Optimum Control V5 Help

This manual was produced using *ComponentOne Doc-To-Help.*™

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EASY TO USE SOFTWARE FOR MANAGEMENT OF YOUR HOSPITALITY BUSINESS.

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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.

As in your recipes, if you do not use quality products you will not achieve the best results, with inventory software if you do not provide it with accurate data you will not get 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 a blank dashboard and a OCDesktop toolbar.

Navigating Optimum Control

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

Feature	Details
Main Window	This is the main dashboard of Optimum Control. From here you can access all features of the program using the Main workspace (**OCDesktop**) Toolbar
OCDesktop Toolbar	Located near the top of the window, click the buttons to open the functions of Optimum Control.
OCDesktop Dashboard windgets	Located in the main workspace, click the icon (upper left of the dashboard workspace to add a new widget
Settings	Located at the upper left corner, this will open the Setup, Preferences, Security and Nutrition Settings.
Window Toolbars	Each window 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 slide new entry windows into the workspace as you choose them to facilitate easy entry of information.
Help	The help file is located to the right of the OCDesktop, this can be made smaller or larger as you require by moving your mouse to the edge of the help file and 'dragging' to resize pane. You can minimize the help by clicking the > located to the top left of the Help workspace.

OCDesktop - Upper Menu Band

This band is located at the very top of the OCDesktop and will display open windows and allow you to switch between them. You can also use the Windows calculator, backup and switch users.

Setup Checklist

What should you do first?

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.

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).

Once initial setup is reviewed then you can begin adding your item and recipe data.

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

Note – Items marked with a * can be added and edited on the fly as you enter items, preps and 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 two week span for at least key item inventory.
2. Enter invoices – either manually ir 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. 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 reports and the Usage Summary by count amounts to see variances.

Activation Screen – Activating Optimum Control

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

Register your Optimum Control Product – Go to http://www.tracrite.net/activation-code-request/ to register on line. You can also use the activation screen to access the online registration screen.

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

NOTE: If you are evaluating the program and wish to purchase, please contact your local dealer or TracRite Software Inc. (sales@tracrite.net)

To activate Optimum Control

1. 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.
2. To enter the program, click **Continue** or **Enter Program** and the program will run normally in Evaluation Mode for the first 30 days (once activated, the message box will read **LICENSED**).
3. To activate and register your copy of Optimum Control, click on the **Register** button or click **Email Codes**. You will be directed to a web site in which you can register and also indicate your **MID** and **Site codes** (copy and paste the MID and Site code). These are unique codes to your computer and are required to activate your computer. You will be sent (by return email) an Activation Code that you can paste into the registration window under **Activation Code**.

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

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

If at any time you want to see your Activation code, hold down your SHIFT key while double clicking on Optimum Control Icon or from the ***Main Optimum Control Dashboard,*** **choose the About icon at the upper top right.** The registered window will appear.

Transferring a License

1. **Locate your current activation code.** Open existing licensed copy and click the Icon at the **top right of your screen.** License information will be listed. Highlight the **Activation Code**, right click and select **Copy**. You can now enter into the transfer license window once you exit the software.
2. Exit Optimum Control.
3. On the computer that is ***CURRENTLY LICENSED,*** hold down the **SHIFT** key on your keyboard and double click on the **Optimum Control** icon. An **Activation** window will appear.
4. Click on **Transfer License option.**
5. Enter the **Site Code** from the ***NEW COMPUTER (that has Optimum Control newly installed)***, in the **New Site Code** box along with the **Activation Code** from the old computer and click **Continue**. You will be notified that the license will be transferred. Click **OK**.
6. A new **Activation Code** will be generated.
7. Enter the new **Activation Code** on the unlicensed computer.

Removing the License from a Computer

1. **Locate your current activation code.** Open existing licensed copy and click the **Icon** at top right corner of your screen**.** License information will be listed. Highlight the **Activation Code**, Right click and select **Copy**. You can now enter into the transfer license window once you exit the software.

2. Exit Optimum Control.
3. On the computer that is ***CURRENTLY LICENSED,*** hold down the **SHIFT** key on your keyboard and double click on the **Optimum Control** icon,
4. The **Activation** window will appear.
5. Click **Remove License.**
6. **Paste the above copied Activation Code into the Activation Code box and click Remove License.**
7. **A message will appear with a removal code, write down this code and store with your records.**
8. **You license is now removed and you can contact Tracrite Software Inc. for a new installation.**

Adding Optimum Control Modules

Optimum Control offers additional enhancements that can be added at any time.

Some of the features currently available:

- **Enterprise** - for multi-unit chains to consolidate usage summary and recipe information to a central web server
- **EDI Invoice import** - enables download of invoices direct from Supplier FTP servers
- **Retail Sales module** - for operations that "sell" completed recipes or items to other locations as in a commissary operation.

If you would like to order additional modules, you will require a new activation code for Optimum Control. Contact the Helpdesk at 1-888-798-5555 or support@tracrite.net

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.

NOTE: When entering email information it is best that the business email is used rather than personal email.

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

Email Support - Email support@tracrite.net

Note: Outside North America please contact your authorized reseller, contact us by email 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 buy a **Maintenance Agreement**, please call our office or visit our website for details.

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

1. Have your company name, contact name, email and product serial number ready
2. Have your name and telephone number where you can be reached as most times we will call you back as soon as possible from our office to deal with the problem.
3. Be prepared to give a detailed description of the problem you have encountered or the advice you need.

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

Backup Data - Make a Backup! We usually can't help you regain data if you don't have a backup. We sometimes hear from people that have had problems with their computers and are wishing to recover data from damaged files. As much we would like to help, if a backup does not exist then the only way to regain lost data is to re-enter it. We strongly recommend backing up your data daily (or weekly at the very least) using an on line backup tool like Dropbox or Google Drive.

Setup

Setup of Optimum Control is a fairly simple process. A listing of Groups, Categories, Chart of Accounts and common Storage Locations are already entered for you to edit and/or customize to your operation.

There is a Setup Wizard that will help you through the main setup process. When you have completed the wizard, you will be ready to setup your store by followings these steps:

Configure the Setup - Taxes and Adjustments – Add/Edit to correspond with your state/province.

1. Add your Suppliers
2. Setup the Inventory Groups
3. Enter or Edit Sales Groups
4. Setup the Inventory Items
5. Create the Prep/Batch Recipes
6. Create your Products (Menu Recipes)
7. Enter in an opening Inventory count.
8. Create Orders (Optional).
9. Enter in Invoices (Purchases).
10. Enter in the Sales Mix. This can be imported from your POS system or entered manually from Till Tapes.
11. Put in the Daily/Weekly Sales totals.
12. Run Usage Summary Reports
13. Run Sales Mix by Product Reports

Store (your location information)

Optimum Control V5 will require store information for all reporting and displays. For users of Optimum Control Professional, you will most likely only have one Store/Revenue center. But if you are using OCPremier, you can have Multiple Stores/Revenue centers. In this case, you will need to enter the store information for each Store/Revenue center. If you are using OC Premier, this information will appear on your **Purchase Orders and Stock Transfers** etc.

To **Add or Edit** your **Store** information.

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

2. Choose **Setup**
3. Select **Store**
4. Select existing store or Click **New**
5. Enter all information and 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 OCEnterprise customers). Your **Store ID** will appear in all of your reports and windows, this also helps those who are using the multi-store features to identify which store they are working on.
Company Name	Trade name or operating name of the business. E.G. Joe's Fine Dining, Joe's Burger Palace, Frank's Fry House
Location	Enter a short description about the location. This is especially useful if you have multiple locations as this location will appear on most of the reports. E.G. Intercity Mall or Junction Plaza
Legal Name	Enter the legal or incorporated name of your business.
Address/ City/ Phone Number/ etc	Enter all required address information
E-Mail	Enter the e-mail address for the store.
Comments	Add additional comments if needed

Chart of Accounts

Optimum Control can be used to track all accounting expenditures and ultimately give you the ability to run a mini profit and loss report, actual versus budget report or even export purchases to your accounting system.

The listing of these accounts is called the Chart of Accounts (COA). Your accountant or bookkeeper should have a listing of which accounts they want you to use for each 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 **GL Accounting References** field.

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

Accounts can be added any time and can also be used to categorize items to an account detail general expenses in the Invoice window. **NOTE:** We have provided a preset list of accounts. If needed, you can always add others to correspond with your existing accounts.

To Add or Edit Accounts

1. Click **Settings** (upper left corner)
2. Choose **Setup**
3. **Accounts**
4. Select Existing account to edit or click **Add** .
5. Enter all information as detailed below and 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 could 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. This can be edited at any time. If you do not want to enter the accounting reference at this time, press the TAB key and Optimum Control will copy the Account Name to this field. E.G. Food could be referenced as account K4100 or 5-2000 to correspond with your Accounting System.
Account Type	You may have to consult your accountant or bookkeeper for this but basically you have **Cost of Sales, Income or Expense** accounts for the purposes of this program, but Bank accounts, credit card accounts etc. are **Asset** accounts. Choose asset accounts for income from Credit card accounts (they are probably set up as Income accounts in your system but if you are using for a mini P & L then you will need to make sure they are type Asset or Liability. Again we cannot stress enough that you consult your accountant.
Active	If this box is unchecked then the Account will not appear in any windows or reports.
Contra Account	IN the usage summary and P and L reports you can choose to have cost of sales and Expense accounts base percentages on certain income accounts. For instance you may want all food related cost of sales accounts listed as a percentage against Food Sales. in 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 accounts to the Contra Sales account in Profit and Loss reports.

NOTE: Each Category can 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 each sold menu product isassigned. In some cases you may want to get more granular in P and 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 Categories 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 basically super groups that used in reporting. Most of your costs can be categorized into Food, Liquor, Beer, Wine and Miscellaneous. For example for the Usage Summary Report, if you have detailed your sales under the category sales, the report will divide the cost of sales per category giving you percentage costs.

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

To Add **Categories**

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

Field	Details
Category	Enter in a description, for example Food or Retail (keep in mind these are not groups but 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 Chart of Account. If you have more detailed income accounts in your accounting software, you can assign the account here. See setup accounts

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 will need to be assigned an inventory group. This will give you more detail and filter capabilities for you information and make reports even easier to analyze.

To Add 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, delete or click Add
5. Enter the details as below and 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 ther General Ledger Account is assigned, when an item is selected to this group the purchases will be credited to that 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 **Settings** (upper left corner)
2. Choose **Setup**
3. Select **Sales Groups**
4. Select an existing group to edit, delete or click **Add**
5. Enter the details as below and click **Save**

Field	Details

Group Description	Indicate the name of the Sales Group under **Group Description** (this name may be the same as an inventory group if needed (example can be both an inventory group and a sales category)
Sales Category	Indicate the **Sales Category** from the drop down list in which this group belongs.

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

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** (this can be done on-the-fly anytime).

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

Add a New Storage Location

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

NOTE: You can get as specific as you like with this window. Perhaps you have a large cooler and you want to break up your count sheets in which you may wish to specify "cooler-west wall" or "cooler-shelf 1".

Suppliers (Vendors)

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

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

To view an existing supplier's details, double click on the **Supplier Name** from the listing.

To **Add** a new Supplier

1. Click **Settings** (upper left corner)
2. Choose **Setup**
3. Select **Suppliers**
4. Click **New**
5. Enter the **supplier details** as follows and click **Save**

Field	Details
Supplier Name	Indicate the supplier name.
Active / Inactive	For a new supplier the box is always checked. To make a supplier inactive at a later date **Uncheck** the box and click **Save**, the current supplier will not appear on your reports and pick lists.
Terms	Type the number of days payments are due for this Supplier
Accounting Vendor ID	If you intend to link Optimum Control to your accounting software you may need a Vendor ID to do this. Enter the linking vendor ID from your accounting software.
Account Number	Your Account or Customer number. This will be needed if you upload orders to your supplier's website and/or import invoices. It will also appear on your order sheets.

Address Information	Enter Address, City, etc
Contact Information	Enter your sales representative's information. (Email address will be used by the Optimum Control bid functions.)

Taxes and Adjustments

In your jurisdiction you may have one or more taxes that appear on invoices or need 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 purchase windows and reports. Adjustments are also required, defining deposits, discounts, environmental fees etc. anything that affects the final cost or is applied to an invoice as some sort of percentage or value.

To Add a Tax or Adjustment type.

1. Click **Settings** (upper left corner)
2. Choose **Setup**
3. Select **Taxes & Adjustments** .
4. Select existing code to edit or delete or click **Add**
5. Enter the information as follows and click **Save**

Field	Details
Code	Enter in **Code** for the tax. E.g. **TAX** or **PST.**
Description	Enter a **Description, EG: "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.
Choose either Percentage or Value	Choose either **Value or Percentage** from the list. Some taxes or adjustments are a fixed amount and some can be a percentage calculation, in this case choose amount (both amounts can be edited within an invoice)
Amount	Indicate the amount (by currency) or the percentage if percentage chosen

Account	Enter the **Account** that the Tax is applied to in your accounting records. The chart of account balances to be applied to in the **Accounts window** **E.G.** 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, a tax on a cleaning supply, you can choose to add the cost of the tax applied to the cleaning supply to the **cleaning supply account** rather than the normally assigned **tax account**.

Setup Tax Groups

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

You must set up a tax or adjustment (discount or fee) in Taxes & Adjustments before assigning **Taxes and Tax Groups**. Taxes and Adjustments are the different Taxes, Deposit fees, Discounts that you need to set for your area.

1. From **Settings** **(upper left corner)**
2. Choose **Setup**
3. Select **Tax Groups**
4. To edit Click **Add.**
5. Enter the information as follows…

Field	Details
Group Code	Enter in **Group Code** for the tax group. A two digit code is required. **E.G. PT, GP, GT**
Description	Enter the **Description** for the Group
Select Taxes	Check off the taxes to include. Refer to Taxes and Adjustments to add new taxes.

6. Click **Save** **.**
7. 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. See Entering Items

Tax Group Examples

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** and applying to the item will allow you to know exactly what you **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 **GST**. Apply this tax group to your **liquor items**. This way when purchases are made, you can purchase at Gross amount including tax and discount and then Optimum Control will net out the cost in the invoice window when entering the invoice.

Example of Liquor Purchase with Tax, Deposit and Licensee Factor

- In Vancouver Canada, the price for a bottle of Rum is $38.90. This price includes a licensee factor of 10%, GST TAX and a bottle deposit of $.20.

  To find out the Net cost of the Rum:

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

Example of Sales Tax Added to Products

- Many cleaning products when purchased include sales tax.

  To find out the Net cost:

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

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.

Setup – Units of Measure

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

To Add Unit of Measure

1. Click **Settings**
2. Choose **Setup**
3. Select **Units of Measure**
4. Click **Add**
5. Type in a short description under **Unit** (cannot be more than 6 characters). E.G. ml, kg, lb. This is used in reporting.
6. Type in a Unit Description under **Description** – This is for the long version of the unit. E.G. kilogram, liter, cup – shredded. This will be used in windows and some reports
7. Indicate the type of the ingredient from the **Type** drop down list

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 measure. Fluid Ounce, liter, milliliter, 750ml for example. Once chosen in an item, all volume units will be available as an item is chosen as an ingredient.
Unit	Unit type units are those used by an individual unit. For example each, carton, serving etc. When entering an item the default unit will be 'each' a conversion will be required to convert an each to anther unit or unit type.

8. Click Save

Deleting a Unit of Measure

You can **Delete** Units of Measure but they **CANNOT** be in use 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 time period it was used. See

Deleting Data

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

To delete a unit of measure

1. Click **Settings**
2. Choose **Setup**
3. Select the **Units of Measure**
4. Indicate the unit you wish to delete
5. Click **Delete** – if the item is not being used you will be allowed to delete, if not you will be presented with a message indicating the number of items using the unit.
6. Click **Save**

Default Conversions

Default conversions are used to create proper multiplication factors between units of measure. The default conversions are set for US Units. If you are using Imperial units you will need to adjust some of the units for reflect those in your market.

These are global conversions that are used for all units. Conversions that apply to a specific item can be added to the item individually.

NOTE: It is very important that if you want to make a conversion for a unit of measure you are accurate and also don't just add things that could impact items. For instance 2 Tablespoons is not one ounce in all foods. For instance, 2 Tablespoons of Basil does not weigh 1 ounce and neither does 2 tablespoons of concrete. So be cautious when or if adding Global conversions. Use specific conversions for each item. See Item Conversions

If adding a new conversion **be careful** you are very accurate as these conversions will apply to any applicable unit type.

To Add a Global unit conversion,

1. Click **Settings**
2. Choose **Setup**
3. Select **Default Conversions**
4. **Click Add**
5. Under the **From Uom** select the unit of measure you are converting from, then choose the **To Uom** to select the unit you are converting to. Indicate the correct amounts from each to achieve the proper conversion.

Setup – Guests (Catering and Buffet)

In the **Catering** and **Buffet** Wizards you will want to indicate the Guest type (Cover Types) to use in calculating the sales revenue. These are the type of guests as in Adult, Child, Senior etc.

1. Click **Settings** (upper left corner)
2. Choose **Setup**
3. Select **Guests**
4. Click **Add** and enter the information as follows…

Field	Details
Description	Enter a **Description the type of guest**. You may have Adult, Senior and Child covers. If you do not have different types of covers then simply enter ***Cover*** or ***Guest***.
POS ID# (See Note)	Type in a **POS ID** # (Optional). This feature allows you to specify which POS ID# Optimum should IGNORE when importing the sales from the POS.
POS Description	Enter a **POS Description** (Optional). As with products, add in the description contained in the POS system for the above POS ID #, this makes sure the link to the POS ID is correct for the item.
Price	Indicate the **Price** normally charged for this **type of Guest**. You can edit this amount while entering the event so you may want to add just a generic number here (like $9.99) and change it for each event.

NOTE: If you enter in the Catering and Buffet events into the POS System AND into Optimum Control, you will want to make sure that the event sales does not get entered twice. If you have already done in this window then you need to ignore it from the POS when it is imported.

5. Click **Save**

Customers (Catering)

For use in the **Catering Wizard** to identify recurring customers. This gives the ability to assign the catering event to a customer and also run reports to see how much a particular customer has ordered from you.

To Add or edit an existing customer

1. Click **Settings** (upper left corner)
2. Choose **Setup**
3. Select **Customers**
4. Click **Add**
5. Add the customer information as listed. NOTE: First and Last Name are all that is required.
6. Click **Save**

Periods (Accounting Periods)

This feature allows you to set periods for use in Optimum Control for defining **reporting periods**, **accounting periods** and even **inventory periods**. Once period information is finalized. the ability to go back and edit information before the period closing date will require a user with permissions to edit. See Period Lockout Preferences**.**

NOTE: For Enterprise, these periods should coincide with web site reporting periods.

To add 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 period choose 1 or 2 periods for now, you can add more once initial ones are saved)

   NOTE: the length of the periods and rules for Generating Periods are specified in Preferences
6. Click **OK,**

7. The periods are displayed. You can now review and edit if needed.
8. 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.
9. To generate more periods. Repeat steps 3 to 5 (choose the number of periods to generate for the year).
10. Click **Save**

Periods - Edit Existing periods

1. Click **Settings** icon
2. Choose **Setup**
3. Select **Periods**
4. Click to highlight the Period to edit.
5. Choose the new **Start Date** or **End Date** or edit **Period Index Number** as required. Be sure you do not conflict with existing periods.
6. Click **Save**

Periods - Delete Periods

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

1. Click **Setup** **| Periods**
2. Select Period to **Delete**
3. Click **Delete**
4. Click **Save**

Preferences

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

There are several types of preferences depending on the modules you have loaded

Preference	Details
System	Set your default units, font size, label printer (if used) and backup reminders
Accounting Preferences	Choose accounting system, period type and period lock outs
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 decide POS config 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.

To access the System Preferences

1. Select **Settings** (upper left corner)
2. Choose **Preferences**
3. Select **System**
4. Review all information, edit as desired and click **Save**

Field	Details	
Serial Number	This is your serial number from when you purchased the software. This also is used for support tickets and upgrade notifications	
Font Size (optional)	Indicate the desired font size that will be used in all windows in Optimum Control **Caution:** 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 remind you to back up the database when exiting the software	
Default Label Printer	For barcode labels or Nutrition labels, If are using a specific printer for printing labels select from the list of installed printers.	
Default Units	When using the items window you can set a preference of what units of measure to use by default when indicating Weight units or Volume units. You can define whether US/Imperial or Metric units and select the Units of measure that you prefer. These are listed for **default only** and you can select any other units within the item. To add units of measure. **See** Add Units of measure	
Reporting Unit **NOTE: these are the preferred 'default' units ONLY. When entering can be changed within Items entry window. All units within the type can be used in any window**	**Weight Unit**. Recommend **Pound** for Imperial/US units and **Kilogram** for Metric.	**Volume Units** Recommend **Gallon** for Imperial/US Units and **Liter** for Metric
Recipe Unit **NOTE: these are the preferred recipe units for these type of units of measure only. Can be changed within Items entry window.**	**Weight Unit** recommend Ounce(w) for Imperial/US and gram for Metric	**Volume unit** recommend Ounce(fl) 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 above is checked, determine the location of the pop ups	

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 all information and 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**, this will be where the file is saved to and 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 software you will need to add an Accounts Payable account in the chart of accounts window in Optimum Control to link to.	
Period Length	Enter the number of days, weeks or months in a period.	
Month End Treatment	Break, Extend or Ignore	
Fiscal Year Begins	Day of month	Month
Period Locked Out Automatically	Check the box if Yes	

Period Locked Out on	Indicate the day in which periods are locked out on (Example 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

Period Lock out Examples

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

If you have…	Details
Weekly inventory with no month end reporting	Choose 4 weeks. Then you can run weekly inventories within the period. Ignore month end treatment.
Weekly period	Choose 1 week. This will enable locking after close of weekly inventory if you choose. Ignore month end treatment
Weekly periods with END of MONTH inventory	Enter 1 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 reporting and also monthly reporting.
Weekly periods with last period extended to Month End	This **extends** the last weekly inventory for the month to the month end, this may create, for example, a 10 day period at the end of the month followed by a 4 day period at the start of next month.
Monthly reporting.	Choose 1 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 information as follows and click **Save**

Field	Details
Value inventory Using	**FIFO (First-in-First-Out)FIFO** looks at your inventory count, values the last purchased inventory at the price paid, then looks to see how much is left and assigns the pricing for that amount at the value it was received previously, then looks at the next price for the remainder and so on.
	Last Cost (current cost) - Values inventory at 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	Select this option to make sure you do not forget to summarize and finalize a count sheet. This will be on by default but you can turn this off here.
Require reason for Inventory Adjustments	We recommend you turn this feature on. It forces a reason when adjusting an inventory count.
Prep Par Level Last time frame	This setting sets the desired time frame that Prep par levels are calculated by default. See Prep Par Levels
Countsheet columns to display **WARNING – this is best to be done before an inventory is created.** For existing count sheets**,** if you have counts in the column(s) you chose to hide those counts will be part of the inventory summary. So if you have removed a column, make sure you have no counts as you may be confused as to where some of the totals are coming from in the final inventory valuation.	Optimum Control has a feature to allow 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. In some cases you may only want to see the Purchase unit or Case/Split unit and not see the Recipe unit at all. Or perhaps you only want to see the Case/Split unit (1 count column) 1. Choose All Columns to show purchase units, case units and recipe units on count sheets 2. Select Show only Purchase and case count columns to show only those two columns 3. Click on show only Case count column to only show the case (split case) unit

Purchasing Preferences

To Edit **Purchasing Preferences**

1. Click **Settings**
2. Choose **Setup**
3. Select **Inventory**
4. Indicate the Preferences and click **Save**

Field	Details
Display Order Reminder	Check this box to have the order reminder appear automatically on log in to display items that have dropped below minimum stock levels
Display Price Variance Alerts	Turning this feature on will alert you if there is a price change for more than the specified price Variance threshold
Price Variance Threshold **NOTE: This feature will trigger in the invoice, items and bid request windows if the new price is out by more than the set percent threshold. A message will display, alerting you of the amount that is different.**	This feature is really handy for letting you know if you have made a costing or pricing mistake (you know… the old, enter $1200.00 per kilo of prime rib instead of $12.00)…sometimes you may enter a price incorrectly or for the wrong package size. What you can do is set a trigger to notify you if you have entered a price that is a certain percentage different from the previous one.
Show advanced Tax/Adjust fields in invoice window	In some markets you may want to have Optimum Control calculating tax amounts either included or additional on each item. Turning on the feature will show you the breakdown from calculated taxes and adjustments and allow editing
Delete Invoices from FTP server after import?	Recommended to make sure this is checked, it removes invoices from supplier FTP server once successfully processed.

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**
2. Choose **Preferences**
3. Select **POS**

Field	Details
Show pending Sales on Startup	Turn this on to be notified of any pending sales when logging into Optimum Control
Prompt for POS after login	This feature will remind you that there are sales files that have not been processed. This is for those customers importing files from POS, not using OCSales Export.
Default POS Import Folder	The location Optimum Control will look for the POS import files
POS Configuration	Select the configuration for your file import for your POS System. Click the Setup button to the right to configure a new import. Recommended to call the Optimum Control helpdesk for help with import configuration.
Desired Percent of Sales	When running the Sales mix reports, you have a choice to indicate what your desired percent of sales is to show items that are above that percentage (eg 30%) and above 1% of sales.

Nutrition Preferences

To edit Nutrition Preferences

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

Field	Details
Default Label	Choose the Nutrition label format for USA or Canada
Import Directory	This is the default on line directory where Optimum Control can refresh and update nutritional information.
Label Format	Choose whether you would like to print the standard or extended nutrition labels.

Enterprise Preferences

When using OCEnterprise to do recipe management and web based reporting, you will need to enter some information to make sure Optimum Control knows what site to connect to.

NOTE: be sure your OCEnteprrise site has been crated and the Authorization code has been provided.

Field	Details
Location	This is a default location for any new items coming into the system. Best to choose something like cooler and then adjust a location later on
Supplier	If an item comes down from enterprise website with a supplier that may have been deleted on your system, choose or add a supplier that any new items hat may ecountr this coud be assigned to. You can edit any time.
Import Recipes at Startup?	Check this to import new recipe sets on startup. Recommended ON
Authorization Code	As provided by Optimum Control help desk or your company.

OCMobile Inventory

If you have a subscription to OCMobile inventory counting for your mobile device you can enter your user name and password provided by the Optimum Control support team.

Field	Details
User name	Enter the user name provided by Optimum Control support desk
Password	Enter the assigned password
Test	Click this 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 with different permissions.

You can also define and manage employee's user names 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 window in Optimum Control you can define four types of access

Type	Details
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 allowed the user to update a window but not add new things to the window, basically an edit mode.
Full Access	Use the window fully with all functions

NOTE: Optimum Control comes with two access levels by default. You can assign the access levels to employees.

Security – Access Levels – adding

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

2. Choose **Security**

3. Select **Access Levels**

4. Double click an existing Access level to edit or delete or click **New**.

5. Enter the information as below and click **Save**

Field	Details
Name	Enter the name of the new access level
Select the tree views to see all Optimum Control functions	Select the > to expand each tree view
Access Type – select the type of access the user has to each window or function	**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 allowed the user to update a window but not add new things to the window, basically an edit mode.
	Full Access – Use the window fully with all functions
Report Access	Select the reports available for the user**.**

Security – Employees

To edit or add a new Employee

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

2. Choose **Security**

3. Select **Employees**

4. Double click to select employee to edit /delete or click New

5. Enter the information required along with a user name and password for the employee

NOTE: Select the Security **Access Level** from the list

Utilities

Optimum Control contains some 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	This powerful utility will not only sync and update costs, but also analyze your item and recipe information to make sure there are no units with incorrect conversion data.
Delete Data	Use this feature to delete old data in the system

Item Classification Editor

The Item Classification Editor (ICE) is for changing groups, locations or tax groups for many items at once. A real time saver when making mass changes to items or recipes.

To use this window, from the list on the '**left- click**' the > to expand the Group, Account or Tax Group to see the associated items

Click on the item to edit - left click and hold to **DRAG** the item onto the desired group on the right. Then release your mouse button to place the item within that group.

For Multiple items – Click on an item and hold CTRL key down to multi select (select more items) or to select a list of items hold SHIFT key and select the first item to move and click the last item, all items will now be highlighted. Drag them to the desired location and release.

Item Classification	**Details**
Groups	Select whether Inventory or Sales groups
Location	For mass changes of locations. Best to use this feature for (P) Primary locations only, the (S) is for Secondary location.

	Retain Previous Location – check this option to keep the item or recipe in the previous location while adding a new location. Be careful here as you want to be sure which is the primary location
Tax Groups	Use this window to apply Tax Groups to multiple items at the same time

Synchronize Data

This utility is rarely used but can be a great tool for identifying recipe issues. The Synchronize will not only sync the costs if necessary but also analyze if any units of measure or items that need to be addressed.

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. Use this data to open the listed recipes or items and make the changes. Click the item, prep or product icon to address the errors.

Amalgamate UOM (unit of measure)

This powerful tool can be used from time to time to clean up your units of measure. There are times that the same unit of measure gets entered into your database multiple times. This clutters up lists and affects conversions and of course, reports.

Caution: Be very careful when using this function as it will blend two units of measure together leaving the master only. You can do serious damage to your data if not done correctly and carefully.

1. Click **Settings** (upper left corner)
2. Choose **Utilities**
3. **Select Amalgamate UOM**

4. Indicate the **type** of unit you wish to amalgamate. 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 selected click **Amalgamate**. All items or recipes with the secondary unit will now be listed with the Master unit.

Utilities – Delete Data

WE STRONGLY RECOMMEND THAT YOU MAKE A BACKUP COPY OF YOUR DATA PRIOR TO DELETING DATA.

1. Click **Settings** (upper left corner)
2. Choose **Utilities**
3. Select **Delete Data**
4. Indicate the **Date** to Delete Data prior to – NOTE: be very careful here as you will be deleting **ALL** historic data.
5. Choose all groups or perhaps select only the type of data you want to delete ("Inventory" only for instance, or "everything but sales")
6. Once satisfied with your selection(s) click **Delete Data**
7. You will be presented with a box with an authorization code to complete the deletion.
8. Type the code exactly as shown to confirm.
9. Click **Delete** to delete the data, Your historical data has been deleted

Nutrition Settings

When using Optimum Control for Nutrition and Allergen reporting you will need to manage those items. The Nutrition settings include

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	This function calculates the nutrition in your recipes and reports on any missing information

USDA Database - 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 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. Reports can be found in the Select Report window under Nutrition.

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

3. **Select Allergens**
4. Select existing allergens to edit / delete or click **Add** to create New.
5. Enter the **Allergen Description** of the allergen and 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. You can turn off the tracking of individual nutrients by unchecking.

Check the Nutrients you want to see in the Item and Prep and Product modules. Consult with the local government health offices to determine the best listing for your area.

1. Click **Settings**
2. Choose **Nutrition**
3. **Select Nutrients**
4. Check the Nutrients you want to see in the Item and Prep and Product modules. Consult with the local government health offices to determine the best listing for your area.
5. Click **Save** .

Nutrition Guidelines

For reporting purposes and especially label printing, nutritional guidelines must be used. Optimum Control contains two guides by default, the USDA and Canada Food Guide. Custom guidelines can be created as you may work in a nursing home, school, or in an environment where you have specific guidelines or reporting requirements

To Add a **Nutritional Guideline**

1. Click **Settings**
2. Choose **Nutrition**
3. **Select Guidelines**
4. Click **New**
5. Indicate a **Description** for the guideline
6. Choose whether ***active*** or ***inactive***
7. Indicate the required amounts for each nutrient
8. Click **Save**

This guideline will now be ready for nutrition reporting.

Nutrition Reference Data Import

Optimum Control contains a default database with approximately 7000 food items. You can, however, update the nutritional analysis tables with newer information as becomes available.. Consult your Optimum Control representative if you have any questions.

To update **Nutrition** Reference Data

1. Click **Settings**
2. Choose **Nutrition**
3. Select **Reference Data Import**
4. A listing of all categories loaded will be listed and the last date they were updated on server. If a warning Icon appears then new information is available.
5. Check the **Import** checkbox for any groups you wish to update or choose **Check All** at the bottom right of the window

6. Click **Import Data**
7. Each Group will now update the information, version number and date.

   NOTE: If you have chosen **Check All** listing, click **Import Data** and once it starts you can click back to the OCDesktop to let the process run in the background.

Synchronize Nutrition

Optimum Control's powerful Nutrition functions allow for inventory items to be linked and or 'entered from label' and the nutrition synchronized to calculate all recipe nutrition and reports any missing links. All inventory items contained in recipes must be set with Nutritional information or be selected as No Nutritional Significance (for items such as paper goods)

The Synchronize (calculate) nutritional content.

1. Enter or link the nutritional information from each inventory item
2. To Synchronize, click **Settings**
3. Choose **Nutrition**
4. Select **Synchronize Nutrition**
5. **Update Reference Data** – check this box if you have downloaded a new set up reference data from USDA import and want to have your item links updated and recalculated**.**
6. **Click Synchronize -** All recipes will be calculated with nutritional data.

NOTE: If any item or 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 resynchronize.

Enterprise

When daily work is done in Optimum Control such as Inventory, Invoices, Sales mixes, buffets, catering and waste will be loaded to your OCEnterprise website. Once there all reporting can be done in the cloud. The enterprise settings are to analyze if any data failed to upload or needs to be reuploaded which is very rare.

NOTE: As you work in the program all work will be automatically loaded and any changes will be synced as well.

At the top of the main menu you will note there is a cloud icon . This icon will show if items ae being uploaded and any status.

Status	Details
	Uploading Data
	Warning on upload
	Error on Upload. Review error, Go to Settings|Enterprise and select Usage Upload. Choose The type of upload from error (Inventory, etc) and view any failed items. Highlight and click Upload. If error persists call Tracrite helpdesk.
	Enterprise is refreshing connection

Synchronize

This function is a rarely used function to test your items at store level and at OCEnterprise. Any items on your database that are not synced to the website will automatically be linked.

Usage Upload

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

To view uploads, choose the type of upload and select the date range. To choose any items, apply the checkbox and click Upload.

It is important to note that if you are trying to load data, ONLY the typ you have selected will be loaded and is best to choose each from the drop down and apply the checkboxes to the dates desired.

Click Upload. The data will now be available on line for reporting.

OCDesktop Dashboard

The OCDesktop dashboard and toolbar are the main window for all of the Optimum Control features.
You can customize the OCDesktop as you prefer with the supplied Dashboard Widgets.

OCDesktop Toolbar

OCDesktop Toolbar - All features of Optimum Control are broken into use types such as Inventory, Purchasing, Recipes, Sales, Events, Accounting Reports and Misc. To open a window click on the desired icon..

Within each window the toolbar will change to accommodate the functions required for the window.

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 also 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	Quick overview of all inventory items in Optimum Control, Barcodes and order codes can be entered and saved. Filters can be applied to locate items or pack sizes by supplier, group etc.
Item Par Levels	Set minimum and maximum stock levels for ordering, define key items, whether inventory should be tracked and 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	View, edit or create prep or batch recipes, create prep stations recipe instructions, add pictures and calculate nutrition of each recipe
Products	Use to create, edit or view menu product recipes, create or edit recipe instructions and add pictures for recipe books. Nutritional analysis will also be displayed

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 information
Waste	Enter waste

Events Icons

Feature	Details
Buffets	Create and cost buffet menus. Add customers and calculate cost per person and profitable on a buffet
Catering	Plan catering events and menus calculating costs and print contracts and required stock lists

Accounting Group Icons

Feature	Details
Budget Worksheet	Create and edit period budgets
Export Accounting Data	Use this function to export purchases to your accounting system. Preferences for this export

Reports Group Icons

Feature	Details
Select Reports	Create, view and print reports

Misc

Feature	Details

Item and Recipe Management	View listing of items and which recipes they are contained

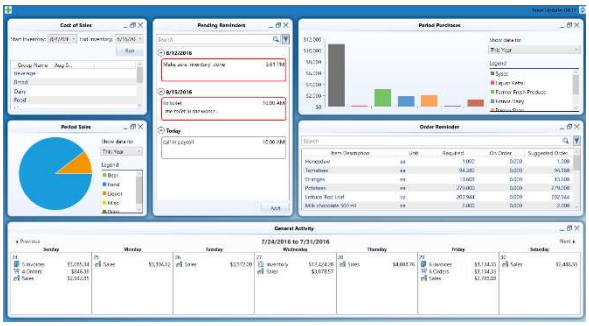
OCDesktop – Dashboard Widgets

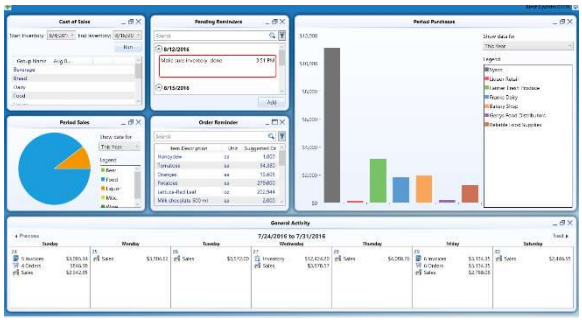
Your dashboard is your quick view and insight as to how your operation is performing. Each widget has some choices to which you can customize the data displayed.

NOTE: The dashboard will refresh every 5 minutes.

To add a **widget** to the **Main Dashboard**,

1. Click the **Plus** icon at the top left of the dashboard workspace (under the OCDesktop toolbar). This will present a list of available widgets.
2. Double click on the desired widget. See available widgets.
3. **NOTE:** Some icons require a set amount of space to display. We recommend adding widgets and minimizing the size to facilitate adding new ones.
4. Sretch to the size you desire - Each widget has a maximize/minimize button at the top right. These will make the widget smaller and larger within the space they are in to the main size they can be displayed. If sales are important to you then you can make them larger than all other widgets, or stretch to make the same width as others. Below are a couple of examples…





Widget	Details

Pending reminders **Note:** Reminders will turn red once they are expired and also 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 time 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).

OCDesktop – Help File

The Help file is to the right of the main dashboard screen. Content will change with each window or function you are working in. The top pane has the chapters for the help and search and the bottom pane has the help content.
To minimize the help, click the > button at the top left of the Help Pane. This will 'slide' the help to the right and collapse the pane. To reopen, click the < button.
The help window is set to a default size when opening the program, but if you prefer, you can hover your mouse over the edge of the pane and when the little arrow icons display, you can stretch the window as large as you like. Be advised

that this will shrink Optimum Control windows. Each time you restart Optimum Control the pane will go back to default.

Calculator

A quick calculator to use without having to look for one. Click the **Calculator** icon located at the top right of the Optimum Control workspace.

Backup Database

If your computer hard drive crashes and your data is on the local drive then all will be lost. It is recommended that you back up often (minimum once a week) and use an on line storage folder or thumb-drive. This will insure that your data is safe.

To make a backup

1. Select the **Backup** icon located at the top right of the OCDesktop
2. Choose the location where you want the backup located (click the … to choose)
3. Click **Backup**
4. Once the backup is complete click the close button **(X)** to exit the backup.

Restore a backup

To restore a backup

1. **Exit** Optimum Control
2. Click the Optimum Control icon as you normally would to start the program,
3. Choose **Restore Backup.** (located bottom left of the log in screen)
4. **Browse** to the file name you wish to restore from and click to select.
5. Click **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.

User Account Information

Your user name will be displayed at the top right of the Optimum Control workspace. The user name is the name you specified in the security settings.

If you click the drop down you can, change password, elevate permissions and switch user or if you have administrative permissions, view the log of all transactions and changes

Field	Details
Edit Account **NOTE**: If you changed your user name the changes will be in effect next time you log in.	You can change your first name, last name user name, email and phone number
Change Password	1. Enter your old password 2. Enter your new password and confirm. 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 the permissions on their account to that of the supervisor. **To elevate permissions** 1. Have your supervisor click the **User account** information on the main workspace and 2. Choose **Elevate Permissions**, 3. Enter their **user name and password** and the length of time you can have the elevated permissions (5 to 30 minutes). At the end of this time period the elevated permissions will expire
Switch User	To switch user, enter the new user name and password.
Show Log	Administrators only, view a log report of all changes and transactions. Especially important for auditors.

OCDesktop About

Click the **Help Icon** at the top right of the workspace to display information about your install.

Field	Details
Install path	Shows the location where Optimum Control is installed.
Database Version	Indicates the database version (this is mostly used by Tracrite Software support technicians).
Serial Number	Your serial number as entered when using the program for the first time.
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, this helps the Optimum Control helpdesk evaluate any installation issues.

Items

Overview

Items are your 'stockbook items' are purchased from your suppliers. You need to enter each inventory item **ONLY ONCE**, pack sizes for each item can be listed within the item. For example, if you purchase Mayonnaise from 2 different suppliers, it is **ONE ITEM** with **TWO PACK SIZES**. This is very import because you do not want to clutter your database with 5 different Mayonnaise items, one is all you need. Optimum Control works like a chef in the kitchen, Mayonnaise for example is in a recipe, the chef will go to the cooler and reach for Mayonnaise, he does not care if it is Mayonnaise for supplier 1, supplier 2 or supplier 3, he just needs mayonnaise. This is how Optimum Control works, imagine if you had three mayonnaise listed in the system, which one would we take from recipes? Have only one Item and then add different suppliers and pack sizes under that item.

Steps to enter items (there are several screens to help in the entry process).

Task	Details
Core information	Detail the name, group and how you want to use this item. By weight, volume or unit (each)
Enter supplier case sizes	Enter the case sizes for each supplier and or case size you purchase by.
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 or adding from label.
Allergens (optional)	Detail any allergens contained in the item

Selecting an Inventory Item

On the OCDesktop, choose **Items** from the **OCDesktop Toolbar**

A listing on the left will display ALL inventory items that have been entered into the system. Double click to select an item

Filter	Detail	
Search Description	Type a few letters of the item you wish to find, the list will filter accordingly. To further filter your search click Filters	
Filters Filters	**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	Items listed with a case size icon indicate an item with more than one case size, double click on the icon to see a listing of all case sizes for that item.	

NOTE: To hide the item pick list, uncheck the Keep Open function at the bottom of the list. To open the list click Open from the ***Items Toolbar***

Add or Edit Inventory Items

1. Click the **Item** Icon located on the ***OCDesktop Toolbar***. Here you can search for an item or add new items. **NOTE:** The window, by default, is in ***new*** mode until an existing item is selected.
2. Click **New** (or just click to the Description field in the new item)
3. Enter the information as below and then move to **case size information** to complete the item.

Field	Details	
Search Description	Enter the **Name** of the item. Enter a name that makes sense to you as some suppliers will have a very complex name for items they sell but you want to make the name easy for your staff to use.	
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	
Main Location (order location)	This is the storage location where you keep **MOST** of the stock for this item. This could also be called 'Ordering location'.	
How it is used? Probably one of the most important questions in Optimum Control.	**Weight**	When adding this item as an ingredient the units of measure will be by **weight** units.
	Volume	When adding this item as an ingredient the recipe units of measure will be **volume** units by default.
	Unit	When adding this item as an ingredient the recipe units of measure 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 onto the Supplier Case Size area of the screen (to the right) under Split unit. Eg: How many reporting units in a case (assuming case)?
Default Ingredient Unit	You can decide on the unit to show by default in recipe ingredients. The units to choose from will be selected based on preferences and the type if unit you chose.
Track Inventory	Some items you enter you do not want on the inventory count sheets (tap water for recipes, small wares, cleaning implements) but you want them entered into Optimum so that you managers can order them. To not track inventory **uncheck** this.
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 wish on the Inventory count sheets and in the Inventory window.	Check off 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 once in a while (garlic powder, stir sticks, etc.). If you don't want to count this item every time, uncheck this box.
Actualize Usage Values	Some items you just cannot track properly in a recipe, for example, fryer oil, napkins, straws etc. These items may not be used in any recipes but the usage is calculated, unfortunately Optimum Control will show a variance because there is actual usage but no ideal. What this function does is allows you to tell Optimum Control usage reporting that whatever you actually used for this item, is what you should have used…no variance. Actualize Examples

	• **Fryer Oil** – Every week you change your fryer oil. You have an opening inventory of 4 pails, you purchase 10 pails and end up with 2 pails for an actual usage of 12 pails. The usage report will show an actual usage of 12 pails but no or very little ideal usage (depending if it is contained in any recipes) so you would have a variance in your overall food cost of the value of 12 pails of oil. If you have selected **Actualize,** the actual usage would be listed as the ideal usage and no variance would be listed. Each item that is actualized will be marked with a * next to the ideal usage amount. • **Sugar Packets** – In recipes you have included a couple of sugar packets but different people take different amounts. Optimum Control may calculate an ideal usage of 2 cases but you actually used 3.5 cases. In this case you have a variance of 1.5 cases even though it's not really short, so if you Actualize Sugar Packets, the actual usage will match the ideal usage.

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

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.

To the right hand side of the Items window is the **case size information**, you may have many case sizes or suppliers for an item (remember one item, multiple case sizes)

To Add a Case Size or to complete Item entry

1. Click Item icon on the *OCDesktop Toolbar*
   a) *To complete a new Item complete fields as below*
   b) *To add a new case size for an item select the item, click Add Case Size from Item Toolbar and then complete the information for the new pack size.*
2. Enter the information as listed below.
3. Click **Save**

Field	Details	
Supplier	Choose the supplier name from the list. To add a new supplier, on ***OCDesktop Toolbar***, click **Settings** and choose **Setup** and select **Supplier**	
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. Optimum Control will rely on this number for import validation.	
Case Description	A note on the case size or the supplier's case size (**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	If scanning inventory you can enter the barcode here. Or ***once the item is saved***, you can have Optimum Control create a barcode automatically. Labels can be printed and used to label your shelves in order to scan inventory. See Printing Barcodes.	
Tax Group	Indicate the Tax Group code that applies to this item (if applicable). See adding a Tax Group. Note that once a tax group is chosen the window will display some additional fields	
	Price Includes Tax (If Tax Group Selected)	Check this box to indicate that tax is ***included*** 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	The amount you pay per Purchase Unit. If you purchase by **case** then indicate the case price, if you purchase by **pound or kilo** then indicate the price per pound/kilo. For items that you order by case and receive by 'catch weight' indicate the price per CASE as the average case size multiplied by the cost per pound/kilo then split unit will be 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	
Pack unit (how many 'recipe units' in a split unit	This is how many of the recipe units are in the split unit. Eg: 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% (eg: 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%.	
Allow Split Case?	When ordering some items from suppliers, you may 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.	
Current Case Size	Indicates the currently purchased case size, each time a purchase is made the current case size will be indicated.	

Actual Cost by 'Recipe Unit'	This field calculates the cost down to the lowest unit.
Default Ordering Case size	When multiple case sizes are entered this allows you to choose the '**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 want to enter a case of packages. This is absolutely fine, just indicate under pack Unit, how many pounds are in a package.

Example 2 – **Spices** – indicate the how it's used as by 'weight' (even though you use by teaspoon or cup in some recipes). 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 a container consists of) 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. For the teaspoon, cup issue, save the item, then click on the **Nutrition** icon on the toolbar, click **link to** and select the spice from the 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 (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. Purchase by the case of 12 cans 64 fl ounces. 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. 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 Examples

Yield Percentage – This is essentially a wastage factor. There are some items that you do not use 100% (eg: Produce**)**. This feature allows you factor in a waste percentage that will carry through to your usage. Many items, when the **Yield %** is assigned, the item cost will be based on the **Usable** amount. This factor calculates the **Usable Product Cost**. It is based on how much waste a product has. This field is optional. The default Yield factor is 100.00%.

NOTE: Yield Example of Produce

The average weight of a head of lettuce (with the outer leaves and stem left on) is 26 ounces. When you trim off the waste, it now weighs 20 ounces. Remember to weigh produce BEFORE it is washed as water weighs a lot! Use the calculation 20 ounces divided by 26 ounces = .77 OR 77%. 100% - 77% = 23% waste. The entry in the Item Yield Factor field would be 77%.

Additional case sizes – To add a new case size, click the ADD button from the toolbar. Enter the new case size information, click Save.

View all case sizes - On the tools bar click the View All Case size icon on the toolbar. A small window will pop up showing you the case sizes.

Item Case Sizes – View all - To view a listing of all case sizes click the view all button on the toolbar.

Case Size Management

Additional case sizes – To add a new case size,

1. Click the **ADD** button from the ***Items toolbar***.
2. Enter the new case size information,
3. Click Save.

View all case sizes - On the ***Item toolbar*** click the View All case size icon on the toolbar. A small window will pop up showing you the case sizes.

Click on a case size to view or disable if you do not use anymore.

Items - Additional Information

Field	Details
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	Enter any special comments or information about this item

Locations

Locations are the Storage Locations where you store your inventory items. When entering the item you chose a default location (ordering location). This will automatically be displayed 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. Open desired **item** from the pick list (double click to open)
2. Click **Locations** from the ***Main Items Toolbar***
3. The main location will already be selected and marked with a Pin icon.
4. Click on the location to add more locations
5. Click **Save**. To add new locations See Adding Storage Locations

Inventory Item Conversions

This features is for creating specific custom conversions for the **item you are working in only**!

For example, you may have an item like bacon… You buy it by the pound, but you would also like to use by the slice in your recipes. Open Bacon, click conversions and add the number of slices per pound, 'slice' is now available in prep and product ingredient windows for this item.

To add a conversion for using this item in recipes other than the default,

1. Open the item, and choose **Conversions** icon from the ***Main Items Toolbar***.
2. Enter the conversion you wish to add.
3. Click Save

Examples

- 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 woill 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**.
- For Spices – 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 Nutrition

Optimum Control contains a Nutrition module to calculate the nutrition of each menu item. The first step to this is to 'link' the item from the listing from the USDA included with your Optimum Control database or enter from the label. Once complete Optimum Control will automatically calculate each menu products nutritional analysis.

Nutrition linking - Link items to USDA

Select items from the OCDesktop toolbar, search for the item you wish to 'Link" nutrition

1. Open the **Item**
2. Click **Nutrition** icon from the toolbar
3. Click **Link To** icon (on toolbar) to see a listing of items and their nutrition.
4. Type in the name of your item (you can use more than one word to search (for example beef ground)
5. Look carefully at the list to choose the proper or closest item and also how you prepare/cook it.
6. Click **Finish**

---

7. At this point some 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. Read these conversions carefully as some are very useful when entering recipes.

If you feel you made a mistake click the close button and relink.

Nutritional information from label

1. Open the **Item**
2. Click **Nutrition** icon from toolbar,
3. Choose **From Label**
4. **Enter the portion size** – The serving size is listed on the label you are entering from. 1 serving = 45 grams, one can = 355g etc. In some liquid cases, there may be no conversion to grams, just ml or ounces. In this case, you may have to look up the weight per 100 grams. One example is that 250 grams of water = 250 ml (1 gram = 1 ml)
5. Double check the Nutrition Guideline you are calculating against. By default the settings are Canadian RDI and USDA Food Guide. If you would like to add a new food guideline for your specific country or industry (ex: hospital, senior living) then click Settings and choose Nutrition and Guidelines.
6. Enter the amounts per nutrient as listed on the label. For percentage of total diet listings such as Vitamin A, calcium etc.) Enter the percentage and then click the percentage checkbox. Optimum Control then knows how to calculate the proper amounts
7. Click **Save**

Defining Item Allergens

To calculate allergens you will need to define your allergens in the **Settings** |**Setup** |**Allergens** window. 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 items, 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, or 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. Open the **Item**
2. Click **Allergens** on the ***Main Items Toolbar***
3. Click **Add**
4. Choose the **allergen(s)** that apply.
5. 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 powerful when adding Wines and Beer. All information from the previous item will be copied to the new item with the exception of the name and supplier order code. For instance Beer, you may enter a bottled beer and save, then for the next beer, click Duplicate and just enter the name , order code, supplier if necessary, and price of the new Beer.

To Duplicate an Item

1. Open an **Item** you wish to duplicate.
2. Click **Duplicate**
3. **All existing information will be duplicated in a fields with the exception of description and supplier order code.**
4. **Edit** the information for the new Item.
5. 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.

In **Inventory Preferences**, you can specify what kind of valuation method you prefer for valuing your inventory, (FIFO, Last Cost or Weighted Average). All count amounts will be valued using these methods.

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

An overview of the inventory process in Optimum Control is to:

1. Make sure all inventory items and preps you wish to count and identify the storage location(s).
2. Optionally you can customize your count sheets and use countsheet setup to remove or add items or pack sizes. (this can be done any time). Hot lists can also be created later on to focus on a small group of specific inventory items you are having problems with.
3. Create and print the inventory count sheets or Export to **OCMobile** (subscription required).
4. Count your inventory and then enter or import your counts from **OCMobile**.
5. **Save** your inventory count sheet.
6. **Summarize Count** and **Finalize** your inventory.
7. **Run** Reports.
8. Adjust countsheet, if necessary.

Create a New Inventory

1. Click **Main Menu**
2. Choose **Count Inventory** from the ***OCDesktop toolbar.*** The **Inventory Calendar** will display showing any completed inventories. In this window you will be able create, view, re-date and re-enable inventories. **NOTE:** Double click to **Open** a day, or **adjust** your counts.
   NOTE: Inventory dates with **NO VALUE** have not been **Finalized.**

TIP: To make counting inventory easier, you have the option to create **custom sort orders for your count sheets** (shelf to sheet) and/or **setup countsheets** to include/not include specific items, case sizes or preps or simply click **new**.

3. Click **New**. You will be presented with the **Create Inventory Wizard.**
4. Answer the questions to create a new inventory countsheet.

Wizard Questions	Details
On which date should this inventory be recorded? **NOTE:** If you save your inventory on the wrong date, you can easily change the date after it is saved.	Indicate the **date** for the inventory. Other than the very first inventory when you begin using Optimum Control, all other inventories will be ***Closing Inventories***. A Closing Inventory is defined as the count of stock levels at the close of business. EG: If you are counting inventory **Monday morning**, the date of the Closing Inventory is **Sunday night**.
Are multiple count sheets required? **NOTE**: This is not required for a normal single inventory.	This feature allows you to 'Split' your inventory into separate components. For instance when you have a bar manager and a food manager, you can split the food, beer, wine, liquor categories into separate inventory counts. Each will require a summarization and once all have been summarized, the Finalize can be completed and reports run.
What kind of inventory count is this?	**Details**

All Items	Lists all of 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	In many cases 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 ready for your counts.
6. Choose how you want to sort your count sheets. The count sheet will display with the '**Sort by:'** listing on the left**.**

Sort by	Details
Location	Sorts by Storage Location and then by Group. EG: Cooler – Produce – Lemons
Group	Sorts only by Group and alphabetically within the group. E.g.: Produce, Meats etc
Category	Sorts by Category E.g.: Food, Beer etc.
Custom	Sorts by location in exactly the order you have designed using the Customize Sort Orders feature.

7. Print **Count Sheets** or Export inventory to **OCMobile.**

Print Inventory Count Sheets

1. Create the **New Inventory** or select an existing current inventory, choose the view you wish to count (**Location, Group, Custom** etc.)
2. Click the **Print Button** on the ***Inventory Counts Toolbar***

3. Select the Print option, **Countsheets** or **Worksheets**

Countsheets – this option prints the countsheet that you will use to count your inventory. Choose to print the Current count sheet (the current view on the screen) or the Complete worksheet (all items in the inventory).
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 also to do a quick check on any valuations (eg: $20,000 of Jam in one location) – choose the current worksheet or the complete. DON'T USE THIS SHEET AS YOUR INVENTORY FINAL VALUES!! IT IS A QUICK REPORT TO CONFIRM COUNTS ONLY. USE REVIEW INVENTORY REPORTS IN REPORTING WINDOW.

Entering Inventory Counts

1. From the list on the left, choose the sort by you want to count (e.g.: locations, group etc.)
2. Enter the **Item Counts** in the appropriate columns. Press **Enter** to move down one row or press **TAB** to move to the next count unit for that item.
3. Enter counts by Purchase Unit, Count Unit or Recipe Unit as detailed below.
   TIP: To define what count columns are visible See Preferences - inventory

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)	When the item was set up this is the split case unit for the current pack size
Pak Unit	This is the pack unit from the pack size for the current item.

4. 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.
5. 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** button on the ***Inventory Countsheet 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 window for you to review.
8. Once you have reviewed the **Inventory Summary**, click **Finalize** to complete the inventory.

Adjusting Your Inventory Counts

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

To adjust your inventory countsheet

1. Open a finalized inventory count, the sheet will open with the **Inventory Summary** pane displayed
2. **Click Adjust Count Sheet** – the count sheet mode of the Inventory Count 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.
3. Click **Re-Summarize** to resave the inventory totals.
4. The adjustment summary sheet will show the original counts and the new adjusted counts.
5. Click **Close**

Adding an item to a previously Saved Count

When adjusting a count sheet you may realize that a particular item was not on the count sheet. You can add the item to a previously saved count

1. Click **Inventory** from the ***OCDesktop Toolbar***
2. Double click on the inventory count you want to adjust
3. Click **Adjust Count sheet**

4. Select Add item
5. Choose the item you want to add to the sheet
6. Once added, depending which location sheet you were in you may have to Search for the item but it's on the count sheet.
7. Enter your counts
8. Click Re-summarize

Your new counts will be listed on the adjusted summary that appears.

Countsheet Setup

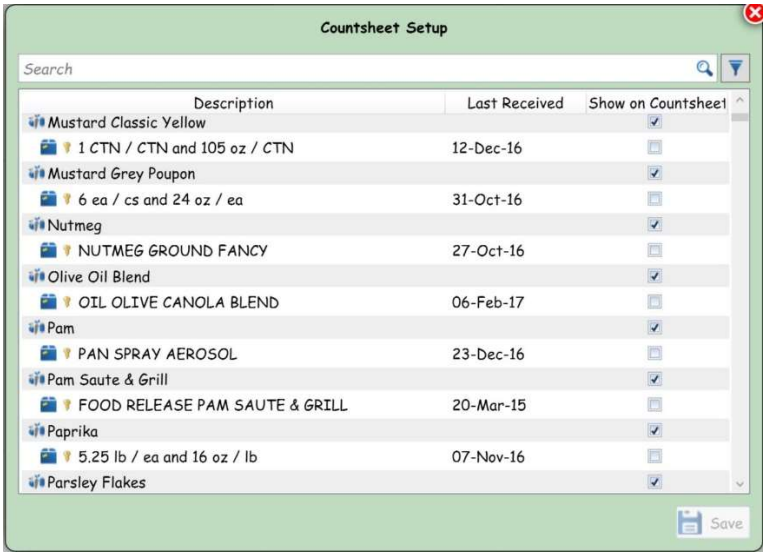
When you add an item or additional pack sizes they will appear on the count sheets. In this window you can decide to delete the item from the count sheets altogether or remove certain pack sizes. Keep in mind that the default (or current) pack size will always be on the count sheet, but if you would like to include more you can add or remove them as needed.

For instance, you may buy rum by the 750ml bottle but also by the 1.14 Liter. When you count inventory you want both of these pack sizes to appear. Click on both sizes and both will appear. When counts are done the amounts will be calculated and totaled to the current case size.

Sometimes you will have pack sizes that you do not receive or haven't for a long time and want to remove those pack size. You can filter the list by those items or pack sizes that have not been received for longer than a specified time period.

To edit count sheet setup

1. Click Inventory Icon from the **OCDesktop Toolbar**
2. Choose **Count SheetSetup** from ***Inventory Toolbar***



3. **Search** for an item by entering the name of the item in the search box
4. Filters, click the filter Icon to indicate specific filters for this item.
5. Click the headers to resort the items by name, last received or whether shown on the count sheets.
6. Check or uncheck the items/pack sizes as necessary

Click Save

Custom Sorting (Shelf to sheet)

Make sure you have selected the **Location(s)** in which item and prep/batch items are stored

To sort your count sheets by "shelf to Sheet" or in a specific custom order, click Inventory from the ***OCDesktop Toolbar***

Choose **Customize Sort**

1. Select from the drop down list, the **Storage Location** you wish to customize.
2. A list of all the items contained in that area will appear under the **Current** list.
3. Click on an item that you want to count first, and drag the item into the **Desired** list.

   E.G. If you want to count **Bacon** first, click on **Bacon** under the **Unsorted** list on the left and drag it to the **Sorted** list on the right. It will be become the first item on the list.

   TIP: You can speed up the sorting by holding down your **CTRL** key and clicking the items in the order you want to count them and drag the highlighted items over as one group.
4. Once you have placed an item in the **Sorted** list, it will be removed from the **Unsorted** list.

5. Continue dragging items until you are satisfied with the **Sorted** list for that **Storage. Location** and click **Save** . Repeat the steps for all **Storage Locations**.
6. When finished, click **Close.**

NOTE: New items or Preps added to the database or new locations added for each will be on the Unsorted side of the window 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 any and all locations within the inventory. Double click to go to that item in the location selected.

Inventory Count – Import Export functions

Re-enabling an Inventory Count

To re-enable a finalized inventory, be sure you have permissions from the administrator to perform this function.

Click **Inventory** Icon located on the ***OCDesktop Toolbar***

Highlight the saved inventory from the calendar

Click the **Re-enable Inventory** button located on the ***Inventory Toolbar***. The inventory is now 'live' again 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 some rare circumstances you may wish to completely delete an inventory and start over.

NOTE: You must have administrator permissions to delete inventory.

1. Click **Inventory** from the **OCDesktop Toolbar**
2. Highlight the inventory to **Delete**
3. Click **Delete** from the Inventory Toolbar

A window will appear with a code displayed, enter the code you see, you must type it exactly.

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 watch lists. When a hot list is used as an inventory count, all other items NOT COUNTED will have inventory counts calculated automatically.

If making inventory Hot list counts it is best to run usage summary reports for hot lists only for best practice.

To Create a **Hot List**

Click Inventory from the ***OCDesktop Toolbar***

Choose **Hot Lists**

Select an Existing hot list to edit or Click New to add a new hot list

Field	Details
List Description	Enter a name for the description
Search	If needed enter the name of an item you wish to find. Once filtered, drag and drop the item from the left pick pane to the right to put on the list
Group Filter	Filter the pick list by group

Add items to the list - Double click to select items or drag and drop. You can also drag items into the list at anywhere for custom ordering. To Multi Select highlight an item and use your SHIFT key to highlight a group of items.

Arrange Items if necessary - to arrange items, on the right pane once on the list, click and hold the left button down and move up or down the list and release.

Once satisfied 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.

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 bar codes for multiple items.

To view case size information

1. Select **OCDesktop**,
2. Choose **Case Size Overview** from the **OCDesktop Toolbar** in the Inventory Group
3. Click the **Inventory Group** on the listed on the left, all items within that group will be displayed. Each item pack size is listed, current case sizes are listed with a key icon, preferred case sizes are indicated with a shopping cart icon.
4. To **edit** a pack size, click on the name of the item or case size you want to edit or view, the items window will open with that pack size open. Make you changes or add a pack size and Save your changes.
5. When you return to the Case Size Overview window the information will appear.

Column Sorting - Each header (description, supplier, order code/barcode etc) can be clicked to sort the list, order codes and barcodes can be edited and saved and all items.

Search for an item

Group search, at the top of the list of items click into the search description field and type a few letters from the item you are searching for, the list will filter.

Search All items – as the window only displays by group, if you are looking for an item and don't know what group it is under, choose **Search** from the ***Case Size Overview Toolbar.*** Type in the name or part of the name you are searching for, the list will filter as you type. Make your selection and click OK, the list will be highlighted on the item searched.

Case Size Overview – Select Columns

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

1. Choose **Select Columns**

2. **Select** or **De-select** the columns you want to see or want to hide in the sheet.
3. Click **Apply**

Refresh

On the toolbar choose refresh to refresh the window for any item changes that were made that perhaps are not automatically updated.

Group Search

To search for an item in the group, click into the search description at the top of the item listing (not on the main toolbar) and type the name or part of the name. Note the list titled 'Description' to the right of the search box. By default it is set to search by **Description**, but you can also search by **order code** and by **Barcode**.
Supplier Search – choose the supplier you want to view the list for
Show inactive items – click to show inactive items, they will be listed in red italics.

Setting Item Par Levels

Set Item Par Levels (min/max) 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 many items at once.

To set item par levels

1. Click the **Item Par Levels** on the ***OCDesktop Toolbar*** to open window. Each Category, Group and items within will be displayed
2. Indicate **Minimum Order Level** and **Maximum Order Level for each item.** Note that the units of measure are in reporting unit, should you wish to change this, open the item and edit, and when you come back to this window the changes will take effect.
3. Click **Save**

TIP - For those wishing to just have a **Par Level** that once your stock level gets below you will be reminded to order, make the minimum and the maximum levels the same. For example if I want to have a par level of 5, set the min and max to 5.

Search – type a few letters of the item you are searching for to filter the list.

Group Filter - to filter to a specific group, select the **Group** from the top right hand part of the window.

Tip: To Collapse all groups for simplified viewing click the **Collapse All** function at bottom left of window, to **Expand All** groups click expand all.

All three items below have been explained in item entry, this window allows you to make multiple changes at once.

Key Item - Multiple item selection of key items can be changed in this window (along with the items window), simply click on the **Key Item checkbox** and click **Save**

Actualize - Check or uncheck this box to Actualize an item (or group of items).

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

Example - sugar packets. You can include 2 packets for each coffee sold but one customer takes 3 another 1 another 5. So you will never be right. Basically whatever you actually used in sugar packets is correct and so that you don't see a variance the ideal will also be set to the same number. No Variance!

Prep/ Batch Recipes

Preps are considered any **batch recipes** (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 allows shows the total batch cost and the batch unit cost of the recipe.

Note: There are some exceptions to the rule. If you prep an individual item and end up with an individual item **E.G.** chicken thighs or shrimp and add no other ingredients to them prior to serving to the customer, there is no point in prepping the item. The cost per piece will still be the same. If you add any other items to these types of items, such as batter or spice, then you will want to prep it. You could also use item conversions in the item window to convert it to use in menu product recipes.

Steps to entering a Prep Recipe

1. Open the prep window and Search for existing preps to view or edit.
2. For a new prep click New and enter the information, best to know the batch yield as this is important (this can be edited at a later time)
3. Enter the ingredients and amounts for each.
4. Choose storage locations if counting as part of your inventory
5. Indicate prep Station if including on your prep sheets
6. Enter recipe method (instructions) along with a picture if you prefer.
7. Review Nutrition and adjust if necessary

Enter a Prep/ Batch Recipe

1. Click **Preps** on the **OCDesktop Toolbar**
2. The window will be in **NEW** mode by default, but should you want to open an existing prep, double click the prep from the list on the left. To **search** for a previously entered prep recipe, type a few letters in the *search* description to filter the list.
3. 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 reporting group for this prep from the dropdown list, **Tip:** having a group called prepped foods but you can add any group you want. See Adding Inventory Groups.		
How it is used? Probably one of the most important questions in Optimum Control.	**Weight**	When adding this prep as an ingredient the units of measure will be by **weight** units.	all of your r of measure **weight** uni
	Volume	When adding this prep as an ingredient the recipe units of measure will be **volume** units by default.	all of your r measure wil units by defa
	Unit	When adding this prep as an ingredient the recipe units of measure will default by **each**.	All of your r measure wil **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. See adding Units of measure
Batch Yield **TIP:** This is the final physical yield after you have finished preparing the recipe. When you measure the prep yield, we recommend that you take an average of about 3 or 4 batches to be as accurate as possible. If you are entering your prep now but are not quite sure of your yield, then put in a close estimate now and change it to the right amount when you are sure. Optimum Control will update all of your recipes automatically to the new amount.	The amount contained in the batch. This is the physical yield of what the end yield is once the prep is complete. EG: 24 muffins, 12 liters etc.
Recipe Unit (per ___)	The amount or recipe units in the batch yield. This **unit of measure** is the desired default unit when using in recipes. But if you prefer a different unit of measure here, then the type of units 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	Include any comments for this prep (these 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).

Counting a Prep in Inventory

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 add this Prep recipe to the **Inventory count sheets** check '**Include on count sheets'**, you must define a **Main location** for it to appear on the count sheets.
Main Location	Indicate the main location this prep is store at. To select more locations click **Locations** on the ***Prep Toolbar***
Barcode	If scanning inventory then you can indicate or create the barcode here. (You will need to print barcode labels and of course 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 and in the **Prep Par Levels** window you must select to include on Prep Sheets
Prep Station – this is the location where you are prepping the recipe.	Select a prep station. Click on **Prep Stations** on the ***Prep Window Toolbar*** 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 ingredients it takes to make the prep. You can choose items or other preps as ingredients.

Adding an item ingredient

1. In the **New** prep, select an **Item Ingredient** by clicking **Add Item Ingredient** or the **Add Prep** on the ***Prep Toolbar***,
2. Type a few letters to filter for the ingredient you wish to use.
3. Click **OK**.
4. Enter the **quantity** required and the unit of measure (for those ingredients that were entered as volume then only volume units will show and those items entered as weight only weight units will show). If you need a new unit of measure 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.
5. Continue adding Ingredients until the Prep recipe is complete.
6. 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 recipes. Once an ingredient is added, it will not appear on the search list.

Total Recipe cost - 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 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 (method) to your prep recipe to use in recipe cards and reports for training.

To detail the preparation method

1. Choose **Prep** from the ***OCDesktop Toolbar***.
2. From the list of preps double click to open the **Prep** you wish to add instructions to.
3. Select **Recipe Instructions** from the ***Prep Toolbar*.**

4. 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: If all of your recipe instructions have been done in a word editor previously you can import those documents (.doc or .docx file) by clicking **Import Document** on the ***Prep Toolbar.***
Once imported the document can be edited. Pictures within the document will also be imported

5. Click **Save**

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

Prep Recipe Picture

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

Adding an Image/Picture of your recipe- you must have an image saved to your hard drive.

1. Click **Preps** from the ***OCDesktop Toolbar.***
2. Select the prep that you wish to add an image to.
3. Click **Recipe instructions** from ***Prep Toolbar***.
4. Choose **Browse image** from the ***Prep Toolbar*** (or click from **Image** area located at the bottom right of the window).
5. Select the **image** from your files/pictures.
6. Click **Save**. The image will be loaded to the database.

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

NOTE: You can expand the picture to full size by clicking the Expand Icon on the lower left corner of the picture thumbnail located at the bottom right of the window.

Prep Conversions

When you chose "**How is it used?"**, all of those type units will be available for future recipes when choosing the prep as an ingredient. But if you would like to use different type of unit you can add the conversion one here.
Example: You may want to use Tuna Salad by the serving, or by the pan, you can add a conversion to say 6 **fl ounce** = 1 pan. This unit will now be available when building Product Recipes.

Adding a conversion

1. Open the **Prep** from ***OCDesktop Toolbar.***
2. Select the Prep you wish to add a conversion for.
3. Click **Conversions** from ***Prep Toolbar.***
4. Click **Add Conversion** from ***Prep Toolbar.***
5. Add the **Conversion** by choosing the **From** (which should be an existing unit type the prep is set up in and **To** for a unit to convert to. Enter the proper amounts.
6. Click **Save**.

Prep Nutrition

Once items are all set with nutritional information, ***synchronize*** will automatically calculate the amounts for each prep.

To view the prep nutritional analysis, open the prep and click on the **Nutrition** on the ***Prep Toolbar.***

In some cases you would want to edit the nutrition for a specific prep.

To edit Nutrition

1. Click **Prep** from the ***OCDesktop Toolbar***
2. Choose the **Prep** to edit.
3. **Ingredient Nutrition** – Displays the links of the ingredients, only when all ingredients are linked or calculated can the nutrition be calculated. To open, choose the prep you want to review nutrition for, Click Ingredient Nutrition on the ***Prep Toolbar***.
4. Click **Save**

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. Select **Prep Stations** on the ***Prep Toolbar***
2. Click **Add**
3. Enter the **Description** for your Prep Stations/ work areas
4. Click **Save**.

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

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

Printing Prep Sheets

1. Select **Reports**
2. **Choose Recipe reports**
3. Click **Prep Sheets**. NOTE: Min/Max levels and also '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 (Monday, Tuesday, Etc)
5. Click **Run Report.**

Prep Duplicate

Use this function to quickly duplicate a prep to add a similar prep

1. **Open** the Prep you wish to duplicate
2. Click **Duplicate** from the ***Prep Toolbar***, all the ingredients from the previous prep will be listed except the name.
3. Enter the **New Prep Name** and edit any ingredients as desired.
4. Click **Save**

Setting Prep Par Levels

Optimum Control can help you with your prepping by printing a prep sheet based on your set daily par levels. You can also automatically calculate par levels based on historical sales information (calculate prep par levels)

Note: Only Prep recipes that are indicated as ***Include on Prep Sheets*** will appear by default.

To Set **Prep Par Levels**

1. Choose **Prep Par levels** from ***OCDesktop Toolbar.***
2. By default the list of your prep you chose as **Include on Prep Sheets** will appear.
3. To add more preps to the list, choose the **Preps Not Included on Prep Sheets checkbox** on the right hand side in the Include on Prep Sheets column, check the preps you want to add to the active list.
4. To Set the par levels for each day of the week, enter the amount you want to have a par level
5. Click **Save**

Printing Prep Sheets

1. Choose **Reports** from the ***OCDesktop Toolbar***
2. Select **Recipe Reports**
3. Choose **Prep Sheet**
4. Indicate the **Date** of the prep you want to the sheet for. For Example if you want to print a prep sheet for today then select Todays date and click **Run Report**

5. Click **print**, 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 time period.

To Automatically Calculate Prep Par Levels

1. Choose **Prep Par Levels** from ***OCDesktop Toolbar***, the list of your prep will appear.
2. Click **Calculate Prep Par levels**
3. **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.
4. Edit any of the amounts as necessary.
5. 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 the **Batch Scaling** Icon on the ***OCDesktop 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 information as below

Field	Details
Batch Yield	Indicates the normal 'Batch Yield" for the recipe
Recipe Yield	Displays the normal recipe yield for the recipe
Desired Batch Yield	Enter the batch size you want to scale this recipe to.
Desired Recipe Yield	Alternatively enter the new 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	Choose this to triple the default recipe yield
Reset	Set prep amounts to default recipe amounts	

5. Note that as you resize the recipe your units will change and rescale as required

6. Print your **Scaled Batch Recipes**

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.

1. Click **Products** from the **OCDesktop Toolbar**
2. To Select an existing Menu product, double click to open,

   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 just as you would in your kitchen. This ensures that all the ingredients are accounted for.

1. Click **Products**, Choose **New**. (By default the window is in NEW mode until you select an existing product from the list on the left).
2. **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**.

3. **Sales Group** - Select the Sales Group that this Product belongs to. See Adding Sales Groups.
4. **Barcode (Optional)** - If you use barcodes for your products, enter in the barcode number. This would be used if making barcoded sales labels.
5. **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.

6. **POS Description (Optional) -** This field is a reference field for Optimum Control to identify if the POS System has changed its menu item.

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

   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.**

7. **Actual Product cost** – the cost of the Menu product. Note: This will read 0.00 unless the ingredients are added to the Product.
8. **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.
9. **Gross Margin - Selling Price - Total Cost.**

10. **Cost Percentage** - If you have chosen to set your food cost at a desired cost percentage, enter in the percentage and the program will calculate a selling price based on that percentage.

    E.G. The Total cost of an order of fries is 28.72 cents, if you set the cost percentage at 30%, Optimum calculates the Selling price at .95 cents. In order to achieve the 30% food cost, you must sell the product for .95 cents or higher.

11. **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%.

12. **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

Menu Product Ingredients

In the Product window you can add recipe ingredients to calculate the cost and also determine what gets extracted from inventory when sales are processed.

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 also 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,** the **Recipe Instruction** page will appear.
    a. **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. Type your instructions as you would any document, using the **Font Controls** and **Formatting** contained in the recipe tool header.
4. Click **Save**

Note: If all of your **Recipe Instructions** have been done in a word editor previously you can import those documents (.doc or .docx file) by clicking the **Import Document icon** on the **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
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. To open, choose the **Product** you want to review nutrition for, Click **Ingredient Nutrition** on the ***Product Toolbar***.

Ingredient Nutrition – Displays the links of the ingredients, only when all ingredients are linked or calculated can the nutrition be calculated.

Calculate Nutrition – will calculate the nutritional Analysis for this recipe

Nutrition – Click To view the nutritional analysis for the recipe

Override Optimum Control Nutrition Calculations

In some rare cases you may wish to enter your own recipe nutrition as per a third party that perhaps did a burn test for you.

To **Manually Override** the nutrition amounts

1. Open the desired **Prep** or **Product** recipe
2. Choose the **Ingredient Nutrition**

- **Manual Entry**-To enter manual recipe nutrition enter the amounts for each Nutrient. Be sure to indicate the Serving Size
- **Link to** - Click the **Link To** icon (on toolbar) to see a listing of items and their nutrition. You may be lucky enough to find your recipe listed. It is recommended to look on a nutrition website on the web to find your calculations or speak to a Nutrition specialist.

3. Click **Save**

Invoices

When stock is received into your operation you must record what was received, the price and any general expenses. When an item is entered to Optimum Control you also specified the inventory group for each item and with that the GL Account. This means you do not have to code invoices, just enter what was purchased and Optimum Control does the rest.

Overview of Entering an Invoice

1. Open the invoice window and click new
2. Enter the Invoice information such as date, supplier, invoice number and total
3. Define item, expenses and tax amounts
4. Review and update item prices.
5. Export to accounting (if using this feature) or print invoice report.

Entering Invoices

To enter a new invoice

1. Click Invoice on the ***OCDesktop Toolbar.***
2. The Invoice calendar View will display, this view shows all invoices previously entered. Here you can double click to open or search for an existing invoice.
3. Click **New** on the ***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**

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

Invoice Information	Details
Supplier **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.	Select the supplier who the **Bill/Credit** is from. If the supplier is not listed, See Adding Suppliers.
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 make sure it is entered properly.
Invoice Total **NOTE:** This total is usually located at the bottom of the last page of the invoice.	Enter the total amount of the invoice including all charges (items, expenses and taxes).
Terms	This field will default to the number of days you indicated when setting up this supplier. This field is optional, if you do not wish to use it just TAB to the next field.
Due Date (calculated)	This field is calculated by the program. This is the date that the bill is due to be paid depending on the **Terms** that are selected.
PO # - Purchase Order Number	Enter a Purchase order number if you use them. If you have imported your invoice from a Pending Order, the Purchase Order number will appear automatically.
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 OCDesktop 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. Eg: 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 to do if the case size for an item is not on the invoice?

Answer: If a pack size does not exist, while still in the invoice…

1. Click **OCDesktop** and choose **Items**, select the item you would like to add a pack size for and click **Add Case Size** Icon on the desktop.
2. Fill in the information to complete the **New Pack Size** and click **Save**
3. Switch back to the invoice you were entering and the pack size will now appear on the left.
4. Select the **New Pack Size**.

Adding New Items on the Fly

Question: What to do if the item does not exist in the database?

Answer: Add the item to the Database, while the invoice is still open…

a) Click **OCDesktop** and choose **Items**

b) Click **New** (be sure the item does not exist (remember if this is a pack size of an existing item you **DO NOT** want to add a new item).

c) Add the information to complete the item

d) Click **Save**

e) Switch back to the invoice you were working on and choose the new item from the list.

Invoice Expenses

Expenses are used to indicate general expenses for an invoice (rent, small wares etc.) Many times you do not need to add a new item to an invoice just because it is on the invoice. If you don't inventory the item, then expense it.

1. In the **Invoice** window in a working invoice or add a new invoice, add **Supplier** and invoice information, click on the **Expense** tab.
2. Click **Add** and select the **Expense Account.**
   If the account is not listed, you can create a new **Expense** account in the Chart of Accounts. It will then appear on the account listing. Consult your bookkeeper or accountant if necessary.
3. Enter in an **Expense Description**.
4. If required, type in any remarks or notes about this purchase (optional).
5. Type in the **Amount** of the expense. If the expense includes a non-recoverable tax. Enter in the total including the tax. If the tax is recoverable, enter the tax amount in the **Taxes/Adjust** tab.
6. Repeat until all expenses have been added.
7. If you have added an incorrect Expense account, click **Remove** to delete the **Expense** from the list.

This window can also be used when invoices totals do not match up due to a Suppliers rounding methods. A supplier may round up or down differently than Optimum Control, leaving you with a difference of a couple of cents on an item. Use the **Expense** account and apply the difference towards the E.G. Food.

Credit Requests

If you have received stock that was damaged or out of date. Perhaps a supplier had quoted you a price and then when the invoice came, you were charged too much. This may require that you send back stock or call up your Rep and ask for a credit.

When you enter an invoice, there may be some items that you need to **Request** a credit from the supplier. When you request a credit, the total purchased stock that was on the invoice is entered into the items entry area (enter the total amounts that are on the invoice), and any requested credits will be set in the credit area. This way the invoice will balance but the stock that was sent back ***WILL NOT*** be added to stock.

Each outstanding credit will be listed in the **Credit Reconciliation** window ready for when the Credit invoice is sent to you.

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 ready to be reconciled. This is also a good tool to keep track of any requests and generate reports for how many credits were requested for a particular supplier, or if a credit was actually received.

To view outstanding credits, have your credit invoice to refer to.

1. Click the Invoice Icon from the ***OCDesktop Toolbar***
2. Click **Reconcile Credits**
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 **clicking** the checkbox to the right.
6. Make sure the amount is as listed on the invoice, if not you will need to edit to balance.
7. Once complete click **Reconcile**
8. A window will appear asking for the **credit number**, **date** of the credit and the **credit total. Enter all three 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 show/hide Advanced Tax Fields. This will show the amounts calculated and applied to items lines.

NOTE: When setting up items, if **Tax Groups** were applied the taxes they will be calculated in the **Taxes and Adjustments** window automatically. Even though calculated, Optimum control will require 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 GL account amounts on the invoice.

Adding an adjustment – in some cases there may be a rounding difference between Optimum Control and the Supplier invoice. Usually this amount is 1 or 2 cents but needs to be dealt with for the invoice to balance.

To rectify this

1. Click the **Account Balance** tab in the invoice.
2. Click **Add Account Balance** from the ***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 from the OCDesktop. 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 on the month at the top right. Double click an invoice to open.
2. Click the **Search Button** located on the ***Invoice Toolbar*** full list of all invoices will be presented

3. 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

You can type supplier name or invoice number in the search box to filter the list. Once you have found the invoice you are looking for, double click to open.

Redate an Invoice

Redate an Invoice - If you saved an invoice on the wrong date (remember the date received is the correct date

1. Click Invoice on the ***OCDesktop Toolbar.***
2. The **Invoice Calendar** view will display, highlight the invoice in the **Invoice Pick Calendar.**
3. Click Re-Date invoice located on the ***Invoice Calendar Toolbar***
4. Select the correct date.
5. Click **Okay** - the invoice moves to the corrected date in the calendar.

NOTE: 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** from the ***OCDesktop Toolbar***
2. In the **Invoice Calendar, Search** for the Invoice to **Delete**
3. Click **Delete** Icon from the ***Invoice Calendar Toolbar***
4. A message will appear asking if you want to delete the invoice.
5. Click **Yes** (or click **No** to return with no delete)

The invoice is now deleted, the log file will contain a record of the delete.

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 then can enter the amounts purchased and the 0.00 entered items will be removed from the list.

To use a template

1. Click Invoice from the **OCDesktop Toolbar**
2. Click **New**
3. Choose **Template** icon from the ***Invoice Toolbar***
4. Click **Load.**
5. A list of previously saved templates will be displayed. To add a new template, see Creating an Invoice Template
6. Choose the template you wish to load
7. The invoice is now populated with the supplier and items from that template.
8. Enter the invoice as normal, leaving any non-purchased items as 0.00 or removing from the list (the non-purchased items will be automatically removed on Save).
9. Enter any **Taxes/Adjustments**, **Request any Credits** and **Expenses** as required to balance the invoice.
10. Click **Save.**

Creating an Invoice Template

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

Note: It would be best to be familiar with entering an invoice before using templates.

To create a new **Invoice Template**

1. Click **Invoices** from the ***OCDesktop Toolbar***
2. Click **New** to open the invoice window.
3. Choose the **Supplier** you wish to make a template for from the **Supplier:** list
4. No need to enter any other information, proceed to 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** column as **0.00**.
7. Once all desired items are in the list, click **Invoice Template** on the ***Invoice Toolbar.*** You will have two options, **Save** and **Load.**
8. Click **Save,** then give the template a **Name.**
9. Click **Close** on the ***Invoice Toolbar.***

Note: The template is now ready to use

Edit an Invoice Template

If you would like to edit a template,

1. Click **Invoices** from the ***OCDesktop Toolbar***
2. Click **New**.
3. Click **Template** from ***Invoice Toolbar***
4. Click **Load**
5. **Select** the template you wish to edit.
6. Edit by **adding** or **removing** items from the invoice.
7. Click **Template** from the ***Invoice Toolbar***.
8. Choose **Save.**

Importing Invoices from Suppliers

This module will download digital invoices into Optimum Control providing the supplier can export a properly formatted file This feature will updating pricing, stock levels and account information automatically with the click of a button. To enable this module please contact The Optimum Control Helpdesk or your sales person.

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. Click **Invoice** from the ***OCDesktop Toolbar***
2. Select **Invoice import** from the ***Invoice Toolbar***
3. Select the supplier from the **Select Supplier** drop down list of configured suppliers.

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** the import process will log into the supplier FTP server (using the credentials in your ***supplier invoice import*** settings) or similar and download any pending invoices.
5. A list of invoices that have not yet been processed into the system will be listed. Each pending invoice will be displayed with a status listed below.
6. 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. Check **Import?** checkbox to select the invoices to process.
9. Click **Process** on ***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 cases 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 listed for this supplier or just 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 GL Account.
"Case description does not match Suppliers item description"	This just means that the item has been found but because the description is being analyzed it is not matching the description. Could be even one character different if the supplier has changed. To fix this click modify case size and delete the existing case description and the new one will be copied to the system on save.
"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. Choose add a case size and review the exiting 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, smallwares, office supplies	To detail non item and or tax purchases, you need to choose General Ledger. Detail the account to put the expense to.

Choose one of the following actions as detailed and click **Go.**

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

Action	Details
Create item ⚠ Be very careful here that the item is not already in your database. This could just be a new pack size.	Use this action if this is a brand-new item that you have never purchased before (this function will not be allowed if you do not have permissions to create items).
Add a case size **NOTE:** Take special care when adding the case size as you want to make sure the entry is accurate.	Click and a listing of items for you to pick an item to **add a case size** for appears. This action is used if this item **already exists** in Optimum Control but this is the first time you are purchasing from a different supplier or have received a different case size for this item from the same supplier.
Modify case size	This action is used if the case size for the supplier exists and there needs to be an update such as changing the order code or **supplier description** does not match, choose this option and edit the existing pack size to process.
General Expense Note: Use this for items/amounts on the invoice that are NOT inventory or stock purchases.	This action will place the amount to a 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 General Ledger account
Ignore	You can only select this action if both the quantity and line Total are 0 as some suppliers do this to indicate that you tried to order this but you did not receive it (out of stock generally).

1. Once all errors are corrected click the Import? Checkbox for the invoices to process
2. Click P**rocess** button and the invoice will either be marked imported or it will inform you that it could not successfully process the invoice and it will then bring into the invoice window indicating the issue, being that the invoice totals do not match up and you will need to balance the invoice (this will most likely be the taxes on your nonfood products).

Setting Import configurations

To import invoices from your suppliers you will need to set an import configuration. You can select from the list of preset imports or create a custom one.

To create a Custom Invoice Import

1. Click **Invoice** from the ***OCDesktop Toolbar.***
2. Select **Invoice import** from the ***Invoice Toolbar.***
3. Choose **Import Config** from the ***Invoice Import Toolbar.***
4. Double click the supplier you wish to open the configuration wizard.
5. Choose to either add a New Invoice Specification or select a preset one from the drop down list.
6. Answer the questions as below and click **Save**.

Field	Details
New Import Configuration.	Select a preset configuration from the list. If you need a new custom configuration **Select New/Edit**.
Invoice File Location	This is the location that Optimum will **save** the downloaded invoice files into and **default to** 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 provided by your supplier's IT or EDI department.
	Test. Click to test your connection with the credentials you entered. If no connection, either credentials are wrong **or** there is a firewall preventing the connection.
Username	As provided by the supplier
Password	As provided by the supplier
Uom Alias **NOTE:** There may be only a few units you need to define as Alias. For the most part Optimum Control will consider any unknown units of measure the 'purchase unit' unless there is an Alias defined.	You may want to link of the units of measure that a supplier will use to specific unit of measure in your database EG: Supplier unit "CA"= Optimum Control unit "Case"). "BO" = bottle, "BX" = box
Expense Codes When detailing an invoice you will decide on 'expensing' some costs to a general expense account. These codes and accounts will be stored so that each time the expense occurs in a downloaded invoice it automatically codes to that 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.

Creating custom configurations

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

Export Invoices to Third Party Accounting Software

To Export invoices to accounting 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 in detail you can export those items.

To Export your Invoices to your accounting software

1. Choose **Export Accounting Data** from the ***OCDesktop Toolbar***
2. The default view will show 'un-exported' invoices.
3. Choose the invoices you want to export or 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** from the ***Export Accounting Data Toolbar.***
2. Select the file to send.
3. Email the file(s) to your accounting department or Import the file to your accounting software.

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 reselect the Exported invoices and follow steps to export.

Ordering Stock

One of the most time consuming jobs for the food service operator is creating accurate orders and converting those orders to stock received. Optimum Control can make this an easy task that will ultimately save you a lot of time, giving you the accurate information that you need to make good decisions. From this window you can create your orders for one or all of your suppliers at once and import the order to the Invoice window once the stock is received.

To create orders in Optimum Control

1. Make sure items and pack sizes are set up for the suppliers. New ones can be added on the fly.
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 into the Invoice window if desired.

Creating a New Order

Note: It is recommended you print a monthly order guide or inventory order form. This will enable you go gather the information to create your order.

1. From the ***OCDesktop Toolbar*** select **Orders**
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 all 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	As you are using the software the actual usage per day is calculated. This gives you a tool to automatically calculate stock required.
Include Items Below Par Levels	This function will automatically add items that have stock below your set par levels. See item level management to set Min/Max -Par levels.

3. Once in the order worksheet, choose the **Supplier** to order from or choose **All Suppliers**

NOTE: Supplier - You can choose to work with **ALL** suppliers to create multiple orders simultaneously or select a single supplier only. If you choose to order for one supplier only, the pick list on the left hand side of the window will reflect only those items pertaining to that supplier.

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.

1. 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 open the order windows,

Click Order from the OCDesktop toolbar

The Pending order listing will be displayed

In this view you can view, delete, export and create order guides. Before continuing with the order process, you should print out your order sheets. See Create Count Sheets or create an order guide.

Order Views – you can arrange and filter your order list to see precisely what you want to

Filter	Details
Sort Orders by header	Click headers to sort the list by alphabetical and click again to reverse the order. For date fields the amount dates will be sorted from oldest to newest or vice versa.
PO Number	Type a PO Number to filter the list to orders containing that PO Number, click X to clear the filter
Supplier	Choose the supplier you wish to see the orders for (the default is Pending orders)
Status	Select the status view you wish to see
Pending	This is the default view showing pending orders only
Received	Shows all received orders (an order becomes received when you receive an order into the Invoice window)
Exported	If using the Export to supplier functions 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, Click **Orders** from the **OCDesktop Toolbar**, highlight the order to export select the order to export. Click **Export**, the file will be created in the location desired. See Creating Export Configuration

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**

Set Order Status as Received – Use this feature to set Pending Orders to **"Received"** status, in some cases you may have made an order but received a import file from the supplier to receive the invoice (Edi etc) in this case you may wish to set the pending order as received.. Select the orders to Set Received and click Set Received

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** from the ***OCDesktop Toolbar***
2. Choose **New**
3. Select **Receive order** from the ***Invoice Toolbar***
4. From the list of pending orders, select the one you have received.
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 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 and updates as necessary until the invoice balances.
10. Click **Save**

    NOTE: this will save the new invoice AND change the order 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. Click **Order**s from the ***OCDesktop Toolbar***
2. Choose **Order Guides**
3. Click **New**
4. **Description** - Enter a name for this order guide. This may be the name of a supplier or perhaps group of suppliers or even the type of order (eg a group or Monday)
5. Select whether **Dynamic** or **Fixed** – a fixed order will not change and new items added to the database will need to be added.
6. Choose the items you want to add to the list
7. Click **Save**

Dynamic Order Guides

A Dynamic sheet will add items automatically if they are for the suppliers on the list.

Select the Supplier or Suppliers you wish to add to the order guide and the items will populate

Click **Save** to save this **Order Guide.**

Fixed Order Guides

A fixed order guide is a fixed list that you make and will not change unless you add or remove items from the guide.

When choosing to create a fixed Order Guide you will see the listing change to a list of items and pack sizes.

Drag the items you want to add to the Order Guide to the pane on the right.

Move the items up and down or drag and drop into the list anywhere to customize the list to the exact order you want.

Click **Save to save this order guide**

Exporting Orders to Suppliers

Once an order is created for a supplier you can export it to a file ready for Upload to the Supplier Website ordering.

NOTE: be sure to have configured the proper export format for your supplier

To Export an order

8. Click Orders from the OCDesktop Toolbar
9. Highlight the previously created Order from the list of Pending Orders
10. Click **Export** on the ***Order Toolbar***
11. The File Location window will appear asking where to **Save** the file.
12. Choose a **Folder** location.
13. Click **Save**

Log into the Supplier Website, Click **Import** order and choose the **Saved Order File.**

NOTE; When stock is received you can choose to Receive Order in the Invoice window.

Select an order guide to add to your order or create your order from. See creating **Order Guides**.

Round to Case - 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 (for example you may want to MOT order something that is .001 cases) but other than that you can click Round to case to round each calculated amount UP to the next case size.

Request Bids – If you have set items to click request bids to generate automatic emails or printed sheets for your suppliers. A template of the order will be created automatically. Once bids are received you can retrieve this list by clicking on Load templates and select **Best Bid Price**. Optimum Control will select the supplier with the best price for each item.

Setting Supplier Order Export configuration

To create an order export for a Supplier,

1. Choose **Orders** from the ***OCDesktop Toolbar***

2. Select **The Export Config Icon** .
3. Click **Add.**
4. Select the **Supplier** the Export Configuration is for
5. Choose an export configuration type from the list. There are many Supplier Exports contained in Optimum Control that are previously set for the particular supplier
6. Choose the **folder** to Save the exported files to
7. Click **Save**

The Export will now be used when exporting Orders for your supplier

Creating a Custom Export Configuration – For some suppliers a configuration is not listed in Optimum Control. You can create an export config from scratch. This is sometimes best done by an Optimum Control Helpdesk representative, call or email 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 ricing and if a current bid is in place that price will be used for making orders.

To enter a bid,

1. Select Orders from the ***OCDesktop Toolbar***
2. Choose Bid List from the ***Order Toolbar***
3. Choose a Supplier from the list.
4. Choose an End Date. Choose the date their bid is valid until. But you can overwrite the bid in the order window.
5. Select a group if necessary. It is a great help to select a groups as for the ost part you will be receiving bids on proteins and produce.
6. Enter the bid pricing for each item.
7. Click **Save**

Import and Export Supplier bid sheets

To Export a bid sheet to supplier, select the supplier and 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.

Save the file to your desktop or somewhere you can quickly locate. A tip is to make a Bids folder on your desktop or in documents.

Open the **Bid List** window and select the supplier the bid is from

Click **Import** from the ***Bid List Toolbar***

The pricing for the items they sent a bid for and the date the bid is valid until should be populated

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.

Click **Save**

Request Bids from Order Window

Sales Mix

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

There are three ways to input sales information

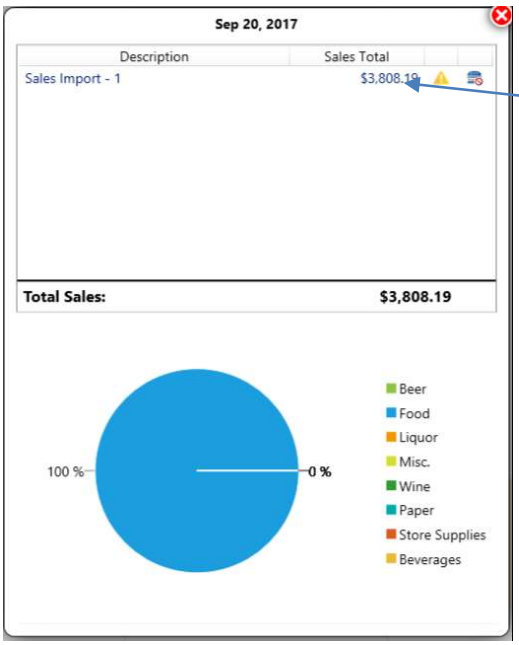
Input Type	Details
Manual entry using Till Tape	You can create a Till Tape list and enter manually from a cash register tape or sales listing
Import from POS	Create export files of sales mix reports or use OCSales export utility to create files and import.
Use OCSales Export to automatically process sales	This utility is a separate program that can automatically process sales directly yo the Optimum Control database

Selecting and Viewing Sales Mix

Click Sales from the ***OCDesktop Toolbar***

The Sales Mix Calendar appears displaying the completed sales. Double click on any sales to open the summary window and double click on the sales to display. See Pending Sales

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, choose Sales Icon from the ***OCDesktop Toolbar***

Select the **date** and **sale** on that date you wish to delete. There can be multiple sales on a day

Click Delete Button on the ***Sales Mix Toolbar***

Confirm the **Delete**, sales have been deleted

NOTE: All deletes 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 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. Click **Sales** on the ***OCDesktop Toolbar***
2. Choose Link POS IDs from the ***Sales 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 listed with either a checkmark a mismatched icon an Ignored icon To correct any mismatched or Unlinked items choose the icon to the right that

Unlinked – unlinked menu items are those that have not been linked to Optimum Control, to create a link you can choose to

1. Create a **New** Product,
2. Link to an existing product that has no POS link,
3. Ignore the product for just this and or future sales mix imports.

Missmatched 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.

To correct a mismatched POS Description

Click item and with

Ignored a listing of POS ID numbers that you DO NOT wish to register sales for

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 so that you have a list of items.

1. Select **Sales** from the ***OCDesktop Toolbar.***
2. Choose **New**
3. Select the **Sales Mix Date** under **Date Ending**, if you are entering a group of days, enter the date of the **last day** of this group. Use the drop down calendar and click on the desired date.
4. Choose New Till Tape Sale
5. **Sort Description Select the Till Tape you wish to use. See Adding Till Tape Lists**

6. Enter the **# Sold** for each product from your till tapes. Notice that the **Total Number of Products** and **Sum** are shown at the bottom of the window.
7. Edit the Sales total for each item if required or if discounts were applied
8. Click Save from the Sales mix Toolbar
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, to do so a till tape must be created with the listing of product recipes.

To Create a till tape

1. Click **Sales** from the ***OCDesktop Toolbar***
2. Select **Till Tapes** from the ***Sales Mix Toolbar***
3. Click **New** to create a New Till Tape, To edit an existing till tape double click to load.
4. **Description** – Type the name for this till tape
5. Add Products to the list - From the list on the left drag and drop or double click to select the items you would like. To remove products from the list, double click on the items on the list on the right to remove from the list.
6. Click **Save**

TIP: To select Multiple items for the list, hightlight the first item and hold the SHIFT jey 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. Click Sales from ***OCDesktop 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 button 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.
Missmatched	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 POS system, there could be unlinked or mismatched products you choose to not link the items at that time, you will be asked **Would you like to store all unlinked sales as pending sales?** This allows you to process the sales mix for products that have been set up and add recipes to the system and link up later using the Pending Sales feature.

To Process **Pending Sales**

1. When you log in to Optimum Control, if pending sales are present a message will be displayed asking if you wish to complete pending sales.
2. Click **Yes**

   You will be presented with a pick list of all pending sales and their dates.
3. Select the date you wish to work on and click **Process.**

   The Sales Mix window will now be populated with the information ready to Save.

   Create, add and link menu items as necessary to complete the sales mix. The totals will be added to the existing sales.

4. Click **Close** to exit.

Viewing and Entering Daily Sales Summary

To review the Sales Financial Totals, click the date or double click on the sales.

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

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	Notice how both Gross Sales and Net Sales are automatically calculated for you. The formula for this is Cash CID (cash in drawer) + Cash Payouts + Specials + Coupons + Discounts (employee and other) - All Taxes = Gross Sales. The Net Sales are calculated as Gross Sales - (Coupons, Discounts and Specials).
Sales Voids	If you wish to track your voids then enter the total dollar amount of voided transactions. This number is for information purposes only and does not affect the Gross Sales calculations
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 ***OCDesktop 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 particular group (e.g.: Meats)
Sales Group	For menu Products, show only for one particular 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 **OCDesktop 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 **OCDesktop 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 ***OCDesktop 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. Is basically a way to get 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 ***OCDesktop 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 *OCDesktop Toolbar*.

Select the type of report from the Icons. See report listing be;low.

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 reports 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.
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 peiod based on the numbers you have entered so far in the period. For instance, 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 of 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
	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 also 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 favorites
	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 in order 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 in order 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 in order 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 calculate 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 of 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 wellas a compensating ideal usage for those items in order 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 of 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.

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 many 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. In order 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 of the difference case sizes that the item hasbeen 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 ***OCDesktop 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**

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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 removed from inventory.

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 also print out a summary of the event.

To create a catering event

Click **Catering** from the ***OCDesktop 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 at a later date.
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	ype in any further details regarding the event. For Example “need a podium”, “ deliver side door” , “white table cloths” Any special insructions 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 ***OCDesktop***
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 tome 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 also 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 reciopes 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

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

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

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

Core Information

Enter the date for the buffet

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

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.

Choose the Items, preps or products that you want to add to the buffet.

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.

Choose the units of measure of what you started with

Add any stock you added to the Buffet

Enter the ending amounts

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 (for instance 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 also 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 EXACTLY the same as the accounting software. 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 ***OCDesktop Toolbar***

When the window open you will be presented with a listing of unexported 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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