

















OCEnterprise



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OC Enterprise

Getting Started

OC Enterprise is used along with the desktop version of Optimum Control Professional to take most information from the store level and consolidate on an easy to use cloud server. All recipes, accounts, reports, groups, suppliers, inventory items, and consolidated reports are managed through this web portal. With this site you can run reports to track inventory, purchases, sales and item usage information for your company drilled down to the store level.

When subscribing to OC Enterprise, the team at Tracrite Software will install the software and provide both a company code and an administrator login ID for your business. With OC Enterprise, you can set up new stores, manage regions, and determine the recipe sets your stores will receive

Logging In

When logging into OCEnterprise, because we take your information seriously the site requires a **two step** authentication.

When you are set up as a user on the site you will be emailed a password (this email may be in your clutter or junk mail), use this password to log in and immediately you will be presented with a screen to change your password. Enter the new password and reenter to confirm.

Enter your email address as provided by your administrator, then enter the Tracrite code that will be emailed to authenticate the device you are using (Note this email may be in clutter or junk folders). This process ensures that your user name and password can only be used from a device that is approved by you.

Dashboard





When logging into OC Enterprise, the first page encountered will be the Dashboard. Here you can view many aspects of your organization at a glance. From the drop-down list located in the top

left-hand corner, you may select various time periods to review your data. Periods can be set up by clicking **Setup** and choosing **Periods**.

Upload Overview

By default, the upload overview field will display the status of your sales by region. Here you can quickly determine if data is being sent and received by the various regions in your organization. For each region listed, you will see the status of your data for invoices, inventory, sales imports, daily sales, and waste. Alternatively, you may display this data by the individual store by clicking the “Show by Store” button located below the main field. Each cell in this field will display an icon (or symbol) indicating the status of that item for each of your regions.

Status Icons

Icon / Symbol	Details
	Data is properly transmitting/receiving. All expected data has been sent/received from all locations.
	Data is missing for the item in question.
	OC Enterprise did not send/receive all expected data.
	Indicates a complete failure of upload – review with store and reupload data or call support

Further details can be obtained through a pop-up window by hovering your mouse over the item in question. This pop-up window provides additional information that will help you identify any issues.

Recipe Set Overview

This window displays the status of your recipe sets. You can determine if each of your recipe sets is being synchronized with each of your locations.

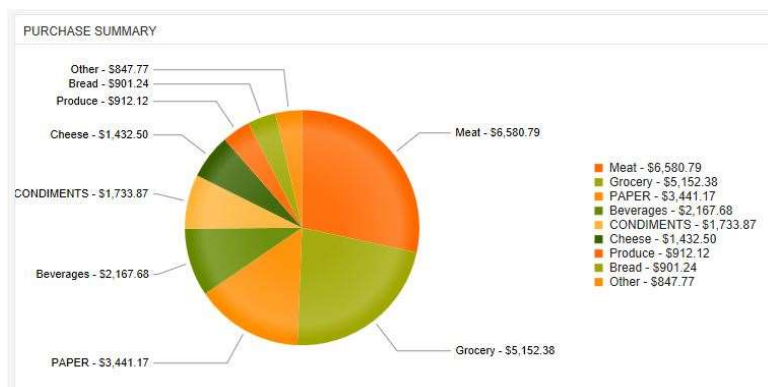
Column	Details
Description	Name/Description of the recipe set
Date Available	The posted date of the recipe set
Status	Icon representing the status of the recipe set

Messages

Icon / Symbol	Details
✓	Green checkmarks indicate that the recipe set is being properly sent and received.
?	Question marks indicate that data is missing for this recipe set.
⚠	Indicates that not all recipe sets have been properly synchronized. There is missing data.
✗	Indicates a complete failure of Recipe set updates.

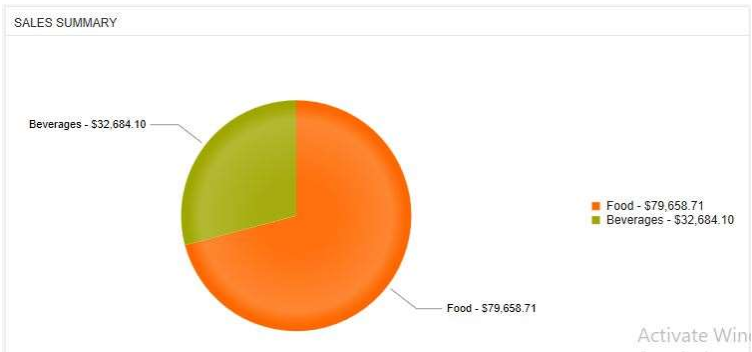
Purchase Summary

The purchase summary area provides a visual overview of your purchase expenditures in the form of a pie chart. Each category is assigned a distinct color on this chart. Here you can quickly determine the proportion of your expenditures by category. Specific figures for each category are conveniently displayed in the color key located next to the pie chart. In the example shown below, we see that meat represents the largest proportion of purchases by category.



Sales Summary

The pie chart in the Sales Summary area indicates your sales by category. Each category is assigned a distinct color on this chart. You can easily determine the proportion of your sales by category. In this example, food sales represent nearly $\frac{3}{4}$ of all sales while beverages account for just over $\frac{1}{4}$.



Company

OC Enterprise considers your company to be the parent entity of your organization. Your company may contain multiple concepts within this structure. If you *only* have one concept, the company name and concept are the same.

For those companies containing multiple concepts under one umbrella organization, you can indicate these separate concepts in OC Enterprise. Each of your concepts may be set to access the same master item and recipe list, or they can be setup individually.


When your company is created in OC Enterprise, you will be assigned a 32-character **authentication code**. Along with the store ID, this code is used by the desktop version of Optimum Control to integrate with OC Enterprise.

Concepts

A **concept** is a series of restaurants within your organization that may contain similar items or recipes. OC Enterprise can manage these restaurants from a single website as a **concept**. You will be prompted to select a **concept** when logging into OC Enterprise if *multiple concepts* exist in your company.


This feature enables consolidated reporting among all the restaurants within a **concept**. If separate reporting is required but consolidated reporting is not, two (2) distinct OC Enterprise websites should be setup.

To add a Concept

1. Click **Company** on *upper menu* or  from main dash board.
2. Select **Concepts**.
3. Click **New Concept**.
4. Enter the **Name** for the new concept.

5. Select the **logo** you want to appear on the Enterprise website and reports.
6. Click **Save**

To Edit an Existing concept

1. Click **Company** on *upper menu* or  from the main dashboard
2. Select **Concepts**
3. Click the **Edit link** next to the name of the concept you would like to change.
4. **Edit the name or logo**
5. Click **Save**

Regions

Regions are used to group your stores for reporting purposes, supplier management, and district manager access. You may also filter reports, assign stores, and manage supplier case sizes from here.

Click **Company** on upper menu or from main dash board.

1. Select **Regions**
2. Click **Create Region**
3. **Add the name of the region.**
4. **Click Save.**

NOTE: if your organization has multiple concepts you will be able to select the desired concept on the header bar to the right of 'Reports'.

Assign Suppliers to Regions

Each inventory item can have multiple suppliers *and* different pack sizes and/or item numbers. You can assign a supplier to each region so that only suppliers and pack-sizes that pertain to each region will be sent down to the store level.


To assign a supplier to a region,

1. Click **Company**.
2. Choose **Regions**.
3. Select the **region** to add suppliers.
4. Click **Assign Suppliers**.
5. **Indicate** the suppliers assigned to this region.
6. Click **Save**.

Stores

Stores are the individual commercial locations within your organization. Each store requires a unique **Store ID** to connect to the desktop version of Optimum Control.

To add a store

1. Select **Company** from *Upper Menu* and then click **Stores**.
2. Click **Add New Store**.
3. Enter the information as detailed below.
4. Click **Save**. 



Field	Details
Region	Select the region the store belongs to for reporting purposes.
Identifier	This can be any text or number but <i>must</i> be entered as the store ID at the store Optimum Control desktop.
Name	The name of the store to appear on all reports.

Location	Enter a convenient location name. Example: Intercity mall, downtown, uptown etc.
Legal Name	If there is a certain legal entity or corporate name for this store, then enter here. Not Required.
Address	Enter Address information if desired.
Contact Information	Enter store manager information or franchisee information if applicable.

Contacts

Contacts are a list of people within your company that may receive scheduled reports. Each contact can be set up to receive multiple reports on a scheduled basis.

To add a new contact

1. Select **Company** from the *Upper Menu*.
2. Choose **Contacts** .
3. Enter required information.
4. Click **Save**. 

Field	Details
Email Address	Enter an email address. (required)
Title/position	Enter the position for this contact for example, Accounts, operations etc.
First and last names	Enter first & last name, required for contacts.
Phone and mobile	Enter phone or mobile information if desired.
Access	Indicate the concepts (if more than one), regions, and stores that are applicable to the contact.

Setup

Any accounts, categories, inventory groups, sales groups, and units of measure (UOM) are entered within the setup menu of OC Enterprise. It is possible to enter these items at any time should you need to add any additional items later.

TIP: Should you need to add an additional item or supplier while entering data for an item or recipe, simply open an additional instance of OC Enterprise in a new tab. Right-click the setup menu within your browser and choose, “**open a new tab**”. You can add additional setup entries within this tab without closing your original data-entry tab. When you are finished, click **save**, select your original data-entry tab, and refresh the page by pressing the **F5** key. Continue with your data-entry as before; the new setup data will be intact.

Accounts

The account menu allows you to enter a chart of accounts for your organization. Here you may enter accounts for each of your cost of sales, expense, income, and liability accounts.



Note: You may integrate your account system by entering a corresponding account numbers in the References field within OC Enterprise. Your accounting department should be able to provide this information.

Note: You will be required to enter at least one Income Account as this is required for Category Setup

Each **Inventory Group** is linked to an account to simplify entry and reporting. Each inventory item is assigned to a **Group** and an **Account**. For example, Apple Juice is linked to the NA beverage group which is linked to the Food account.

Accounts can be used to categorize items to an account detail / general expenses (need noun) in the Invoice window. OC Enterprise provides a preset list of accounts by default. You may add other accounts to correspond with your existing accounts as needed.

To Add or Edit Accounts

1. Click **Setup** from the main OC Enterprise drop-down menu located at the top.
2. Choose **Accounts** .
3. To edit an account, click the **edit** link located next to the account in question. From this page you may update your account's name, the account type, the reference name or number, and any control account settings.
4. Enter all information as detailed below and click **Save**. .

Field	Details
Account Name	Enter the Account Name . If you want this to be a sub-account, type the existing name of the account, add a dash, then enter the name of the sub-account. Example: Chili Seasoning Mix could be Cost of Sales, but could be detailed to cost of sales - food and cost of sales - food - spices.

Account Type	Enter the account type. Valid entries for liability accounts include: Cost of Sales, Income, and Expense . Asset accounts include: Bank Accounts, and Credit Cards . Please refer to your accountant or bookkeeper for clarification and assistance.
Reference	Enter a reference name or code number . This reference should correspond with a similar entry in your accounting system. This reference may be edited at any time. If you do not want to enter a reference, press the tab key; your existing Account Name will be duplicated to this field.
Contra Account	Both the Usage Summary and P&L (Profit & Loss) reports can be set to have their cost of sales and/or expense account calculations based on percentage figures supplied from a separate income account. For instance, you may want all food related cost-of-sales accounts listed as a percentage against Food Sales if the Food Sales income account is the contra account.





Contra Accounts

Contra accounts are used to give a percentage for cost-of-sales accounts numbers to the corresponding Sales account (Contra account) in the P&L (Profit & Loss) reports.

NOTE: Each Category may have an **Income Account** assigned to it. By default, these accounts are linked to the **Gross Sales or Total Income** accounts. Your sales will be detailed based on the groups and categories that each sold menu-product is assigned. In some cases, you may want to get more

granular in P&L reporting, such as Food or Liquor cost of sales numbers showing percentage of Food Sales or Liquor Sales. To do this you will need to add an **Income Account** for Food Sales or Liquor Sales in the Accounts Window and indicate the desired income account.

To Set a **Contra Account** – Be sure your Sales Accounts are entered.

1. Select **Settings**  (upper left corner)
2. Choose **Setup** 
3. Click **Accounts** 
4. For Income Accounts – Add a New Income account to correspond to your Sales Categories (Food Sales, Liquor Sales, etc)
5. In the **Cost of Sales** type Accounts, under **Contra Account** choose the appropriate **Sales Account** to link to and click **Save**. 
6. Repeat procedure for all desired Cost of Sales Accounts.

For the **Cost of Sales Accounts** (such as Food or Liquor) you will now need to indicate a **Contra Account**. Once chosen you will be able to see Food costs percentage of Food Sales on your P and L.


Categories

Categories (Sales Categories) are **super-groups** used for reporting purposes. Most costs can be categorized into Food, Liquor, Beer, Wine, and Miscellaneous. For example, in the Usage Summary Report, when detailing your sales under a category, your reports will divide the cost of sales per category; giving you a percentage cost for each.

Each Inventory/Product group will be assigned a sales **Category**. You may want to add additional categories that are not supplied. You may add as many categories as required but try to limit them as most sales will fall within the default categories.

To Add **Categories**:

1. Click **Setup from the Upper Menu**.
2. Select **Categories** .

3. Select an existing **Category** to edit or delete or click **Add**.
4. Enter all information as detailed below and click **Save**. 




Field	Details
Category	Enter in a description, for example Food or Retail (these are not groups but Super Groups; you can have inventory or sales groups within).
Income Account	<p>From the drop-down list, select the Income Account that you want to assign. The default is Gross Sales.</p> <p>NOTE: If you are exporting sales information to your accounting system, you may want to have the information to go to a separate Income Chart of Accounts. If you have more detailed income accounts in your accounting software, you can assign the account here. See Setup Accounts</p>

NOTE: If this category is used in any **Inventory/Sales Groups**, you will not be allowed to **Delete**. Remove the group from the category first and then delete.

Inventory Groups

Each inventory item needs to be assigned an inventory group. This provides more detail and filter capabilities, making reports easier to analyze.

To Add or Edit Inventory Groups

1. Click the **Setup** from the **Upper Menu**.
2. Select **Inventory Groups** .
3. Select an existing group to edit, delete or click Add .
4. Enter the details as below and click **Save**. 

Field	Details
Description	Enter the name of the Inventory Group

Category	Indicate the Sales Category from the drop-down list in which this group belongs.
Concept Accounts	Select an Account from the drop-down list to assign a “concept” to an account.
Account	Select the Account from the drop-down list. Note: Once the General Ledger Account is assigned, and if an item is selected in a group, any purchases will be credited to this account

NOTE: Only Inventory Groups that are not assigned to items can be deleted.

Sales Groups

Sales Groups are what the sales reports and menu products are grouped by.

To **Add or Edit Sales Groups**

1. Click **Setup** from *Upper Menu*.
2. Select **Sales Groups** .
3. Select an existing group to edit, delete or click **Add** .
4. Enter the details as below and click **Save**. .

Field	Details
Description	Enter the name of the Sales Group under Description. You can use the same name as an existing inventory group; they can be the same.
Sales Category	Select the appropriate Sales Category from the drop-down list.

NOTE: Only Sales Groups that are not assigned to Products can be deleted.

Suppliers

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

NOTE: For initial Setup, Tracrite recommends that you enter most of the Suppliers before entering inventory **items**.

To view or edit an existing supplier's details, click on the **Supplier Name** or the Edit link next to the supplier name from the listing.

To add a new supplier,

1. Click **Setup** from the upper menu.
2. Choose **Suppliers**
3. Enter the **Name** of the supplier
4. Select any **Concepts** you may want to assign to the supplier via checkbox

Supplier – Concepts

This feature allows for assigning certain suppliers to a concept. You may have a supplier for one of your concepts that does not have the same supplier. To avoid seeing the supplier in the wrong concept you can assign the supplier to a certain concept




To assign a supplier to a concept.

1. Click Setup, Choose Supplier
2. Click on a previously set up supplier (or select the supplier and click Edit)
3. Using the checkbox, select the Concepts this supplier pertains to.

Taxes

In your jurisdiction, stores may have one or more taxes that appear on invoices and/or need to apply to the cost of your items. Taxes need to be entered into OC Enterprise for them to appear in purchase windows and reports. Anything that affects the final cost, or is applied to an invoice as a percentage or value needs to be accounted for. These include deposits, discounts, and environmental fees.

To Add a Tax or Adjustment type.

1. Click **Setup** from *Upper Menu*.
2. Select **Taxes** .
3. Select existing code to edit or delete or click **Add** .
4. Enter the information as follows and click **Save**. .


Field	Details
Description	Enter a Description , (example, “Sales Tax” , “Deposit”, “Margin Discount”, etc)
Code	Enter a Code for the tax. (example: Tax or PST)
Tax Type	Choose either Value or Percentage from the list. Some taxes or adjustments are a fixed amount and some can be a percentage.
Amount	Enter the tax amount (by currency), or the tax percentage.
Account	Select an Account from the drop-down list to apply it to your accounting records. (example: GST is posted to the Sales Tax Account, Keg deposits post to the Beer Deposit Account)
Recoverable?	Indicate if this is a recoverable tax. This tax is applied to your purchases. You will receive a credit back from your tax agency.
Apply Purchase Amounts to Item Accounts	You may wish to apply the calculated tax amount to a different account than the tax account. For example, for a tax on a cleaning supply item, you could add the cost of the tax to the cleaning supply account rather than the tax account by selecting this option.

Tax Groups


A **Tax Group** is a set of taxes, discounts, and deposits applied to the purchase price of an item. **Federal Taxes** may apply to one item while **Local and Federal Taxes** apply to another. Dry goods, beer, and liquor items often vary in their applicable taxes.

Taxes and Adjustments consist of various taxes, deposit feeds, and discounts in your jurisdiction. You must set up a tax or adjustment (discount or free) in Taxes before assigning **Taxes and Tax Groups**.

To Setup a new Tax Group

1. Choose **Setup** from *Upper Menu*
2. Select **Tax Groups** 
3. Click **New Tax Group**
4. Enter the information as follows...

Field	Details
Code	Enter in a Code for the tax group. A two-digit code is required. E.G. PT, GP, GT
Description	Enter the Description for the Group
Taxes	Check off any taxes that apply. (Refer to Taxes and Adjustments).

5. Click **Save** .
6. To apply this group to an item, from the Items window, select the tax group from the **Tax Grp** drop down box. If the purchase price includes a tax group, check this box, prices will be adjusted accordingly.

Tax Group Examples

Example of Beer Purchase with Sales Tax and Deposit

- Beer has a VAT and a Bottle Deposit applied to the purchase price on the invoice. On the invoice the amount for the beer is \$34.40. This amount **INCLUDES** a **Bottle Deposit** of \$2.40 and a **VAT** of \$1.00, the **adjusted case cost** is \$31.00.
You may want to create a Tax Group containing the VAT and Bottle Deposit. This would display the next cost for each item.
- Beer has both a GST and a bottle deposit applied to the purchase price of an invoice. Beer is listed at \$34.40. This sub-total **includes** both a **Bottle Deposit** of \$2.40, and **GST** for \$1.00. The **adjusted case cost** is \$31.00.

A **Tax Group** containing both the GST and the bottle deposit will display the **net** cost for that item when applied.

NOTE: To Customers in British Columbia, Canada. You will need to create a Tax and Adjustment called a **Licensee Factor**. Create a Tax Group which includes this **Licensee Factor** tax and the **GST**; apply this tax group to your **liquor items**. When making new purchases, the gross cost (including taxes and discounts) will be displayed. OC Enterprise will net out this cost when you enter the invoice.

Example of Liquor Purchase with Tax, Deposit and Licensee Factor

- In Vancouver (Canada), the price of a bottle of Rum is \$38.90. This price includes a licensee factor of 10%, GST, and a bottle deposit of \$0.20.
To find out the Net cost of the Rum:
 1. In **Taxes and Adjustments** create a GST tax, Licensee Factor of 10% (that is recoverable), and a bottle deposit.
 2. Create a **Tax Group** called, **LZ** (any two-digit combination is fine). Select GST, Licensee factor, and bottle deposit.
 3. In the Item window, locate the Rum. Click the check-box for **Price Incl. Tax Grp**, and select the tax group, **LZ**, from the **Tax Group** drop-down menu.
 4. The adjusted case cost located in the items window will reflect the net cost (adjusted case cost) of \$33.65.



Example of Sales Tax Added to Products

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

Units of measure (Uom)

Most inventory will fall into the units of measure (Uom) provided. You may want to add your own units for specific pack-sizes and for reporting purposes.

To Add Unit of Measure

1. Click **Setup** from *Upper Menu*.
2. Select **Units of Measure** .
3. Click **New Uom**.
4. Type in a short description under **Unit** (maximum 6 characters). Examples include: kg, lb. This is used in reporting purposes.
5. Type in a Unit Description under **Description** – This is the long name of the unit. Examples include: kilogram, liter, cup – shredded. This is used for reporting purposes.
6. Indicate the type of the ingredient from the **Unit Type** drop-down list.
7. Click Save .




UOM Type	Details
Weight	These units are those that are used by weight. Pound, Gram, Kilogram. Once a

	weight unit is selected for an item, all weight units will be available when adding as an ingredient.
Volume	Volume-type units are those applied to liquid measures. Fluid Ounce, liter, milliliter, 750ml are examples.
Unit	Used when an item is used by the individual unit. Examples include: each, carton, serving etc. When entering an item, the default unit will be 'each'. A conversion is required to convert an each to another unit type.

Deleting a Unit of Measure

You may **Delete**  Units-of-Measure but they **CANNOT** be in use in any items, preps, or products. They cannot be in any of the history either.

To delete a unit of measure




1. Click **Setup** from *Upper Menu*.
2. Select **Units of Measure** 
3. Indicate the unit you wish to delete
4. Click **Delete**  – if the item is not being used you can delete it. If not, a message indicating the number of items using the unit will be displayed.
5. Click **Save** 

Periods (Accounting or Inventory)

You may set periods for use in OC Enterprise for defining **reporting periods**, **accounting periods**, and even **inventory periods**. Once period information is finalized, editing existing information from before the period closing-date requires a user with edit permissions.




To add periods, make sure you have indicated period length, starting day, and month end to ensure a proper calculation.

1. Click **Setup** from *Upper Menu*.

2. Select **Periods** .
3. To add periods, select **Generate Periods**.
4. Choose the number of periods to generate (if this is your first time generating periods choose one (1) or two (2) periods for now; you can add more later.) The length of any periods and rules for generating periods can be customized in the preferences page. From the Period page, click the “preferences” button.
5. Click **Generate**.
6. The periods are displayed. You may review and edit this if needed.
7. To finish creating the Periods, click **Save** . Once Optimum Control has the first couple of periods to build from it is easier to process a year after that.
8. To generate more periods. Repeat steps 3 to 5 (choose the number of periods to generate for the year).
9. Click **Save** .


When adding periods be sure to indicate period length, starting day, and the month end to ensure a proper calculation.



Periods - Edit Existing periods

1. Click **Setup**  icon
2. Select **Periods** .
3. Edit the period. Chose the new **Start Date**, **End Date**, and **Period Index Number** (idx). Please ensure you do not create conflicts with any existing periods.
4. Click **Save** .

Periods - Delete / Removing Periods

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

1. Click **Setup** .
2. Select **Periods**
3. Find the Period to **Delete**

4. Click **Remove** 
5. Click **Save** 

Period Preferences

Various settings can be altered to change the behavior of periods within OC Enterprise. Changes made here will affect any *new* periods generated.

To Edit Preferences

1. Click **Setup** from *Upper menu*
2. Choose Periods from the drop-down menu.
3. Click **Preferences**.
4. Enter preferences as shown, Click **Save**

Period Length	Enter the number of days, weeks or months in a period.	
Month End Treatment	Break, Extend or Ignore. When setting up the periods, if you select weekly you may want to end the period at month end, then continue to the next week and continue. This allows for month end reporting as well as weekly reporting. Extending means the dates will be extended. Best to review the periods and adjust as desired before saving.	
Fiscal Year Begins	Day of month	Month

Default Conversions

OCEnterprise allows you to create, edit, or review custom unit conversions. From here you may edit an existing conversion, or create a new conversion by clicking the “**New**” button located near the top left-hand corner.

To Create a new conversion:

1. Click **Setup** from the *Upper menu*
2. Select Default Conversions
3. Enter the conversion by filling out the fields as shown below:

Field	Details
From	Enter the number of units you are converting from. (eg. 1000)
Uom	Select the unit type you are converting from. (eg. grams, cup, quart)
To	Enter the number of units you are converting to. (eg. 10)
UoM	Select the unit type you are converting to. (eg. grams, cup, quart)

4. Click **Save** 

Recipe

Items

Items (inventory items) consist of your items purchased from suppliers. Enter each inventory item only once; multiple case sizes for each item are added later. For example, if your stores purchase Mayonnaise from two (2) different suppliers, this is considered one (1) item with two (2) case sizes. Do not clutter your database with multiple Mayonnaise items; only one is needed. OC Enterprise works like a chef in a kitchen. When preparing a recipe, your chef will reach for Mayonnaise; the supplier does not concern him or her. If you have multiple mayonnaises listed as separate items within OC Enterprise, it's unclear which one your chef should use. Your various suppliers and pack-sizes should be added as new case-sizes for each item, rather than as separate items.



To Enter Items

1. Click **Recipe** from the *Upper menu* located at the top left-hand corner of the page.
2. Choose **Items** from the drop-down menu. 🗑️
3. Click the **New Item** button from the top left-hand corner of the page.
4. Enter an item information see [Entering items](#)
5. Click **Save**. 💾

Selecting an Inventory Item


(If you have no inventory items (first time use) click New.

1. Choose **Recipes** from the *Upper Menu*.

2. Select **Items** .
3. A listing of *all* your inventory items will be displayed.
4. In the search box, type a few letters of the item you wish to view and click .
5. Double-click on the name of an item to view or edit.
6. **Filters** (top right of window) - Select Group or Status (Inactive or active) to filter listing.

tip: you can click any of the headers to sort the items by that header. For instance, click on group to sort by group.

Entering/Editing Inventory Items

1. Click Recipe and choose **Items** .
2. Select the existing item from the list or click **New**.
3. Enter the information below.
4. Move to **case size information** to complete the item.

Field	Details	
Description	Enter the Name of the item. Enter a name that makes sense to you. Some suppliers may provide a complex name for the items they sell. You'll want to make the name easy for your staff to use.	
Inventory Group	Select the group you wish this item to report to in the list. To add a group see Adding Inventory Groups	
How it is used?	Weight	When adding this item as an ingredient, the units

		of measure will be in weight units.
	Volume	When adding this item as an ingredient, the recipe units of measure will in volume units by default.
	Unit	When adding this item as an ingredient, the recipe units of measure will default by each .
Reporting Unit	Choose a reporting unit. This is the unit that the item will be reported in at the store and enterprise level. Whichever unit you choose will populate into the Supplier case-size for this item. Example: How many reporting units are in a case (assuming case)?	
Default Ingredient Unit	Choose a default unit to show in recipe ingredients. These units will be based on the preferences set, and the type of unit you choose.	
Actualize Usage Values	You might not be able to track some items properly in a recipe. Examples include: fryer oil, napkins, straws, etc. These items might not be used in any recipes but the usage <i>is</i>	

	calculated. OC Enterprise will show a variance since there is actual usage but no ideal. Actualize Usage Values enables usage reporting. Whatever you use for this item, is what you should have used. There is no variance.
Track Inventory	You may want to exclude some items off the inventory count sheets however you may still want them listed within OC Enterprise to enable your managers to order them. (Examples include: tap water for recipes, small wares, cleaning implements). Uncheck this option to disable inventory tracking for these items.

Once complete, proceed to **Item Case Size** Information

Item Case Size



If you purchase from multiple suppliers you must add case sizes for the item.

Do not add multiple items!

To Add or Edit a Case-Size

1. Click **Recipes** from the **Upper Menu**

2. Choose **Items** 📦
3. Select the item to add or edit case sizes
 - a) To complete a new item, enter the fields as shown below.
 - b) To add a new case-size for an item select the item, click the **edit** button located at the top left-hand side of the page. Click the **New** Button located near the top right-hand side of the following page.
4. Enter the information as shown below.
5. Click **Save** 💾

Field	Details	
Supplier	Choose a supplier name from the drop-down list. To add a new supplier, choose Setup ⚙️ and select Supplier 📦.	
Order code	Enter the order code or item number of the item as provided from the supplier. OC Enterprise will rely on this number for import validation.	
Description	Enter a description for this specific case-size of this item. (This will be auto-populated if using the invoice import module) . You may want to put a note like “6/100 cans” or “11-pound case” for example.	
Barcode	Enter an assigned barcode here (optional).	
Tax Group	Enter the Tax Group code applicable to this item (if applicable). Once a tax group is chosen, this window will display some additional fields	
	Price Includes Tax (If Tax Group Selected)	Check this box to indicate that tax is <i>included</i> in the purchase price
	Adjusted Case cost (If Tax Group Selected)	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

		will show including the tax percentage
Purchase Price	<p>The amount paid per Purchase Unit. If you purchase an item by the case, indicate the case price. If you purchase by the pound, or kilogram, indicate the price per pound/kilo. For items that you order by the case and receive by 'catch weight', indicate the price per CASE as the average case-size multiplied by the cost per pound/kilo. The split-unit will be Pound or Kilogram.</p>	
Split Unit (how many split units in the case?)	<p>This unit-level will default to the Reporting unit. Indicate the number of the reporting unit in the purchase unit. Should you wish to use a different unit, indicate the unit. Then in the pack-unit, indicate how many of the units are in the split-unit. This conversion will be added to the system.</p>	
Pack unit (how many 'recipe units' in a split unit)	<p>This is how many of the recipe-units are in the split-unit. Example: 100 fl-oz per can, 50 each in a box.</p>	
Yield % (percentage)	<p>This is 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%.</p>	
Allow Split Case?	<p>When ordering some items from certain suppliers, you may want stores to be able to buy a split-case. Checking this box will allow split case ordering and purchasing. When in the ordering window, choose the split option to order a split case amount.</p>	

Should Count?	Enable this check box if you would like this pack size to counted in inventory.
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Preps

Preps are considered batch-recipes. These include sauces, prepared salad dressings, anything cooked, chopped, diced, prepared, or changed from its original purchased form to be used as an ingredient in a **menu-product recipe**.

Any item, or combination of items that are altered or processed for use as an ingredient in a menu product recipe is a prep. Raw ingredients that are used as-is, are considered **items** in **OC Enterprise**; items are not prepped.

Note: There are a few exceptions to this rule. If you prep an individual item and end up with an individual item, adding no additional ingredients prior to serving, you may avoid prepping the item. The cost per piece is the same. If you add any other items, such as batter or spice, you will want to prep it. You can also use item conversions to use the prep in menu-product recipes.

Create/ Editing a Prep Recipe

1. Select **Recipe** from the *Upper Menu*.
2. Select **Preps** from the drop-down menu 
3. To **search** for a previously entered prep recipe, type a few letters in the *search* description to filter the list.
4. Click the name of the Prep you would like to edit.
5. To create a new prep, click **New Prep**.
6. Enter the fields as listed 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 inventory group for this prep from the dropdown list. Tip: You may want to setup a dedicated group named “prepped foods”. See Adding Inventory Groups.	
How it is used?	Weight	Select this option if your prep will be used by weight.
	Volume	Select this option if your prep will be used by liquid measure.
	Unit	Select this option if your prep will be used by each.
Batch Unit of Measure	Select the batch unit, for example ‘Batch’, ‘Pail’, ‘Bucket’, ‘1/3 pan’, ‘1/6 pan’ etc. This will appear on your inventory count sheets as well to aid in counting.	
Batch Yield TIP: This is the final physical yield after you have finished preparing the recipe. When you measure the prep yield, Tracrite recommends that you take an average of about 3 or 4 batches to be as accurate as possible. If you are entering your prep now but are not quite sure of your yield, then put in a close estimate now. You may change it to the right amount when you are certain. Optimum Control will update all your recipes automatically to the new amount.	The amount contained in the batch. This is the physical yield once the prep is complete. EG: 24 muffins, 12 liters etc.	
Recipe Unit (per ____)	The amount of recipe units in the batch yield. This unit of measure is the default unit used in recipes. You may change this unit from the drop-down menu; OC Enterprise will convert the recipe unit amount to this new unit.	

Actual Cost per (Batch Yield Unit)	This field will display the cost per recipe unit.
Include on Count Sheets?	Indicate if you would like your prep to appear on count sheets for inventory purposes. Individual stores need to define a “Main Location” for a prep to appear on their count sheets.
Barcode	Enter a unique barcode for your prep here (if required).
Comments	Include any of your own comments for the prep.

NOTE: Make your prep in this window precisely as you would in the kitchen. Measure (or count) the batch yield in the same units you would use in your finished menu products.

Batch Yield Example (Meat Balls): Would you use ten (10) individual, or ten (10) ounces of Swedish meatballs per plate of Swedish meatball stew? To enter a batch yield as the total number of meatballs, select “Unit” from the drop-down menu in the, “How is it used?” field. Your prep’s yield will now be counted by unit. The “Batch Yield” field will now display your prep as an “each”. At other times you might want to use weight. You would need to add a conversion to a prep to convert *between* different units of Volume, Weight, and Unit.

Batch Yield Example Burger Patty: Your burger prep may make forty-three (43), four (4)-ounce burgers. You would count this by the burger (the yield would be forty-three (43) ‘each’).

Batch Yield Example Fish and Meats: While prepping fish, you might start with 1 pound (16 ounces) of Codfish. Once trimmed and filleted, you may only end up with only ten (10) ounces. **Ten** (10) ounces is the physical yield! Your Codfish recipes should use this “prepped” Codfish yield.

Caution: If you set a yield factor when you entered the original item in OC Enterprise, don’t add a separate one in the prepped Codfish recipe. This would double the yield; be careful about this.



Batch Yield Example Produce Prep: Cut, trim and shred, ten (10) pounds of carrots. You may end up with only eight (8) pounds of shredded carrots, or even sixteen (16) cups.

Prep/Batch Recipe Ingredients


You will need to add each of the necessary ingredients for your prep here. You can select any combination of items and other preps to use as ingredients for your new prep.

Ingredients	Conversions	Concepts	Instructions	
<div>Add Item Add Prep</div>				
Item	Quantity	Uom	Cost	
Egg	4	each ▼	0.3387	x
Sugar, Granj Cane	8	tables ▼	0.1967	x
Mayonnaise	128	tables ▼	3.1700	x
Relish, Dill	4	ounce ▼	0.1930	x
Ketchup, Cold Beers & Cheesebu	8	tables ▼	0.2572	x
Total Cost:			4.1556	

Adding an item ingredient

1. In the **Create** prep page, select an **Item Ingredient** by clicking **Add Item**  or the **Add Prep**  buttons.
2. Type a few letters to filter for the ingredient you wish to use.
3. Click **Search** or **Enter**.
4. **Select** the ingredient or prep you would like to add from the list of search results.
5. Enter the **quantity** required and the unit of measure (for ingredients originally entered in as a volume-unit, *only* other volume-units will display. Similarly, ingredients originally entered in as a weight-unit will *only* show other weight-units). If you need to convert between volumes and

weights for an ingredient, add a conversion for that item. You *can* use decimals such as .25 cup, or .75 ounce.

6. Continue adding Ingredients until your Prep recipe is complete.
7. When you're satisfied that everything is entered correctly, click **Save** .

NOTE: You may *only* enter each ingredient once per prep. Please ensure the total amount for *each* of the ingredients in your prep is listed. Once an ingredient is added once, it will not appear on the search list.



Total Recipe cost - Optimum Control will calculate the **Total Cost** of a Prep recipe (at the bottom right-hand corner). To calculate the **Actual Cost** per Unit, OC Enterprise will take the **Total Cost** of this Prep recipe and divide it by the **Physical Yield**.


Actual Cost per (recipe unit)- This cost shows the total cost divided down to the recipe unit. Look at this cost to see if it makes sense. If it doesn't, check your physical yield and your recipe figures. Also make sure you use the correct amounts for the unit of measure for each ingredient indicated.

Prep Recipe Instructions


You can add recipe instructions to your prep recipe for use in recipe cards, reports, or training.

To detail the preparation method

1. Select **Recipe** from the upper menu.
2. Choose **Preps** .
3. From the list of preps click to open the **Prep** you wish to add instructions to (or search using the search box provided).
4. Click **Edit Prep**.
5. Select **Instructions**  from the **Prep Toolbar**.
6. Type your instructions as you would any document using the font controls and formatting contained in the recipe tool header (just as you would any text editor)

NOTE: You can import previously written documents by clicking **Browse** below the **Import Instructions**  on the **Prep Toolbar** (.doc and .docx format only).





Once imported, the existing document can be edited. Pictures within the document will also be imported (.jpg format)

7. Click **Save** .

Prep Recipe Picture

OC Enterprise can import an image file (jpg) for your prep recipe to print in your recipe books.

Adding an Image/Picture (.jpg) of your recipe- you can add an image to your recipe from a file saved on your hard drive.

1. Select **Recipe** from *Upper Menu*.
2. Click **Preps** .
3. Select the prep that you would like to add an image to.
4. Click **Edit**.
5. Click **Instructions**  from *Prep Toolbar*.
6. Choose **Browse image** .
7. Select the **image** from your files/pictures.
8. Click **Save** . The image will be loaded to the database and sent to stores on export.



Changing the picture – To change the picture, select the same steps and the picture will be replaced.


Prep Conversions

When originally entering items you were asked, “**How is it used?**”. The unit-types chosen will be the ones available for future recipes when choosing the prep as an ingredient (either weights, volumes, or units). If you would like to use a different type of unit, such as a weight instead of a volume, you may add a conversion here.

Example: You may want to use Tuna Salad by the serving, or by the pan. You could add a conversion such as six (6) fluid ounces = 1 pan. This unit, along with other units of its type, will now become available when building Product Recipes.

Adding a conversion

1. Open the **Recipe | Prep** .
2. Select the Prep you wish to add a conversion for.
3. Click **Edit Prep** button.
4. Click **Conversions**  from *the detail bar on right*.
5. Click **New**.

6. Enter the **Conversion**. Enter the number of units in the From field and the existing Unit of Measure (Uom). In the next field enter the number for the new unit, along with the new Uom in the following field. Take care to enter these figures properly.
7. Click **Save** .

Concept


If you have multiple **concepts** in your enterprise database, you may assign any one of your concepts to a prep. In the “concepts” tab within the Edit Prep section, click the checkbox next to the concept you would like to enable. You can also make a concept “active” by enabling the active checkbox. If you would like to include a prep on your count sheets enable the respective checkbox here. If you only have one concept this will not apply.

Ingredients	Conversions	Concepts
Instructions		
Concept	Active	Include on Count Sheet
<input checked="" type="checkbox"/> Cold Beer & Cheeseburgers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Products

Products are the final end-products that you sell your customer. Your products will contain a mixture of your other items, preps, and other products.

Create / Editing a Product

1. Select Recipe from the drop-down menu located at the top of the page.
2. Select Products from the drop-down menu.
3. To edit an existing product, search for the product name in the search box provided and click .
4. Click the name of the Product you want to edit.

5. To create a new product, click the “New Product” button located near the top left-hand side of the page.
6. Enter the information as shown below.

Description	Enter a description of your product (often a name).
Sales Group	Enter the Sales Group to which the product belongs.
Barcode	Enter any assigned barcode to the product (optional).
POS ID#	Enter an assigned point-of-sale id assigned to the product.
POS Description	Enter an assigned point-of-sale description for the product.
Selling Price	Enter the price you charge your customers for the product.
Cost Percent	Enter the percentage of your selling price taken by costs.
Gross Percent	Enter the percentage of your selling price in profit margin.
Tax Group	Enter the assigned tax group for the product.

Three (3) tabs are located near the top right-hand corner of the **Create/Edit Product** page. Each of these tabs provide additional sections for you to enter information about your product. You may move between these tabs at any time by clicking each tab.

Ingredients	Displays a list of all ingredients in your product. This listing includes the Item description, Quantity, Uom (Units of Measure), and Cost.
Concepts	Displays a listing of the concepts assigned to your product. You may re-assign a concept, enable or disable the concept, or assign a product as a key item. Enable or disable any checkboxes that apply.
Instructions	Displays your written instructions provided for the product and a product image (if provided).

Ingredients Tab

The Ingredients tab features three (3) buttons: **Add Item**, **Add Prep**, and **Add Product**. You may add any combination of items, preps, and already existing products to a new product by selecting the respective option.

Adding an Item, Prep, or existing Product to a Product

1. Click either the **Add Item**, **Add Prep**, or **Add Product** button depending on which one you would like to add.
2. Enter the first few characters of the item, prep, or product you would like to add and click “Search”
3. Select the item, prep, or product you would like to add from the search-results listing.
4. Edit the Quantity, UoM (Units of Measure), and Cost as you see fit.
5. Click Save.

Concepts Tab

The Concepts tab in the **Create/Edit Product** page allows you to edit the *same* parameters as the Concepts tab located in the **Product Detail** page. You may re-assign a concept, enable or disable the concept, or assign a product as a key item. Enable or disable any checkboxes that apply.

Instructions Tab

You may provide detailed written recipe instructions for your product in the large text field provided. This field functions in a similar manner as a word processor or text editor. Alternatively, you may import a pre-written set of recipe instructions by clicking the “**Choose File**” button located below the words, **Import Instructions**. Your file must be in a Microsoft Word format (.doc or .docx).

If you would like to attach an image to your product,

1. Click the **Choose File** button located in the Image section near the bottom of the page.
2. Choose an **image file** from your hard drive to associate with your product (.jpg, .gif)

To preserve any of the changes you’ve made to the Instructions tab, click the **Save** button located in the top, left-hand corner.

Duplicate a Product

Duplicating a Product creates a new product with the same attributes and settings as a previously created product. The duplicated product will leave the Description, Barcode, POS ID #, and POS Description fields empty as these need to be unique for each product. Duplicating a product simplifies data entry when entering many similar products. Rather than manually entering similar data for many products, you may duplicate an existing product and only make changes where needed.

Duplicate a product

1. Select **Recipe** from the drop-down menu located at the top of the page.
2. Select **Products** from the drop-down menu.
3. Enter the first few characters of the product you would like to duplicate and click “**Search**”
4. Select the product you would like to duplicate from the search result listing.
5. Click the “**Duplicate**” button located at the top left-hand corner of the page.
6. Enter a *unique* **Description, Barcode, POS ID#, and POS Description** for the product.
7. Edit any other product details as you would when **Creating/Editing** a new product.
8. Click **Save**.

Product Recipe Ingredients

The Ingredients tab will be the default tab highlighted in the Create/Edit Product page. Here you may add each of the necessary ingredients for your product here. You may select any combination of items, preps, and other products to use as ingredients for your new products.

Adding an item, prep, or product ingredient

1. In the **Create/Edit** product page, Click the **Add Item, Add Prep, or Add Product** button.
2. Type a first few letters of the item, prep, or product you would like to add in the search box provided. Or if you would like to see a listing of all items, preps, and products leave the field blank.
3. Click **Search or Enter**.
4. **Select** the item, prep, or product you would like to add from the list of search results.
5. Enter the **quantity** required and the unit of measure (for ingredients originally entered in as a volume-unit, *only* other volume-units will display. Similarly, ingredients originally entered in as a weight-unit will *only* show other weight-units). If you need to convert between volumes and weights for an ingredient, add a conversion for that item. You *can* use decimals such as .25 cup, or .75 ounce.
6. Continue adding Ingredients until your Prep recipe is complete.

7. When you're satisfied that everything is entered correctly, click **Save** .

NOTE: You can *only* enter each ingredient once per product. Please ensure the total amount for *each* of the ingredients in your prep is listed. Once an ingredient is added once, it will not appear on the search list.

Total Recipe cost - Optimum Control will calculate the **Total Cost** of a Prep recipe (at the bottom right-hand corner). To calculate the **Actual Cost** per Unit, OC Enterprise will take the **Total Cost** of this Prep recipe and divide it by the **Physical Yield**.

Actual Cost per (recipe unit)- This cost shows the total cost divided down to the recipe unit. Look at this cost to see if it makes sense. If it doesn't, check your physical yield and your recipe figures. Also make sure you use the correct amounts for the unit of measure for each ingredient indicated.

Product Concepts


The second (2nd) tab in the Create/Edit product page is the "Concepts" tab. Here you may assign your product to any of your concepts.

There are three (3) checkboxes for each of your listed concepts. You may choose to make a product "active", a "key item", or both by enabling the 1st checkbox shown before the name of the product. (This will auto-enable both the "active" and "key item" checkboxes).

Adding Product Recipe Instructions

The third (3rd) tab in the Create/Edit product page is for Instructions. You may add recipe instructions to your product recipe for use in recipe cards, reports, or training. Select **Recipe** from the main OC Enterprise drop-down menu

2. Choose **Products**
3. **Search** for an existing product using the on-screen search box.
4. Click the **Name** of the **Product** from the search results listed
5. Click the "**Edit**" button located near the top left-hand side of the page.
6. Select the "**Instructions**" tab located in the Edit Product page.
7. Enter your **instructions** in the large text-entry box provided. You may also import instructions using the "**Choose File**" button located beneath the Import Instructions header. An imported document must be in Microsoft word format (.doc. or .docx).

8. You may also attach an image file (.jpg) to the product (if desired) by clicking the “**Choose File**” button located below the Image header.
9. Click **Save**. 

Case Size Overview

The Case Size Overview page displays all case-sizes for each of your items. You can retrieve or edit the data for any of your case-sizes by clicking on the Description name for any item listed. A search field is also provided near the top left-hand corner of this page to locate existing case-sizes.

1. Enter a **search term** in the text-entry search box located near the top left-hand corner of the page.
2. Select the **type** of property to search from the adjacent drop-down list.

You may choose (3) different types of properties.

Description	Search by item description
Order Code	Search by order code
Barcode	Search by barcode

search 

3. Click the Magnifying glass icon to

4. From this page you may edit both the **Order Code** and the **Barcode**. You may review the name of the Supplier, Purchase Price, Case Quantity (Qty), Pak Quantity (Qty), and the Actual Cost from this page.
5. Click on the **description** of an item to enter that item’s case size detail.

Filters - To view your case-sizes provided by a single supplier, choose the supplier name in the **Suppliers** drop-down list located near the top, right-hand side of the page.

To view either all the active or inactive case sizes, select an option from the **Active Item** drop-down list located next to the **Suppliers** drop-down list. You may choose to view either all active items, all inactive items, or both active *and* inactive items (all).

6. Click **Save** (to keep any changes made to the Case Size Overview).

Product Overview

To access the Product Overview page:

1. Click **“Recipe”** in the drop-down menu located at the top of OC Enterprise
2. Select **“Product Overview”** from this drop-down list.

The Product Overview page displays a complete list of all your products. You can retrieve or edit the data for any of your products by clicking on the Description name for any product listed. A search field is provided near the top left-hand corner of this page for locating products.


1. Enter a **search term** in the **text-entry box** provided near the **top left-hand corner**.
2. Select the type of property to search for from the adjacent drop-down list.

You may choose (3) different types of properties.

Product Name	Search by product name
POS Description	Search by point-of-sale (POS) description
POS id	Search by point-of-sale (POS) id

3. There are two (2) other drop-down menus which you may use to narrow your search options.

Sales Group	Use the drop-down list to select the products to display by Sales Group.
Active Item	Use the drop-down list to display either active or inactive products. You may choose to view either all active items, all inactive items, or both active <i>and</i> inactive items (all).

4. Click  the Magnifying glass icon to search
5. Click the description of a product to enter the **“Product Detail”** page for that product.

Product Detail

Clicking on an item from the **Product Overview** page will load the **Product Detail** page for that product. The Product Detail page provides core information about that product.

Description	The product's description.
Sales Group	The Sales Group the product belongs to
Barcode	The barcode assigned to the product (optional)
Actual Product Cost	Your final cost for producing the product.
POS ID#	The assigned point-of-sale id assigned to the product.
POS Description	The assigned point-of-sale description for the product.
Selling Price	The price you charge your customers for the product.
Gross Margin	Your profit margin in currency for the product.
Cost Percent	The percentage of your selling price taken by costs.
Gross Percent	The percentage of your selling price in profit margin.
Tax Group	The assigned tax group for the product.

Three tabs are located near the top right-hand corner of the Product Detail page. Each of these tabs provide additional information about your product.

Ingredients	Displays a list of all ingredients in your product. This listing includes the Item description, Quantity, Uom (Units of Measure), and Cost.
Concepts	Displays a listing of the concepts assigned to your product. You may re-assign a concept, enable or disable the concept, or assign a product as a key item. Enable or disable any checkboxes that apply.
Instructions	Displays your written instructions provided for the product and a product image (if provided).

You can edit the information in these tabs in more detail by clicking the **Edit button** located near the top left-hand corner of this page (Product Detail). (see the [Create / Editing a Product](#) section above for further details).

Recipe Sets

To send a new or edited list of items, preps, or products to your stores, create a recipe set. These sets can be specific to a region, or a store. The selected stores or regions will have their databases updated with any new sets.


When sending a recipe set it is very important to understand EXACTLY what is being updated and overwritten. There are some instances where what you want to update at the store level will differ so make sure you are aware of the specification on the recipe set you are using. See [Recipe Set configuration](#) to view and edit. If not sure please call Optimum Control helpdesk.

Recipe Set View

When you open the page you will be presented with a listing of all recipe sets, the date created and whether they have been successfully installed or not. If an error is listed, click on the date to open the Recipe Set. Here you can look to the bottom of the sheet and scroll through the stores to see which store the error occurred in.

Create a New Recipe Set

Add or edit items preps or product information. Keep in mind that supplier pack sizes, accounts, groups and category information will also be sent to store, so again, be aware of what will be “kept local” and what is “Update” on the recipe configuration.

1. Select **Recipe** from the *Upper Menu*.
2. Click **Recipe Sets**.
3. Click **New Recipe Set**
4. Description - Enter a **description** for the recipe set. There will be a default description but you may want to be more specific such as “New Summer menu”, “LTO March”, “New Wines”, etc.
5. **Date Available** - Select the date the Recipe Set becomes active, this will define the date in which the stores will download and install.
6. **Select** the individual stores that the recipe set applies to. This can be either the whole concept, a certain region, or specific stores.
7. **Recipe Set** - To Build the recipe set, Either double click an item from the list on the left to add items, or select an item and click the “add” button. You may also remove items by selecting them on the right-side list and clicking the “remove” button.
8. Once you are satisfied with your list, click **Save**. 

NOTE: When choosing a prep or product all ingredients will be sent to the stores

Stores will now automatically receive and install the recipe set once they log in or if using the **Enterprise Recipe Set Widget** can be instantly notified that a recipe set is available and click to install.

Recipe Set Editing

You may wish to update a recipe set that may have been sent with the wrong configuration. As long as the set has not been installed at the stores you can update and resave the recipe set. If it has then simply change the configuration and create a new set.

To edit a recipe set

1. Click Recipe from upper menu and choose **Recipe Sets**
2. All the recipe sets will be listed along with the number of stores that have downloaded and installed.
3. To Edit, highlight the recipe set and click Edit.
4. Make you changes and click Save. NOT: If you have updated the recipe configuration then be sure the click **Update Installation Configuration** at the bottom left of the screen.

Recipe Set Configuration/Recipe Import Configuration

The default behavior of **Recipe Set Imports** can be altered. When synchronizing your recipe sets with those at your local stores, OC Enterprise will respect your choices.

1. Select an option in the “Select class to configure” drop-down list.
2. For each class, you may change the default behavior for numerous individual properties.
3. For each Property Name listed within a class, you may choose one of three (3) options to change the default behavior of that property within OC Enterprise.

Keep Local	Data at the store level will be left untouched.
Merge	Existing data from any local databases will be merged/combined with the existing data from within your OC Enterprise database.
Update	Local databases are overwritten with data from the OC Enterprise database.

4. Click **Save.** 

NOTE: These update, keep local features can seriously damage your data if not careful. Please review carefully before sending to stores.

Some instances where you would want to update from head office.

- a) When sending Product to stores and all are using the same set of POS ID numbers and Descriptions. You will need to set **Price Level** to **Update** in the Product drop down to make sure all POS ID numbers go down to the stores. Then open the price level drop down to set whether to update POS ID and Description (this is the description from the POS)
- b) When setting Case sizes and perhaps updating an order code for a pack size you may wish to send the item in question with the new order code for instance. Make sure **'Update'** is set on the Item list **case size** and also set the **Case Size – Order code** to **update**. Then once created set the configuration back to 'keep local'.
- c) In a franchise operation, some owners may want to have data slightly different in accounts. Be sure to review configuration before sending to these stores. If set to update their accounts could be overwritten. They would need to resave their accounts.

To reset a default configuration, use the **Reset Configuration** drop-down list located at the top right-hand corner of the page to select a default profile. Click **Go!**

If in doubt call the Optimum Control helpdesk to review.

Utility

Item and Recipe Management

The Item and Recipe Management page allows you to review which of your items, preps, and products are contained within recipes.

Search for an Item, Prep, or Recipe

1. Select **Utility** from the drop-down menu located at the top of the page.
2. Select **Item and Recipe Management** from this drop-down menu.
3. Click either the **Items**, **Preps**, or **Products** tab located below the search box depending on the type you are searching for.
4. Enter the first few characters of an **Item**, **Prep**, or **Recipe** and click “**Search**”
5. Click the **Item**, **Prep**, or **Recipe** from the search results. A list of recipes that include the **Item**, **Prep**, or **Recipe** will be displayed.

Note: Ensure you have selected the proper tab before searching (**Items**, **Preps**, **Products**). OC Enterprise will only search for results within this selection; not all three.

Item Categorization Editor

The Item Categorization editor allows you to re-assign items to different groups. You can browse the items in your database by four (4) different categories with the buttons located at the top of the page. These buttons are labelled as:

Sales Group
Inventory Group
TaxGroup - Product
TaxGroup - CaseSize

To move an item from one group to another

1. **Highlight** an item in the “**From Groups**” list on the left side of the page (drag and drop the item to the new group, release on the desired group).
2. **To move Highlight** the group you would like to move that item to on the “**To Groups**” list on the right side of the page.
3. Click the blue “**Add**” button (or simply drag and drop the item to the new group)
4. You may remove any items from the list on the right by **highlighting** the item and **clicking** the blue “**Remove**” button.
5. Click “**Save**” to keep your changes (if desired).

To move an item from one Tax group to another is the same procedure, just select Tax Groups at the top of the window.

Amalgamate UOM

The Amalgamate UOM page allows you to amalgamate/merge two units of measure (Uom) that may exist in your database into one a single Unit of Measure (UOM).

Caution: This can only be done with like units that have the same type. (Weight to Weight, Volume to Volume, Unit to Unit).

To review your UOM (Units of Measure)

1. Select **Utility** from the drop-down menu located at the top of the page.
2. Select **Amalgamate Uom** from the drop-down menu.


3. Two (2) lists will be displayed; the “Master Uom” and the “Duplicate Uom”. The list on the left side is the **Master Uom** list. This is the list of Uom for your database; the one you want to keep. On the right side a list of “**Duplicate Uoms**” that OC Enterprise has listed in your database.
4. The drop-down list located near the top, right-hand side of the page will allow you to select between the different types of Uoms displayed (unit, volume, or weight).

To amalgamate your Uom (Units of Measure)

Amalgamating will clean your database by combining & removing any duplicate Units of Measure (UOM) that may exist in your database; leaving only a single Master Uom list in the database.

1. Click the “Amalgamate” button.
2. A confirmation page will appear as shown in the image below.
3. Click the “Amalgamate” button again to confirm your choice or click “Back to Amalgamate Uom” to cancel amalgamation.

← Back to Amalgamate Uom

 Amalgamate

Amalgamate Uom

All instances of duplicate uom will be replaced with master uom


Are you sure you want to countine?

Security

Access Levels

The Access Levels page lets you add and/or configure access levels to control whom has access to change settings within OC Enterprise.

To review or change Access Levels

1. Select **Utility** from the upper menu located at the top of the page.
2. Select **Access Levels** .
3. Any existing access levels will be displayed on this Access Levels page. Select an existing access level to review or edit an existing level.
4. If you would like to add a “child” access level, select the “Add Child” link located on the right.

Access Level Details

When you select an existing access level to view, or to a child access level, the **Access Level Details** page will be displayed.

This page contains **four** (4) tabs or sub-sections. You can move between these sub-sections by clicking their associated tab on this page. These tabs include:

Store	Displays a list of all your stores. Set the stores you want this access level to have access to. Enable/Disable any checkboxes that apply.
Concept	Displays a list of your concepts. Set the concepts you want this access level to have access to. Enable/Disable any checkboxes that apply.
Region	Displays a list of your regions. Set the regions you want this access level to have access to. Enable/Disable any checkboxes that apply.
Page	Displays a list of detailed settings. You can control which settings this access level will be able to change within OC Enterprise. Enable/Disable any checkboxes that apply.

Note: When creating a “**Child**” access level, you will be able to enter a new “**Description**” for the new access level.

5. Click “Save” to keep any changes (if desired).

Users – Adding

To enter a new user for OC Enterprise:

1. Select Utility from the drop-down menu located at the top of the page.
2. Select Users from the drop-down menu.
3. Click the “New User” button
4. Enter the new user information as presented below.

Field	Details
Email (Required)	Email address. This email address then becomes the user ID.
Access Level	Choose an access level for this user from the drop-down list provided.

Title	Enter the desired user title.
First name	Enter the user's first name.
Last Name	Enter the user's Last name.
Phone	Enter the user's Phone Number.
Mobile	Enter the user's Mobile phone number.

An email will be sent to the new user with a password to use. Once the user logs in, they will be prompted to change this password.

Edit User Information

To edit user information click on the user name.

In this view you can Edit, Reset Passwords, define scheduled reports or view activities.

Reset Password

To reset password:

1. Select **Utility** from the drop-down menu located at the top of the page.
2. Select **Users** from the drop-down menu.
3. Click the name of the user whom you want to reset the password.
4. Click the **"Reset Password"** button.

Edit User

To edit user accounts:

1. Select **Utility** from the drop-down menu located at the top of the page.
2. Select **Users** from the drop-down menu.
3. Click the **"Edit"** link located next to the user whom you want to edit.

User Scheduled Reports

To view user scheduled reports:

1. Select **Utility** from the drop-down menu located at the top of the page.
2. Select **Users** from the drop-down menu.
3. Click the name of the user whom you want **Scheduled Reports** for.
4. Click the “**Scheduled Reports**” on-screen button.

Activities

To view user Activities:

1. Select **Utility** from the drop-down menu located at the top of the page.
2. Select **Users** from the drop-down menu.
3. Click the name of the user whom you want to view Activities.
4. Click the “**Activities**” on-screen button.

Reports

OC Enterprise provides extensive reporting capabilities that allow you to review both financial and logistical details about your business. This section of OC Enterprise can generate these reports for you. You may either print these reports or save these files to a PDF file. OC Enterprise includes the capability to print to a PDF file directly but you may also use an external PDF printing utility (if desired).

To Access reports:

1. Select **Reports** from the drop-down menu located at the top of the page.
2. Select **Reports** from the list.
3. The Report List will be displayed. Click a report for more information.

Report List

Reports in OC Enterprise are organized into six (6) distinct categories. Each of these categories contain many different reports. Each one provides valuable information about your business.

Category	Details
Accounting	Reports regarding accounting, purchasing, profit, and loss.
Inventory	Reports regarding your inventory levels and item usage.
Purchasing	Reports regarding your purchasing details and suppliers.

Recipe	Reports regarding your recipes and menu items.
Sales	Reports regarding your sales.
Usage Summary	Reports regarding the usage of your items, recipes, and products.

To run reports:

1. Select **Reports** from the drop-down menu located at the top of the page.
2. Select **Reports** from the drop-down menu.
3. Click a report you would like to run.
4. Enter any required details for the report: **Start Date**, **End Date**, **Region**, etc.
5. Click the **“Run Report”** button.

NOTE: You may either print this report or save it for further review via the on-screen controls near the top of the generated report. The report can be exported to the following formats:

File Format	Details
Acrobat (PDF) file	Portable Document Format (Adobe) <i>.pdf file</i> .
CSV (comma delimited)	Comma Separated Value. Common ASCII-based data format.
Excel 97-2003	Microsoft Excel format.
Rich Text Format	Microsoft document (.rtf file extension).
TIFF file	High Resolution lossless-compressed image file.
Web Archive	Collection of html and xml documents in an archived form.

Accounting

The following reports are available under Accounting:

Report	Details
Accounting Purchase Detail	This report displays your purchasing detail for each of your supplier accounts. You may set a date range for the report and filter by region or store. The resulting report has two sections. The first section will display your purchasing history including account, supplier, store, invoice data, invoice number, type, and amount. You may bring up more detail about an account/supplier account by clicking the item in the report. A second section will be displayed giving you more detailed information about the invoices associated with that account.
Profit & Loss	This report is a profit and loss statement. You may set a date range for the report and filter by region or store. The report shows the Income, Cost of Sales, Gross Profit, Expenses, and Net Income for each account at each store. You may bring up additional information by selecting/clicking a relevant account within the report. This second page of detailed information will list the detailed expenditures associated with the account in question.
Account Activity Overview	This report displays any activity for all your accounts among any of your suppliers. A total actual usage and total ideal usage for each account will be shown. You may receive additional information regarding any activity by clicking on the item in question within the report. This second-screen of information

	will provide more details about each individual invoice including the invoice date, invoice number, the transaction type, and the amount.
--	-------------------------------------------------------------------------------------------------------------------------------------------

Inventory

The following reports are available under Inventory:

Report	Details
Inventory Items	This report displays your items in your inventory. You may set filters to limit the scope of the generated report. These parameters include the category, inventory group, and key item status. The generated report lists the item's description, whether the item is a "key item", the case cost, the case quantity, the pak quantity, the yield factor, and the unit cost for each item.
Individual Item	If you would like to view detailed information about an item you may run this report. Click the "... " button to bring up a dialog box to begin your search. You may add multiple items if you wish. Click "Run Report" to generate the report for the chosen items. This report shows details about the selected items including a description, the inventory group, the reorder level, recipe unit, the details of all your case sizes for the time, and any unit conversions set for the item.
Daily Waste	This report displays your consolidated daily waste. You may set specific date ranges for the report and filter the results by region or store. The report will list an item description, a reason,

	quantity, the unit cost, and total cost for each item in the consolidated daily waste report
Item Occurrence	The item occurrence report allows you to see which recipes each item is used in. For each item any recipes the item is used in will be shown along with the quantity of that item per recipe. The report will also let you know whether each recipe is either a prep, or a product.
Theoretical Item Usage	This report displays an ideal usage calculation for each of your items. You may filter the date range, region, store, or inventory group for this report. For each of your item a description, case size, case quantity, pak quantity, unit cost, and total cost is displayed.
Review Inventory	This report lets you view your inventory levels for your items. You may filter this report by setting an end date, region, store, category, or inventory group. The report will show the current count, any adjustments, and the total value for each item in your inventory.

Purchasing

The following reports are available under Purchasing:

Report	Details
Purchase Detail – by Item	Detailed report displaying items including their purchase history. The purchase date, original invoice number, Quantity received,

	<p>the amount added to stock, average unit price, average unit cost, total price, and total cost are included. You may also click on any item-category in this report to load detailed information about the items in each item-category. Many of the reports generated within OC Enterprise allow you to drill-down to view additional information by clicking within the headings in each report. Here it is possible to see a detailed breakdown of each item by clicking the item name.</p>
Supplier Invoices	<p>Displays a summary of your supplier invoices received. The main page includes your Store Name, the supplier name, and the invoice totals. You may bring up more detailed information regarding each store by clicking on the store name. Here you will see a list of individual invoices including the invoice data, the invoice number, and the invoice total.</p>

Recipe

The following reports are available under Recipe:

Report	Details
Prep Recipe Detail	<p>This report displays your preps including details of all the included items. For each prep each item is listed. Here you will see an amount, unit, batch cost, factored cost, and cost unit for of the item in your preps. Also includes totals of these factors for each prep.</p>

Menu Product Detail	This report displays your products with detailed cost and quantity usage of all items included within the products. You may filter the report by category or sales group when generating the report.
Menu Product Detail - Problems	Detailed report of your products with detailed cost and quantity usage of all items included within. Also indicates any additional “problems” detected with your products.

Sales

The following reports are available under Sales:

Report	Details
Menu Engineering	This report assists in understanding your costs and margins for each of your categories. You may filter this report with a date-range, by region, or by store. For each of your categories you’ll see the items sold, popular percentage, selling price, current cost, your margin, cost percentage, total sales, total cost, profitability, popularity, and total profit. You can display additional information about each category by clicking the line item within the report. This second-screen of the report will break down the category so that you may see the individual items and their associated statistics. This will help you understand your margin and your cost percentages for each item.
Sales Mix – by product	This report displays your sales mix by product. You may filter this report with a date-range, region, store, category, sales group, or a desired percent. The report includes the total

	<p>amount sold, the sales total, % of Sales, your cost, % of cost, and your gross margin for each category. You can display additional information about each category by clicking the line item within the report. This second-screen of the report will break down the category so that you may see the individual items and their associated statistics. This report helps you determine the % of sales each item represents in your sales mix.</p>
Sales Mix – by date	<p>This report displays your sales mix broken down by date. You may filter this report with a date-range, by region, by store, or a desired percentage. The report includes the total amount sold, the sales total, % of Sales, your cost, % of cost, and your gross margin for each date. You may click on an individual date in the report page to view detailed information regarding sales mix data. This report also helps you determine the % of sales each item represents in your sales mix.</p>

Usage Summary

To run reports:

1. Select Reports from the drop-down menu located at the top of the page.
2. Select Reports from the drop-down menu.
3. Click a Usage report you would like to run.
4. Usage Summary reports require additional parameters to run a successful report. Select one of these options: **Single Period, Multiple Periods, or Custom.**
5. Select relevant options for each of the drop-down lists provided (shown below). These include: **Report Year, Select Period, Region, Store, Category,** and **Inventory Group.**
6. Select any of the checkboxes that apply for the following items: **Key Item Only, Hide Zero Values,** and **Actualize Usage.**

Usage Summary - Count
Amounts

☒ Single Period
 ☐ Multiple Periods
 ☐ Custom

Report Year: 2018 ▼

Select Period: [Select Period] ▼

Region: BC ▼ ...

Store: HEADOFFICE ▼ ...

Category: Food ▼ ...

Inventory Group: [Select Inventor] ▼ ...

☐ Key Item Only
☐ Hide Zero Values
☐ Actualize Usage

Run Report

7. Click the “Run Report” button.

The following reports are available under Usage Summary:

Report	Details
Usage Summary – Count Amounts	This report provides a report of your usage summary of your item. To run this report you’ll need to select a period (either single multiple, or custom), a region, store, category, inventory group. You may also select whether to view key items only, hide zero values, and display actualized usage. Your opening inventory, closing inventory, your actual usage, your ideal usage, waste, and variance for each category on a percentage (%) basis

	is shown. You can bring up detailed information regarding an item by clicking the line-item in the report. This second-screen will let you see a usage summary of each item by count amount
Usage Summary – Values	This report provides a report of your usage summary of your item. To run this report you'll need to select a period (either single multiple, or custom), a region, store, category, inventory group. You may also select whether to view key items only, hide zero values, and display actualized usage. Your opening inventory, closing inventory, your actual usage, your ideal usage, waste, and variance for each category on a percentage (%) basis is shown. You can bring up detailed information regarding an item by clicking the line-item in the report. This second-screen will let you see a usage summary of each item by value.
Usage Summary – Group Totals	This report shows the usage summary of your items and displays a group total. To run this report you'll need to select a period (either single multiple, or custom), a region, store, category, inventory group. You may also select whether to view key items only, hide zero values, and display actualized usage. Your opening inventory, closing inventory, your actual usage, your ideal usage, waste, and variance for each category on a percentage (%) basis is shown.
Usage Summary – Top 25/ Bottom 10	This report shows the usage summary for only your top 25 and bottom 10 items. To run this report you'll need to select a period (either single multiple, or custom), a region, store, category, inventory group. You may also select whether to view key items only, hide zero values, and display actualized usage. Your opening inventory, closing inventory, your actual usage,

	your ideal usage, waste, and variance for each category on a percentage (%) basis is shown.
Usage Summary - Overview	This is a summary report of your sales, opening, and ending inventories, actual usage, ideal usage, waste, and variance. You may click on a store to bring up more detailed usage summary information about a particular store.

Scheduled Reports

Reports can be scheduled to run automatically at set periods.

(This feature is currently unavailable. It will be added later).

Glossary of Terms

Company

The overall entity. This company may contain one or multiple concepts and locations within each concept.

Region

An area in which to group stores for reporting and management of suppliers.

Store

Stores are the individual locations within the concept. Each store requires a unique identifier. This identifier must match the Store ID at the location to link to from the desktop Optimum Control to OCEnterprise.

Accounts

The General Ledger account in the accounting software or Profit and Loss reports.

Contra Accounts

When reviewing the Profit and Loss reports, percentages are calculated on the sales from the linked Sales account. Generally, all cost of sales accounts are indicated as a percentage of Total Income. But some operations prefer to see it as a percentage of “like” sales. In other words, Beer costs against Beer Sales, food costs against food sales.

Categories

Categories (Sales Categories) are super-groups used for reporting purposes.

Inventory Groups

Inventory items are arranged in Inventory Groups to further detail reporting. Sales groups are used for products only. Items and Preps use Inventory Groups.

Sales Groups

To sort Sales items in reporting. Items and preps use Inventory Groups. Some examples of sales groups are Appetizers, Kid’s meals, entrees etc.

Suppliers

These are the Vendors or Purveyors from whom you purchase stock from.

Tax Groups

A combination of taxes to be applied to an item used to calculate costs.

Units of measure (Uom)

The units used to detail how an item or Prep recipe is used. Categorized into Volume, Weight or Unit measures.

Items

Items (inventory items) consist of your items you inventory and purchased from suppliers. Everything from food and liquor items to paper and cleaning supplies are items.

Actualize

This is a setting for an item where in reporting the Actual Usage and Ideal usage match - no variance. In some cases you can allow an ingredient and qty in a recipe (sugar packets in coffee for example) but the variance will never be correct. For costing purposes you may wish to add an average amount to a recipe but for actual versus theoretical you would never be correct. Actualize the item to make the ideal usage equal the actual usage. Be very careful when using this feature. A blue asterisk (*) will appear on usage reports.

Case Size

In Optimum Control there is 1 inventory item with one or more case sizes within the item. This allows for more accurate reporting and cleaner count sheets.

Preps

Prep or Batch recipe. The ingredients are made up of item or other preps (batch recipes). These become ingredients of products.

Batch

A unit used with prep recipes to define a full recipe batch. The batch unit may be a batch or others such as pail, tray, pan etc.

Recipe Set

A set of items, preps or products that you want to send down to store level.

Amalgamate

To combine two units into one main unit.

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