






Optimum Control Quick Reference Sheet

This sheet is a quick reference to use in processing weekly information. Refer to Day to Day Manual and Optimum Control Help for more details.

Counting Inventory

1. Click **Count Inventory**  from the *Main Menu*
2. Click **New** to create a new inventory (If the inventory is already created, double click on the date to open)
3. Enter the **Inventory Counts** and click **Save**. Press Enter to move from row to row. You will be counting in the center “count unit” row for the most part (you can enter counts in all 3 columns and Optimum Control will add them together).
4. Once our counts are complete, click **Summarize Counts**. . Make sure all **Invoices, Daily sales, Sales Mix** and **Waste** have been entered up to this date.
 - a. This is very important as Optimum Control automatically adds or subtracts inventory based on all Invoices, Sales Mix and Waste that has been entered to date.
 - b. You must verify that your **Sales Mix** contains a transaction report for each day of business from POS and that there are **NO Pending Sales**.
5. Once summarize is complete you will be presented with the **Inventory Summary** window. This has calculated and totaled all the counts for each item. All the stock will be valued and the **Prep/Batch recipes** will have been extracted and listed in the **Qty in Prep** column.
6. **Suggestion** – Click on the header for **Calculated Value** to re-sort the information from lowest to highest amounts and then again to see from highest to lowest. This will give you an indication of any potential counting mistakes where you may have entered 50 case of an item rather than 50 pounds.
7. Once you have reviewed the **Inventory Summary**, click **Finalize**. 

Review Videos -



Setting up Count Sheets - <https://www.youtube.com/watch?v=tN-3m7YkryY>

Print Count Sheets - <https://www.youtube.com/watch?v=UY1sS2t1Mn0&t=6s>


Entering Inventory Counts - <https://www.youtube.com/watch?v=hwNBkEKdhG4&t=13s>

Adjusting Inventory




You may need to adjust your inventory counts

1. Click **Inventory** and open the desired inventory by double clicking on the date of the inventory.
2. Click **Adjust Countsheet** 
3. Make any adjustments as necessary to your counts.
4. Click **Resummarize** 


Enter Invoices

1. Click **Invoices**  from the *Main Menu Button Bar*
2. Click **New**
3. Enter in the **Supplier, Invoice # and Invoice Total**.
4. Choose the items on the invoice from the list on the left
5. Enter the **Qty** of each item purchased
6. Enter the total value purchased (Optimum will calculate unit cost)
7. Enter any Expenses (non-inventory purchases)
8. Enter taxes if applicable
9. Click **Save**

Import Supplier invoices from digital file (EDI)

1. On the Main Menu click **Invoices**. Click Invoice Import. 
2. 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.
3. Click **Get Invoices**,  this will download any new invoices that are available from the supplier.
4. Correct any issues as listed (consult manual/help file). Mostly you will be required to add a new case size.
5. Select the **Import?** Checkbox to have the invoice processed to database
6. Click **Process** 
7. Review Price changes and confirm.

Enter Waste



1. Click **Waste**  from *Main Menu Toolbar*
2. Click **New**
3. Select **Waste Date** (for a group of days choose the latest day)
4. **Enter** Items, preps or products
5. Click **Save**












Video – How to Enter Waste - <https://www.youtube.com/watch?v=s970vS-Rt4M>

View Sales Mix

1. Select **Sales** from the *Main Menu* to view the imported sales.
2. Double click any date to view sales for that day
3. The sales mix calendar will appear. Always double check **Sales Mix** and **Pending Sales** before you summarize inventory. Make sure you have a **Sales Mix** for each day of business.
4. Review any **Pending Sales** (match any description mismatches or ignore non-relative products)

Pending Sales


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

Icon	Details
	These are items that have been processed and are correct.
	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  the item , Switch the description  or unlink this item 
	This product is ignored. Click and choose  to unignore.

Reports

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. Select **Open** and **Close** dates. You can click on **Opening** or **closing** counts to see where counts were made, **Purchases** to see all invoices, **Ideal** amounts to see all **Products Sold**.

If you have any questions, please consult the help file or call 1-888-798-5555.