

Optimum Control Day to Day Manual

Version 5.0

For any questions please contact our helpdesk at support@tracrite.net or 1-888-798-5555

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Optimum Control Overview

From a management standpoint, you will need to make sure your daily work is completed. Each time you save an invoice, sales mix, waste or inventory, the amounts will be posted on line for head office reporting. It is important that you are accurate and diligent in having your work done on a timely basis.

Period Lock out – If lockouts are set in your system by head office, you will have a limited amount of time after the period close date to complete your work and do any adjustments.

Day to day responsibilities

On a weekly basis and at month end, managers will be required to:

- Take accurate inventory it is important that you take ACCURATE counts.
- Enter purchases (use Invoice import module when available)
- Monitor sales mix dates and processes. Make sure that sales are completed from POS. Each one will be listed on the calendar. Look for any missing sales.
- Make sure Pending sales are processed. If new recipes are required contact your head office representative to have new recipes added.
- Enter closing inventory an opening inventory will be created automatically for next period.
- Reports run usage summary report, review this carefully and adjust inventory or add information to complete.

Logging into Optimum Control

- 1. On your desktop, double-click the Optimum Control V5 icon 🕅
- 2. Enter your user name and password as provided by head office (if your system is in evaluation mode click Continue)
- 3. Click Login or press Enter.

Navigating Optimum Control

Most of the procedures you will need to do will be on the button bar.

Main Button Bar

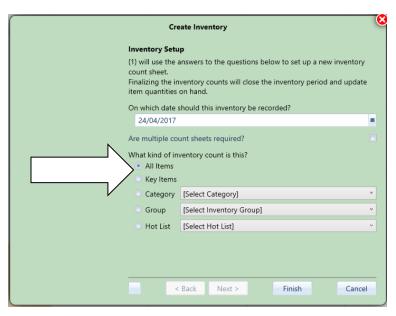
Main Menu Main Main Menu Main Main Menu Main Main Main Menu Main Main Main Main Main Main Main Main	Products Prep Par Levels Sales Waste Image: Catering Budget Export Daily Worksheet Accounting Data Sales Reports Reports Item and Recipe Management Recipes Sales Events Accounting Reporting Utility
Count Inventory	Print inventory count sheets or enter in inventory counts.
Invoices 📴	Create, import invoices or review Bills (Purchases) and Credits.
Orders 📜	Create, review or export orders. You can use Optimum Control to create orders for suppliers or use the suppliers web based ordering.
Sales 🚰	Import your sales from a POS System. Each sales mix processed will be listed. Check this list to ensure all sales are imported for enterprise upload. Check the pending sales to make sure nothing is missed.
Item and Recipe Management 🦉	Displays all items, preps and products, and what recipes each item is contained in.
Daily Sales (Financial Sheet) 📲	Review or enter Sales information. This information will be automatically calculated from processed sales, for review only
Reports 🤩	Select and print a variety of reports. Usage Summary report is the most important as this report will show you your cost of sales and variances.
Backup Database झ	Located at top right of screen. Use to backup the database. Very important you backup regularly to an on line storage service or jump drive.

OPTIMUM CONTROL MANUAL

Count Inventory

To create a new inventory every week you will be presented with New button in Inventory.

- 1. Click **Count Inventory D** from the **Main Menu Button Bar**
- 2. Select New.
- 3. Choose the **Date** of the closing inventory (for example if you take inventory on Monday morning this actually Sunday nights close)
- 4. Select the kind of inventory you would like to do.



5. Select All items for Month end and Key items for weekly. Alternatively, your head office may require you set all non counted items to 0. In this case, choose an All item inventory and then within the filter at the top right of count sheet set to Key items.

	Countsheet: Al	Items
Group:	[All Groups]	~ T
Category:	[All Categories]	~
Location:	[All Locations]	~
⁰⁰ Key Item	X	
	Res	et

Filter in inventory countsheet.

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** (see below)

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 (very rarely used)— 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 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

- From the list on the left, choose the **sort by** you want to count (e.g.: Locations, Group, Custom,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.
- Enter counts by Purchase Unit, Count Unit or Recipe Unit as detailed below. Your system may be set to count the case (pack size) unit only.
 TIP: To define what count columns are visible look in preferences.

Count Column	Details
Purchase unit	This is the Purchase unit of the current pack size or pack sizes for the item if multiple pack sizes have been included.
Count Unit (split unit) THIS IS THE MOST COMMON UNIT TO COUNT IN.	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 Precipe 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.
- 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 b**utton on the **Inventory Countsheet Toolbar**.
- 7. The counts will be summarized into the Inventory Summary window for you to review.

earch Descriptions					Show: All Items		
Description	UOM	Counted?	Qty Counted	Qty In Prep	Total	Unit Cost	Calculated Value
 Bar Supplies 							
BEAN GREEN WHL SPICED PIKLD	ea	*	0.000	0.000	0.000	\$0.0000	\$0.00
BITTERS FLAVOR AROMATICO	gal	4	0.000	0.000	0.000	\$0.0000	\$0.00
W BLUEBERRIES MEX	lb		0.000	0.000	0.000	\$0.0000	\$0.00
JUICE LIME PSTRZD ULTRA PREM	L	4	2.000	0.000	2.000	\$7.5969	\$15.19
MANGO CHUNK IQF FRZN	Kg	1	0.000	0.000	0.000	\$0.0000	\$0.00
MINT FRESH HERB	lb	2	2.000	0.000	2.000	\$11.8893	\$23.78
W OLIVES GREEN STFD QUEEN MED	ea	4	0.000	0.000	0.000	\$0.0000	\$0.00
Pineapple Head	Head*	4	0.000	0.000	0.000	\$0.0000	\$0.00
W STRAWBERRY IQF	lb	1	0.000	0.000	0.000	\$0.0000	\$0.00
SYRUP AGAVE	L	4	0.000	0.000	0.000	\$0.0000	\$0.00
WE SYRUP COCONUT CRM	gal	1	0.000	0.000	0.000	\$0.0000	\$0.00
TEA MANGO JET	qal	1	0.000	0.000	0.000	\$0.0000	\$0.00

8. Once you have reviewed the **Inventory Summary**, click **Finalize** to complete the inventory.

Customizing your count sheets

You can sort, arrange and print your count sheets in any order and by the locations that will make it easy for you to do your work. Review the Optimum Control help file located at the right of the main screen to learn how to add **storage locations** and identify pack sizes to include or not include.

To customize your list, look at the top of the *Inventory Toolbar* under **Customize Sort**, click and this will take you to the **Custom Sort** screen.

Custom Sorting (Shelf to sheet)

Make sure you have selected the Location(s) in which items or preps are stored (see help file).

To sort your count sheets by "Shelf to Sheet" or in a specific custom order... Click Count

Inventory from the OCDesktop Toolbar and Choose Customize Sort

- 1. Select from the drop-down list, the **Storage Location** you wish to customize.
- 2. A list of all the items that have no sorting will be on the left and the sorted items on the right.
- 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 and dropping items until you are satisfied with the **Sorted** list for that

Storage. Location and click **Save .** Repeat the steps for all **Storage Locations**. You can move items up and down in the sorted list for even more control.

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.

	Cus	tom Sor	ting
Location: Bar	v		
Unsorted			Sorted
GLASS BEV GRANITE 11 3/4 OZ			JUICE LIME PSTRZD ULTRA PREM
GLASS COOLER TALL GRANITE			JUICE ORANGE PSTRZD ULTRA PREM
GLASS MARTINI COSOPOLITAN			MILK 2%
GLASS WINE TALL CABRNT 9"			DRINK GINGER BEER
POURER LIQOUR TAPERED CHRON	IE		SODA COLA CHERRY TREE
SHAKER BAR CUP S/S		<	SODA NAT DANDELION BURDOCK
			BEER BOTTLE NON_ALCOHOL
			JUICE GRPFRT PSTRZD U.P.
			WATER MINERAL SPARKLING NAT GL
			WATER MINERAL NAT
			LIME FRESH 200-230 CT
			ORANGES
			LEMONS
			MINT FRESH HERB
		>>	TEA MANGO JET
		<<	
Reset			📄 Save

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.

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

earch			Q	Ŧ
Description	Last Received	Track Inventory?	Should Count?	^
🕋 🎙 15 lb / cs and 16 oz / lb	3/12/2017			
👬 Corn sweet bushel				
💼 🕴 20 lb / cs and 16 oz / lb	3/9/2017			
👬 Fajita Veggie mix		1		
🕋 🕴 ONION PEPPER MIX 10#	12/8/2016			
🎡 Fajita Veggies Prep				
🎡 Fresh Squeezed Lime Juice		1		
👬 FRUIT SALAD DELUXE PRESV FREE				
🕋 🕴 FRUIT SALAD DELUXE PRESV FREE	3/24/2017			
👬 Garlic Peeled				
🕋 🔋 4 ea / cs and 80 oz / ea	2/23/2017			
👬 Grapes Red Seedless				
GRAPES RED SEEDLESS 4#	3/5/2016			
👬 Green Apple				
# 35 lb / cs and 16 oz / lb				
👬 Green Onion				
	2/10/2017	_	100	~

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 **Y** 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 🧮

Note: To Reset all pack sizes to default current case size only select Reset. All items will appear on the count sheets but only the current case size.

To Print a Completed Inventory

- 1. Click **Reports** 😉 from the Button Bar.
- 2. Click Inventory Reports from and select Review Inventory (Alternatively you can choose Usage Summary Reports to show all details of inventory period).
- 3. Choose your dates for your closing inventory.
- 4. Click Run Report.

NOTE: For a complete list of all inventory items, purchases and actual versus ideal variances: select **Usage Summary – Count Amounts**, click **Run Report**. This report will help you identify any major variances.

Inventory - Changing Date

In some cases, you may have chosen the wrong count date when saving your inventory. If the date is incorrect you can

- 1. Open the Inventory Selection Calendar.
- 2. Highlight the Inventory you would like to adjust. (one click)
- 3. Click **Re-Date** and choose the correct date from the calendar.
- 4. Click OK.

Adjusting Inventory CountsIf you have made a mistake counting or entering your inventory, Optimum Control allows you to adjust to the inventory counts.

- 1. Click Inventory from the Button Bar.
- 2. Open the inventory you wish to adjust by double clicking on the date.
- 3. Click Adjust Countsheet 🔡
- 4. Search for the item/items that you need to adjust. Make the changes on the count sheet.
- 5. When finished, click **Re-Summarize and Save**.

NOTE: If preference enter reason for adjustments is set to ON. You MUST enter in a **Reason** for the adjustment if this preference is required. Ex. "found case" or "incorrect count". The inventory adjustments will be shown for your review. All reports will now reflect the new totals

NOTE: In the **Usage Summary** reports, the adjusted amounts will be indicated with an Asterisk **(*)**.



Optimum Control will help you in your ordering, be sure to check the detailed Optimum Control Help file to review detailed processes. Set your item par levels, order guides and templates to help make ordering a more powerful tool in your operation.

Set order levels for Min Max Ordering and order Reminder widget.

Item Par LevelsThe item par levels window allows you to set the Inventory **Minimum and Maximum Re-Order Levels.** You can also open the item by **clicking** on the icon beside the name of the item.

Search	C Show In	active	Group: [Select Inventory Group]			
Description	Minimum Re-Order Level		Maximum Re-Order Level		Key Item	Actualize
 Bar Supplies 						
WEAN GREEN WHL SPICED PIKLD	10.000	ea	10.000	ea		1
WINTERS FLAVOR AROMATICO	0.000	gal	0.000	gal		
W BLUEBERRIES MEX	0.000	lb	0.000	lb		
4 JUICE LIME PSTRZD ULTRA PREM	0.000	L	0.000	L		
MANGO CHUNK IQF FRZN	0.000	Kg	0.000	Kg	I	
WINT FRESH HERB	0.000	lb	0.000	lb		•
OLIVES GREEN STFD QUEEN MED	10.000	ea	10.000	ea		
Pineapple Head	0.000	Head*	0.000	Head*		

- 1. From the *Main Menu,* click Item Par Levels.
- 2. Indicate the **Minimum/Maximum Re-Order** levels. If you choose Maximum, it must be larger than Minimum.
- 3. After changes are made, Click Save.

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

Order Templates (Guides)

Recommended - Create Order Guides for Suppliers that are unable to use EDI importing.

To Create an Order Guide

- 1. Click Orders 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

Creating and Printing Order Sheets

- 1. Click on **Reports** 😉 from the **Main Menu Button Bar**.
- 2. Click on **Purchasing Reports** and select **Inventory Order Form** or **Monthly order sheet** depending on your preference.

1 The **Inventory Order Form** will display exactly how you have created the custom sort order inventory layout.

 There are also Reports Filters available for these reports: Supplier - Choose a Supplier and the Inventory Order Form will only display products from that supplier.

Group - Select a group such as Paper or Meat to print out only products from that group.

Category - If you have a manager ordering Liquor and a manager ordering Food, you can choose to only print out Liquor products etc.

- 4. Once you have selected the report and desired filters, click Run Report.
- 5. Click **Print** icon to print the Order Sheet.
- 6. Click Close.

Ø		Shrim	p Basket	t (SBWAR)							
OPTIMUM		Invento	vo	rder For	m		1/25/2018 14:14:03				
CONTROL			, -					14	114:03		
									Sysco		
Phone: .	Fax: .										
Account #: 140095		PO #:				Contact: Fr	ed				
Ordered By:		Order Date:			Deli	very Date:					
		Order		Case	Case	On	Avg	Reon	der		
Item Description		Code Order	r/unit	Size	Cost	Hand	day	Min	Max		
Bar											
Bloody Mary Mix	Sysco	8066474	CS CS	12.000 bottle	\$36.73	19.63bottle	3.98	0	0 bottle		
Cooler											
AMERICAN CHEESE	Sysco	6697890	CS	4.000 bundle	\$42.28	1.19bundle	0.37	0	0 bundle		
Bacon Bits	Sysco	455125	C6	2.000 bag	\$48.15	3.24bag	0.75	0	0 bag		
Boom Boom Sauce	Sysco	6533311	CS	4.000 gal	\$62.66	0.52gal	0.11	0	0 gal		
## Broccoll	Sysco	7150972	C6	6.000 bag	\$23.00	4.69bag	4.34	0	0 bag		
Buttermilk	Sysco	4841268	CS	9.000 ea	\$17.99	19.34ea	11.58	0	0 ea		
Caribbean Sauce	Sysco	6331177	cs	6.000 bottle	\$45.96	0.81bottle	0.68	0	0 bottle		
## Carrots	Sysco	1167261	CS	50.000 lb	\$19.59	2.28lb	1.85	0	0 lb		
Celery Fresh	Sysco	1908284	bag	3.000 stalk	\$8.54	0.00stalk	0	0	0 stalk		
## Chopped Cabbage Slaw	Sysco	8145302	C6	4.000 bag	\$12.65	31.36bag	11.97	0	0 bag		
Cranberries	Sysco	7102403	cs	5.000 lb	\$20.21	-0.22lb	1.02	0	0 lb		
Creamers	Sysco	7750326	CS	360.000 ea	\$19.16	270.00ea	120.00	0	0 ea		
Dressing - 1000 Island	Sysco	4709325	box	100.000 ea	\$20.00	196.00ea	10.17	0	0 ea		
Dressing - Baisaimic	Sysco	4593224	CS .	100.000 ea	\$20.89	126.00ea	30.33	0	0 ea		
Dressing - Blue Cheese	Sysco	4709317	CS	100.000 ea	\$23.97	192.00ea	31.67	0	0 ea		
Dressing - Honey Mustard	Sysco	0689539	CS .	4.000 gal	\$40.74	4.19gal	1.00	0	0 gal		
Dressing - Italian	Sysco	1987744	cs	100.000 ea	\$16.77	173.00ea	15.00	0	0 ea		
Eggs	Sysco	2105849	cs	15.000 dozen	\$19.25	16.33dozen	3.00	0	0 dozen		
Flour Tortilla	Sysco	4692174	cs	12.000 bag	\$18.27	25.88bag	3.28	0	0 bag		
## Gallon Oysters	Sysco	2076503	cs	1.000 gal	\$58.89	6.21gal	2.08	0	0 gal		
Carlla abaaaad	Pur no	5075290	Incition	22,000.07	65 07	17 1107	40.00		0.07		

The Forecasted Order Sheet can also be used. It will print out a Projected order based on Sales Volumes or a specific number of days.

To Create and New order

- 1. Click the Order Icon from the main *Menu Toolbar*
- 2. Click New
- 3. Select the Order source, New worksheet, Order guide etc.
- 4. Select the items to order on the sheet or drag and drop items from the left to the right pane.
- 5. Click Save. (the order(s) will be created.

Close New Open Save Load Load S Source Guide Gui		quest ids						
Supplier: [All Suppliers]	Order Items	very Date: Select a date	15					
Items By: O Locations I Gr	oups Sear	ch						Q < >
Group: [All Groups]	· · · · · · · · · · · · · · · · · · ·	Description	Order Code	Quantity	Split	Unit Cost	Over	Line Amount
Search	Q 📀 G	ierry Distributors				PO	# 00000	0001
1 lb / lb and 16 oz (wt) / lb	^	🐗 Black Pepper (Table Grind)	SPEPBLKW	5.000 p	ound	\$9.95		\$49.75
Black Beans (Raw) 50 lb / cs and 1 lb / lb	2690741 Tota	ıl:						\$49.75
Black Pepper (Table Grind) 1 lb / lb and 1 lb / lb	SPEPBLKM							
Caramel Topping 12 bottle / cs and 19.5 oz (fl) /	1338381							
Cayenne Pepper 1 lb / lb and 1 lb / lb								
Celery Salt 1 lb / lb and 1 lb / lb	SCELSL							
Chile, Ancho (Dried) 5 lb / cs and 1 lb / lb	03019							
Chile, Guajillo (Dried) 5 lb / cs and 1 lb / lb	4663001							
Chili Flakes 1 lb / lb and 1 lb / lb	SCHIFLK							
Chili Powder 1 lb / lb and 1 lb / lb								
Chilies, Green (Diced) 6 can#10 / cs and 1 can / can#	2097711							
chipotle chile powder 1 lb / lb and 16 oz (wt) / lb	сснір							
Chocolate, Block 11 lb / cs and 1 lb / lb	2171873 Tota	al•						\$49.75
	v 10ta	al.						

Drag and Drop or double click to build your order.

Once order is completed, you will be presented with a view of all Pending Orders, highlight an order and click Priint to create a Purchase order or Receiving Docket.

Invoices (Purchasing) 😇

Some invoices you will enter manually while others can be imported using EDI Importing. ALL INVOICES SHOULD BE ENTERED INTO OPTIMUM CONTROL DAILY to have correct up to date information.

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

- 1. Click Invoices 📴 from the Main Menu Button Bar.
- 2. The Invoice Calendar View will display, this view shows all invoices previously entered. Here you can double click to open an invoice or use search a on the Invoice Menu Bar.



3. Click New on the Invoice Calendar Toolbar

NOTE: Enter all credits in negatives

Enter New Invoices 📴

- 1. Click Invoices **F** from the *Main Menu Button Bar*
- 2. Click New.
- 3. Enter in the Supplier, Invoice # and indicate the Invoice Total.
 - a. If you are unable to find a supplier you must add that supplier to your database.
 - 1. Go to Settings select Setup and choose Supplier
 - 2. Click **New** to add a new supplier, Click **Save**.
- 4. Select the Items for the invoice.
 - a. If you are unable to find an item for that supplier there could be two issues.
 - The item may not be associated with that supplier. To find out if the item exists and correct the issue you will need to go to the Main Menu and select either Case Size Overview or Items and find the item that needs to be added to this supplier. Select Case Sizes on the *Item Toolbar* then Add.

2. If you are unable to find the **item** you are looking for, then the item has not been created. In this situation, you will need to email contact Head Office to add the Item to Optimum Control.

Invoice Information	on								Invoice To	tals		
Supplier:	Adams Bevergae			v	Terms:	30 Days		v	Items		\$	65.0
Invoice Date:	24/04/2017			15	Due Date:	24/05/2017		15	Expenses	\$0		
Invoice Number:	1234				P.O. #:	00000009			Taxes			\$0.0
Invoice Total:				\$65.00	Comments:				Total		\$	65.00
zarch Case Size		٩	👬 Items	🏶 Expenses	🛛 🏷 Credit	Requests 👌 Taxes ar	nd Adjustments	I Account B	alances			
		89000-123	Search								۹ <	>
		19202	in BIB -			Code 19202	Quantity	Split Case	Unit Cost \$65.00	Override Z	Amount \$65.00	
		93007				-						
		97009-2		_								
Imode lotar Security Security												
BIB - Old Fasl		93003		Drag		-		ible				
BIB - Old Fasl	hioned Ginger Ale	93009			(click to sele	ect.					
BIB - Old Fasl 1 cs / cs and 120 L /	hioned Lemon Lime cs	93002										
🕴 🎹 BIB - Old Fasl	hioned Tonic											

5. Enter in the **Qty (Quantity)** of the received item. <u>(Credit items must be entered as a negative quantity.)</u>

Make sure you pay close attention to the unit of measurement (UOM) when entering Qty. You can change the UOM(assuming the purchase unit and split unit are different) by checking the box to indicate if it is a split case or a full case.

- 6. Optimum Control will automatically enter the current **Unit Cost** for this item/supplier.
- Compare the Line Total and/or Unit Cost to the printed invoice. If there has been a price change, type in the in the correct price in the Amount field. The unit cost will be updated automatically
- 8. The expense tab is where you can enter any dollar amount that appears on the invoice that is not an item you track in optimum control (ie delivery charges/fuel charge deposits and/or returns)
- 9. If there is tax on the invoice, select the "Taxes and Adjustment" tab within the invoice and select the add button on the *Invoice Toolbar* enter the tax amount. To create a new tax go to **Settings| Setup | Taxes & Adjustments**.
- 10. Ensure that the **Invoice Totals** balance between the amounts entered and the calculated amount. Click **Save**, if prices have been changed, you will receive a window allowing you to **Update Pricing** for Selected Items.

¹You <u>always</u> want to update prices, but if you notice something that looks incorrect, then make notes and call your sales representative or check your work to make sure in case an entry in incorrect.

- 11. Click Close.
- 12. If you need to mark the Invoice you just entered Pre-Paid you must go back into the main Invoice screen. Highlight the invoice and click on the Set Paid icon on the Button Bar,

Receiving Orders Receiving orders is when Optimum Control takes an Order from your saved **Orders** and imports it into a new bill **Invoice** screen. This will be very helpful for invoices that are not imported through Invoice import (EDI).

- 1. Click Invoices from the Main Menu.
- 2. Click NEW.
- 3. Click Receive Order.
- 4. Choose the order you want to import and click **OK.**
- Enter the Invoice Date, Invoice #, Invoice Total. (The Invoice date should be entered when the items were received if it falls within the current week. Adjust the hardcopy invoice to match the date entered in OC.)
- 6. Check the **Items** for any price changes and adjust as necessary.

	Receive Order								
	# Order Total	Purchase Order	Supplier	Delivery Date					
	\$60.00	00000009	Adams Bevergae	2017-01-15					
OK									
OK									

- 7. Enter the expenses, taxes, credits and adjustments (if applicable).
- 8. Click Save and Close.
 - a. If you adjust the **Unit Cost**, it will ask you if you would like to update prices, check the boxes if you want to update and price and select **Continue**.

Changing Invoice Dates 👼

In some situations, you may have entered the wrong invoice date or a date on the invoice does not correspond with the date that your stock was received. You may have a high **Actual Usage** one week and very low one next week. This may mean that you have included an invoice in one week that actually was for a different week.

- 1. Click Invoices from the Main Menu.
- 2. The Invoice Calendar View will display, this view shows all invoices previously entered.
- 3. Highlight the Invoice to change and click **Re-Date Invoice** button.
- 4. Enter the New Date and click Okay.

Select	the new Date		8
	w date for the In		
New Date	Select a date	15	

EDI Invoice Import- If Applicable 📴

This will download digital invoices for import into Optimum Control, which will update pricing, stock levels and account information automatically with the click of a button. Supplier must be configured properly for import to take place.

 ${f \widehat{0}}$ REMINDER - All invoices entered into Optimum Control need to be entered within the dates of the week you are in to be able to match up with posting dates in AP.

To Import Supplier invoices from digital file

- 1. On the Main Menu click Invoices. 👼
- 2. Click Invoice Import. 屍
- 3. Select the Supplier from the drop-down list. Once a supplier is selected it will display all invoices that have been downloaded but has NOT been imported.

Supplier:	[Select Supplier] v	
	Invoice Number	Invoice Date

4. Click Get Invoices, this will download any new invoices that are available from the supplier.

Invoice Number	Invoice Date	Invoice Total	Line Count	Import?	Status
9447075	2/10/2017	\$2,431.40	45		1 Invalid Lines
9460980	2/22/2017	\$1,539.15	22		1 Invalid Lines
9460981	2/22/2017	\$56.30	3		1 Invalid Lines
1 9460982	2/22/2017	\$42.56	1		1 Invalid Lines

If an invoice is Valid the invoice is ready to process. If there are any new case sizes, mismatched descriptions, or unknown items, one of the messages below will be shown...

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.

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	For this you can click General expense and
a delivery or tax item"	select the GL Account.
"Case description does not match	This just means that the item has been
Suppliers item description"	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	This message means the Invoice import
match Purchase unit of measure or case	cannot interpret the Purchase Unit and or
unit of measure"	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	To detail non item and or tax purchases,
supplies, smallwares, office supplies	you need to choose General Ledger. Detail
	the account to put the expense to.
	1

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 supplier substitution.

OPTIMUM CONTROL MANUAL

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 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).

5. Once all errors are corrected click the reprocess button to clear errors.



Sale can be entered into Optimum Control either by Till Tape or imported from a POS System.

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. (Used rarely, consult Help File)
Import files 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

POS Sales Imports

Importing sales from a POS system can be done in 2 ways:

Option 1.

A POS system that is compatible with **OCSales Export Utility**, which will connect to a POS database and will automatically import the sales into Optimum Control.

Option 2.

If the POS system Can generate an **Export** file with the required information Optimum Control can create a custom configuration to import those sales files.

Automated sales Imports

The sales will import daily for the previous day into Optimum Control

- 1. Select **Sales** from the *Main Menu* to view the imported sales.
- The sales mix calendar will appear. Always double check Sales Mix and Pending Sales <u>before</u> you summarize inventory. Make sure you have a Sales Mix for each day of business.
- 3. To print a **Sales Mix**, go to reports in main menu, sales, sales mix by product. Choose your dates and run report.
- 4. It will take you to the Daily Product Sales report, Click Print.

Correcting Pending Sales 🚧

Pending sales are sales that have been put through the pos system that either does not have a link or a proper description in Optimum Control. Sales that are pending are **not included** as part of sales until they have been corrected.

- 1. Click Sales 衜
- 2. Choose Pending Sales 2. From the Main Menu Toolbar.
- 3. The **Pending Sales** screen will display and pending sales will be displayed by date.
- 4. Highlight a date(s) and click **Open**. (You can multi select here using SHIFT key and mouse click)

Icons appear when highlighting a pending sale item.

Icon	Details
	These are items that have been processed and are correct.
<u> </u>	These are Unlinked items, click this icon to link the item to a product that has no link or create a new product or ignore
≠	This icon means the POS description in Optimum Control does not match the description coming from the POS System, click to either Ignore Sthe item, Switch the description of or unlink this item
\diamond	This product is ignored. Click and choose to unignore.

- 5. To correct the pending sale(s) of items not in your system will need to fill out a New Item Form and email it to the Head Office before OC will finalize the sales.
- 6. Once the item has corrected or added to OC then go back into **Sales Mix** and click **Pending Sales**. OC will then finalize all pending sales that have been corrected.

Waste Detailing

Optimum Control allows you to detail waste for a date or period. This waste will appear on the Usage Summary report 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.

 ${f 1}$ WASTE SHOULD BE ENTERED AT THE END OF THE INVENTORY PERIOD!

- 1. From the *Main Menu Toolbar*, click Waste $\overline{\mathbb{II}}$.
- 2. Click **New** and select the date. To add to an existing Waste sheet, double click on the date of waste and edit.
- 3. From the Waste Toolbar, select Add Item, Prep or Product that was wasted (This will be entered in the **Description** field).
- 4. Enter in the Qty, the amount that was wasted. Choose the unit of measure if different from the unit shown.
- 5. In the **Reason** field, detail a short note about why it was wasted.
- 6. Repeat steps 3 5, until all wasted items have been added.
- 7. Click Save and Close.

Close New Open Save Reset Print	item Prep Product Remove Waste Items	2				
Description	1	Qty	Unit	Reason		
🐞 BEAN BLACK CANADIAN LABEL		1.000	can 🗸	dropped		
🚍 Eggs Benedict	Eggs Benedict		each ~	Mgmt meal		
👬 AVOCADO		5.000	pound ~	bad		
🐞 BAG GARBAGE .8ML BLK REG		25.000	each ~	torn		
😭 BAVARIAN CREME		30.000	each ~	hungy mouse		
BBQ SAUCE		2.000	liter ~	Burnt		
🗰 ARUGULA FRESH HERB		14.000	ounce ~	old		



Optimum Control contains over 80 detailed reports needed to effectively manage your business.

To Run Reports

- 1. Click **Reports** 🕑 from the *Main Menu Toolbar*.
- 2. Choose the type and report that you want to view, enter required information and select filters.
- 3. Click View Report.

Reports you will want to run weekly are

Sales mix by Product – Click Sales, choose Sales Mix and select Sales Mix – By Product

Purchases by item Detail – Click Purchasing, choose Purchase Detail, and select Purchases by Item Detail

Usage Summary Report by Group, Top 25 Bottom 10 and Count Amounts – Click Usage Summary, choose the report you wish to see.

Item Activity Report

This report tells you all of the activity related to a specific item over a specific time period.

- 1. Click **Reports** from the Main Menu.
- 2. Click Inventory.
- 3. Select Item Activity.
- 4. Fill in the **Opening Inventory** and **To Date** information.
- 5. You may **Filter** the **Report** if you would like to narrow your items down by item or group.

Menu Engineering Worksheet

This report calculates a menu's popularity and profitability.

- 1. Click Reports from the Main Menu Toolbar.
- 2. Click Sales. Select Menu Engineering Worksheet.
- 3. Fill in the From Date and To Date information.
- 4. You may **Filter** the **Report** if you would like to narrow your items down by group or category.

Interminent of the second of the seco	ONTROL					•		g Work	SHEEL	Note	. This rend	ort calculate	e a manu	
Item Description Sold Popularity % Selling Price Current Cost Margin % Totals											Note: This report calculates a menu product's Popularity (Menu Popularity Factor) and Profitability (Average Item Profit) within the group			
Wine Second Second <th>Item Description</th> <th colspan="4">Forintion Sold Bonularity % Selling Current Marzin %Totals</th> <th></th> <th></th> <th>Anal</th> <th>ysis</th> <th>Menu Item Class</th>	Item Description	Forintion Sold Bonularity % Selling Current Marzin %Totals						Anal	ysis	Menu Item Class				
Levit8 Cab Sauv 22.00 3.05% \$9.00 \$3.45 \$5.547 38.37% \$198.00 \$75.97 \$122.03 LOW HIGH Workhor Levit8 Cab Sauv 11.00 1.503% \$8.00 \$2.99 \$5.008 \$73.9% \$88.00 \$52.91 \$55.09 LOW LOW Dog Liberty School Cab. Sauv 25.00 3.415% \$8.00 \$2.42 \$5.577 30.29% \$20.00 \$60.59 \$139.42 LOW HIGH Workhor Oyster Bay Sauv. Blanc 52.00 7.104% \$8.00 \$2.44 \$5.547 30.29% \$241.00 \$124.38 \$281.62 LOW HIGH Workhor Oyster Bay Sauv. Blanc 52.00 7.104% \$8.00 \$2.44 \$5.547 30.70% \$416.00 \$124.38 \$281.62 LOW HIGH Workhor Primal Roads Wide Datu 45.00 6.148% \$6.00 \$1.32 \$4.681 21.98% \$270.00 \$55.11 \$211.89 LOW HIGH Workhor	line													
Levit8 Cab Sauv 22.00 3.05% \$9.00 \$3.45 \$5.547 38.37% \$198.00 \$75.97 \$122.03 LOW HIGH Workhor Levit8 Cab Sauv 11.00 1.503% \$8.00 \$2.99 \$5.008 \$73.9% \$88.00 \$52.91 \$55.09 LOW LOW Dog Liberty School Cab. Sauv 25.00 3.415% \$8.00 \$2.42 \$5.577 30.29% \$20.00 \$60.59 \$139.42 LOW HIGH Workhor Oyster Bay Sauv. Blanc 52.00 7.104% \$8.00 \$2.44 \$5.547 30.29% \$241.00 \$124.38 \$281.62 LOW HIGH Workhor Oyster Bay Sauv. Blanc 52.00 7.104% \$8.00 \$2.44 \$5.547 30.70% \$416.00 \$124.38 \$281.62 LOW HIGH Workhor Primal Roads Wide Datu 45.00 6.148% \$6.00 \$1.32 \$4.681 21.98% \$270.00 \$55.11 \$211.89 LOW HIGH Workhor	/ine													
Levit8 Chardonnay 11.00 1.503% S8.00 S2.99 S5.008 37.39% S88.00 S32.91 LOW LOW Dog Liberty School Cab. Sauv 25.00 3.415% S8.00 S2.42 S5.77 30.29% S20.00 S80.59 S139.42 LOW HIGH Workhor Oyster Bay Sauv. Bland 52.00 7.14% S80.00 S2.42 S5.574 30.70% S416.00 S124.38 S214.82 LOW HIGH Workhor Primal Roots Red Blend 13.00 1.776% S7.00 S1.76 S5.244 25.09% S91.00 S22.83 S88.17 LOW HOW More More R Mondavi Wide Cab Sauv 45.00 6.148% S6.00 S1.32 S4.681 21.98% S120.00 S35.61 S12.83 LOW HIGH Workhor R Mondavi Wide Meriot 33.00 4.508% S6.00 S1.32 S4.681 21.98% S18.00 S42.64 S15.38 LOW HIGH Workhor	ayer Cake	23.00	3.142%	\$9.00	\$2.89	\$6.110	32.11%	\$207.00	\$66.47	\$140.53	LOW	HIGH	Workhorse	
Liberty School Cab. Sauv 25.00 3.415% S8.00 S2.42 S5.577 30.29% S200.00 S60.59 S139.42 LOW HIGH Workhor Oyster Bay Sauv. Blanc S2.00 7.104% S8.00 S2.46 S5.577 30.29% S200.00 S60.59 S139.42 LOW HIGH Workhor Primal Roots Red Blend 13.00 1.776% S7.00 S1.76 S5.244 25.09% S20.00 S60.59 S139.42 LOW HIGH Workhor R Mondavi WB Cab Sauv 45.00 6.14% S6.00 S1.32 S4.681 21.89% S21.82 LOW HIGH Workhor R Mondavi WB Chardonnay 27.00 3.689% S6.00 S1.32 S4.681 21.89% S162.00 S35.61 S12.639 LOW HIGH Workhor R Mondavi WB Meriot 33.00 4.505% S6.00 S1.32 S4.681 21.89% S18.00 S42.46 S15.36 LOW HIGH Workhor Robert Mondavi Chard	evit8 Cab Sauv	22.00	3.005%	\$9.00	\$3.45	\$5.547	38.37%	\$198.00	\$75.97	\$122.03	LOW	HIGH	Workhorse	
Oyster Bay Sauv. Blanc 52.00 7.104% S8.00 S2.46 S5.544 30.70% S416.00 S124.38 S291.62 LOW HIGH Workhor Primal Roots Red Blend 13.00 1.776% \$7.00 \$1.76 \$5.244 25.09% \$91.00 \$22.83 \$68.17 LOW LOW Dog R Mondavi WiB Cab Sauv 45.00 6.148% \$6.00 \$1.32 \$4.681 21.98% \$270.00 \$55.61 \$211.89 LOW HIGH Workhor R Mondavi WiB Cab Sauv 45.00 6.148% \$6.00 \$1.32 \$4.681 21.98% \$150.00 \$55.61 \$126.39 LOW HIGH Workhor R Mondavi WiB Chardonnay 33.00 4.508% \$6.00 \$1.32 \$4.681 21.98% \$198.00 \$42.64 \$155.38 LOW HIGH Workhor R Mondavi WiB Meriot 33.00 4.508% \$6.00 \$1.32 \$4.681 21.98% \$198.00 \$42.64 \$155.88 LOW HIGH Workhor <td>evit8 Chardonnay</td> <td>11.00</td> <td>1.503%</td> <td>\$8.00</td> <td>\$2.99</td> <td>\$5.008</td> <td>37.39%</td> <td>\$88.00</td> <td>\$32.91</td> <td>\$55.09</td> <td>LOW</td> <td>LOW</td> <td>Dog</td>	evit8 Chardonnay	11.00	1.503%	\$8.00	\$2.99	\$5.008	37.39%	\$88.00	\$32.91	\$55.09	LOW	LOW	Dog	
Primal Roots Red Blend 13.00 1.776% \$7.00 \$1.76 \$5.244 25.09% \$91.00 \$22.83 \$88.17 LOW Dog Dog R Mondavi WiWE Cab Sauv 45.00 6.148% \$6.00 \$1.32 \$4.861 21.98% \$270.00 \$58.11 \$211.98 LOW HIGH Workhor R Mondavi WiWE Cab Sauv 45.00 6.148% \$6.00 \$1.32 \$4.861 21.98% \$270.00 \$58.61 \$216.39 LOW HIGH Workhor R Mondavi WiME Meriot 33.00 4.508% \$6.00 \$1.32 \$4.681 21.98% \$198.00 \$42.64 \$155.36 LOW HIGH Workhor R Mondavi WiME Meriot 33.00 4.508% \$10.00 \$2.99 \$7.012 \$29.85% \$30.00 \$8.98 \$21.04 HIGH Workhor Robert Mondavi Chard 3.00 0.410% \$10.00 \$2.99 \$7.012 \$29.85% \$30.00 \$8.98 \$21.04 HIGH Workhor StiMichelie	berty School Cab. Sauv	25.00	3.415%	\$8.00	\$2.42	\$5.577	30.29%	\$200.00	\$60.59	\$139.42	LOW	HIGH	Workhorse	
R. Mondavi WB Cab Sauv 45.00 6.148% 58.00 \$1.32 \$4.681 21.96% \$270.00 \$56.11 \$211.89 LOW HIGH Workhon R. Mondavi WB Chardonnay 27.00 3.689% 56.00 \$1.32 \$4.681 21.96% \$162.00 \$35.61 \$126.39 LOW HIGH Workhon R. Mondavi WB Meriot 33.00 4.508% \$6.00 \$1.32 \$4.681 21.96% \$196.00 \$42.64 \$155.36 LOW HIGH Workhon Robert Mondavi Chard 3.00 0.410% \$10.00 \$2.99 \$7.012 29.88% \$330.00 \$8.96 \$21.04 HIGH LOW Korkhon St Michele 55.00 7.14% \$7.00 \$1.93 \$5.09 \$27.65% \$336.00 \$10.619 \$27.81 LOW HIGH Workhon The Show Malkec 32.00 4.372% \$8.00 \$2.49 \$5.55 \$1.19% \$256.00 \$79.83 \$176.17 LOW HIGH Workhon <td>yster Bay Sauv. Blanc</td> <td>52.00</td> <td>7.104%</td> <td>\$8.00</td> <td>\$2.46</td> <td>\$5.544</td> <td>30.70%</td> <td>\$416.00</td> <td>\$124.38</td> <td>\$291.62</td> <td>LOW</td> <td>HIGH</td> <td>Workhorse</td>	yster Bay Sauv. Blanc	52.00	7.104%	\$8.00	\$2.46	\$5.544	30.70%	\$416.00	\$124.38	\$291.62	LOW	HIGH	Workhorse	
R Mondavi WB Chardonnay 27.00 3.689% \$6.00 \$1.32 \$4.681 21.98% \$182.00 \$33.61 \$126.39 LOW HIGH Workhor R Mondavi WB Meriot 33.00 4.508% \$6.00 \$1.32 \$4.681 21.98% \$180.00 \$4.244 \$155.36 LOW HIGH Workhor Robert Mondavi Chard 3.00 0.410% \$10.00 \$2.99 \$7.012 29.88% \$30.00 \$8.96 \$21.04 HIGH LOW Challeng St Michelie 55.00 7.14% \$7.00 \$1.93 \$5.09 \$7.65% \$335.00 \$10.619 \$27.81 LOW HIGH Workhor The Show Malbec 32.00 4.372% \$8.00 \$2.49 \$5.505 31.19% \$256.00 \$79.83 \$176.17 LOW HIGH Workhor	imal Roots Red Blend	13.00	1.776%	\$7.00	\$1.76	\$5.244	25.09%	\$91.00	\$22.83	\$68.17	LOW	LOW	Dog	
R Mondavi W/B Meriot 33.00 4.508% \$6.00 \$1.32 \$4.861 21.96% \$198.00 \$42.64 \$155.36 LOW HIGH Workhon Robert Mondavi UMB Meriot 3.00 0.410% \$10.00 \$2.99 \$7.012 29.88% \$30.00 \$8.98 \$21.04 HIGH HIGH Challengi St Michelle 55.00 7.514% \$7.000 \$1.93 \$5.09 27.86% \$335.00 \$10.618 \$27.84 LOW HIGH Workhon The Show Malbec 32.00 4.372% \$8.00 \$2.49 \$5.50 31.19% \$256.00 \$79.83 \$176.17 LOW HIGH Workhon	Mondavi W/B Cab Sauv	45.00	6.148%	\$6.00	\$1.32	\$4.681	21.98%	\$270.00	\$58.11	\$211.89	LOW	HIGH	Workhorse	
Robert Mondavi Chard 3.00 0.410% \$10.00 \$2,99 \$7.012 29.88% \$30.00 \$8.96 \$21.04 HIGH LOW Challengy St Michelle 55.00 7.514% \$7.00 \$1.93 \$5.069 27.58% \$335.00 \$106.19 \$278.81 LOW HIGH Workhor The Show Malbec 32.00 4.372% \$8.00 \$2.49 \$5.505 31.19% \$256.00 \$79.83 \$176.17 LOW HIGH Workhor	Mondavi W/B Chardonnay	27.00	3.689%	\$6.00	\$1.32	\$4.681	21.98%	\$162.00	\$35.61	\$126.39	LOW	HIGH	Workhorse	
St Michelle 55.00 7.514% \$7.00 \$1.93 \$5.089 27.58% \$385.00 \$106.19 \$278.81 LOW HIGH Workhor The Show Malbec 32.00 4.372% \$8.00 \$2.49 \$5.505 31.19% \$256.00 \$79.83 \$176.17 LOW HIGH Workhor	Mondavi W/B Merlot	33.00	4.508%	\$6.00	\$1.32	\$4.681	21.98%	\$198.00	\$42.64	\$155.36	LOW	HIGH	Workhorse	
The Show Malbec 32.00 4.372% \$8.00 \$2.49 \$5.505 31.19% \$256.00 \$79.83 \$176.17 LOW HIGH Workhor	obert Mondavi Chard	3.00	0.410%	\$10.00	\$2.99	\$7.012	29.88%	\$30.00	\$8.96	\$21.04	HIGH	LOW	Challenge	
	Michelle	55.00	7.514%	\$7.00	\$1.93	\$5.069	27.58%	\$385.00	\$106.19	\$278.81	LOW	HIGH	Workhorse	
732.00 Averages: \$9.42 \$2.68 \$6.731 28.51% \$6,892.00 \$1,964.67 \$4,927.33 **Based on averages**	te Show Malbec	32.00	4.372%	\$8.00	\$2.49	\$5.505	31.19%	\$256.00	\$79.83	\$176.17	LOW	HIGH	Workhorse	
		732.00	Averages:	\$9.42	\$2.68	\$6.731	28.51%	\$6,892.00	\$1,964.67	\$4,927.33	**Base	ed on averag	jes**	
Average Item Profit: \$6.731 Menu Popularity Factor: 1.95%							А	verage Item P	rofit: \$6.731	Menu	Popularity	Factor: 1.9	95%	

Purchase Detail Reports

These reports allow you to view purchase prices for all items.

- 1. Click **Reports** from the Button Bar.
- 2. Click Purchasing.
- 3. Click Purchase Detail.
- 4. You will be able to Choose from the following:
 - a. Purchase Detail by Invoice This reports will help you if you want to compare purchase prices of items for one supplier by invoice.
 - b. Purchase Detail by Item This report is useful to check consistency of prices over a given period of time. You will be looking for any major variances in pricing. NOTE: This is the most useful Purchase Detail report!
 - c. Purchase Detail by Supplier This reports will show you what you have purchased from a supplier between a specific time period by groups and categories.
- 5. Fill in the From Date and To Date information and Filter the Report.
- 6. Click Preview.

Usage Summary ReportThe Usage Summary Reports are the most powerful reports in the system. This report will show you **Actual vs. Ideal** usage on every item in your inventory and display variance.

- 1. Click **Reports** from the Button Bar.
- 2. Select Usage Summary.
- 3. You will be able to Choose from the following:
 - a. Cost of Sales Analysis This report will analyze Actual Usage data over up to 4 inventory cycles. It will compare the cost of sales by group and give percentage trending. Choose an Opening Date and Closing Date that are up to 4 cycles apart.
 - b. **Count Amount** Displays all inventory items listed by Group. This report will detail variances based on inventory units and approximate value.
 - C. Group totals Displays totals and variances for each group, by value.
 - d. Top 25 bottom 10 Details the top 25 Most Overused and the 10 Most Underused items all in one sheet. If you can take care of the items on this sheet you will be in good shape. NOTE: There are no drill downs or filtering available in this mode.
 - e. Value Displays all inventory items by value.
- 4. Indicate report parameters.

Parameter	Details
Actualize Usage	This makes Actual Usage equal to ideal usage on actualized items.
Key items	Show only key items in the report, if a key item inventory use this setting.
Opening Date	Opening Inventory Date
Closing Date	Closing Inventory Date
Hot List	If a hot list inventory or you simply wish to filter the report by hot list.
Hide Zero Values	This removes any items that have no information for the period
Indicate Category or group	If you wish to filter the report by group or category. (for multiple groups click the button beside

- 5. Select Report Groups Select the groups or groups that you wish to view for the report. (Ex. You may want to uncheck the supplies box.)
- 6. Choose the **Opening** and **Closing Dates**.

7. Click Preview.

From: Monday, May 21, 2012					.,		nounts	-				12:07:4
								Actu	ual Cost of S	ales:	\$89,877.76	27.739
To: Sunday, June 17, 2012			:	Sales: S	\$324,092.71			Ide	eal Cost of S	ales:	\$77,714.07	23.989
						Ide	al Usade d	alculation	Varia	ance:	\$12,163.69	3.75
Note: Inventory amounts that have been a				w Inventory R	leport".				W	aste:	\$2,306.97	0.719
Ideal amounts marked with * have be	een actualized.	. i.e. Ideal = A	ctual				based on		Net Varia	ance:	\$9,856.72	3.04
							Daseu on				D:00	
Description	UOM	Opening Inventory	Period Purchases	Ending Inventory	Actual Amount	Usage Value	Amount	Jsage Value	Was Amount	te Value	Differe Amount	ence Valu
ood Sales: \$285,524.87					Inv + Puro			- Acutal I				
Beverage				Opening	IIIV + Purc	indses - E	nuing my	= Acutai	Usage			
Apple Cider	CS	0.000	0.000	0.000	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.0
Aqua Panna Bottles	ea	37.000	0.000	29.000	8.000	\$6.57	8.000	\$6.57	0.000	\$0.00	0.000	\$0.0
Beverage	ea	0.000	0.000	0.000	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.0
Coffee Bean	lb	21.006	20.000	17.807	23.199	\$144.00	20.114	\$124.85	0.000	\$0.00	3.085	\$19.1
Coffee Decaf	lb	12.000	5.000	11.200	5.800	\$37.61	0.000	\$0.00	0.000	\$0.00	5.800	\$37.6
Coke	CS	2.000	6.000	1.900	6.100	\$373.03	3.249	\$198.69	0.000	\$0.00	2.851	\$174.3
Coke Credit	ea	0.000	0.000	0.000	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.0
DecafTea	CS	0.000	0.000	0.000	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.000	\$0.0
Diet Coke	CS	1.500	5.000	1.300	5.200	\$318.50	3.059	\$187.37	0.000	\$0.00	2.141	\$131.1
Dr Pepper	CS	1.100	5.000	0.900	5.200	\$312.04	2.032	\$121.93	0.000	\$0.00	3.168	\$190.1
Di l'oppoi	CS	1.400	0.000	0.800	0.600	\$16.14	0.000	\$0.00	0.000	\$0.00	0.600	\$16.1
Equal	CS .				0.200	\$1.20	0.000	S0.00	0.000	\$0.00	0.200	S1.3
Equal Hot Cocoa	CS	0.800	0.000	0.600	0.200	• · · · • •						
Equal		0.800 1.200	0.000	0.600	0.200	\$0.87	0.150	\$0.65	0.000	\$0.00	0.050	
Equal Hot Cocoa	CS					• · · · • •		\$0.65 \$0.00	0.000	\$0.00 \$0.00	0.050	\$0.2
Equal Hot Cocoa Hot Tea	CS CS	1.200	0.000	1.000	0.200	\$0.87	0.150					\$0.2 \$0.0 \$5.1
Equal Hot Cocoa Hot Tea Hot Tea Earl Grey	CS CS box	1.200 0.000	0.000	1.000 0.000	0.200	\$0.87 \$0.00	0.150	\$0.00	0.000	\$0.00	0.000	\$0.2 \$0.0

TIP– All numbers in this report have supporting data if you click on them.

Click on open or closing **Inventory** to see where counts were made and values, Click **Purchase** amount to see all invoices, Click **Sales** to see all recipe sales in which the item relates, Click **Waste** to see waste details.

Account Purchase Detail Report

This is a useful report to use to compare account totals between OC and you accounting log to make sure they match.

- 1. Click **Reports** from the Main Menu.
- 2. Click Accounting and select Account Purchase Detail.
- 3. Select your dates and **Preview** and **Print** the report.

Review Inventory Report

This is a useful report to use to utilize to review what the inventory value is with all prep items separated back into their ingredients.

- 1. Click **Reports** from the Button Bar.
- 2. Click Inventory and select Review Inventory.
- 3. Select your dates and **Closing Inventory** and **Preview** the report.

Export Accounting Data

You can export your purchases to Quickbooks or other popular accounting systems helping to save time when doing your bookwork. Please consult the help file to see setup requirements.

- 1. Click **Export Accounting Data** from *Main Menu Toolbar*. A listing of all unexported invoices will be listed
- 2. Select all or select the ones to export.
- 3. Click **Export** and a file will be made to import to Quickbooks.
- 4. **Open** Quickbooks and select File, Import Data, Purchases and .iif and select the file and click Import

Summary

Most of the day to day operations are covered within this guide but for more detailed information please consult the Help File located to the right on the Optimum Control Desktop.

For any questions please contact our helpdesk at support@tracrite.net

or call 1-888-798-5555 (within North America.