the box to import new recipe sets upon startup.
Company Authorization Code	Enter the **Authorization Code** as provided by the Optimum Control Support or your company.

OCMobile – Inventory

If you have an *OCMobile* subscription for your mobile device, you can enter the following information which was provided by Optimum Control Support.

Field	Details
Username	Enter the **Username**.
Password	Enter the assigned **Password**.
Test Login	Click the **Test Login** button to test your connection.

Security

Optimum Control can define Security settings for users and employees. This is important as you may wish to set each employee with a different Access Level and different Permissions.
You can also define and manage employee's User Name and Passwords.

Access Level Types

Each user of the program can have different Access Levels based on their role within your company. For example, a Chef may only have access to Recipes and Reports while the Accounting Department may only have access to Invoices and Pack Size Entry.

In each Optimum Control window, you can define four types of Access:

- **No Access –** The window does not appear for the user.
- **Read Only –** Allows user to look at a window but has no edit or new capabilities.
- **Update not Create –** This mode is for editing purposes. It allows the user to update a window but not add new things to it.
- **Full Access –** Use the window fully with all functions.

NOTE: Optimum Control comes with two default Access Levels – Administrator and Employee.

Changing Access Levels

1. Select **Settings** (upper left corner).

2. Choose **Security** .

3. Select **Access Levels** .

4. Select an existing Access Level to edit or click **Delete** . For new Level, click **New** .

5. Enter the details as below.

6. Click **Save** .

Field	Details
Name	Enter the **Name** of the Access Level.
Access Type	Click the ≥ to expand each Main Topic to see all associated Sub-Topics. Then click the ≥ to expand each Sub-Topic to see all associated Windows. In some instances, you may click ≥ a third time to expand to see specific Functions within a Window. Select the **Access Type** the user should have for each window or function: • *No Access* – The window does not appear for the user. • *Read Only – Allows the* user to look at a window but has no edit or new capabilities. • *Update not Create* – This mode is for editing purposes. It allows the user to update a window but not add new things to it. • *Full Access* – Use the Window fully with all functions.
Report Access	Select the **Reports** that should be available to the user.

Employees

To Add, Delete or Edit an Employee:

1. Click **Settings** (upper left corner).
2. Choose **Security** .
3. Select **Employees**.
4. Select an existing Employee to edit or click **Delete**. For new Employee, click **New**.
5. Enter the information as requested.

   NOTE: The Employee's **First Name**, **Email Address** and **User Name** are all that is REQUIRED.

6. Select the Access Level for the Employee, The Access Level will be set to Administrator as default, so this may need to be changed.

7. Click **Save**.

Utilities

Optimum Control contains powerful functions for managing groups, accounts, etc. as well as analyzing, synchronizing and deleting data.

Utility	Details
Item Classification Editor	Manage multiple items at once for setting Groups, Accounts and Locations.
Synchronize Data	This feature does more than synchronize and update costs, it analyzes your Item and Recipe information to make sure there are no units with incorrect conversion data.
Amalgamate Units of Measure (UOM)	Use this feature to clean up your UOM. In some cases, you may have entered two units of measure that are the same but spelled slightly different (for example Liter and 1L) Use this feature to put both of these units into only 1, then delete the other unit.
Delete Data	Use this feature to delete old data in the system.

Item Classification Editor (ICE)

The Item Classification Editor (ICE) is an efficient way to make mass changes to Groups, Locations or Tax Groups for Items or Recipes.

To Move One Item at a Time:

1. Select Group, Location or Tax Group from the **Options** drop-down list.
2. The action in this step is dependent on which Option you are working with:
    a. For Group, select Inventory or Sales from the **Group Type** drop-down list.
    b. For Tax Group, select Product or Case Size from the **Product or Case Size** drop-down list.

c. For Location, CHECK the **Retain Previous Location** box to keep the Item or Recipe in the *previous location* while adding a *new location.*

NOTE: It is best to use this feature for Primary (P) Locations only. Be careful to which are your Primary (P) and which are Secondary (S) Locations.

3. From the list on the left, click the > to expand the Group, Location or Tax Group to see the associated items.
4. Click on the Item to edit and hold to drag the Item onto the desired Group, Location or Tax Group on the right.
5. Release your left mouse button to place the Item.

To Move Multiple Items:

1. Follow Steps 1 to 3 from the instructions directly above.
2. To select a *list of Items*, hold the SHIFT key down and click the first and then the last Item to move.

   NOTE: Alternatively, you can *multi-select Items*. Click on an Item and hold CTRL key down to click more Items. After all Items have been highlighted, release the CTRL key. Then follow Steps 4 and 5 to complete.
3. As all Items will now be highlighted, release the SHIFT key.
4. Drag the highlighted Items to the desired Group, Location or Tax Group on the right.
5. Release your left mouse button to place the Items.

Synchronize Data

This utility is rarely used but can be a great tool for identifying recipe issues. Synchronize Data will not only sync the costs if necessary but also analyze if any Units of Measure (UOM) or Items that need to be addressed.

To Synchronize Data:

1. Click **Settings** (upper left corner).
2. Choose **Utilities** .
3. Select **Synchronize Data** .
4. Click **Synchronize** to show analytics or errors in Recipe and Item entry.
5. Any errors will be displayed in the window. Double click on items preps or products within the list to make corrections. Most errors are conversion errors where default conversions in the system do not line up with the units (case size) amounts.

Amalgamate Units of Measure (UOM)

This powerful tool can be used from time to time to clean up your UOM. If the same UOM gets entered into your database multiple times, it will clutter up lists, affect conversions and of course, reports.

Be cautious when using this function as it will blend two UOM together leaving the Master only. You can cause serious damage to your data if not done correctly and carefully. Once done, this operation cannot be recovered.

To Amalgamate UOM:

1. Click **Settings** (upper left corner).
2. Choose **Utilities**.
3. Select **Amalgamate UOM**.
4. Select the **UOM Type** (e.g. Unit, Volume, Weight) you wish to amalgamate from the drop-down list.

   NOTE: You can only amalgamate the *same* types of units.
5. Choose the unit you want to keep from the Master UOM.
6. From the Duplicate UOM, you will be able to choose units that have conversions to be similar.
7. Once both have been selected, click **Amalgamate** (top right).
8. Click **Yes** when the *Warning* appears asking if you want to continue with the operation. All Items or Recipes with the Secondary (unit you didn't want) unit will now be listed with the Master unit. (the unit you want to keep)

Delete Data

We STRONGLY recommend that you make a backup copy of your data PRIOR to deleting data.

To Delete Data:

1. Click **Settings** (upper left corner).
2. Choose **Utilities**.

3. Select **Delete Data** .
4. Indicate what **Date** to Delete Data *prior to*.

   NOTE: Be very careful here as you will be deleting **ALL** historic data.
5. CHECK the box for each **Data Type** you want to delete.
6. Once satisfied with your selection(s), click **Delete Data**.
7. Select **OK** when the pop-up appears to *Confirm Deletion*.
8. A pop-up will appear with a Code that is required to complete the deletion. Type the **Code** exactly as shown to confirm.
9. Click **Delete**. Your historical data has now been deleted.

Nutrition

When using Optimum Control for Nutrition and Allergen reporting, you will need to manage the following settings:

Setting	Details
Allergens	Add or edit Allergens.
Nutrients	Manage Nutrients and set guidelines.
Guidelines	Set the Nutrition Guidelines or add your own.
Reference Data Import	Import and Update nutrition data.
Synchronize Nutrition	Calculate the nutrition in your recipes and any missing information will be reported.

Optimum Control uses the U.S. Department of Agriculture (USDA) database for linking nutritional data. - This comprehensive database (USDA nutritional database/Canada Food Guide) 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 enter you own label information from the product itself or from the internet to have even more specific information about your menu.

Allergens

Optimum Control has functions to enter and edit Allergen information such as *gluten* or *nuts*. These Allergens, once linked to an Item, will automatically be linked to the corresponding Recipes. Allergen reports can be printed so staff and customers can quickly view which Allergens are in which Recipes. To view or print Allergen report, see Nutrition Reports.
NOTE: You can sort the Allergen listing by *Ascending* or *Descending* order by clicking on the **Allergen Description** header.
To search for a previously entered Allergen, click into the *Search Allergens* box.

To Add, Delete or Edit Allergens:

1. Click **Settings** (upper left corner).
2. Choose **Nutrition** .

3. Select **Allergens** .
4. Select an existing Allergen to edit or click **Delete** . For new Allergen, click **Add** .
5. Enter the **Allergen Description**.
6. Click **Save** .

Nutrients

The Nutrient Listing is a list of all nutrients that you wish to track. Some of the nutrients are very obscure and not used in most reporting but you may wish to track these nutrients in your market.
NOTE: Consult with the local government health office(s) to determine the best listing for your area.
NOTE: You can sort the Nutrients listing by *Ascending* or *Descending* order by clicking on one of the following headers: **Tag, Nutrient Description, UOM (Units of Measure)** or **Active**.
To search for a Nutrient, click into the *Search Nutrient Descriptions* box.
To Edit Nutrients or Add/Remove to Items, Preps and Products:

1. Click **Settings** (upper left corner).
2. Choose **Nutrition** .
3. Select **Nutrients** .
4. View or search for nutrients using the search function.
5. CHECK the **Active** box for all Nutrients you want to see in the Item, Prep and Product modules. UNCHECK the box to remove Nutrient(s) from the modules.
6. If you wish, you may edit the **Nutrient Description** of any/all Nutrients.
7. Click **Save** .

Guidelines

For reporting purposes and especially label printing, Nutritional Guidelines must be used. Optimum Control contains two guides by default, the U.S. Department of Agriculture (USDA) and Canada Food Guide. Custom guidelines can be created as you may work in an environment where you have specific guidelines or reporting requirements (i.e. nursing home, school, etc.).

NOTE: You can sort the Guideline listing by *Ascending* or *Descending* order by clicking on the on one of the following headers: **Tag, Nutrient Description, UOM** or **Amount**.

To Add or Edit a Nutritional Guideline:

1. Click **Settings** (upper left corner).
2. Choose **Nutrition** .
3. Select **Guidelines** .
4. Select an existing Guideline to edit. For new Guideline, click **New** .
5. Indicate a **Description** for the Guideline.
6. By default, the Guideline will be set to **Active**. To make *Inactive*, UNCHECK the box.
7. Indicate the Food Guide **Required Amount** from your jurisdiction for each Nutrient.
8. Click **Save**.

Reference Data Import

Optimum Control contains a default database with approximately 7,000 food items. You can update the nutritional analysis tables with newer information as it becomes available. Consult with your Optimum Control (Tracrite Software Inc.) representative if you have any questions.
NOTE: You can sort the Data Import listing by *Ascending* or *Descending* order by clicking on the on one of the following headers: **Group Description, Last Imported, Current,** or **Latest**.

To Update Nutrition Reference Data:

1. Click **Settings** (upper left corner of Main Menu).
2. Choose **Nutrition** .
3. Select **Reference Data Import** .

4. A listing of all categories loaded and the last date they were updated on the server will appear. If a **Warning** appears, then new information is available.
5. CHECK the **Import** box for any Groups you wish to update. Alternatively, you can choose **Check All** at the bottom right of the window.
6. Click **Import Data**.
7. Each Group will now update information and the date updated.

NOTE: If you have chosen *Check All*, you can click back to the **Main Menu** once it starts to let the process run in the background.

Synchronize Nutrition

This function calculates nutrition for all recipes. Optimum Control's powerful Nutrition functions allow for Inventory Items to be linked and/or 'entered from label' and then synchronized to calculate all recipe nutrition. A report will be generated to view any missing links as all recipe ingredients must be set with nutritional information or be selected as No Nutritional Significance (for items such as paper goods).

To Synchronize (Calculate) Nutritional Content:

1. Click **Settings** (upper left corner of ***Main Menu)***
2. Choose **Nutrition** .
3. Select **Synchronize Nutrition** .
4. CHECK the **Update Reference Data** box. If any new nutritional information has been downloaded from USDA the recipes will recalculate with the new information.
5. Click **Synchronize** to calculate all recipes with nutritional data.
6. If you wish, you can click **Print** to print a *Nutrition Sync Report*.

NOTE: If any Item/Recipe nutrition cannot be calculated or is missing a link, it will be displayed in the window. Open the Item to *add the links* or set as *No Nutritional Significance* and then *Resynchronize*.

Enterprise

When daily work is done in Optimum Control such as: Inventory, Invoices, Sales Mixes, Buffets, Catering and Waste; it will be loaded to your *OCEnterprise* website automatically. Once there, all reporting can be done from the website.
The Enterprise settings analyze if any data failed to upload and on very rare occasions, need to be reuploaded.
NOTE: As you work in Optimum Control, all work will be automatically loaded and any changes will be synchronized as well.

On the right-hand side of the Upper Menu Band, you will note there is a Cloud icon . This icon will show if items are being uploaded and the associated status.

Status	Details
	Uploading data.
	Warning on upload.
	Error on upload.
	Enterprise is refreshing its connection.
	Enterprise is disconnected.

Enterprise Synchronize

This a rarely used function to test your Items at store level and at *OCEnterprise* to make sure they are aligned. Any Items on your database that are not synchronized to the website will automatically be linked.

To Synchronize:

1. Click **Settings** (upper left corner).

2. Choose **Enterprise** .
3. Select **Synchronize** .

Usage Upload

This function is used to confirm any uploads of data and manually upload information if necessary.

To View Uploads:

1. Click **Settings** (upper left corner).
2. Choose **Enterprise** .
3. Select **Usage Upload** .
4. Choose the **Usage** (e.g. Daily Sales, etc.).
5. Select the **Date Range**.
6. To choose **Items**, CHECK the box beside each Item you want.
7. Click **Upload**.

NOTE: If you are trying to re upload data, ONLY the type you have selected will be loaded. It is best to choose each type from the Usage drop-down list (Inventory Invoices etc.) and apply the checkboxes to the dates desired. Click Upload. The data will now be available online for reporting.

To Review and Correct Upload Errors (indicated by a red x at top right of main menu):

1. Click **Settings** (upper left corner).
2. Choose **Enterprise** .
3. Select **Usage Upload** .
4. Choose the type of upload from the drop down list (e.g. invoices, inventory, etc.).
5. View any failed items.
6. Highlight.
7. Click **Upload**.
8. If error persists, contact Optimum Control Support.

Main Menu Dashboard

The Main Menu Dashboard and Toolbar are the main window for all Optimum Control features.
You can customize the Main Menu as you prefer with the provided Dashboard Widgets.

Main Menu Toolbar

All features of Optimum Control are broken into use types such as Inventory, Purchasing, Recipes, Sales, Events, Accounting Reports and Misc. Within each window, the **Main Menu Toolbar** will change to accommodate the functions required for the window. To open a window, click on the desired icon.

Settings (upper left corner)

Icon	Details
Setup	Add or edit all main lists in the program such as suppliers, locations, accounts, groups etc.
Preferences	Detail all your specific settings for display, accounting, valuations etc.
Security	Define users and security levels.
Utilities	Use these features for deleting data and managing bulk changes to accounts, locations and groups as well as troubleshooting items through Synchronize.

Nutrition	Set your nutrients, allergen listing etc.

Inventory Group Icons

Feature	Details
Items	Enter and edit inventory **Items** (stock book).
Count Inventory	Create **Count Sheets** for stock taking.
Case Size Overview	This feature allows the following: • Quick **Overview** of all inventory Items in Optimum Control. • Enter and save barcodes and order codes. • Apply filters to locate Items or Pack Sizes by Supplier, Group, etc.
Item Par Levels	This feature allows the following: • Set minimum and maximum **Stock Levels** for ordering. • Define key items. • Choose whether to track inventory should. • Indicate if an Actualized inventory Item.

Purchasing Group Icons

Feature	Details
Invoice	Select to enter **Purchases** from Suppliers.
Orders	To create **Orders** for Suppliers.

Recipes Group Icons

Feature	Details
Preps	This feature allows the following: • Create, edit or view **Prep** or batch recipes. • Create prep stations recipe instructions. • Add pictures. • Calculate Nutrition of each recipe.
Products	This feature allows the following: • Create, edit or view **Menu Product Recipes**. • Create or edit recipe instructions. • Add pictures for recipe books. • Displays nutritional analysis.
Batch Scaling	Prep or batch recipes can be **Scaled** larger or smaller for kitchen prep lists or special events.
Prep Par Levels	For prep sheets, **Par Levels** can be set daily for print to the kitchen.

Sales Group Icons

Feature	Details
Sales	Import or manually enter **Sales Mix** data.
Waste	Enter **Waste**.

Events Icons

Feature	Details
Buffets	This feature allows the following: • Create and cost **Buffet Menus**. • Add Customers.

	• Calculate cost per person and profit on a buffet.
Catering	This feature allows the following: • Plan **Catering** events and menus. • Calculate costs. • Print contracts and require stock lists.

Accounting Group Icons

Feature	Details
Budget Worksheet	Create and edit period **Budgets**.
Export Accounting Data	Use this function to set formats and export purchases to your accounting system.

Reports Group Icons

Feature	Details
Select Reports	Create, view and print reports.

Misc.

Feature	Details
Item and Recipe Management	View listing of Items and the Recipes in which they are involved in.

Main Menu Dashboard Widgets

Your Main Menu Dashboard is your quick view and insight as to how your operation is performing. Each **Widget** has choices to which you can customize the data displayed.

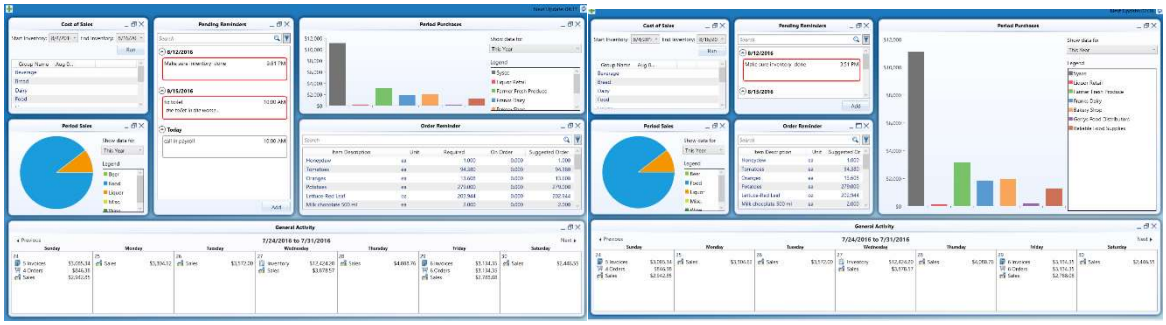
NOTE: The Dashboard will refresh every five minutes.

To Add a Widget:

1. Click **Plus** at the top left of the Dashboard Workspace (under the Main Menu Toolbar). This will present a list of available Widgets.

2. Double-click on the desired **Widget** to add. See available widgets below.

3. **Size** each Widget as you desire. All Widgets have a Maximize/Minimize button at the top right which will adjust a Widget's size based on the space it occupies. You can also change a Widget's size by dragging ↔ to resize. See examples below:



NOTE: As some Widgets require a set amount of space to display, we recommend minimizing the size of all Widgets to facilitate adding new ones.

4. **Move** each Widget to achieve the desired placement.

Widget	Details
Pending reminders **Note:** Reminders will turn red once they are expired and will post as tiles on your desktop. To **Snooze** click the snooze button and to dismiss click on the **Dismiss** button	This widget is a quick note reminder for you and anyone else using the program to use. Reminders will display until dismissed. 1. To **Create** a reminder, Click **Add** 2. Enter a note or subject for the reminder, select the date to be reminded on and the time. Enter notes about the reminder by clicking the icon. 3. To **Edit** a reminder, click to highlight the reminder and select the pencil icon. 4. To delete a reminder, click on the reminder and select the **Delete** icon. 5. Click Save
Top 10 Price Change Trends	Displays the top price changes +/- over the specified period. **Note:** that you can change the date range to view

	last 30 days, this week, last week, this month, last month or custom. Once chosen this will be how the widget displays until changed.
Order reminder	This widget will display all items below set minimum item par levels. It is a reminder only and you will need to open the order window to place the order.
Period Purchases	This widget will display a bar graph of purchases by Chart of account within the time parameters set in the "show Data For" drop down list. Each supplier will be listed as a different colour and if you 'hover' your mouse over the bar graph an account breakdown will be displayed.
Cost of Sales (Graph)	This is a great tool for quickly analyzing inventory groups and trending over up to 4 inventory periods. Simply select a date and the next 4 periods will display on the screen in line graph format. Hover over the plotted points to see a quick summary of the percentage of sales for each group.
Weekly Sales Summary	This listing will give a breakdown of weekly sales by category.
Cost of sales	The cost of sales widget (like the cost of sales graph widget) will display the last 4 inventory cycles actual cost of sales percentages. A great tool to see trending on your costs. Select the date range if you wish to change. Remember though the maximum number of inventory cycles is 4.
Pending Sales	This widget shows all pending sales (Sales processing errors). Each date will be listed and the value of the pending sales. To fix pending sales, highlight the desired dates (use SHIFT key to select multiple dates). Click **Fix**. This will open the pending sales window.
Period Sales	The period sales widget will display a pie chart of the category sales for the desired period. You can choose the period to show data for in the drop-down list. If you hover your mouse over the chart the sales revenue will be displayed.

General Activity **Note:** This widget will require a complete row to display properly. Best located at the bottom of the dashboard.	The general activity widget is a quick look at what work has been completed for the week or what sales have (or have not) been processed. The sales amounts, invoices, inventories orders and events will be displayed along with totals. To adjust the week start day, click the **settings** icon (located in the widget).

For more information on Main Menu Dashboard Widgets, watch this short video titled *Introduction to Dashboard Widgets*. https://www.youtube.com/watch?v=DMFZhKJgVIo

Help File

The Help File is displayed in a split-pane on the right side of the Dashboard. Content will change with each window or function you are working in. The top pane displays the Table of Contents/Topics and the bottom pane displays the Help Content you have chosen to view. The Help Pane also includes a Search function.

To minimize the Help File, click the ≥ button at the top left of the Help Pane. This will 'slide' the Help File to the right and collapse the pane. To reopen, click the ≤ button.

The Help Pane is set to a default size when opening Optimum Control. However, you can hover your mouse over the edge of the pane and drag ↔ to resize the Help Pane to as large or small as you like.

NOTE: Resizing the Help Pane impacts all Optimum Control windows so they will shrink/enlarge accordingly. Each time you restart Optimum Control the Help Pane will go back to the default size.

Calculator

Optimum Control offers a calculator to use without having to search for one. To access, click the **Calculator** button located on the right side of the Upper Menu Band.

Backup Database

If your computer hard drive crashes and your data is on the local drive, all will be lost. To insure the safety of your data, we recommend that you back up often (minimum once a week) and use an online storage folder or thumb-drive.
To Create a Backup:

1. Select **Backup** (right side of the Upper Menu Band).
2. Click the **…** button to choose the location for the Backup.
3. Choose **Backup**.
4. Once the Backup is complete, click **Close (X)** to exit the Backup.

Restore a Backup

To Restore a Backup:

1. Click **Close (X)** to exit Optimum Control.
2. Double-click **Optimum Control** to re-open it.
3. Choose **Restore Backup** (bottom left of the log-in screen).
4. Click the **…** button to browse available Backups.
5. Choose the **Backup File** you wish to Restore.
6. Select **Restore**.

If the file is a VALID Optimum Control backup, the database you were using will be backed up and the data will restore and give a completed message. If file is not valid you will receive an error message

User Account Information

Your user name will be displayed on the right side of the Upper Menu Band. The user name is the name that was specified in the Security Settings.

Field	Details
Edit Account	To Change Account Information:

	1. Click the **User Account** information. 2. Enter **Change(s)** to first name, last name, user name, email and/or phone number. 3. Click **Save.** **NOTE:** If you changed your User Name, the change will take effect on your next login.
Change Password	To Change Your Password: 1. Enter your **Old** Password. 2. Enter your **New** Password. 3. **Confirm** Password. 4. Click **Save**. **NOTE:** These changes will take effect on your next login.
Elevate Permissions	The elevate permissions function can be used by a supervisor or manager to *temporarily* **Elevate Permissions** on the logged in account to that of the supervisor. To Elevate Permissions: 1. Have your supervisor click the **User Account** information. 2. Choose **Elevate Permissions**. 3. Enter their **User Name** and **Password**. 4. Select the **Length of Time** you can have the Elevated Permissions (5 to 30 minutes). 5. Click **Login**. **NOTE:** At the end of this period, the Elevated Permissions will expire.
Switch User	To Switch User: 1. Click the **User Account** information. 2. Choose **Switch User**. 3. Enter **User Name** and **Password**.

	4. Click **Login**.

Main Menu About

Click Main Menu About on the right side of the Upper Menu Band to display information about your install.

Field	Details
Install Path	Shows the **Location** where Optimum Control is installed.
Database Version	Indicates the **Database Version**. **NOTE:** This is mostly used by TracRite Software Inc. Support Technicians.
Serial Number	Your **Serial Number** as entered when using Optimum Control for the first time. This is extremely important and needs to be entered properly.
Site MID	The **Machine ID** for your machine.
Activation Code	The **Activation Code** given to you from TracRite Software Inc. You will need this Activation code if you need to transfer the license to a new computer or remove the license.
Modules Loaded	This is a listing of all modules loaded to the system. **NOTE:** This is used by TracRite Software Inc. Support Technicians to evaluate any installation issues.

Items

Items are your 'stock book items' that are purchased from your Suppliers. You need to enter each inventory Item **ONLY ONCE** otherwise, you will clutter up your database. Have only one Item and then add different Suppliers and pack sizes within that Item.

For example, if you purchase mayonnaise from two different Suppliers, it is **ONE ITEM** with **TWO PACK SIZES**. If mayonnaise is used in a recipe, the chef will go to the cooler and reach for mayonnaise. It does not matter to the chef if it is mayonnaise from Supplier 1 or Supplier 2, he/she just needs mayonnaise. Optimum Control works much like a chef in the kitchen, imagine if you had three mayonnaises listed in the program, which one would you take from recipes?

There are several screens to help in the entry process.

Task	Details
Core Information	Detail the Description, Inventory Group and Item Use (e.g. weight, volume or unit), key item setting and if the usage is actualized. **NOTE:** For Weight and Volume, you can select a **Reporting Unit** and a **Default Ingredient Unit**. Unit has a default of *Each* and must be converted if you prefer another unit. Such as 'slice'.
Case Sizes	Enter the **Case Sizes** for each Supplier and/or Case Size you purchase by. See Items Case Size.
Storage Locations	When entering Core Information, you will specify the default 'ordering' location but you can also detail multiple Storage Locations for counting Inventory.
Nutrition (OPTIONAL)	Detail the nutritional analysis by linking this item to included USDA links or adding from a label. This will calculate all recipe nutrition.

Allergen (OPTIONAL)	Detail any allergens contained in the item. Reports can be run detailing if any allergens are contained in a recipe.

Selecting an Inventory Item

To Select an Inventory Item:

1. Click **Items** (Main Menu Toolbar).
2. A listing on the left will display ALL inventory items that have been entered into Optimum Control. Double-click on an **Item** to select.

Filter	Detail
Search Description	Type a few letters of the **Item** you wish to find; the list will filter accordingly.
Filters Filters	To further filter your search, click **Filters** drop-down box. There are four Filter options: • *Category* – Choose the Category to filter Items by. • *Group* – Select the Group to show Items for. • *Key Items* – Display all Items, only Key Items or only Non-Key Items. • *Active Item* – Show Active Items in your search, Inactive or both.
Multiple Case Size Indicator	**Case Size** indicates an Item with more than one Case Size. Double-click the icon to see a listing of all Case Sizes for that Item.

NOTE: To hide the Item pick list, UNCHECK the **Keep Open** box at the bottom of the list. To open the list, click **Open** from the *Items Toolbar*.

Add or Edit Inventory Items

To Add or Edit Inventory Items:

1. Click **Items** (Main Menu Toolbar).

   NOTE: The window, by default, is in NEW mode until an existing Item is selected.

2. To select an existing Item to edit, see Selecting an Inventory Item. For new Item, click **New**.

   NOTE: As the default is a NEW Item, you can simply click on the Description field.

3. Enter the details as below.
4. Move to **Case Size Information** to complete the Item, see Item Case Size.

Field	Details
Search Description	Enter the **Name** of the item. We recommend using a clear and simple name for staff's ease of use, as some Suppliers will have a very complex name for Items they sell.
Inventory Group	Select the **Group** you wish this Item to report in from the drop-down list. To add a group, see Adding Inventory Groups._D2HLink_2709
Main Location	This is the **Storage Location** (or **Ordering Location**), where you keep MOST of the stock for this Item.
How it is used?	This is probably one of the MOST important questions in Optimum Control. There are three possible answers: • **Weight –** When adding this Item as an Ingredient, the Recipe units of measure (UOM) will be by weight units. • **Volume –** When adding this Item as an Ingredient, the UOM will be by volume units.

	• **Unit –** When adding this Item as an Ingredient, the UOM will default by *Each*.
Reporting Unit	This is the Unit that you want to have this Item reported by. Whatever Unit you choose, it will populate under **Split Unit** on the Supplier Case Size area of the window (to the right).
Default Ingredient Unit	The **Default Unit Shown** to show in recipe ingredients. The Units to choose from will be selected based on Preferences (see System Preferences) and the type of Unit you chose.
Track Inventory	There are some Items you enter that you do not want on the Inventory Count Sheets (e.g. tap water for recipes, small wares, cleaning implements) but you want them entered into Optimum Control so that Managers can order them. To NOT **Track Inventory**, UNCHECK this box.
Key Inventory Item	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 want on the Inventory Count Sheets and in the Inventory window. CHECK the box if you would like to count this Item *every time* you enter Inventory counts. There are some Key Items that you will want to count every time and others that you will only want to count occasionally (e.g. garlic powder, stir sticks, etc.).
Actualize Usage Values	Some Items you just cannot track properly in a recipe (e.g. fryer oil, napkins, straws, etc.). Although these Items may not be used in any recipes, Optimum

	Control will show a variance because there is actual usage but no ideal. The **Actualize Usage Values** function allows you to tell Optimum Control usage reporting that whatever you used for this Item, is what you should have used…no variance. Each Item that is actualized will be marked with an * next to the ideal usage amount. Actualize Examples: • **Fryer Oil** – Every week you change your fryer oil. You have an opening inventory of four pails, you purchase 10 pails and end up with two 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. • **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 used 3.5 cases. As such, 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.

For more information on Adding or Editing Inventory Items, watch this short video titled ***How to Enter Inventory Items*** https://www.youtube.com/watch?v=ksjBiHekuPc .

Item Case Size

As mentioned before we cannot stress enough that in Optimum Control, if you purchase multiple ways or from multiple Suppliers, you must add Case Sizes to the Item and NOT add more Items. Remember, one Item with multiple Case Sizes.

To Add a Case Size or to Complete Item Entry:

1. Click **Item** (Main Menu Toolbar).
2. To COMPLETE a new Item, enter the details as below in the **Case Size Information** (located on the right side of the Items window).

   NOTE: Alternatively, to ADD a new Case Size, select the **Item** and click **Add** (Item Toolbar).
3. Enter the information as listed below.
4. Click **Save**.

Field	Details
Supplier	Choose the **Supplier** name from the drop-down list. To add a new Supplier, see Suppliers (Vendors).
Order Code	This is the **Order Code** (or Item Number) from the Supplier. This is an important number for uploading orders, printing sheets or importing Supplier invoices. **NOTE:** Optimum Control will rely on this number for import validation.
Case Description	A note on the **Case Size** OR the Supplier's Case Size will be **auto-populated** when importing an Invoice. However, it can also be entered manually (e.g. "6/100 cans" or "11-pound case").
Barcode	If scanning Inventory, you can enter the **Barcode** here. Labels can be printed and used to label shelves so that you can scan inventory. Alternatively, *once the Item is saved*, Optimum Control can create a Barcode automatically.
Tax Group	Indicate the **Tax Group Code** that applies to this Item (if applicable) – see Tax Group. Once a Tax Group is

	chosen, the window will display two additional fields to be completed:	
	Price Includes Tax	CHECK this box to indicate that tax is *included* in the Purchase Price.
	Adjusted Case Cost	The application of the Tax Group will apply to the Purchase Price and display the net cost to you. If a tax is applied, the amount shown will include the tax percentage.
Purchase Price	The amount you **Pay per Purchase Unit** (e.g. if you purchase by *Case*, then indicate the *Case Price* and if you purchase by *Pound*, then indicate the *Price per Pound*. For Items that you *order* by case but *receive* by 'catch weight,' indicate the *Price per Case* (average case size multiplied by the cost per pound/kilo) then make split unit Pound or Kilo.	
Split Unit (how many split units in the case?)	This unit level will default to the Reporting unit. Indicate the number of the reporting units in the purchase unit. Should you wish to have a different unit here than the reporting unit to the left, simply indicate the unit, then in the pack unit indicate how many of the units are in the split unit. The Conversion will be added to the system.	
Pak unit = pack unit (how many 'recipe units' in a split unit	This is how many of the recipe units are in the split unit. E.g.: 100 **fl oz** per **can**, 50 **each** in a **box**	
Yield % (percentage)	This is essentially a wastage factor. There are some items that you do not use 100% (e.g.: Produce**)**. This feature allows you to factor in a waste percentage that will carry through to your usage. For 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%.
Actual Cost by 'Recipe Unit'	This field calculates the cost down to the **Lowest Unit**.
Allow Split Case?	When ordering some Items from Suppliers, you may be able to buy a **Split Case**. CHECK this box to allow Split Case ordering and purchasing.
Current Case Size	Indicates the **Currently Purchased Case Size**. Each time a purchase is made, the current Case Size will be indicated.
Default Ordering Case Size	When multiple Case Sizes are entered, this allows you to choose a 'desired' **Default** Case Size for orders.

Case Size Examples

Example 1 – For a case of ground beef, you could indicate "pounds" for the default Reporting unit. Then when adding the Pack Size, you can enter a case of packages. This is fine if you indicate under pack Unit, how many pounds are in a package.

Example 2 – **Spices** –

1. indicate the how it's used as by 'weight' (even though you use by teaspoon or cup in some recipes).
2. The reporting unit will come up as pound/kilo depending on your settings, you may want to report by container rather than pounds, so choose Container (a little warning icon will appear, don't worry about this yet, it just means that Optimum Control needs to know what weight the container is)
3. Over to the case size, select the supplier and indicate the price per container, then for 'split unit' you can also select container, then enter the number of ounces or grams in the container.
4. For the teaspoon, cup, use by volume issue, save the item, then click on the **Nutrition** icon on the toolbar
5. click **link to** and select the spice from the USDA list (or if not concerned with nutrition, select the spice with closest characteristics for weight, grain etc.) Once selected, a window will ask if you would like to select some additional conversions, say **YES**. You can choose at least 1 `volume to weight' conversion (eg: 1 teaspoon = 8 grams). Then when you save, the spice can be used by any weight or volume measure.

If you would like to add more conversions then click the conversions icon on the desktop and add your own conversion.

Example 3 – An item by volume such as pineapple juice.

1. Purchase by the case of 12 cans 64 fl ounces.
2. Enter the How is it used by volume. With a reporting unit by the 'can' (the warning icon will appear), default unit ingredient can be left as fluid ounce or changed to any other volume measure.
3. In the case size, indicate the supplier and then indicate the price per case, choose the split unit of can and the Pack unit of 64 fl ounces. Now in recipes the Pineapple juice can be used by any volume measure but also by the can.

Yield Percentage Example

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.

NOTE: 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%.

Case Size Management

To Add a Case Size:

1. Click **Item** (Main Menu Toolbar).
2. To select an existing **Item**, see Selecting an Inventory Item.
3. Click **Add** (Items Toolbar).
4. Enter the new **Case Size** information, see Item Case Size.
5. Click Save.

To Remove (Disable) an Existing Case Size:

You cannot remove a Case Size if it is the only one assigned to an Item. In addition, a Case Size cannot remove it if it is set as the Default or Current Case Size.

1. Click **Item** (Main Menu Toolbar).
2. Select an existing **Item**.
3. Click **Remove** (Items Toolbar).
4. A pop-up will appear to confirm that you want to disable the Case Size. Select **Yes**. The Case Size will now be removed.

To View All Case Sizes:

1. Click **Item** (Main Menu Toolbar).
2. Select an existing Item to edit.
3. Click **View All** (Items Toolbar).
4. A small window will pop up and display all the Case Sizes for that Item.

   NOTE: From this window, you can also Add or Remove Case Sizes.

Items - Additional Information

Field	Details
Quantity (Qty) on Hand	Indicates the **Amount in Stock** by the default Reporting unit.
Current Value	The **Valuation** of the current stock on hand.
Last Purchased	The **Last Date** this item was purchased.
Comments/Notes	Enter any special **Comments** or **Notes** about this Item.

Locations

Locations are the Storage Locations where you store your inventory Items for easier counting. When entering the Item, you chose a **Default Location** (Ordering Location), this will automatically be displayed in the location selection list but you can also choose as many Storage Locations as you store the Item in for counting Inventory. This ensures that you don't miss any stock when counting.

To Indicate Storage Locations:

1. Click **Item** (Main Menu Toolbar).
2. To select an existing **Item**, see Selecting an Inventory Item.
3. Click **Locations** (***Items Toolbar***).
4. The Main Location will already be selected and marked with a **Pin** .
5. Click on the **Location(s)** to indicate additional Storage Locations. A will appear beside each Location selected.

   NOTE: To add new Storage Locations, see Adding Storage Locations.
6. Click **Save**.

Inventory Item Conversions

This feature is for creating specific custom conversions for the **Item you are working in only**! It allows you to set multiple Conversions for an Item that can apply in multiple Recipes.

To Add or Remove a Conversion:

1. Click **Item** (Main Menu Toolbar).
2. To select an existing **Item**, see Selecting an Inventory Item.
3. Choose **Conversions** (Items Toolbar).
4. To remove an existing Conversion, click **Remove** (***Items Toolbar***). For a new Conversion, click **Add** (*Items Toolbar*).
5. Enter the **Conversion** details.
6. Click **Save**.

Inventory Item Conversion Examples

- Bacon is purchased by the pound, but you would like to use it by the slice in your recipes. Open the Item Bacon, click Conversions and add the number of slices per pound. Slice is now available in Prep and Product ingredient windows for this Item.
- Butter is entered by weight but you want to enter the weight of *1 cup* to enable you to use by volume measurements in any recipes. Now you will be able to use by any weight or volume measure.
- Tomatoes (entered to use by weight) but you want to use by the slice in recipes as well. Enter a conversion of *1 pound = 200 slices* (or your operations equivalent). Recipes will have the choice of using the Tomatoes by the weight units or by the slice.
- All spices should be entered by weight and then add a conversion into the number of grams per teaspoon. Then the spice can be used by the ounce (weight), pound, teaspoon, tablespoon, gram, cup, etc.

Detailing Item Nutrition

Optimum Control contains a Nutrition module to calculate the nutrition of each menu Item. You must 'link' the Item from the listing from the U.S. Department of Agriculture (USDA) listing included with your Optimum Control database or enter from the label. Once complete, the program will automatically calculate each menu Product's nutritional analysis.

Nutrition Linking - Link Items to U.S. Department of Agriculture (USDA)

To Link Nutrition:

1. Select **Items** (Main Menu Toolbar).
2. Select an existing **Item** to 'link' Nutrition, see Selecting an Inventory Item.
3. Choose **Nutrition** (Items Toolbar).
4. Click **Link To** (Items Toolbar) to see a listing of Items.
5. Type in the name of your **Item**. You can use more than one word to search (e.g. beef ground).
6. Look carefully at the list to choose the proper/most suitable **Item** and how you prepare/cook it.

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7. Click **Next**.
8. At this point, suggested **Conversions** will appear. Liquid measure is not a calculation in nutritional analysis (everything is calculated by grams) so you will be presented with some volume to weight Conversions. Click at least one to complete the link.

   NOTE: Read these Conversions carefully as some are very useful when entering Recipes.
9. Select **Finish**.

   NOTE: If you feel you made a mistake, click **Close (X)** or **Cancel** and relink.

Nutritional Information from Label

To Enter Nutrition from Label:

1. Select **Items** (Main Menu Toolbar).
2. To select an existing **Item**, see Selecting an Inventory Item.
3. Choose **Nutrition** (Items Toolbar).
4. Click **From Label** (Items Toolbar).
5. Enter the **Portion Size**. The Serving Size is listed on the label you are entering from (e.g. 1 serving = 45 grams, one can = 355g, etc.).

   NOTE: In some liquid cases, there may be no conversion to grams, only to milliliters or ounces. In this case, you may have to look up the weight per 100 grams (e.g. 250 grams of water = 250 ml or 1 gram = 1 ml).
6. Double check the **Nutrition Guideline** you are calculating against. By default, the settings are Canadian Recommended Daily Intake (RDI) and U.S. Department of Agriculture (USDA) Food Guide. If you would like to add a new Nutrition Guideline for your specific country or industry (ex: hospital, senior living), see Guidelines.
7. Enter the **Amounts** per nutrient as listed on the label.

   NOTE: For percentage of total diet listings (e.g. Vitamin A, calcium, etc.), enter the **Percentage** and then CHECK the **Percentage** box. Optimum Control then knows how to calculate the proper amounts.
8. Click **Save**.

Defining Item Allergens

To calculate Allergens, you will need to define your allergens. For detailed instructions, see Allergens. Your particular jurisdiction or country may have specific Allergens you are required to track so be detailed in your linking.

NOTE: Be aware of Ingredients and Allergens that may be in **Purchased or Assembled Products (Made Products)**. These may contain Allergens that you should indicate as part of the Item even though you are not making it. For example, bread may contain nuts, eggs and of course gluten. You should look at the Ingredients on any Made Products to be 100 percent accurate.

To Add an Allergen to an Item:

1. Click **Item** (Main Menu Toolbar).
2. To select an existing **Item**, see Selecting an Inventory Item.
3. Choose **Allergens** (***Items Toolbar***).
4. Click **Add** (***Items Toolbar***).

   NOTE: You cannot multi-select; only one Allergen may be added at a time.
5. Select **OK**.
6. Click **Save**.

To Remove an Allergen from an Item:

1. Click **Item** (Main Menu Toolbar).
2. Select an existing **Item**.
3. Choose **Allergens** (Items Toolbar).
4. Select the **Allergen** to be removed from Item.
5. Click **Remove** (Items Toolbar).

   NOTE: You cannot multi-select; only one Allergen may be deleted at a time.
6. Click **Save**.

Duplicating an Existing Inventory Item

This handy function will allow you to copy an existing item and edit to make a new Item. This is extremely helpful when adding Wines and Beer. All information from the previous Item will be copied to the new Item except for the Name and Supplier Order Code. Simply enter this information and edit existing information to fit the new Item.

To Duplicate an Item:

1. Click **Item** (Main Menu Toolbar).
2. To select an existing **Item** you wish to duplicate, see Selecting an Inventory Item.
3. Click **Duplicate** (Items Toolbar).
4. All existing information will be duplicated in fields except for **Description** and **Supplier Order Code**. Enter this information.
5. Edit the **Supplier** and **Price**, if necessary, for the new Item.
6. Click **Save**.

Count 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. The most important thing when counting inventory is to **BE ACCURATE**. Most issues surrounding inventory variances are because of inaccurate counting.

To specify what kind of valuation method will be used for valuing your inventory (FIFO, Last Cost or Weighted Average), see Inventory Preferences.

NOTE: The first time you use this window, you will be creating worksheets for your Opening Inventory for ALL items.

Overview of the Inventory Process in Optimum Control:

1. Make sure all Items and Preps you wish to count are entered into Optimum Control and identify the Storage Location(s) for each.
2. You have the option to customize your count sheets and use count sheet setup to remove or add Items or Pack Sizes (which can be done any time). Hot lists can be created on an as-needed basis to focus on a small group of specific Inventory Items that you are having problems with.
3. Create and print the inventory **Count Sheets** or export to *OCMobile* (subscription required).
4. Count your **Inventory**.
5. Enter or import your **Counts** from *OCMobile*.
6. Save your inventory **Count Sheet**.
7. Summarize **Count**.
8. Finalize your **Inventory**.
9. Run **Reports**.
10. Adjust **Count Sheet**, if necessary.

Create a New Inventory

To Create a New Inventory:

1. Click **Count Inventory** (Main Menu Toolbar).

   NOTE: In this window, you will be able create, view, re-date, delete, re-enable and finalize Inventories. Watch video on how to redate an inventory https://www.youtube.com/watch?v=Znlc7NWFiXc

2. The **Inventory Calendar** will display showing any completed Inventories. Double-click to open a day or adjust counts.

   NOTE: Inventory dates with NO VALUE have not been *Finalized***.**

3. Click **New**. You will be presented with the **Create Inventory Wizard**.

   NOTE: Alternatively, to make counting Inventory easier, you have the option to create a Custom Sort (Shelf to Sheet) and/or **Count Sheet Setup** to include/exclude specific Items, Case Sizes and/or Preps.

4. Answer the **Questions** to create a new Inventory Count Sheet.

Wizard Questions	Details
On which date should this inventory be recorded?	Indicate the **Date** for the Inventory. This can easily be changed if the Inventory is saved for the wrong date. Other than the very first Inventory when you begin using Optimum Control, all other Inventories will be *Closing Inventories*. A **Closing Inventory** is the count of stock levels at the close of business. For example, if you are counting inventory Monday morning, the date of the Closing Inventory is Sunday night.
Are multiple count sheets required?	The default is "No" as this is not required for a normal single Inventory. To 'split' your Inventory into separate components, CHECK the box. For example, if you have a Bar Manager and a Food Manager, you can split the food, beer, wine, liquor categories into separate Inventory counts. Each count will require a summarization and once

	summarized, it can be finalized and then Reports can be run.
What kind of inventory count is this?	There are five kinds of **Inventory Count** to choose from: • *All Items* – Lists all the Items selected as track inventory. All Items on Count Sheet will require an amount to be entered or they will be set to 0.00. • *Key Items* – You may have a top 100 or top 30 that you have set as Key Items. All non-key items NOT on the sheet will have a calculated count as per sales and purchases. • *Category* – Indicate the Category or Categories (if you have selected multiple Count Sheets). • *Group* – Indicate the Group or Groups (if you have selected multiple Count Sheets). • *Hot List* – Select the Hot List or Lists you wish to include as part of the inventory. See Creating Inventory Hot Lists.

5. Select **Finish.** The Count Sheet will display and be ready for your counts.

6. Choose how you want to sort your Count Sheets. Select an option from **Sort By:** listing on the left**.**

Sort By	Details
Location	Sorts by Storage Location and then by Group (e.g. Cooler – Produce – Lemons).
Group	Sorts by Group and then alphabetically within the Group (e.g. Meats, Produce, etc.).
Category	Sorts by Category (e.g. Food, Beer, etc.).
Custom	Sorts by Location in exactly the order you have designed using the Custom Sort feature.

7. Print **Count Sheets** or export Inventory to *OCMobile***.**

Print Inventory Count Sheets

To Print Inventory Count Sheets:

1. Click **Count Inventory** (Main Menu Toolbar).
2. To create a new **Inventory**, see Create a New Inventory. To open a completed Inventory, double-click on the Count you want to print.
3. Choose the **View (Sort By)** you wish to count (Location, Group, Category or Custom).

   NOTE: If you have selected an existing current Inventory, you must click **Countsheet** (Inventory Toolbar) first before selecting a View.
4. Click **Print** (Inventory Toolbar).
5. Select a **Print Option**: Countsheet (All Groupings), Countsheet (Current Grouping), Worksheet (All Groupings) or Worksheet (Current Grouping).
   a. **Count Sheet** – This option prints the Count Sheet that you will use to count your Inventory. Choose to print the *Current* Count Sheet (the current view on the screen) or the *Complete* Count Sheet (all Items in the Inventory).
   b. **Worksheet** – Once you have entered your counts and saved, you may wish to print a record of the counts and the "approximate" valuation. The purpose of this is to have a record of all the counts and to do a quick check on any valuations (e.g. $20,000 of Jam in one location). Again, you have the choice of printing the *Current* or *Complete* Worksheet.

      Do not use this sheet as your final Inventory values! It is intended to be a quick report to confirm counts only. Use Inventory Reports or usage summary in the Reporting Window for any final inventory numbers.

For more information on Printing Inventory Count Sheets, watch this short video titled *How to Print Count Sheets*.
https://www.youtube.com/watch?v=UY1sS2t1Mn0

Entering Inventory Counts

To Enter Inventory Counts:

1. Click **Count Inventory** (Main Menu Toolbar).
2. Create a new **Inventory**, see Create a New Inventory.
3. Choose the **View (Sort By)** you wish to count (Location, Group, Category or Custom).

4. Enter the **Item Counts** into the appropriate columns (Purchase, Case or Pak) as detailed below. Press **Enter** to move down one row or press **TAB** to move to the next count unit for that Item.

   NOTE: To define what Count columns are visible, see Preferences - Inventory.

5. If you have indicated that you wanted to count **Prep/Batch** recipe items, they will appear on the worksheet in the locations that you chose when you created them. Prep items will have the Batch Unit as the **Purchase Unit**, the Batch Yield unit as the **Split / Case unit** and recipe unit as **pak unit**. Please take this into consideration when entering Prep counts.

   TIP: When entering counts the case unit (middle column is usually used the most. Enter the amounts or portions thereof. Partial counts can be entered as for example, 1.75 bottles, .5 box etc.

6. Once you are satisfied that the counts are complete, click the **Summarize Counts** (Inventory Toolbar). This will summarize and value all the data for each Item to the reporting units that you specified when you set up the Item initially.
7. The counts will be summarized into the **Inventory Summary** for you to review.
8. Once you have reviewed the **Inventory Summary**, click **Finalize** to complete the Inventory.

_D2HLink_2734**Count Column**	**Details**
Purchase Unit	This is the **Purchase Unit** of the current Pack Size or Pack Sizes for the Item (if multiple pack sizes have been included).
Count Unit (Split Unit)	This is the **Split Case Unit** for the current Pack Size that was established when the Item was set up.
Pak Unit	This is the **Pack Unit** from the Pack Size for the current Item.

Adjusting Your Inventory Counts

If you have made a mistake counting and/or entering your Inventory, Optimum Control allows you to adjust the Inventory counts.

To Adjust Your Inventory Count Sheet:

1. Click **Count Inventory** (Main Menu Toolbar).
2. To open a **Finalized Inventory**, double-click on the Count you want to adjust.

   NOTE: The sheet will open with the **Inventory Summary** displayed.
3. Click **Adjust Countsheet** (Inventory Toolbar) and the Count Sheet will be displayed. This will allow you to adjust the Actual Counts you entered originally. This is very important when adjusting Preps as all ingredients will be recalculated.
4. Click **Re-Summarize & Save** to re-save the Inventory totals.
5. The **Inventory Adjustments** will show the original counts and the new adjusted counts.
6. Click **Close (X)**.

For more information on Adjusting Your Inventory Counts, watch this short video titled *How to Re-Date or Adjust Inventory Counts*. https://www.youtube.com/watch?v=Znlc7NWFiXc

Adding an Item to a Previously Saved Count

When adjusting a Count Sheet, you may realize that an Item was not on the Count Sheet.

To add an Item to a Previously Saved Count:

1. Click **Count Inventory** (Main Menu Toolbar).
2. Double-click on the **Finalized Inventory** you want to adjust.
3. Click **Adjust Countsheet** (Inventory Toolbar).

4. Select **Add Item** (Inventory Toolbar).
5. Double-click the **Item** you want to add to the Count Sheet.
6. Once added, depending which location sheet you were in, you may have to Search for the item
7. Enter your **Counts** for the new item.
8. Click **Re-Summarize & Save**.
9. The **Inventory Adjustments** will show the original counts and the new adjusted counts.
10. Click **Close (X)**.

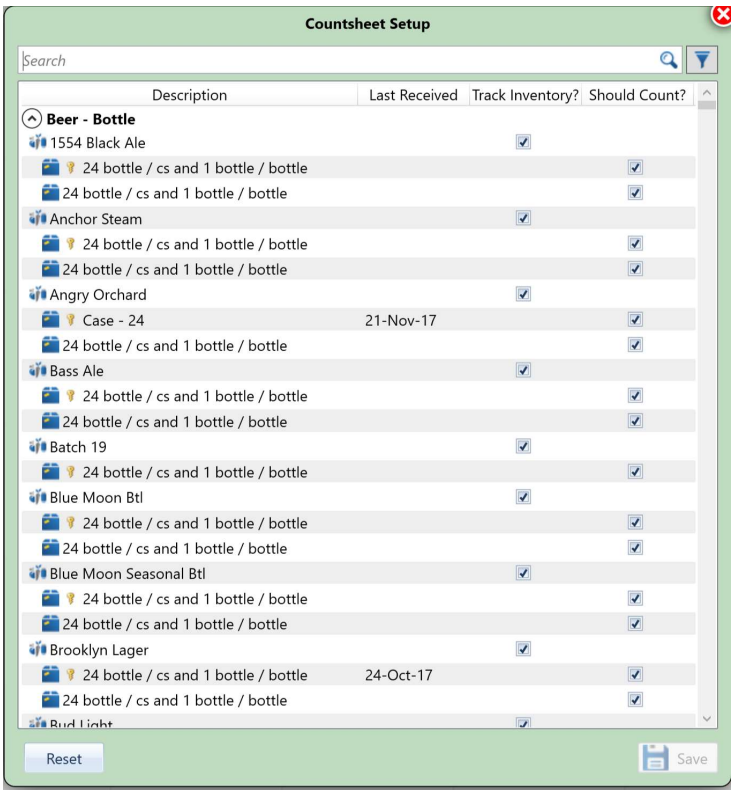
Count Sheet Setup

When you add an Item or additional Pack Sizes they will appear on the Count Sheets. In this window, you can delete an Item from the Count Sheets altogether or add/remove Pack Sizes as needed. Keep in mind that the default (or current) Pack Size will always appear on the Count Sheet.

For example, you may buy rum by the 750ml bottle but also by the 1.14 liter. When you count Inventory, you want both Pack Sizes to appear. When counts are done, the amounts will be calculated and totaled to the current Case Size.

To Edit Count Sheet Setup:

1. Click **Count Inventory** (Main Menu Toolbar).
2. Choose **Countsheet Setup** (Inventory Toolbar).



3. Enter the Item name in the **Search** .

4. Click the **Filter** to select specific filter(s) for this Item. The available Filters include: Group, Category, Location, Received Older Than and Key Item.

   NOTE: The *Received Older Than* **Filter** is handy when you want to remove Pack Sizes that you no longer receive or haven't received for longer than a specified period.

5. CHECK or UNCHECK the Items/Pack Sizes as necessary for **Track Inventory** and **Should Count?**.

6. Click **Save** .

For more information on Setting Up Count Sheets, watch this short video titled *How to Set Up/ Clean Count Sheets in Optimum Control*. https://www.youtube.com/watch?v=tN-3m7YkryY

Custom Sorting (Shelf to Sheet)

Before sorting, make sure you have selected the **Location(s)** in which Item and Prep/Batch Items are stored. See Location Setting

To sort your Count Sheets by "Shelf to Sheet" (or in a Specific Custom Order):

---

1. Click **Count Inventory** (Main Menu Toolbar).
2. Choose **Customize Sort** (Inventory Toolbar).

3. Select from the **Location** drop-down list, the Storage Location you wish to customize. A list of all the Items contained in that area will appear under the **Unsorted** list on the left.
4. Click on an Item that you want to count and drag the Item into the **Sorted** list on the right. The Items will appear on the Sorted List (and be counted) in the order you drag them over in.

   NOTE: You can speed up the sorting by holding down the **CTRL** key and clicking the Items in the order you want to count them. Then, instead of dragging the highlighted Items over, click **>** and all the highlighted Items will be moved over as one group.

5. Continue dragging Items until you are satisfied with the **Sorted** list for that **Storage Location.**

   NOTE: You can re-arrange the list into the order you desire for counting. Click the Item, hold the left-button down while moving the Item up or down the list and release when Item is in the desired order placement. The placement of the Item is indicated by a red line.

6. Click **Save**.
7. Repeat Steps 3 – 6 for all **Storage Locations**.
8. When finished, click **Close (X).**

NOTE: New Items or Preps added to the database or new Locations added for each will be on the Unsorted list until sorted.

Inventory – Search for item

There are two types of search available in the Inventory window, a ***Current View Search*** and a ***Global Search***

Current View Search – For the current open sheet you are viewing, click the Search/Filter box at the top of the listing and type the name of the item you are looking for. The list will shorten to all items containing the entered text

Global Search – On the ***Inventory Count Toolbar***, click the **Search** button to search for an item in all locations within the inventory. Double click to go to that item in the location selected.

Re-Enabling an Inventory Count

To Re-Enable a Finalized Inventory:

1. Be sure you have the appropriate **Permissions** from the Administrator to perform this function, see User Account Information.
2. Click **Count Inventory** (Main Menu Toolbar).
3. Double-click the **Finalized Inventory** you want to re-enable.
4. Choose **Re-Enable Inventory** (Inventory Toolbar).
5. Select **Yes** when the pop-up appears asking if you would like to re-enable the selected Inventory. The inventory is now 'live' again and is ready to be edited and re-summarized.

NOTE: All reports pertaining to the Inventory will not be available until finalized.

How to Delete a Finalized Inventory

In rare circumstances, you may wish to completely delete an inventory and start over.

NOTE: You must have A**dministrator Permissions** to delete Inventory.

To Delete a Finalized Inventory:

1. Click **Count Inventory** (Main Menu Toolbar).
2. Select the **Finalized Inventory** you want to delete.
3. Click **Delete** (Inventory Toolbar).
4. Select **Yes** when the pop-up appears asking if you are sure you want to delete the inventory.
5. A window will appear with a Code displayed. Enter the **Code** exactly as you see it.

NOTE: The **Code** is NOT case-sensitive.

6. Click **Delete**. The Inventory has now been deleted.

Creating Inventory Hot Lists

Inventory Hot Lists are lists of Items or Preps that you want to count for an Inventory. These are best used for *problem items* or as watch lists. When a Hot List is used as an Inventory count, all other items NOT counted will have Inventory counts calculated automatically.

TIP: If making inventory Hot list, you can also use the hot list as a custom filter for usage summary reports. This is a great tool for watching trouble or high cost items.

To Add, Delete or Edit a Hot List:

1. Click **Count Inventory** (Main Menu Toolbar).
2. Choose **Hot Lists** (Inventory Toolbar).
3. Select an existing Hot List to edit or **Delete**. For new List, click **New**.
4. Enter the details as below.

   NOTE: You can re-arrange the Hot List into the order you desire. Click the Item, hold the left-button down while moving the Item up or down the list and release when Item is in the desired order. The placement of the Item is indicated by a red line.

5. Click **Save**. The list will now be available for a Hot List Inventory and can be used as a special filter on the Usage Summary Reports.

Field	Details
List Description	Enter a **Name** for the Hot List.
Filter/Search Available Items	If needed, enter the name of an **Item** you wish to find. Once filtered, drag and drop the Item(s) from the *Available Items* on the left to the *Selected Items* on the right. **NOTE:** You can speed up this process by holding down the **SHIFT** key to highlight a group of Items. Then select ≥ to move the group to the Hot List.
Group	Filter the Pick List by **Group**.

Key Items	Select from a list of key items only.

Case Size Overview

This is a very powerful window that you can use to view and manage multiple Case Sizes for your Inventory Items. You can also quickly edit or enter order codes and barcodes for multiple Items.

To View Case Size Information:

1. Select **Case Size Overview** (Main Menu Toolbar).
2. Click the desired **Inventory Group** listed on the left and all Items within that group will be displayed.

   NOTE: Each Item Pack Size is listed; current case sizes are listed with a key icon and preferred case sizes are indicated with a shopping cart icon.
3. Click on the **Description Name** of the Item or Case Size you want to edit or view. The Items window will open to that specific Case Size.
4. Edit or add a **Case Size**, see Case Size Management.
5. When you return to the **Case Size Overview** (upper menu band), the updated/new information will appear.

NOTE: You can edit the **Order Code** or **Barcode** of any Item while in this window. Be sure to save your changes before closing the window.

To Sort the List:

1. Select **Case Size Overview** (Main Menu Toolbar).
2. Choose the desired **Inventory Group**.
3. Click the **Header** (e.g. Description, Supplier, Order Code, etc.) you wish to sort by.
4. Single-click the Header to put the list into **Descending Order** or double-click to put it into **Ascending Order**.

For more information on Case Size Overview, watch this short video titled *How to Use the Case Size Overview Window*.
https://www.youtube.com/watch?v=Hh1xCMo8bek

Select Columns

The view of the window can be changed based on information desired.

To Select/Unselect Columns:

1. Select **Case Size Overview** (Main Menu Toolbar).
2. Choose **Select Columns** (Case Size Overview Toolbar).
3. **Select** or **Unselect** the columns you want to see or hide in the window.
4. Click **Apply**.

Refresh

This refreshes the window for any Item changes that are made but not automatically updated.

To Refresh the Case Size Overview Window:

1. Select **Case Size Overview** (Main Menu Toolbar).
2. Choose **Refresh** (Case Size Overview Toolbar).

Search

To Search for an Item:

1. Select **Case Size Overview** (Main Menu Toolbar).
2. Click the desired **Inventory Group** listed on the left and all Items within that group will be displayed.
3. If you are searching for an **Inactive Item**, CHECK the Show Inactive Items box located in the top right. For **Active Items**, skip to Step 4.

   NOTE: *Inactive Items* will be listed in *red italics*.
4. Enter the full or partial Item Name in the **Search Items** (top of the list, NOT in the toolbar)**.**

   NOTE: By default, the window is set to search by *Description* however, you can also search by full or partial *Order Code* or *Barcode*.

To Search by Supplier:

1. Follow Steps 1 to 3 from “To Search for an Item” listed above.
2. Select the desired **Supplier** from the drop-down list.

The window only displays by group. If you are looking for an Item and are not sure which group it is under, you will want to **Search All Items**.

To Search All Items:

1. Select **Case Size Overview** (Main Menu Toolbar).
2. Choose **Search** (Case Size Overview Toolbar).
3. If you are searching for an **Inactive Item**, CHECK the Show Inactive Items box located in the bottom left corner. For **Active Items**, skip to Step 4.

   NOTE: *Inactive Items* will be listed in *red italics*.
4. Scroll the list or enter the full or partial name of the **Item** you wish to find. The list will filter as you type.
5. Select the desired **Item**.
6. Click **OK**.

Setting Item Par Levels

Set Item Par Levels (minimum/maximum) used in Ordering Guides, Order Sheets and Order Reminders to make ordering stock easier. You can also use this window to set Key Item and Actualize Flags for multiple Items at once.

To Set Item Par Levels:

1. Click **Item Par Levels** (Main Menu Toolbar). Each Group and the Items within will be displayed.
2. Indicate the **Minimum Order Level** and **Maximum Order Level** for each Item**.**

   NOTE: The Units of Measure are in reporting unit. Should you wish to change this, see Add or Edit Inventory Items.

   When you come back to the Item Par Levels window, the changes will have taken effect.
3. Click **Save**.

NOTE: For those wishing to have a **Par Level**, make the *Minimum* and the *Maximum Order Levels* the same. For example, if you want to have a Par Level of 5, set both the Minimum and Maximum to 5. Optimum Control will then remind you to order once your stock level gets below 5.

Field	Details
Search	Enter the full or partial **Item Name** that you are searching for to filter the list.
Show Inactive	To show **Inactive Items**, CHECK the box.
Group Filter	To filter, select the specific **Group** from the drop-down list. **NOTE:** To collapse all groups for simplified viewing, click **Collapse All** at the bottom left corner. To expand all groups, click **Expand All**.
Key Item	Multiple Item selection of **Key Items** can be changed in this window. Simply CHECK the Key Item box beside each Item and click **Save**.
Actualize	To **Actualize** an Item (or group of Items), CHECK the Actualize box beside each Item and click **Save**.

	NOTE: Some Items you just cannot track properly in a recipe (e.g. 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* but no *ideal* usage. Example: You can include two sugar packets for each coffee sold but one customer may take three, another one and another five. So, you will never be right. Whatever you actually used in sugar packets is correct and you won't see a variance because the ideal will also be set to the same number.

For more information on Setting Item Par Levels, watch this short video titled *How to Add Par Levels to Optimum Control V5* https://www.youtube.com/watch?v=Y0gjzzYGM5Y .

Prep/Batch Recipes

Preps are considered any *batch recipes* such as sauces, kitchen-prepared salad dressings, or anything you cook, chop, dice, prepare or change in any way from its originally purchased form to use as an ingredient in a **Menu Product Recipe**.

If you alter an Item 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's an **Item** ingredient and it does not need to be prepped.

The **Prep** window shows the total batch cost and the batch unit cost of the recipe.

Note: There are some exceptions to this "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. You could also use Item Conversions in the Item window to convert it to use in menu product recipes.

Overview of the Prep/Batch Recipe Process in Optimum Control:

1. Create new **Prep** and enter the information.
   NOTE: It is best to know the batch yield as this is important but this can be edited later.
2. Enter the **Ingredients** and amounts for each.
3. Choose **Storage Locations** if counting as part of your Inventory.
4. Indicate **Prep Statio**n if including on your Prep Sheets.
5. Enter **Recipe Instructions** along with a picture if you prefer.
6. Review **Nutrition** and adjust if necessary.

Enter a Prep/ Batch Recipe

To Enter a Prep/Batch Recipe:

1. Click **Preps** (Main Menu Toolbar).

   NOTE: The window, by default, is in NEW mode until an existing Prep is selected.

2. For new Prep, click **Add** or simply click on the Description field. To edit an existing Prep, double-click on the Prep from the Description list on the left.

   NOTE: To **Search** for a previously entered Prep Recipe, enter full or partial name in the Search field to filter the list.

3. Enter the details as below.

Core Information	Details
Description	Enter the **Name** for this Prep Recipe. You must give this Prep a different name than any other Item or Prep to save confusion (e.g. Chili Prep, Beef Patty Mix, House Dressing, Swedish Meat Balls, etc.).
Inventory Group	Select the **Reporting Group** for this Prep from the drop-down list. **Tip:** Group preps into a group called "prepped foods", this keeps them all together. See Adding Inventory Groups.
How is it Used?	This is probably one of the MOST important questions in Optimum Control. When adding a Prep as an ingredient, the **Units of Measure (UOM)** will be by one of three units: • *Weight* – Your recipe UOM will be by weight units. • *Volume* – Your recipe UOM will be by volume units. • *Unit* – Your recipe UOM will be by each.

Batch Uom	Select the **Batch Unit** (e.g. Batch, Pail, Bucket, 1/3 pan, 1/6 pan, etc.). This will appear on your inventory Count Sheets to aid in counting. See Adding Units of Measure.
Batch Yield	The amount contained in the **Batch**. This is the physical yield of what the end yield is once the Prep is complete (e.g. 24 muffins, 12 liters, etc.). **NOTE:** 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 three or four 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 and change it to the right amount when you are sure. Optimum Control will update all your recipes automatically to the new amount.
Recipe Unit per (Batch Yield Unit)	The amount or **Recipe Units** in the batch yield. This UOM is the desired default unit when using in recipes. If you prefer a different UOM here, then the unit types will be available to choose from. Choose the unit and the amount will be automatically converted.
Actual Cost per (Batch Yield Unit)	This field will display the **Cost per Recipe** unit.
Comments	Enter any **Comments** for this Prep which will be included on prep recipe reports and books.

NOTE: You should 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.

Batch Yield Example Meat Balls:

Would you use 10 Swedish meatballs per plate of Swedish meatball stew or 10 ounces by weight? If you want to enter the batch yield as the total number of meatballs created by the recipe then you would use in menu products by the

meatball. But in some other recipes you may wish to use by weight. So, add a conversion from meatballs to weight in the recipe

Batch Yield Example Burger Patty*:*

For Burgers, the prep may make 43, 4 ounce burgers but you would use by the burger (each so the yield would be 43 'each'.)

Batch Yield Example Fish and Meats:

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.

Caution: 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.

***Batch Yield Example Produce Prep*:**

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 even 16 cups (if you prefer to use shredded carrots by the cup).

Adding a Prep to Inventory Count Sheets

If you choose to count this Prep as part of your Inventory, you will need to answer the questions below.

Prep Sheet Information	Details
Include on Count Sheets?	To include this Prep recipe in the **Inventory Count Sheets**, CHECK the box.
Main Location	Indicate the **Main Location** this Prep is stored in. To select more Locations, click **Locations** (Prep Toolbar). **NOTE:** You must define a Main Location for a Prep recipe to appear on Count Sheets.
Barcode	If scanning inventory, then you can indicate or create the **Barcode** here. **NOTE:** You will need to print barcode labels and have a scanning unit.

Prep Sheet Information

If you would like to include a prep in the daily or weekly prep sheets then you will need fill in the following information.

Prep Sheet Information	Details
Include on Prep Sheets?	CHECK this box to include this Prep on your **Daily Prep Sheets**.

Prep Station	Select the **Prep Station** from the drop-down list. This is the location where you would be prepping the recipe. Click on Settings, Setup, **Prep Stations** to add a new Prep Station.
Shelf Life	Indicate the **Shelf Life** (in days or hours).

Prep/Batch Recipe Ingredients

To create the Prep Recipe, you will need to add Ingredients to detail what it takes to make the Prep. You can choose Items or other Preps as Ingredients.
To Add an Ingredient:

1. Click **Preps** (Main Menu Toolbar).

   NOTE: The window, by default, is in NEW mode until an existing Prep is selected.
2. Complete the **Inventory** and **Prep Sheet Information** sections of the new Prep.
3. Select an Item Ingredient by clicking **Add Item Ingredient** or **Add Prep** (Prep Toolbar).
4. Enter the full or partial name of the **Ingredient** you wish to use. The list will filter as you type.
5. Double-click on Ingredient or click **OK**.
6. Enter the **Quantity** required.
7. Select the **Unit of Measure (UOM)** from the drop-down list.

   NOTE: For those Items that were entered as volume then only volume units will show and those Items entered as weight only weight units will show. If you require a new UOM for an Ingredient, you will need to add a Conversion to that Ingredient (Item or Prep). You can use decimals here such as .25 cup or .75 ounce.
8. Follow Steps 3 – 7 to continue adding **Ingredients** until the Prep Recipe is complete.
9. When you're satisfied that everything is entered correctly, click **Save**.

NOTE: You can only enter each Ingredient once. The program does not allow duplicate Ingredients, so make sure you indicate the total amount required for the recipe. Once an Ingredient is added, it will no longer appear on the Search list.

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.*

Actual Cost per (recipe unit)- This cost shows the total cost per recipe unit. Review this cost to see if it makes sense. If it doesn't, check your Physical Yield and Recipe figures. Also make sure you use the correct amounts for the UOM for each Ingredient indicated.

For more information on Prep/Batch Recipe Ingredients, watch this short video titled *How to add Prep Ingredients*.
https://www.youtube.com/watch?v=fmSDZEwgGPM

Remove an Ingredient

To Delete an ingredient, simply highlight desired ingredient and click Remove ingredient on prep Toolbar.

Prep Recipe Instructions

You can add recipe instructions (method) to your prep recipe to use in recipe cards and reports for training.
To Detail the Preparation Method:

1. Click **Preps** (Main Menu Toolbar).
2. From the list of Preps, double-click to open the **Prep** you wish to add Instructions to.
3. Select **Recipe Instructions** (Prep Toolbar)**.**
4. If you wish to expand the Recipe Instructions pane to full-size, click on **Expand** (bottom left corner of the pane).
5. Type your **Instructions** as you would any document. Be sure to use the font controls and formatting contained in the *Recipe Tool Header* (just as you would any text editor).

   NOTE: If your Recipe Instructions (and Image) have been done in a Word editor previously, you can Import the .doc or .docx file by clicking **Import Document** (Prep Toolbar)**.** Once imported, the document can be edited.

6. Click **Save**.

Prep Recipe Picture

Optimum Control can import and store an image for your Prep Recipe to print in your recipe books.

To Add/Change an Image/Picture of Recipe:

1. Click **Preps** (Main Menu Toolbar).
2. From the list of Preps, double-click to open the **Prep** you wish to add/replace an Image to.
3. Select **Recipe Instructions** (Prep Toolbar)**.**
4. Choose **Browse Image** (Prep Toolbar) or click (Image section of the Recipe Instructions pane).
5. Click the **Image** from your files/pictures on your hard drive.
6. Select **Open**.

   NOTE: To expand the Image to full-size, click **Expand** (bottom left corner of the picture thumbnail located at the bottom right corner of the pane).
7. Click **Save**. The Image will be loaded to the database.

Prep Conversions

When you chose, *"How is it used?"*, all those type Units became available for future Recipes when choosing the Prep as an Ingredient. However, if you would like to use a different type of Unit, you can add a Conversion here.

For example, you may want to use Tuna Salad by the serving, or by the pan. If you add a Conversion of 6 fl ounce = 1 pan, this unit will now be available when building Product Recipes.

To Add a Conversion:

1. Click **Preps** (Main Menu Toolbar).
2. From the list of Preps, double-click to open the **Prep** you wish to add a Conversion for.
3. Click **Conversions** (Prep Toolbar).
4. Click **Add Conversion** (Prep Toolbar).
5. Choose the **From** and **To UOM (Units of Measure)**.

   NOTE: The *From UOM* should be an existing unit type the Prep is set up in.
6. Enter the proper **Convert From** and **To** amounts.
7. Click **Save**.

Prep Nutrition

Once **Items** are all linked or entered with nutritional information, Optimum Control will automatically calculate the amounts for each Prep. In some instances, you may want to edit the Nutrition for a specific Prep from a calculated amount by a third party etc.

To Review/Edit the Prep Nutrition:

1. Click **Preps** (Main Menu Toolbar).
2. From the list of Preps, double-click to open the **Prep** you wish to review/edit the Nutrition for.
3. Choose **Ingredient Nutrition** (Prep Toolbar) to display the links of the Ingredients.

   NOTE: Only when all Ingredients are linked or calculated, can the Nutrition Analysis be calculated.
4. Click **Save**.
5. To view the Nutritional Analysis, click **Nutrition** (Prep Toolbar).

Prep Stations

Optimum Control can prepare Prep Sheets for your chefs to use as a tool to save time. Each sheet can be printed by prep Station (example Back Table or Main Line)

1. Click **Settings** (upper left corner).
2. Select **Setup**
3. Choose Prep Stations
4. Click **Add**
5. Enter the **Description** for your Prep Stations/ work areas.
6. Click **Save**.

To **Delete** **Prep Stations**, highlight the station you wish to delete,

1. Click **Delete**
2. Choose **Save**

Printing Prep Sheets

To Print Prep Sheets:

1. Select **Reports** (Main Menu Toolbar).
2. Choose **Recipe Reports** (Reports Toolbar).
3. Click **Daily Prep Sheets**.

   NOTE: *Min/Max levels* and *'include on prep sheets'* in each Prep Recipe will be required to print Prep Sheets. See Prep Par Levels.
4. Select the **Date** of the Prep.
5. The **Prep Margin Percentage** is set at 10.0% as the default. You can change this percentage accordingly.
6. Click **Run Report.**

Prep Duplicate

To Duplicate a Prep to Add a Similar Prep:

1. Click **Preps** (Main Menu Toolbar).
2. From the list of Preps, double-click to open the **Prep** you wish to Duplicate.
3. Click **Duplicate** (Prep Toolbar). All the Ingredients from the previous Prep will be listed except the Prep Description/Name.
4. Enter the new **Prep Description**.
5. Edit any **Ingredients** as desired.
6. Click **Save**.

Setting Prep Par Levels

Optimum Control can help you with your prep amounts by printing a Prep Sheet based on your set daily Par Levels. You can also automatically calculate Par Levels based on historical sales information.

Note: Only Prep recipes that are indicated as ***Include on Prep Sheets*** will appear by default. ***It is important that Prep location and shelf life are included to maximize the effectiveness of the sheets***.

Optimum Control calculates prep amounts based on sales from previous weeks (eg: Mondays) and identifying the highest amount sold and defining the amount to make at 80 percent of that value. The Max level looks to the shelf life of the item and calculates what would need to be made to maximize prep. For instance, if on a Monday the prep amount was determined to be 10 portions of a prep and the prep is good for three days, Optimum control will indicate first ,second and third day amounts required to efficiently prep (80 percent of what is calculated for three days will be displayed). This calculation gives an amount required for today and a maximum amount that can be made to maximize prep.

Recalculate as you see fit.

Set Prep Par Levels

1. Choose **Prep Par levels** (Main Menu Toolbar)**.**
2. By default, the list of Preps you chose as **Include on Prep Sheets** will appear.
3. To add more Preps to the list, *CHECK* the **Preps Not Included on Prep Sheets** box **at the top of the list or** on the right-hand side place a check in the **Include on Prep Sheets** column.
4. Select the Preps you want to add to the **Active** list.
5. To set the **Par Levels** for each day of the week, enter the amount you want to have as Par Level.

6. To automatically calculate the amounts select Calculate Required Amounts on the ***Prep Par levels toolbar***. See automatically calculate prep par levels

7. Click **Save** .

Printing Prep Sheets

1. Choose **Reports** (Main Menu Toolbar).

2. Select **Recipe Reports** (Recipe Toolbar).

3. Choose **Prep Sheet** (Recipe Toolbar).

4. Indicate the **Date** of the Prep you want to print the Prep Sheet for (e.g. if you want to print a Prep Sheet for today, then select Today's date).

5. Select **Run Report**.

6. Click **Print**.

7. You will see that you will have the Par Level for the Prep for a day as per your Prep Par Levels. Fill in the **Prep Stock on Hand** and you will be able to calculate your Required Prep.

Automatically Calculating Prep Par levels

Optimum Control can automatically calculate Prep Par Levels by analyzing your sales over a specified period.

To Automatically Calculate Prep Par Levels:

1. Choose **Prep Par Levels** (Main Menu Toolbar).

2. The list of your Preps will appear.

3. Click **Calculate Prep Par Levels** (Prep Par Levels Toolbar).

4. **How long to calculate for?** - Define the date parameters for the calculations, this week, last week, last month, etc. Be careful here as you want to make sure you have the most accurate data for this calculation, this month (if you are in the latter part of the month or last month if at the beginning part of the month should give the most accurate results.

5. Edit any of the **Amounts** as necessary.

6. Click **Save** .

Prep / Batch Recipe Scaling

Optimum Control can recalculate recipes based on a desired amount. Sometimes you may wish to resize a recipe based on an event or special group coming to your establishment.

To Scale a Prep / Batch Recipe:

1. Click **Batch Scaling** (Main Menu Toolbar).
2. Double-click on the **Prep** recipe on the list to load the recipe information.
3. Indicate new **Prep Batch** size or **Recipe Yield** for simple calculations.
4. Enter the details as below.

   NOTE: As you resize the Recipe, the units will change and rescale as required.
5. Print your **Scaled Batch Recipes**.

Field	Details
Batch Yield	Displays the normal **Batch Yield** for the Recipe.
Recipe Yield	Displays the normal **Recipe Yield** for the Recipe.
Desired Batch Yield	Indicate the **Desired Batch Size** you want to scale this Recipe to.
Desired Recipe Yield	Indicate the **Desired Recipe Yield** you want to rescale the Recipe to.

Quick Resizing Icons	**Half Batch**	Click to resize the Recipe to half of the default Recipe Yield.
	Double Batch	Click to double the default Recipe Yield.
	Triple Batch	Click to triple the default Recipe Yield.
Reset	**Reset** Prep amounts to default Recipe amounts.	

Menu Product 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 Products to POS 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 25-30% Cost of Sales, perhaps higher in certain types of fine dining establishments.

To Select an Existing Menu Product:

1. Click **Products** (Main Menu Toolbar).
2. Double-click to **Open** an existing Menu Product.

   NOTE: You can **Filter** the list by selecting the Filter arrow and filtering by the *Category, Group* or *Active/Inactive*.

Create a New Product Recipe

Remember to build this Product in Optimum Control just as you would in your kitchen. This ensures that all the Ingredients are accounted for.
To Create a New Product Recipe:

1. Click **Products** (Main Menu Toolbar).
2. Choose **New**.

NOTE: By default, the window is in NEW mode until you select an existing Product from the list on the left.

Field	Details
Description	The name of the **Menu 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**.
Sales Group	Select the Sales Group that this Product belongs to. See Adding Sales Groups.
3. **Barcode (Optional)**	If you use barcodes for your products, enter in the barcode number. This would be used if making barcoded sales labels.
POS ID# (Optional)	Most all cash registers and POS systems use **POS ID Numbers (PLU)** numbers or menu ID numbers to identify menu products. In some till tapes or cash register reports only the PLU number is listed. 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. **NOTE:** If you are **importing** from a POS System, the **POS ID** numbers will be added automatically.
POS Description (Optional) This field is a reference field for Optimum Control to identify if the POS System has changed its menu item. **E.G.** In Optimum Control, you enter the **Description** as **Meatloaf Dinner**. On the POS System, the name is **MTLOAF DNR**. Enter the **POS Description** as **MTLOAF DNR** and Optimum Control will let you know if that button is ever changed.	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 must be the same.
Actual Product cost	The cost of the Menu product. Note: This will read 0.00 unless the ingredients are added to the Product.
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	**= 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. **EG.** 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. 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. You can enter a desired Gross profit and the selling price will be calculated. **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. This will apply the tax amount to the adjusted case cost

Example: A manager changed *Apple Pie* to *Meatloaf Dinner* on the POS, 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.**

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For more information on Creating a New Product Recipe, watch this short video titled *Creating Product Recipes*.
https://www.youtube.com/watch?v=KlmU3qrKha4

Menu Product Ingredients

In the Product window, you can add Recipe Ingredients to calculate the cost and determine what gets extracted from Inventory when Sales are processed.

Add an appropriate title for instructions:

1. Select the **Ingredient(s)**, Choose the item , prep or product ADD icons on the ***Product Toolbar*** to add ingredients
2. Enter in the **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.
3. 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.
4. Continue adding Ingredients until the Product recipe is complete.
5. **NOTE:** 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.
6. Optimum Control will calculate the **Total Cost** of this Product recipe (at the bottom right hand corner) and display as Actual Product cost in the left pane.
7. **NOTE:** 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**.
8. Click **Save**

Duplicating a 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 Description (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 Recipe Instructions

To Detail the Product Preparation Method:

1. Open the **Product** you wish to add instructions to
2. Click **Recipe Instructions** from the **Product Toolbar,**

Tip: you can click on the Expand Icon at the bottom left hand corner of the Recipe Instruction window to expand full size for even easier editing.

3. Enter your instructions as you would any document, using the **Font Controls** and **Formatting** contained in the recipe tool header.
4. Click **Save**

Importing a Word Document

NOTE: If all your **Recipe Instructions** have been done in a word editor, previously you can import those documents (.doc or .docx file) by clicking **Import Document** (Product Toolbar).

Once imported, the document can be edited. Pictures within the document will also be imported.

Image/Picture- Optimum Control can import and store an image for your **Product Recipe**.

Note: You must have an image saved to your hard drive.

1. Click **Products**, choose the Product to import an image.

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2. Click **Recipe instructions** from Product Toolbar.
3. Choose **Browse image** from the toolbar.
4. Select the **Image** from your files/pictures.
5. Click **Save**, the image will be converted and added to the database.

Editing image - To edit a picture, select the same steps and the picture will be replaced.

NOTE: You can expand the picture to full size by clicking on the lower left corner of the picture.

Determining Menu Product Nutrition

The Synchronize Nutrition function will calculate your recipe nutrition automatically based on item links and label entry. In some cases you may want to edit nutrition for a particular recipe if for instance you had an independent company determine values.

To open,

1. Choose the **Product** you want to review nutrition for.
2. Click **Ingredient Nutrition** on the ***Product Toolbar***.
3. **Ingredient Nutrition** – Displays the links of the ingredients, only when all ingredients are linked or calculated can the nutrition be calculated.
4. **Calculate Nutrition** – will calculate the nutritional Analysis for this recipe
5. **Nutrition** – Click To view the nutritional analysis for the recipe

Override Optimum Control Nutrition Calculations

In some rare instances, you may wish to enter your own Recipe Nutrition.

To Manually Override the Nutrition Amounts:

1. Open the desired **Prep** or **Product** recipe

2. Choose the **Ingredient Nutrition**

3. To enter Recipe Nutrition **Manually**, enter the amounts for each Nutrient. Be sure to indicate the Serving Size.

   NOTE: Alternatively, **c**lick **Link To** (on Toolbar) to see a listing of Items and their Nutrition. You may find your recipe listed. However, we recommend looking on a nutrition website to find your calculations or speak to a Nutrition specialist.

4. Click **Save**.

Invoices

When stock is received into your operation, you must record what was received, the price and any general expenses. When you entered an Item into Optimum Control, you specified the Inventory Group for each Item and with that the General Ledger (GL) Account. This means you do not have to code Invoices, just enter what was purchased and Optimum Control does the rest.

Quick steps to enter an Invoice:

1. Open **Invoice** (Main Menu Toolbar).
2. Click **New**.
3. Enter the **Invoice Information** such as date, supplier, invoice number and total.
4. Define Item, expenses and tax amounts.
5. Review and update **Item prices**.
6. Export to **Accounting System** (if using this feature) or print **Invoice Report**.

To see a quick video on entering an invoice See https://www.youtube.com/watch?v=e-gx0iTEdZk

Entering Invoices

To Enter a New Invoice:

1. Click **Invoice** (Main Menu Toolbar).
2. The **Invoice Calendar View** will display and shows all Invoices previously entered. Here you can double-click to open or search for an existing Invoice.
3. Click **New** (Invoice Calendar Toolbar).
4. Enter in **Taxes/Adjustments**, **Request any Credits** and **Expenses** as required.
5. Ensure that the **Invoice Totals** balance.

6. Click **Save**.

NOTE: To speed entry an Invoice Template can be used. See Using Invoice Templates

Invoice Information	Details
Supplier	Select the Supplier who the **Bill/Credit** is from. If the Supplier is not listed, See Adding Suppliers. **NOTE:** When you select a Supplier, the list on the left is populated with all the Items and Case Sizes that you have set up for that Supplier. Double-click on an Item to add to the list on the right or drag and drop.
Invoice Date	Select the **Date** (stock received date) of the invoice from the drop-down box.
Invoice Number	Enter the Supplier **Invoice/Credit Number**. Check this carefully to ensure it is entered properly.
Invoice Total	Enter the **Total Amount** of the Invoice including all charges (Items, expenses and taxes). **NOTE:** This total is usually located at the bottom of the last page of the invoice.
Terms (OPTIONAL)	This field will default to the **Number of Days** you indicated when setting up this Supplier. If you do not wish to use this field, just TAB to the next one.
Due Date (calculated)	This field is calculated by Optimum Control. This is the **Due Date** that the bill is to be paid, which is dependent on the Terms that are selected.
PO # - Purchase Order Number	Enter a **PO #** if you use them. If you have imported your Invoice from a Pending Order, the PO # will appear automatically.
Comments	Enter any **Additional Notes** about the Invoice/Credit.

Item Purchases

This pane is the place where you add and update pricing for your Items (stock). When you select a Supplier for the Invoice, the list on the left is populated with all the Items and Package Sizes that you have set up for that Supplier.

Items Tab	Details
Items Selection If an item or case size is not in the list, you can add new items on the fly by clicking Items from Main Menu and either searching for an existing item and add a case size or add a New item. When you return to this window the item will exist.	**Option 1** - Scroll down the list and click and drag the Item and drop into the purchase list or double click on the item pack size. It will be placed in the tab to the right.
	Option 2 - 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 tab on the right
Qty (Quantity)	Enter the amount purchased **for the unit displayed.**
Split Case	Check this box if the purchase was a split case unit. The unit will change to the correct Split case unit for this case size. E.g.: you didn't get a case you got 12.90 Pounds.
UOM (Unit of Measure). **NOTE:** The default unit of measure is the purchase unit that you indicated in the Items windows during the initial setup, if you allowed split cases on item setup then the split choice will be allowed.	Select the **UOM Units purchased.** There are two choices available, the **Purchase Unit** size and the **Split Case Unit** size.
Unit Cost	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 enter the new price OR enter in the total in the **Total Amount Field,** the Unit Cost will be calculated automatically.

Price Override	If the item price has changed, a check mark will automatically be placed in the **(O) Price Override** box. This will indicate a price was overridden
Validate Checkbox	The checkbox to the right of the total is a tool that you can use to "check off" each item if checking for errors. It does not save.

Adding a Case Size on the Fly

Question: What do I do if the Case Size for an Item is not on the Invoice?

Answer: If a Case Size does not exist, while still in the Invoice…

1. Choose **Items** (Main Menu Toolbar).
2. Select the **Item** you would like to add a Pack Size for.
3. Click **Add Case Size** (Item Toolbar).
4. Fill in the information to complete the **New Case Size**. See Adding Case Size.
5. Click **Save**.
6. Switch back to the **Invoice** you were entering. The Pack Size will now appear on the left.
7. Select the new **Pack Size**.

Adding New Items on the Fly

Question: What do I do if the Item does not exist in the database?

Answer: Add the Item to the program, while the invoice is still open…

1. Choose **Items** (Main Menu Toolbar).
2. Click **New**.

   NOTE: Be sure the Item does not exist. If this is a Pack Size of an existing Item, you do NOT want to add a new Item.

3. Add the information to complete the Item. See Adding Inventory Items.
4. Click **Save**.
5. Switch back to the **Invoice** you were entering. The new Item will now appear on the left.
6. Select the new **Item**.

Invoice Expenses

Expenses are used to indicate general expenses for an Invoice (e.g. rent, small wares, etc.) that are not tracked as inventory. Many times, there is an item on the invoice such as a mop head or broom handle that is not an item you want to track as inventory. If you do not inventory the Item, then expense it.

Within the **Invoice** window in a working invoice or add a new invoice,

1. Choose **Supplier** and invoice information,
2. Select the **Expense** tab.
3. Click **Add** Expense from Invoice Toolbar
4. Select the **Expense Account** from the list**.**

   NOTE: 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.

5. Enter in an **Expense Description** (repair on fridge, Mop head etc.).
6. If required, type in any **Remarks** or **Notes** about this Purchase (optional).
7. Type in the **Amount** of the expense. If the expense includes a non-recoverable tax, enter the total including the tax. If the tax is recoverable, enter the tax amount in the **Taxes/Adjust** tab.
8. Repeat Steps 1-6 until all expenses have been added.
9. If you have added an incorrect Expense account, click **Remove** to delete the **Expense** from the list.

NOTE: This function can also be used when Invoice totals do not match up due to a Supplier's rounding methods. A Supplier may round up or down differently than Optimum Control, leaving you with a minor monetary difference on an Item. Use the **Expense** account and apply the difference towards the Item (e.g. food $.01).

Credit Requests

If you have received stock that a supplier issued a credit. For example, an item was damaged or out of date, a supplier had quoted you a price and then when the invoice came you were charged too much or your rep had issued a price 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 in 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 sent to you.

To Enter a Credit 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**.

Reconciling Credits

If you have requested Credits when entering an Invoice, those Credits will be listed and ready to be reconciled. This is a good tool to keep track of any requests and generate reports for how many Credits were requested for a Supplier, or if a Credit was received.

To View Outstanding Credits:

NOTE: Have your Credit Invoice to refer to.

1. Click **Invoice** (Main Menu Toolbar).

2. Click **Reconcile Credits** (Invoice Toolbar).
3. Select **Outstanding Credits** to view ALL outstanding Credits. Or, choose the **Select Supplier** drop-down to choose the Supplier for the Credit.
4. A listing of all outstanding Credits for this Supplier will be shown.
5. **Highlight** the Items that you have received by CHECKING the box to the right.
6. Make sure the correct credit amount appears as listed on the Invoice. If not, you will need to edit the credit balance.
7. Once complete, click **Reconcile** .
8. A window will appear asking for the following information: **Credit Number**, **Date of Credit** and **Credit Total.** Enter information from your printed Invoice.
9. Click **Process** to complete the Reconciliation.

   NOTE: The amount must balance to the Credit Note.

Invoice Taxes and Adjustments

Taxes can be entered manually or calculated.

To Enter Taxes and Adjustments Manually:

1. Click the **Taxes and Adjustments** tab
2. Enter the **Total** for each tax on the Invoice.
3. For markets where taxes need to be calculated as part of the pricing, choose to show/hide **Advanced Tax Fields** in Preferences-Purchasing. This will show the amounts calculated and applied to items purchased.

NOTE: When setting up Items, if **Tax Groups** were applied, the taxes will be calculated in the **Taxes and Adjustments** window automatically. Even though calculated, Optimum Control requires that you enter the correct "amount on Invoice" to balance the Invoice properly.

Account Balances

The Account Balances tab gives you the breakdown of all General Ledger (GL) account amounts on the Invoice.

In some instances, there may be a rounding difference between Optimum Control and the Supplier Invoice. Usually this amount is 1 or 2 cents and can be rectified by adding an adjustment. The Invoice will now balance.

To Add an Adjustment:

1. Click the **Account Balance** tab in the Invoice.

2. Click **Add Account Balance** (Invoice Toolbar).
3. Select the **Account** the adjustment applies to.
4. Enter the **Amount.**
5. Click **Save**.

Invoice Utilities

Invoice Search

To Search for a Previously Saved Invoice:

1. Click **Invoice** (Main Menu Toolbar).
2. The **Invoice Calendar** view will open displaying any current Invoices for the month. To scroll to the previous month, click the month to the top left of the calendar and to advance a month, click the month at the top right.
3. Click the **Search Button** (Invoice Toolbar) and a listing of all Invoices will be presented.
4. You can search a date range, this month, last month, past 3 months, this year, last year or choose custom dates. Alternatively, you can click the header to sort by supplier, Date, Invoice number or total
5. Double-click on the **Invoice** you wish to open.

You can type supplier name or invoice number in the search box to filter the list.

Re-Date an Invoice

If you saved an invoice on the wrong date, you can change it. Remember, the date received is the correct date.

To Re-Date an Invoice:

1. Click Invoice (Main Menu Toolbar).
2. The **Invoice Calendar** view will display, highlight the Invoice in the **Invoice Pick Calendar.**
3. Click **Re-Date Invoice** (Invoice Calendar Toolbar).
4. Select the correct **Date**.
5. Click **Okay**. The Invoice will now move to the corrected date in the calendar.

If period lockouts have been set you cannot re-date an invoice before the last locked out period.

Deleting an Invoice

To Delete a Saved Invoice:

1. Click Invoice (Main Menu Toolbar).
2. The **Invoice Calendar** view will display.
3. **Search** for the Invoice to Delete. See Invoice Search.
4. Click **Delete** (Invoice Calendar Toolbar).
5. A message will appear asking if you want to delete the Invoice.
6. Click **Yes**. The invoice is now deleted.

Using Invoice Templates

Invoice Templates are a handy tool to speed entry of an Invoice, especially from smaller Suppliers who only provide less than 50 Items to you. Once loaded, the Invoice Template will load the Supplier and the list of Items you specified on the template. You can then enter the amounts purchased and the 0.00 (Non-Purchased) Items will be removed from the list.

To Use an Invoice Template:

1. Choose **Invoice** (Main Menu Toolbar).
2. Click **New**.
3. Select **Template** (Invoice Toolbar).
4. A list of previously saved **Templates** will be displayed. To add a new template, see Creating an Invoice Template
5. Choose the **Invoice Template** you wish to load.
6. The **Invoice** is now populated with the Supplier and Items from that Template.
7. Enter the **Invoice** as normal. Enter any non-purchased Items as 0.00 or remove them from the list.

   NOTE: The non-purchased Items will be automatically removed from the list upon saving.
8. Enter any **Taxes/Adjustments**, **Request any Credits** and **Expenses** as required to balance the Invoice.
9. Click **Save**.

Creating an Invoice Template

Templates are a great way to populate an invoice for speedy entry.

We recommend that you become familiar with entering an Invoice first before using Invoice Templates.

To Create a New Invoice Template:

1. Choose **Invoices** (Main Menu Toolbar).
2. Click **New** to open the Invoice window.
3. Select the **Supplier** you wish to make a template for from the Supplier list.
4. There is no need to enter any other information, proceed straight to the Supplier's Item listing.
5. From the list of **Items** on the left, double-click or drag and drop to add to the Invoice sheet in the order you wish.
6. **Do** NOT add an amount, leave all **Quantity** columns as 0.00.
7. Once all desired Items are in the list, click **Invoice Template** (Invoice Toolbar).
8. Click **Save**.
9. Give the Invoice Template a **Name**.
10. Click **Close** (Invoice Toolbar). The template is now ready to use.

Edit an Invoice Template

To Edit an Invoice Template:

1. Choose **Invoices** (Main Menu Toolbar).
2. Click **New** to open the Invoice window.
3. Select **Template** (Invoice Toolbar).
4. Click **Load**.
5. Select the **Invoice Template** you wish to edit.
6. To edit, **add or remove Items** from the Invoice.
7. Choose **Template** (Invoice Toolbar).
8. Click **Save**.

Importing Invoices from Suppliers

This will download digital invoices into Optimum Control providing the Supplier can export a properly formatted file. This feature will update pricing, stock levels and account information automatically with the click of a button.

Optimum Control can import from many main Suppliers and more formats are added every week. You can choose one of these formats or create a custom import.

To Import an Invoice from Your Supplier:

1. Choose **Invoice** (Main Menu Toolbar).
2. Click **Invoice Import** (Invoice Toolbar).
3. Select the Supplier from the **Select Supplier** drop-down list.

   NOTE: Only Suppliers with an *Import Configuration* set up will be listed. To set a new configuration, see Setting Supplier Import Configurations.

4. Click **Get Invoices**.
5. The import process will log into the **Supplier FTP server** (using the credentials in your *Supplier Invoice Import* settings). A list of Invoices that have not yet been processed into the system will be listed.

   NOTE: Each pending invoice will be displayed with a status listed below.
6. Any pending Invoices will be **Downloaded**.

   NOTE: For some suppliers who do NOT use FTP, you may get Invoices by email as an attachment. **Save** the attachment to the folder you specified for the Supplier in the *Suppliers Import Settings*.
7. Correct any invalid lines or invoice total errors as described below in Invoice actions.
8. To select the invoices to process, CHECK **Import?** Box.
9. Click **Process** (Invoice Import Toolbar).

Status Message	What you should do
Invoice Valid	This invoice has been validated and can be processed. Click **Process** on the ***Invoice Menu Toolbar*** to save the invoice to the database.
Miss-matched Total	This means that the amount validated does not balance to the total on the invoice. Click on the error **mismatched total** and the invoice will open showing you the amount

	that it is out. Most times this is taxes. Look at the invoice and enter the tax amount under the ***Taxes and Adjustments*** tab.
Invalid Lines	Click on this message to view a listing of errors. These are items on the invoice that optimum Control has no entry for. Choose the action required to fix the issue. See Action chart following.
Delete	In some instances, you may not wish to import certain invoices into the database. To delete Click ✖. This import file will be set as deleted.

IMPORTANT-With each invalid line, you can select an action to fix the issue. Once you select an action select "Go" which will prompt a search for an item or account to select.

Invoice Import Invalid Line Actions

Each line will have a detailed error, **Select** the action to fix.

Message	Fix
"Order code not found"	This could mean the Order Code does not exist for any Items or case sizes listed for this Supplier or the Order Code has been changed or the Pack Size has been substituted.
"An item has no case information and is a delivery or tax item"	For this, you can click **General Expense** and select the proper General Ledger (GL) Account.
"Case description does not match Suppliers item description"	This means that the Item has been found but the supplier's description of the item does not match what is in Optimum Control (e.g. one character different if the Supplier has changed). To fix this, click **Modify Case Size** and **Delete** the existing case description. The new one will be copied to the system upon saving.
"Imported unit of measure does not match Purchase unit of measure or case unit of measure"	This message means the Invoice import cannot interpret the Purchase Unit and/or Split Unit.

	To fix, choose to **Add a Case Size** and review the existing Case Size. You may need to change one of those units to match what it is expecting.
"An item is an expense such as cleaning supplies, small wares, office supplies"	To detail non-item and/or tax purchases, you need to choose **General Ledger (GL)**. Detail the **Account** to put the expense to.

NOTE: Often the best action to take is to **"Add a Case Size"** as many times the error appears due to a substitution.

Action - Choose one of the following actions as detailed and click **Go.**	**Details**
Create Item	Use this action if this is a brand-new Item that you have never purchased before. ***Be very careful here that the Item is not already in your database. If it is, then this would be a new Pack Size, not new Item.*** **NOTE:** This function will not be allowed if you do not have Permissions to create Items.
Add a Case Size	This action is used if this Item *already exists* in Optimum Control but this is the first time you are purchasing it from a different Supplier or have received a different Case Size for this Item from the same Supplier. ***Take special care when adding the Case Size to make sure the entry is accurate.***
Modify Case Size	Use this action if the Case Size for the Supplier exists but there needs to be an update such as changing the Order Code or the Supplier Description does not match.
General Expense	This action should be used for Items/Amounts on the invoice that are NOT Inventory or Stock Purchases. It will place the amount to a General Ledger (GL) account of your choice for this import and future imports with the same Item number.
General Expense (1 time)	Use this choice if only expensing the Item once. Each time the invoice comes in you will need to choose the GL account.
Ignore	You can only select this action if both the Quantity and Line Total are 0. Some Suppliers do this to indicate that you tried to order this but you did not receive it (e.g. out of stock).

Complete Save - Click **Process** and the invoice will either be saved and marked imported or Optimum Control will inform you that it could not successfully process the invoice.

Setting Import Configurations

To import Invoices from your Suppliers, you will need to set an Import Configuration. You can select from the list of pre-set imports or create a custom one.

To create a Custom Invoice Import:

1. Click **Invoice** (Main Menu Toolbar).
2. Select **Invoice Import** (Invoice Toolbar).
3. Choose **Import Config** (Invoice Import Toolbar).
4. Double-click the **Supplier** you wish to open the configuration wizard for.
5. Choose to either add a **New Invoice Specification** or select a **Pre-Set** one from the drop-down list.
6. Enter the details as below.
7. Click **Save**.

Field	Details
New Import Configuration	Select a **Pre-Set** configuration from the list. If you need a new custom configuration, **Select New/Edit**.
Invoice File Location	This is the **Location** that Optimum Control will save the downloaded Invoice files to. This will also be the Default To Location when Importing to the Invoice Import window.
FTP URL (if supplier is using)	This is the **FTP Site** that the Invoice files are stored on. This would be provided by your Supplier's Information Technology (IT) or EDI department.
	Click to **Test** your connection with the credentials you entered. If there is no connection, either the credentials are wrong or there is a firewall preventing the connection.
Username	FTP Account user name provided by the Supplier.
Password	FTP Passwords as provided by the Supplier.
UOM (Units of Measure) Alias	You may want to link the **UOM** that a Supplier will use to specific UOM in your database (e.g. Supplier unit "CA" = Optimum Control unit "Case"). **NOTE:** There may be only a few units you need to define as Alias. For the most part Optimum Control will consider any unknown UOM as the 'purchase unit' unless there is an Alias defined.
Expense Codes When detailing an invoice, you will decide on 'expensing' some costs to a general expense account.	Click to View Saved item numbers or to delete the link for the item number to expense codes. Click **New** to add a new item number and expense code or **Delete** to remove.

These codes and accounts will be stored so that each time the expense occurs in a downloaded invoice it automatically codes to that account.	

Creating Custom Configurations

Best solution here is to contact Optimum Control Technical Support at: support@tracrite.net.

Export Invoices to Third Party Accounting Software

To export Invoices to an Accounting System, you must have set your Accounting Export Configuration in Accounting Preferences.

For most Accounting Systems, Optimum Control will export Purchases only, but some can also export Sales Transactions. Most POS systems will export sales information to Accounting directly, but for those who use the Optimum Control Sales Financial Summary you can export those items.

To Export your Invoices to your Accounting Software:

1. Choose **Export Accounting Data** (from the Main Menu Toolbar).
2. The default view will show 'non-exported' Invoices.
3. Choose the **Invoices** you want to export.

   NOTE: To select all Invoices to export, choose **Check All** (located at the bottom of the window).
4. Click **Export**. The file will be automatically exported to the location you specified in Preferences.

To View the Files and Send to your Accounting Department:

1. Click the **Folder Icon** (Export Accounting Data Toolbar).
2. Select the **File(s)** to send.
3. **Email** the file(s) to your Accounting Department or **Import** the file to your Accounting Software.

NOTE: The files you export will be set as **Exported Status** with the date of the export registered. If you need to re-export a file, choose **Exported Invoices** from the filter drop-down and re-select the **Exported Invoices** and follow steps to re-export.

Ordering Stock

One of the most time-consuming jobs for any 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, by giving you the accurate information you need to make good decisions. From this window, you can create your Orders for one or all your Suppliers at once and import the Order to the Invoice window once the stock is received.

To Create Orders in Optimum Control:

1. Make sure **Items** and **Pack Sizes** are set up for the Suppliers. New ones can be added at any time.
2. **Print** Order Sheets if desired.
3. Select the **Supplier(s)** to order from.
4. Select the **Items** and/or **Pack Sizes**.
5. Click **Save** to create the finished Orders.
6. Print and **Email (or Export)** Orders to Suppliers.
7. **Receive Order** in the Invoice window if desired.

Creating a New Order

It is recommended that you print a monthly **Order Guide** or **Inventory Order Form**. This will enable you to gather the necessary information to create your Order.

To Create a New Order:

1. Choose **Orders** (Main Menu Toolbar).
2. Click **New**. A window will pop up asking what kind of Order Sheet you want to create.

Order Worksheet Type	Details
New Worksheet	Gives a listing of all Items and Suppliers. You can build your Order as you need and Optimum Control will create the Orders for each Supplier automatically.
Order Guide	If you have created an **Order Guide**, you can select one that you want to use to create the Order Sheet.
Forecast	This option will allow you to select the expected revenue or the number of days to order for. If revenue the amount used based on sales processed will be calculated for the time period specified.
Include Items Below Par Levels	This function will automatically add Items that have stock below your set Par Levels. See Setting Item Prep Par Levels.

3. Once in the Order Worksheet, choose the **Supplier** (or **All Suppliers**) to order from.

NOTE: You can choose to work with **ALL** Suppliers to create multiple Orders simultaneously or select a single Supplier only. If you choose to Order from one Supplier only, the pick list on the left-hand side of the window will reflect only those Items pertaining to that Supplier.

4. **Delivery Date** - The expected date of delivery. If exporting to suppliers you cannot select today as a delivery date as most Supplier websites will not accept.
5. **Items By -** Select which inventory items you wish to see in the pick list:

    - **Location** - View items by Primary Storage Location. **E.G.** Storage, Cooler
    - **Group** - View Items by group. **E.G.** Bread, Produce

Note: Click Collapse All or Expand All to see the list of items by group or location. Collapsing the groups makes it a quick way to select items.

Select items to Order

From the list on the left Double click (or click and drag) on the item you wish to order (from the list on the left) to place into the order sheet.

NOTE: those items with more than one case size will be listed with the Case size icon, click on this icon to choose a different case size.

6. **Qty -** Indicate the amount you wish to order
7. **Case Units / Split Units (checkbox)** - when an item was set up, if you indicated that the item can be ordered as a split case, the option will appear in the order window. Click on 'Split Case' and the Split case unit will appear.
8. **Create Order(s)** – once you have completed your order sheet, click **Save**. Your order(s) will be displayed in the order pick window.

Viewing and Managing Orders

To View and Manage Orders:

1. Click **Orders** (Main Menu Toolbar).
2. The **Pending Order** listing will be displayed.

   NOTE: In this window you can view, delete, export and create Order Guides. See Creating Order Guides.

3. You can arrange and **Filter** your Order list to see precisely what you want to.

   NOTE: To clear the filter, click **(X)**.

Filter	Details
Sort Orders by Header	Click **Headers** to sort the list into *Ascending* or *Descending* order.
PO Number	Type a **PO Number** to filter the list to Orders containing that PO Number.
Supplier	Choose the **Supplier** you wish to see the Orders for.
Status	Select the **Status** view you wish to see.
Pending	The default view is set to **Pending Orders** only.
Received	This view shows **Received Orders** only. When you receive an Order in the Invoice window, it becomes a Received Order.
Exported	If using the Export to Supplier function, you can view a list of all **Exported Orders**.
All Orders	Displays **All Orders** no matter what status.

Filter Days	The default view is 30 Days but you can choose 60, 90 or all **Days**.

Export Orders

To Export an order,

1. Select **Orders** from the **Main Menu Toolbar**,
2. Highlight the order to export.
3. Click **Export**, the file will be created in the location desired. See Creating Export Configuration
4. **Purge (Delete) Orders** – Highlight the orders (usually received orders) from the list and click Purge. You will be asked if you want to delete the order from the list. Click **Yes**
5. **Set Order Status as Received** – Use this feature to set Pending Orders to **"Received"** status, in some instances you may have made an order but received an import file from the supplier to receive the invoice (Edit, etc.) in this case you may wish to set the pending order as received. Select the orders to Set Received and click Set Received
6. Confirm Set "Received". The Orders will have the status changed to Received.

Receive an Order

Once an Order is created, you can easily receive the Order as an Invoice. It is IMPORTANT to have your printed Invoice in hand for proper reference.

To Receive an Order:

1. Click **Invoices** (Main Menu Toolbar).
2. Choose **New**.
3. Select **Receive Order** (Invoice Toolbar).
4. From the list of Pending Orders, select the **Order** you wish to receive.
5. The Supplier name and all Items will be populated.
6. Enter the **Amount** of the Invoice from your printed copy.
7. View the Items received and cross reference to the printed Invoice. Take special note of the quantity received and the total price for each Item.

If the total price is different, enter the total from the printed Invoice and the unit cost will automatically be updated.

8. Enter any **Expenses** or **Taxes** from the Invoice.
9. Make **Changes/Updates** as necessary until the Invoice balances.
10. Click **Save**. The new Invoice will be saved and the Order will be changed from *Pending* to *Received*.

Creating Order Guides

To facilitate easier ordering, you can create fixed or dynamic Order Guides and use them to pre-populate the Order Worksheet.

To Create an Order Guide:

1. Choose **Orders** (Main Menu Toolbar).
2. Click **Order Guides** (Order Toolbar).
3. Select **New**
4. Enter a **Description** name for this Order Guide. This may be the Supplier name, group of Suppliers or even the Order Type (e.g. a group or Monday).
5. Select whether **Dynamic** or **Fixed** Order Guide. See Dynamic Order Guides and Fixed Order Guides for further information.
6. Choose the **Items** you want to add to the list.
7. Click **Save**.

Dynamic Order Guides

A Dynamic Order Guide will add Items automatically for the Suppliers on the list.

You must select the **Supplier(s)** you wish to add to the Order Guide. The Items will populate. Click **Save** to save the guide.

Fixed Order Guides

A Fixed Order Guide is a list that you make and will not change unless you add to or remove items from the guide.

When choosing to create a Fixed Order Guide, you will see the listing change to display **Items** and **Pack Sizes**. Drag the **Items** you want to add to the guide to the pane on the right. Move the **Items** up and down or drag and drop into the list anywhere to customize it to the exact order you want. Click **Save**.

Exporting Orders to Suppliers

Once an Order is created for a Supplier, you can export it to a file. The Order will now be ready for uploading to the Supplier website.

NOTE: Be sure to configure the file to the proper export format for your Supplier.

To Export an Order:

1. Choose **Orders** (Main Menu Toolbar).
2. Highlight the previously created **Order** from the list of Pending Orders.
3. Click **Export** (Order Toolbar).
4. The File Location window will appear asking where to **Save** the file.
5. Select a **Folder** location.
6. Click **Save**.
7. Leave Optimum Control and log into the **Supplier Website**.
8. Click **Import** Order.
9. Choose the **Saved Order File**.

NOTE: Once order is received you can choose to Receive Order in the Invoice window.

When using the *Forecasted Order Sheet*, most Items will be calculated by fraction of a case. View the amounts and decide whether you wish to order the amount or not (e.g. you may wish to skip ordering an Item that is .001 cases). If you wish to order the Item, you can click **Round to Case** to round each calculated amount UP to the next case size.

If you have set Items to **Request Bids**, this will 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.

Setting Supplier Order Export configuration

To Create an Order Export for a Supplier:

1. Choose **Orders** (Main Menu Toolbar).
2. Select **Export Config**.
3. Select the **Supplier** the Export Configuration is for.
4. Choose an **Export Configuration Type** from the list.

   NOTE: There are many Supplier Exports contained in Optimum Control that are previously set for the Supplier.

5. Select the **Folder** to Save the exported files to.
6. Click **Save**. The Export will now be used when exporting Orders for your Supplier.

For some Suppliers, a configuration is NOT listed in Optimum Control but you can create an export configuration from scratch. This is sometimes best done by an Optimum Control Support Representative. Contact Optimum Control Support direct at 1-204-953-2272, toll free at 1-888-798-5555 or support@tracrite.net to have a custom export created.

Using Bid Lists to Save Money

Optimum Control has bid functions that you can request and/or receive bid prices and decide which pricing is the best from which Supplier. The lowest price per recipe unit will be analyzed and the order window will select the Supplier with the best pricing. This is a suggestion only and you will be able to override the selection.

All Items can receive bid pricing and if a current bid is in place that price will be used for making orders.

To manually enter a Bid:

1. Choose **Orders** (Main Menu Toolbar).
2. Select **Bid List** (Order Toolbar).
3. Click a **Supplier** from the list.
4. Choose an **End Date (the date until the bid pricing expires)**. Each row has an end date, but to simplify this process, enter the date the bid prices are good until in the date field at the top of the rows of items. Once entered all rows will now have the same end date. This should be the date their bid is valid until. But you can overwrite the bid date by item as necessary.
5. Filter by group to detail bids based on meat and produce for example.
6. Enter the **Bid Pricing** for each Item. Note – it is desirable to export the sheet to a supplier and have them fill it in and send back to you.

7. Click **Save** .

Import and Export Supplier Bid Sheets

Exporting bid lists to suppliers is a quick way to set bid prices. Supplier can fill in the bid price and date the bid is valid until and send back.

To Export a Bid Sheet to Supplier,

1. Select the supplier you wish to send a bid list to.
2. Click **Export** from the ***Bid List Toolbar*.**

   This will create a file in csv format (comma separated values), this file can be emailed to the supplier and opened in Excel. Then once they enter their bid pricing and dates, they can save as a csv file and email back to you.
3. Save the file to your desktop or somewhere you can quickly locate.

   TIP - is to make a Bids folder on your desktop or in documents.

   Email to your supplier and ask them to open in Excel and add in their bids to the Bid Price column and the Date the bid is good until. Then send back to you in the same csv format.

To import the bid List

1. Open the **Bid List** window and select the supplier the bid is from
2. Click **Import** from the ***Bid List Toolbar***
3. The pricing for the items they sent a bid for and the date the bid is valid until should be populated.
4. Review the amounts taking special note of items by the pound checking to see that your supplier did not send a case price or visa versa.
5. Click **Save**

Request Bids from Order Window

In some cases, you may want to create an order within the order window and define what items and amounts you wish to order. Once defined you can request bids from the suppliers who have pack sizes set up. The advantage to this process is that suppliers will bid on only what you want to order rather than submitting bids on toothpicks, for instance, every week. Also, if you bid on 250 kilos of Prime Rib you may get a better price than not.

To request bids from order

1. Open order window, choose **New Worksheet** or indicate an order guide.
2. Build the list of items as desired.
3. You can request bids with all item amounts set to 0 or fill in the amount required.
4. Click **Request Bids**

5. You will be presented with a list of suppliers and the number of items to bid on. The email address will be displayed if previously entered into the Supplier window, otherwise manually enter.
6. A CSV formatted file will be emailed to the desired email addresses. You will need to have an email client on the Optimum Control computer. You can also choose to print the bid order.
7. When the CSV is returned from the supplier import into the bid list window.
8. Ensure the ending date for the bid is correct.
9. Click **Save**.

Sales Mix

Optimum Control can register your sales and ultimately report theoretical usage and cost of sales information.

There are three ways to input sales information:

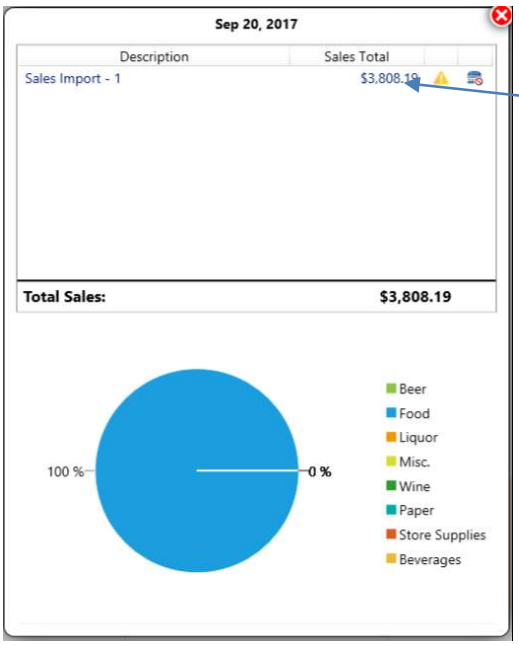
- *Manual Entry Using Till Tape* – Create a Till Tape list and enter it manually from a cash register tape or sales listing.
- *Import from Point of Sale (POS)* – Create export files of Sales Mix reports or use *OCSales* export utility to create files and import.
- *Use OCSales Export to Automatically Process Sales* – This utility is a separate program that can automatically process sales directly to the Optimum Control database.

Selecting and Viewing Sales Mix

To Select and View Sales Mix:

1. Choose **Sales** (Main Menu).
2. The **Sales Mix Calendar** appears displaying completed sales.
3. Click on any **Sales Date** (the number for the date) to open the summary window or double click on the sales number to view.

   NOTE: Click the Date on the calendar to view a graph of the Days Sales.



Double click to view Sales and correct any errors.

Sales Deleting

To Delete Sales:

1. Choose **Sales** (Main Menu Toolbar).
2. Select the **Date**.
3. Identify the **Sale** on that date you wish to delete.

   NOTE: There can be multiple sales on a day.

4. Click **Delete** (Sales Mix Toolbar).
5. **Confirm** the Delete. The Sale has now been deleted.

   NOTE: All deletions are registered in the Optimum Control log.

Linking Your Recipes to Your POS System

This feature presents a window to link or create new recipes in Optimum Control to match your Point of Sale (POS) system. A Sales Mix file should be saved on the computer to use as a reference file for linking. The format must be set in Settings | Preferences

To Link Your Products:

1. Choose **Sales** (Main Menu Toolbar).
2. Select **Link POS IDs** (Sales Mix Toolbar). The Sales Linking window appears.
3. Choose **Import File**.
4. Browse to the **Sales Mix** file you want to use to link sales Items.
5. Click **Open**.

The list of Products in the file will be indicated as:

Status	Details
Valid	These Products are properly linked Optimum Control Products.
Mismatched Select to switch the Optimum Control description to match the POS or Select to unlink the item (where the POS item is a totally different recipe Select to ignore the item	These Product names imported from the POS do not match the Menu Product POS name within Optimum Control. In other words, the name on the POS system has changed. You can now change the Optimum Control POS name to match or unlink the Recipe and choose another.
Ignored	These Products are in the listing of POS ID numbers that you do NOT wish to register sales for.
Unlinked	These Products are those that have not been linked to Optimum Control. To create a new link, you can choose to: create a new Product, link to an existing product that has no POS link or ignore the Product for the current and/or future Sales Mix imports.

Entering Manual Sales with a Till Tape

Optimum Control has a feature to enter sales manually.

NOTE: You will need to make a Till Tape List prior to entering Sales so that you have a list of Items.

1. Choose **Sales** (Main Menu Toolbar).
2. Click **New**.
3. Select the **Sales Mix Date. Use the Date Ending calendar drop-down and click on the desired date**.

   NOTE: If you are entering a group of days, enter the date of the *Last Day* of this group.

4. Choose **New Till Tape Sale**
5. Sort Description Select the Till Tape you wish to use. See Setting up a Till Tape Lists.
6. Enter the **# Sold** for each Product from your Till Tapes.

   NOTE: The ***Total Number of Products*** and ***Sum*** are shown at the bottom of the window.

7. Edit the **Sales Total** for each Item if required or if discounts were applied.
8. Click **Save** (Sales Mix Toollbar) *.
9. Choose **Open** to view completed Sales.

   *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.

Setting Up a Till Tape

Sales Mix information can be entered manually, but to do so a till tape must be created with the listing of Product Recipes.

To Add or Edit a Till Tape:

1. Click **Sales** (Main Menu Toolbar).
2. Select **Till Tapes** (Sales Mix Toolbar).

3. To edit an existing Till Tape, double-click to load. Otherwise, click **New** to create one.
4. Type the **Description** name for this Till Tape.
5. From the list on the left, drag and drop or double-click to select the **Items** you would like to add to the list.

   NOTE: To remove products from the list, double-click the Items from the list on the right.
6. Click **Save**.

TIP: Using Windows control to multi select items. To select Multiple items for the list, highlight the first item and hold the SHIFT key down and select the last in the group of items you want to add. These products will all be selected and you can then drag them to the pane on the right.

Arrange the items if necessary – the items will populate on the list as you double click or drag them. But if you need to change the order of the list to match your cash register you can simply move he products up and down the list by left click, hold the item and 'move' it to the desired position.

Importing Sales Mix from a File

1. Choose **Sales** (Main Menu Toolbar).
2. Click **New**.
3. Select the **Date** that Sales will be saved for.

   NOTE: If the Sales file contains a Sales Date, the Sales will be saved for that date.
4. Click **File** to browse for the file to import.
5. Double-click the **File** to import.
6. The **Sales** window will open with all Sales Items within the file listed.

Message	Details
Unlinked	Unlinked menu items are those that have not been linked to Optimum Control, to create a link you can choose to Create a New Product, link to an existing product with no POS link, ignore the product for this and or future sales mix imports.
Mismatched	These items are products that the name is not the same as the Menu Product POS name. In other words, the name on the POS system has changed, you can now decide to change the optimum control POS name to match or unlink the recipe and choose another.
Ignored	POS ID numbers that you DO NOT wish to register sales for
Valid	These Products are properly linked Optimum Control Products.

Sales – Pending / Invalid

When saving a Sales Mix in Optimum Control from your Point of Sale (POS) system, there may be unlinked or mismatched Products you choose to not link 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.
4. Click **Process.**
5. The **Sales Mix** window will now be populated with the information ready to Save.
6. Create, add and link menu items as necessary to complete the sales mix. The totals will be added to the existing Sales.
7. Click **Close** to exit.

Daily Sales Summary- Viewing and Entering

When sales mixes are saved the category sales are broken down and some users may wish to use the daily sales window as a Daily Sales report/cash window.

To review the Sales Financial Totals,

Click **Daily Sales** from ***Main Menu Toolbar***

Select the date or double click on the sales for the day.

The daily Financial Sales window appears with a breakdown of Category Sales on the left along with fields for daily reporting such as customer count, labor hours etc.

Category Sales – Breakdown of Category Sales. The breakdown of category sales as per the products groups and categories assigned.

Financial Information

The features of this window are available to use but are not required. If exporting Sales information to Accounting Software, you will need to enter the details as below.

Field	Details
Sales Date (Greyed out)	**Indicates the Date of the sales**
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 and POS Systems 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

	We strongly recommend that you detail the payouts as 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.
Variance	This variance will need to be 0 to balance to calculated category sales from POS import to the left. Adjust amounts as necessary.
Comps	Indicate the amount given complimentary. This amount may be populated by your POS System.
Promo	If you run specials in your restaurant, enter the total discounted amount here
Employee Discount	This field is where you indicate the amount you discounted from 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	Both Gross Sales and Net Sales are automatically calculated when sales are entered. 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
Cash Deposit	This is the cash amount that is deposited into the bank.
Credit Card Deposits	Enter the amount of all credit cards received.
Gift Card Deposit	Enter the total of all gift cards

Total Deposit	Calculated from all deposits
Labor Cost- Hourly Labor	Enter the hourly labor from your POS reports
Labor Cost - Management Labor	Indicate Management Labor values for the day
Labor Total	Calculated total of Management and Hourly labor.
Labor Percentage	Percentage of Labor total divided into Gross Sales
Customer Count	Enter the total number of customers as reported on your cash register tapes or POS System.
Comments	Enter any comments for the day.

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.

NOTE: This is used to make an item or recipe inactive.

To **Open**, click the **Item and Recipe Management** **IRM** icon on the ***Main Menu Toolbar***. All inventory items and recipes will be listed on the left. As you scroll down the list you will see some items in bold text, these are items or recipes contained in other recipes, click to display the recipes on the list on the right.

Description Search - Allows you to search for item or recipe by name/description**.** Type a few letters to filter the list.

IRM Filtered View

Field	Details
Show active/ Inactive	Will display all items including the ones that are set as inactive
Item Type	Show all, just items, preps or products
Inventory Group	For inventory items, choose to just show one group (e.g.: Meats)
Sales Group	For menu Products, show only for one group (e.g.: Entrees)
Contained in Recipes	This is a great feature when looking to identify 'dead' items or perhaps duplicate items that are not contained or used in any recipes.

Item/Recipe Listing View

- **Description** – Sort names alphabetically. You can click the header sort the listing in ascending or descending order. 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.
- **Active/Inactive Box** – If searching by All Items, Inactive items will have a check in the box. If you no longer use this item, uncheck active and click **Save** .

Make an Item or Recipe Inactive

1. Open the **Item and Recipe Management** window by clicking the icon from the **Main Menu Toolbar** and filter to the item you wish to make inactive
2. Click the **active** box to remove the checkmark
3. Click **Save** on the **Item Recipe Management Toolbar** to save changes.

NOTE: To set an item or recipe as **Inactive**, the item or recipe cannot be an ingredient in another recipe. If so, you will need to open the recipe and remove the item before being made inactive OR you can make the product inactive first, then save and then make the item inactive

TIP: To open an item or recipe, click on the icon beside the item to open.

Viewing recipes – When an item or recipe in **Bold** is selected, the corresponding recipe(s) it is contained in will be displayed on the right, along with the recipe amounts and units of measure. To open any of the recipes for editing, click the prep or product recipe icon located on the listing.

Some recipes will be an ingredient in other recipes, to view those recipes, Click the Salad bowl icon to the left of the recipe, the corresponding recipes will be shown. To move back to the previous view, click the Back arrow on the **History** Icon on the **Item and Recipe Management Toolbar**

Item and Recipe Management - Replace Ingredient

In some case you may want to swap and or replace an ingredient in a recipe with another ingredient. Seasonal Veg or fruit for example.

To Replace an Ingredient

1. Open the **Item and Recipe Management** window by clicking on the icon located on the **Main Menu Toolbar**.
2. **Highlight** the item to replace
3. Click on one or more recipes from list on right, use SHIFT or CTRL to select multiple recipes.
4. Click **Replace Ingredient** from the **Item and Recipe Management Toolbar**
5. Select the ingredient to use instead
6. Click **Save** the recipes will now have the replaced ingredient and unit of measure.

Example. Crab Blue Meat with King Crab.

a. Highlight Crab Blue Meat from the **Item List on left**
b. Highlight one or more recipes **on the right.**

   NOTE: 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.
c. Click **Replace**
d. The **Find/Replace** window will display.
e. In the **Replace With**, select King Crab from the drop-down menu.
f. Click **Replace**

Item and Recipe Management - Advanced

Amalgamate – If you have set up two items of the same thing by mistake and want to amalgamate (put together) the data and history into one, click on the Amalgamate Icon on the **item and Recipe Management Toolbar**.

Select the item or recipe you want to keep on the left pane and select the item on the right that you want to amalgamate the histories.

NOTE: Make sure that the duplicate item is removed from recipes, you can then make inactive after amalgamation.

After choosing the items to amalgamate click the Amalgamate button (bottom right)

Budget Worksheet

Budgets are a powerful way to gauge your actual costs versus a budgeted amount. Optimum Control can be used to set period budgets for use in your operation to report on Actual versus Budgeted costs. These costs can be printed in the reporting module to show Budget Variances per period or a set of periods.

Creating your Budgets for reporting Budgeted vs Actual. To use budgets, you first must set your Accounting Periods.

To create a new Budget

1. Click **Budget Worksheet** on the ***Main Menu Toolbar.***
2. When entering the budget window, it is in **New** mode. (To view an existing budget, double click on the period on the pick list)
3. Enter the **Budget Period Information** (Year, period and projected sales).

Field	Details
Fiscal Year	Indicate the fiscal year from the drop down
Select a Period	Select the period that you wish to create a budget. Only Periods with no saved budget will be on the list. To edit an existing budget, select from the list on the left
Projected Sales	Indicate the budgeted Sales for the period.

Detail the budgeted amounts per account. Use a Template to speed entry.

Creating a Budget

Field	Details
Account name	Indicate the chart of account. To add new accounts, see Setup - Chart of Accounts

Amount	Enter the budgeted amount, if using a template, the percentage will be calculated as part of the Projected sales
Percentage	Either set by the Budget Template or you can physical type the budgeted percentage
Fixed	For fixed costs such as rent or loan payment.
Actualize	When viewing the Budget Variance reporting the actualized budget values will be set as the actual values. No need to enter invoices for these types of expenses to get this type of reporting. This offers you a quick snapshot for your store.

When you have finished the budget, click **Save** .

Tip: You can enter the amounts manually or use the **Budget Template** to set percentage sales and expenses for quick budgeting by simply entering your projected sales.

Create or Edit the Budget Template

When setting a budget, you should use a budget template to speed up calculating your budgets. Each business has the set percentages they want to run each account at, this template allows you to set percentage amounts to each account to apply to a sales amount to automatically calculate the budget

To create the Budget Template.

1. Click **Budget Worksheet** from the ***Main Menu Toolbar.***
2. Choose **Edit Template** from the ***Budget Worksheet Toolbar.***
3. Set your **Percentage Amounts** of Gross Sales for each account. You will be able to edit amounts once applied.
4. Check the **Apply to Current worksheet** box to have the percentages applied to the sheet displayed. This template will be applied on any new budgets that are created.
5. Click **Save**.

Note: The budget worksheet will load on a new budget and calculate all amounts based on the percentages in the template.

Reports

Optimum Control contains dozens of reports that will help you have better control of your business by providing the details you need. Most all reports can be run by today, this week, last week, this month, last month, this year or custom selected dates. The reports are broken down into categories to help in locating quickly.

To run reports in Optimum Control, choose **Reports** from the *Main Menu Toolbar*.

Select the type of report from the Icons. See report listing below.

Select the type of report to run

Accounting Reports

Report	Details
Account Activity Overview	For each account, Opening and closing inventory amounts (you must choose dates coinciding with your periods or open and close dates), all purchase totals are listed by supplier, Sales cost.
Account Purchase Detail	All purchases by account and supplier. Very powerful report for your accounting auditor. Details each account and all transactions and invoices that were posted to the account**.**
Budget Variance Detail	This report requires budgets to be set. Displays **Actual vs Budgeted** totals by budget period specified within the

	open to close dates selected. This report will show every budgeted period within the dates chosen.
Budget Variance Overview	This report requires budgets to be set. Shows actual versus budgeted account totals for dates chosen. This report shows the totals for the period only
General Ledger	Details all purchases and sales account totals
Invoice Account Balances	Displays all purchases, suppliers, invoice numbers and each account breakdown. This report is widely used by accounting departments
Profit and Loss	Displays income account totals and expenses, ultimately calculating net profit
Store Activity Overview (requires multi store mode)	This report is a usage report by account, breaks down supplier amounts per account

Inventory Reports

Report	Details
Barcode Listing	A simple listing of Item names and Barcodes. Used to scan with your scanning device.
Daily Waste	A detailed waste report by date range. Shows all items and costs that were reported as waste.
Daily Waste Summary	Totals of all Items that were reported as waste, listed alphabetically
Individual Item	A report to show all information about the selected item, including account, pack sizes etc.
Inventory Count Detail	A powerful report to show all count totals and location counts. Available as a drill down in the usage summary report.

Inventory Count Detail	A powerful report to show all count totals and location counts. Available as a drill down in the usage summary report.
Inventory items	**-** Listing of all or selected items by category and group.
Item Activity	A detailed listing of every transaction (Inventory, Sales and Purchases) for every item in your inventory.
Item Occurrence	Identifies each item and the recipes it is contained in. Use the Item and Recipe Management for more details of this type of information.
Review Inventory	A report to show the summary counts and values from the selected inventory date. All adjustments will be shown as well.
Review Inventory Adjustments	Shows the inventory adjustments and reasons for the selected inventory
Theoretical Item Usage	Reports the theoretical usage from sales processed for the selected dates.
Theoretical Prep Usage	Reports the theoretical Prep usage from sales for a selected period

Nutrition Reports

Report	Details
Allergens	Shows allergens and the items, preps or products that they are contained in
Allergens by recipe	Displays all allergens in a recipe
Core Nutrition	Displays nutritional analysis for the item or recipe, displays as a grid. (Very good report)
Nutrition Guideline Comparison	Displays nutrition percentages per item or recipe in comparison to a chosen guideline
Nutrition Links	Displays the links or whether calculated or entered from Label for each item or recipe

Purchasing Reports

Bid List	For those using bidding, these reports will show you a bid history by item and by supplier. (Especially handy when justifying supplier choices.)
Bid History	List of all bids by Item
Bid History by supplier	List of all bids by Item by Supplier
Current Best Bid Prices	If using Bid sheets will display the current best bids
Credit Request History	When receiving stock, you may have damaged goods or request a credit in the invoice window. This report gives a summary of these requests by supplier.
Forecasted Order Sheet	Calculates stock required based on usage per day or by revenue in sales
Inventory Order Form	A form to make an order, choose by supplier
Invoice Expenses	Listing of expenses detailed in invoices by Account
Monthly Order Sheet	Order sheet for up to 10 orders. Can be printed by supplier.
Price Variance	A report detail current price and the highest and lowest prices paid within a date range. Each variance will show a percent swing between the current pricing and highest and lowest price paid
Price Variance graph	A graph showing the price changes over a desired date range for an item
Purchase Detail by Invoice	Shows you the items purchased by invoice.
Purchase Detail By item	Shows you each item and the amounts purchased on which invoice and which date.
Purchase Detail by Supplier	A summary, by supplier, of each item purchased
Purchase Order by Date	A listing of orders and date ordered
Purchase Order by Item	a list of all items on order
Purchase Order by Date	A list of items on order by supplier

Purchase Summary	Details a total of all items purchased from all suppliers for date range.
Purchase Summary by Supplier	Details what was purchased from each supplier
Supplier List	A quick reference for supplier names and contact information
OCPremier Reports – transfer Detail	Detail of amounts transferred between stores (revenue centers).
OCPremier Transfer Summary	the total amounts of each inventory items transferred between revenue centers

Recipe Reports

Report	Detail
Menu Product Detail	Details each menu product recipe by the ingredients and cost.
Menu Product Detail Problems	This report helps indicate which menu products may be a problem. Using the desired percent field in the report generating window to enter the cost percentage. We recommend 40%, this means that every recipe over that cost of sales will be shown in the report along with, by default, all those items with less than 10% cost.
Menu Product Summary	Details all the menu products and their costs.
Prep Recipe Book	Use if you are using Optimum Control to create recipe books for your kitchen.
Prep Recipe Detail	Details each prep/batch recipe the ingredients and cost
Prep Recipe Summary	Details all the prep/batch recipes and their costs.
Prep Sheet	Prints a list by day of prep required and par levels.
Weekly Prep Sheet	The weekly prep sheet is used to detail prep for the week. Includes calculations for shelf life. Set up of Prep Par Levels is required
Product Recipe Book	Use if you want to print a recipe book of all products
Single Prep Recipe	Use if you want to print a single prep recipe for the recipe book.
Single Product Detail	Use if you want to print a single product for the recipe book

Sales

All Stores Sales	A consolidated report showing all store sales. This will not show Sales Mix figures
Buffet Analysis	Analysis of totals per buffet event. Shows event costs and unit costs
Buffet Usage Analysis	Details the usage how much of overall item usage was from Buffets
Catering Analysis	Analyze each catering event and cost, plate price, sales and profit.
Catering Usage Analysis	Details the usage from usage summary that pertains to catering. This report is very powerful in determining just how much catering is affecting your usage.
Credit Card Summary	If using Daily Sales Detail - A look at the deposit summaries for each entry.
Daily Sales	Sales information by dates specified including, Gross Sales, Net sales, discounts and coupons, customer counts and more. No this is not a sales mix report, this is for financial totals only, unless you have used the sales summary window you will not have any data to report. If you are looking for sales mix numbers check the Period Sales mix, Menu Engineering or Sales Mix by Date reports.
Daily Sales Detail	All daily sales information for dates specified including, labor percentages, money over/short, customer counts and averages, waste amounts etc. Same here on Sales Mix, check Period Sales Mix report.
Item Sales Detail	This powerful report will show all sales and related recipe sales for an item.
Menu Engineering Worksheet	This report will detail all your menu items and their sales for the specified dates. It will analyze each menu product within its sales group and determine whether they have high or low popularity and high or low profitability. This

	report is handy in determining problem areas on your menu.
Other Deposit Detail	
Projected Sales	A great management tool to determine sales numbers for the period based on the numbers you have entered so far in the period. For example, if on Wednesday you would like to do some projections for the rest of the week then indicate 7 days and
Sales Mix – By product	Details each items sales and costs, it will also give overall cost of sales and cost of sales per group
Sales Mix Category Summary	A graph of category sales for the specified dates
Sales Mix Daily Summary	Details each day's sales and margin.
Sales Mix reporting form	In some instances, such as remote vendors or food trucks you may need to manually record sales. This report will print a till tape for manual sales entry

Usage Summary Reports

Report	Details
Cost of Sales Analysis	Reports the last four usage summary group percentages, A great report to see trending.
Usage Summary – Count Amounts	This Powerful report will display opening inventory, purchases, ending inventory, sales usage and variances for every item by reporting unit
Usage Summary – Group Totals	Actual Versus theoretical totals for each group and category.
Usage Summary by Value	This report will display opening inventory, purchases, ending inventory, sales usage and variances for every item by currency value

Labels

For label printing, it is important you have a label printer (Zebra or Brother Ql570 or 720). The 3 of 9 Barcode Font needs to be installed and active for the barcodes to print. If you get the barcode represented as *123456* then your barcode font is not properly loaded.

The printer must be set with the proper settings. For Brother, the setting is as pictured

Report	Details
Barcode Labels	There are two types of barcode labels available for printing. Inventory barcodes (items and prep types) for scanning inventory or Product labels for your store shelves or applied to the product (in the case of retail items). The notes in Products can also be printed on the label as a quick descriptor for the item
Nutrition Labels You can print Nutrition labels for all your items and recipes. Because percentages are part of the label print you will need to select a Nutrition Guideline for calculations.	Optimum Control can print labels to a label printer. Make sure the printer is configured properly for 21/7 by 1 inch portrait labels with a cut for continuous printer labels.

Report View and Print/Export Toolbar

Each report when created will open in the report viewer, this view allows you to filter, print and save the report in many different formats

Icon	Details
	Move from page to page
	Stop the report generation or refresh the report

1 of 28	Choose beginning or end of report or scroll back and forth on pages
	These icons allow to you change the view mode to preview mode and to zoom the view
	Click to print the report
	Choose this icon to Save the report to file. You can choose PDF, CSV (comma delimited), Excel, rich text format or picture.
	Choose the Filter icon to define some filters for the report. When running the report filters can be chosen but additional filters can be chosen once report is ran
	Click To open the parameters for the current report
	Click to **Add** the current report as a favorite
	Click to **remove** the current report from Favorites

Usage Summary Reports

Of the many reports contained in Optimum Control the Usage summary reports are by far the most powerful. Each report will give you a true insight into your inventory usage and point out variances that could be seriously impacting your bottom line.

Each usage Summary report will require an **opening and closing inventory** to calculate usages. Each number has a supporting report by a drill down.

Drill downs available

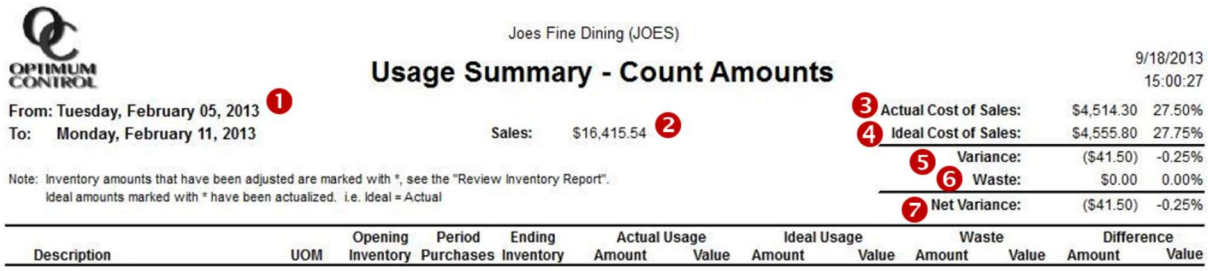
Usage Summary Drill Down	Details
Item Name	Double click to reveal the item activity report showing every transaction for the usage period
Opening /Closing Inventory	Double click to reveal a review inventory report Showing counts and values

Purchases	Double click on purchase amount to view all purchase invoices and transfers that make up the total in usage report
Ideal Usage	Double click to show a report of menu items sold containing the selected item and the sales mix amounts removed from inventory
Waste	Double click to open details on the wasted item
Click headers to Sort Data	Click Any of the headers to resort the report by the header clicked.

Usage Summary Report – In Detail

Run the Usage Summary report from the Select Report window to view detailed usage information for each of your inventory items. You may sort this report by any desired column by double clicking the column's header. This report can be set to display by Count Amounts, Values, Group Totals, and the Top 25/Bottom 10.

Usage Summary Header Numbers



Number	Details
1. Date range	The opening inventory date to the closing inventory date
2. Sales	The total value of all combines daily sales detail entries for the specified reporting period
3. Actual Cost of Sales	The cost of sales calculated by Opening Inventory plus purchases less closing inventory
4. Ideal Cost of Sales	The cost of sales based on the ingredient usage calculated from the Sales Mixes brought in

	from the POS System, Event Sales, or sales that have been manually entered through Till Tape
5. Variance	The Actual Cost of sales less the Ideal Cost of sales before Waste is subtracted from the total
6. Waste	The total cost of the Waste that has been entered for the specified reporting period
7. Net Variance	The variance calculated from the Actual Cost of sales less the Ideal Cost and Waste

Actual Usage numbers

Description 8	UOM	Opening Inventory	Period Purchases	Ending Inventory	Actual Usage Amount	Actual Usage Value
Food Sales: $54,655.00 9	10	11	12	13		14
Dairy						
Cheese, Fontina	lb	16.829	21.980	7.258	31.551	$155.54
Cheese, Goat	lb	4.000	16.000	9.000	11.000	$69.45
Cheese, Monterey Jack	lb	113.950	42.410	62.800	93.560	$186.08
Eggs	each	233.816	0.000	40.933	192.883	$26.49
Milk	gal	5.097	12.000	3.706	13.391	$43.78
Dairy Totals					[0.88%	$481.33]
Pork						
Pork Butt	lb	147.883	0.000	70.768	77.115	$121.61
Pork Totals					[0.22%	$121.61]

Field	Details
8. Description	The Item Descriptions are listed in this column and they're sorted in alphabetical order. The items are first classified by Sales Category then further categorized by item/Product Group. **TIP: Double-click on an item description to generate an item activity report for that item**
9. Category Sales Totals	The total amount of sales for that Sales Category that was either imported automatically when Sales Mixes were processed or manually entered in the Daily Sales Summary.
10. UOM	The unit of measure (UOM) selected as the Reporting Unit in the items window under case information.
11. Opening Inventory	The last periods closing inventory **TIP: Double-click on opening count number to view supporting documentation on the Item's inventory valuation**
12. Period Purchases	The total amount of purchases during the specified reporting period.

	TIP: Double-click on the amount purchased to view the purchase detail report for that item
13. Ending Inventory	The summarized inventory counts from the Closing Inventory. **TIP: Double-click on the ending count number to view supporting documentation on the item's inventory valuation**
14. Actual Usage Amount/Value	The total amount used calculated by the Opening Inventory count combined with the Period Purchases less the Ending Inventory count.

Opening Inventory + Period Purchases –Ending Inventory = Actual Usage Value

Ideal Usage numbers

Ideal Usage		Waste		Difference	
Amount	Value	Amount	Value	Amount	Value
	15		16		17
16.927	$83.44	0.000	$0.00	14.624	$72.09
10.926	$68.98	0.000	$0.00	0.074	$0.47
99.249	$197.39	0.000	$0.00	-5.689	($11.31)
159.090	$21.85	0.000	$0.00	33.793	$4.64
3.190	$10.43	0.000	$0.00	10.201	$33.35
0.70%	**$382.10][**	**0.00%**	**$0.00][**	**0.18%**	**$99.23]**
43.345	$68.35	0.000	$0.00	33.770	$53.26
0.13%	**$68.35][**	**0.00%**	**$0.00][**	**0.10%**	**$53.26]**
53.125	$200.50	0.000	$0.00	1.875	$7.08
140.346	$263.69	0.000	$0.00	-1.359	($2.55)
18.688	$93.25	0.000	$0.00	5.762	$28.75
41.488	$116.75	0.000	$0.00	0.512	$1.44
1.23%	**$674.19][**	**0.00%**	**$0.00][**	**0.06%**	**$34.72]**

Field	Details
15.Ideal Usage Amount / Value	The total amount of usage calculates by the amount sold for each Sales Mix based on product recipes. **TIP: Double-click on the Ideal Usage to bring up an Item Sales Detail report showing a listing of what was extracted from inventory**

	for Sales Mix and displays all the related recipes
16.Waste Amount/Value	The total amount and value of waste calculated using the Waste entries.
17.Variance Amount/Value	The total variance for the item calculated by subtracting the Ideal Usage and Waste from the Actual Usage Amount.

Actual Usage Amount –Ideal Usage –Waste = Difference Value

Usage Summary Reporting Options

Feature	Details
Actualize Usage	If Actualize Usage is checked off, the Usage Summary will be generated with the Actual Usage amount for Actualized Items as well as a compensating ideal usage for those items to cancel out the variance caused by Actual Usage
Key Items	If Show Key Items Only is check off, the Usage Summary will be displayed with all the non-key items omitted.
Choose Open and close Dates	A listing of your inventory dates will be presented
Hot List	If you have any hot lists that you would like to filter the report by choose the list now. Otherwise leave blank
Filters – Group and or Category	To filter the report by a group or Category. Filters are also available to use after the report is run.

Hints and Tips

•**Red Numbers** signify a negative variance meaning that less inventory was used than what theoretically should have been used during the specified reporting period. **Black Numbers** signify a positive variance meaning that more inventory had been used than what was supposed to have been for the specified reporting period.

•Any **Preps** that were counted on the inventory count sheet will show up in the Usage Summary broken down into the items that have been included in the Prep recipe and the amount added to each inventoried item is based on the amount of the Prep that was counted.

•By checking off the **Key Inventory Item** box from the Items window, or the Key Item box from the Items pick window, you are creating a list of items that will be displayed in the Key Item inventory count sheets.

•When **Inventory Lists** are used to generate an inventory count sheet in the reporting period; there will be a dropdown menu at the top of the screen, (once the usage summary has been generated) which allows the option to choose which Inventory List is displayed in the Usage Summary.

Usage Summary - Frequently Asked Questions

Inventory Count Issues

Question: Why are my inventory amount incorrect?

Reason	Solution
The Item was counted using the wrong unit of measure.	This is usually caused when an inventory item's purchasing unit of measure was entered incorrectly. The reporting unit of measure may also have been recently changed. Adjusting the inventory count using the proper unit of measure will correct the count amount.
A prep contains the incorrect quantity of an ingredient.	Open the I.R.M to find out which preps the item is included in. Correct the quantity of the item within the prep recipe and re-enable/re-summarize the inventory count sheet. Re-enable the inventory by clicking Delete then selecting No.
Counts are incorrect	99% of the time the inventory counts are just incorrect. Double check counts before anything else.
Key Items vs All items	If using key item inventory, all other items will be automatically calculated by Optimum Control and if the amounts for some reason have gone below 0 (tied to a recipe with no purchases or proper inventory) then the recipe import could keep extracting below 0. Make sure to do an all item inventory to correct (set to 0 if necessary)

Question: Why is it that my actual and ideal usage match for an item but there's still a variance in value?

Reason	Solution
This is because the cost has been updated for an item without entering a purchase.	Click **File|Preferences|Settings|Inventory**to change the inventory valuation to Last Cost. Adjust the inventory count by entering the same count amount and the value will be corrected to reflect the current case cost for the inventory item in question.

Question: Why is my inventory value for an item inaccurate?

Reason	Solution
The First in First Out (FIFO) function is calculating incorrectly.	Click **Settings and choose Preferences and Inventory and** select Last Cost. Revaluing the inventory is not a problem as you can adjust the inventory (even to the same counted amount) and it will be recalculated based on the current case size's cost. For invoices, you may have to re-save the ones that include the item in question. You can determine which invoices the item has been included on by running an item activity report.

Sales Issues

Question: Why is it that when I run the usage summary report my total amounts do not match my POS (Point of Sale) system?

Reason	Solution
This is because these are the figures calculated for each category in the Daily Sales Summary window for processed items only.	Click Sales to double check the Sales Category amount that was brought in from the POS system during the Sales Mix import. This Sales Category can be manually changed from the Daily Sales Summary window which can be entered by double-clicking on a date in the Sales pick window.

Question: Why doesn't the report display any Ideal usage amounts?

Reason	Solution
There weren't any sales processed during the reporting period.	Have you saved your Sales Mix for the reporting period? Or you may have saved the Sales Mix on a date outside the date range of the reporting period. Double check the dates

	and if incorrect, click on the Sales Mix entry in question to highlight it and right click on it to change the date.

Ideal Usage Issues

Question: Why is my ideal cost of sales is higher than what's displayed in my POS?

Reason	Solution
The sales Mix entries are duplicated.	Click on Sales Mix window and see if you have saved your sales mix twice. Go to the Sales Mix pick window, highlight the duplicate sales mix and click Delete.
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.

Question: Why is my Ideal Usage too low for one or more items?

Reasons

Reason	Solution
There are either pending sales to reconcile.	If there are Menu Products in Pending Sales when you run the Usage Summary report, sales will not be processed for the items in Pending Sales and the Ideal Usage numbers will be incorrect. The reason for this is that Pending Sales are suspended until they are linked to a Product in Optimum Control so that the proper items can be removed from inventory to account for their sales.
Product recipes containing this item have been ignored.	If Menu Products have been Ignored in the Sales Window, no sales will be processed for the items included in those recipes. To apply the sales for Ignored Products to a Sales Mix, click **Sales |IgnoredPOS ID** to un-check any Products that shouldn't be Ignored.

Purchasing Issues

Question: Why are my inventory amounts imprecise?

Reason	Solution
The item was purchased using the wrong unit of measure.	Resaving the invoice after checking that the correct unit of measure was used will correct the period purchase for this item.

Question: Why are there uneven numbers in my Period Purchases?

Reason	Solution
Multiple case sizes have been purchased if the amount ends with a fraction.	Double check that all purchases have been entered into Optimum for the reporting period. Double-click the period purchase amount to view a purchase detail report that indicates all the difference case sizes that the item has been purchased by.

Actual Usage Issues

Question: Why are there negative actual usage numbers in my Usage Summary?

Reason	Solution
A count has been entered incorrectly.	Adjust the inventory count for the item(s) in question. For example, if you ended more than with you started with it will appear as if you "grew" inventory
. A purchase has been missed.	Enter the missing invoice and regenerate the Usage Summary.
The item wasn't included in the inventory count sheets.	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.

IMPORTANT: 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 Issues

Question: Why is it that when I run the usage summary report my total amounts do not match my POS (Point of Sale) system?
Reason: This is because these are the figures calculated for each category in the Daily Sales Summary window for processed items only.
To solve this: Click Sales to double check the Sales Category amount that was brought in from the POS system during the Sales Mix import. This Sales Category can be manually changed from the Daily Sales Summary window which can be entered by double-clicking on a date in the Sales pick window.

Question: Why are some of my Category Sales totals too high, while others are too low?
Reason: Certain Inventory Items are improperly categorized.
To solve this: If items are not set to the correct Item/Product Group or Sales Category, then there will be a variance in both the classification that they are supposed to fall under and the one that they're currently under. If a beer is set to a food group for example. The easiest way to view and modify the Item/Product Group or Sales Category that an item falls under is by clicking **Setup|ItemClassification Editor** and dragging the item into the proper categorization.

Question: Why doesn't the report display any Ideal usage amounts?
Reason: There weren't any sales processed during the reporting period.
To solve this: Have you saved your Sales Mix for the reporting period? Or you may have saved the Sales Mix on a date outside the date range of the reporting period. Double check the dates and if incorrect, click on the Sales Mix entry in question to highlight it and right click on it to change the date.

Tracking your waste

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. Click the Waste Icon from the ***Main Menu Toolbar***
2. The Waste calendar view appears. To open any previously saved Waste with a valuation for the day it was saved. Double click on the Value for the date.
3. Click **New**
4. Select the date for the waste, if entering for a group of days choose the last day of the group.

5. Select add **Item** , **Prep** **or Product** icons from the ***Waste Toolbar*** to select the waste items
6. Enter in the **Qty**, the amount that was wasted.
7. Unit – Indicate the Unit of measure, you can use any UOM in the drop down.
8. **Reason** detail a short note about why it was wasted.
9. To add additional **Items, Preps or Products**, repeat Steps 5-7.
10. Click **Save**, the stock will be removed from inventory.

For more information on Tracking Your Waste, watch this short video https://www.youtube.com/watch?v=s970vS-Rt4M

Catering Events

Creating a Catering Event

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.

This window can be used for Catering events, classroom events, banquets and even employee meals. The window is for planning and once the event is complete, you can extract stock to register the sales and extract the inventory.

Once the event is complete, you can extract the stock from inventory and print out a summary of the event.

To create a catering event

Click **Catering** from the ***Main Menu Toolbar***

The Catering events calendar appears. Double click on any event to open

To create a new event, click New

The window is broken into 4 parts

Catering Core Information

Field	Details
Description	Enter a unique description for this event. Try to make it something that will be easy to identify later.
Event location	The location of the event E.g. Main Banquet Hall
Customer (optional)	Choose the customer the event is for. To add customers see Adding New Customers
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	Enter in any further details regarding the event. For example, “need a podium,” “deliver side door,” “white table cloths,” etc. Any special instructions for 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. This is a great tool if you are booking rooms. Optimum Control will alert you if the location you are scheduling the event for is being used at that time. Especially handy when booking sporting event suites.
Tax Group	Assign a tax group to be applied to the pricing calculations for this event.

Enter the Guests for the event.

1. Indicate the guests for the event and how many. You will need to detail guests in the Setup section to have them available
2. Click Settings from ***Main Menu***
3. Choose **Setup**
4. Select **Guests**
5. Click Add, indicate the Guest name, Selling price and POS ID (Optional) and POS Description (optional). The POS information is ONLY needed if you want Optimum Control to Ignore these items in the POS Import.

TIP: Do not ignore the POS ID so that when sales are imported to Optimum Control the Catering Sales entered into the POS will be listed as invalid (pending) sales. This way you can cross reference the amount to the catering wizard and click Extract Stock. This will extract the Sales and then you can delete the pending sales.

To Add a guest, click Add the Guest Icon on the ***Catering Toolbar.***

Select the Guest Type (if you have more than one)

Field	Details
Guest Description	Indicate from the list of entered Guests
Amount	Indicate the number of people coming to the event
Price	Enter the price you want to charge per Guest
Total	This price is calculated by multiplying the number of guests by the Price. You can edit this price if necessary.

Catering Ingredients

Add **Menu products**, **Prep recipes** and even **Inventory Items** to build the event. If Choosing prep and inventory item type ingredients you can choose whichever units of measure you want to use from the drop down.

NOTE: Be careful when adding **Inventory 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 Meatloaf. 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).

Detail the amounts for each item, prep or product

Cost Calculation Types

Costing Type	Details
Cost Percentage	Calculates the selling price and total cost based on your desired cost of sales. Indicate the cost percentage or Margin %. Note the recalculation each time you change the percentage
Guest Price	Calculates the selling price based on guest price
Selling Price	This method uses the retail selling price (or calculated markup price in the item and prep type ingredients

Catering Calculation Results – Use each costing type as you require to maximize profitability for the event. The results will let you make decisions that will help make the pricing proper for the event and detail your profitability.

Field	Details
Tax Group	Choose the tax group if applicable
Price Per guest	Displays the price per guest to quote
Selling Price with Tax	Calculated total including tax
Cost per Guest	The cost of the catering event divided by the number of guests
Selling Price	Total Selling price for the event
Selling Price with Tax	The selling price including tax
Total Cost	The cost of the event
Net Profit	The Total Sales less the cost
Gratuity %	Add a gratuity or some sort of service charge if necessary
Total Gratuity	The total gratuity amount
Grand Totals	To total of the selling price plus gratuity

Catering Reports – to print reports click Print from the *Catering Toolbar*

Report	Details
Catering Contract	Print a report confirming the customer and menu for the event
Shopping List	Print a listing of required stock for the event
Prep Sheet	A listing of the preps required and the recipes to complete the preps

To complete the Catering Sales click Extract from the ***Catering Toolbar,*** this will extract the stock required for the event from inventory and register the sales. These sales will appear in the catering reports along with the Sales mix reports.

Duplicating a Catering Event

In some instances, you may wish to create a new event from an existing event/menu.

To duplicate an existing catering event

1. Open the existing event you wish to duplicate
2. Click **Reset** the list with zero amounts ready for the new events
3. Enter the name and the date for the new event
4. Finish all catering information and review the calculated totals
5. Click Save and Extract stock to complete the event.

Buffet Wizard

Optimum Control has a powerful Buffet Wizard that will calculate the cost per customer for every buffet, beverage cart, Food truck. There are so many ways you can use this window effectively

To Create a new Buffet

1. Click **Buffet** from the ***Main Manu Toolbar***

2. The Buffet Calendar/Pick window appears allowing you to open any saved Buffet by double clicking

3. To create a new buffet, Click **New**

Core Information

Field	Details
Date	Enter the date for the buffet
Name/Description	Enter a Name/Description for the buffet. For example, Sunday Brunch, Patio Beverage Cart
Sales Group	Choose a sales group for the event, for example Buffet Sales
Guests	Indicate the guests and number of guests at the event

The buffet window is about how much you prepped or added to the buffet to begin with, how much you perhaps added to the buffet and what you ended with and whether it was wasted or returned to inventory.

4. Choose the Items, preps or products that you want to add to the buffet.
5. Indicate the amount you started with to begin the buffet

   TIP: you can enter the amount totally prepped for the buffet rather than worrying about what you added to the buffet.

6. Choose the units of measure
7. Add any stock you added to the Buffet
8. Enter the ending amounts
9. Decide whether the stock left will be wasted, add the wasted stock to the waste column

Buffet Calculations

Calculation	Details
Total Cost	The total Cost of the buffet
Total Guests Served	The number of guests served
Cost per Guest	The Total Cost divided by the number of guests
Total Price	Total Amount charged for the buffet
Average Guest price	Total price divided by the number of guests
Cost Percentage	Cost percentage of the event

Print Buffet Worksheet

When you are preparing a buffet it's very handy to be able to print a listing of the items on the buffet and have on a clipboard close to the buffet to record any adds to the buffet and of course ending stock levels.

Reset buffet

When you are doing similar buffets (e.g. Sunday Brunch) you can open an existing saved and extracted Buffet and choose Reset from the Buffet Toolbar

Once reset indicate the date of the buffet and the description.

The items are already listed so you can simply enter the amounts as necessary. Any 0 amounts will be deleted from the sheet.

Click Save and Extract Stock

Export Accounting Data

Optimum Control can export information to many popular accounting software packages and has a wizard to custom export to those not listed

To link to your accounting systems there are a few things that must be done to make sure the interface works

Supplier / Vendor information – Some programs will require the name of the supplier to be the EXACT same as the Accounting System. If the accounting software requires VENDOR ID information then you can enter it in the supplier window

In the Optimum Control Chart of Accounts window, you will need to make sure the Accounting Reference (account number from the accounting software) is entered to make sure the link is complete.

To setup up **Accounting Preferences**

Click Settings

Choose Preferences

Select Accounting

Field	Details
Accounting System	Select your accounting system – if you do not find your system you may want to customize one for your system
Default Folder	Choose the default folder where you want to create the file exports for your accounting system
Accounts Payable Account	Programs like QuickBooks will automatically put items to Accounts Payable, but some other systems will require a specific account. To add an account, open the chart of accounts window and add a Liability Accounts Payable account

Once vendor and accounts are linked you should now be ready to export files to accounting.

To Export to accounting

Click Export to Accounting from the ***Main Menu Toolbar***

When the window opens, you will be presented with a listing of non-exported invoices.

Check the ones you wish to export or click the **Select All** button.

Click **Export**

The invoices will be exported to the file location in the format you specified in the **Preferences**.

To show exported invoice choose Exported invoices or All invoices from the drop-down list.

Re-Export files - You can export a file again by clicking on the invoice and choose Export.

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Glossary of Terms

Chart of Accounts

Used in your accounting software or accountant to track income and expenses. Generally these are the accounts that you will see on your Profit and Loss statements. It is important that the accounts in the accounting system are linked to accounts in Optimum Control for proper account reporting.

POS

Point of Sale system, this is your sales entry system. Optimum Control interfsaces to most POS systems to extraxt sales information.

Prep/Batch

Prep or batch recipes are those that are made inn larger amounts. Portions of these batch recipes are put into the finished menu Recipes.

Main Menu Toolbar

Summarize

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