

Entering Items

To enter a new inventory item, click **Items** on the short cut bar and **New**. You can also access the items window by clicking on- **Inventory, Items, New**.



Tip: To enter an item similar to another item. Click Duplicate and enter information for the new item

Once you have saved the item you can click on the Secondary button and assign any additional storage locations

The Items window is broken into 3 sections:

1. Core Information
2. Case Information
3. Summary Information

Items - Core Information

Description – Enter in the name of the item you purchase. Use something that makes sense to you and to your staff.

Inventory Group- Select the reporting Group for this item. To add a group- click Set Up (from upper menu), Choose Item Product Groups, New.

Main Location (Primary Store Location) – From the group down list choose the location in which you keep **most of** this inventory. For the most part this would be the location that you **order from**. For counts you can add as many storage locations for this item as you wish by clicking the Locations- Secondary button. See Item Locations in the help file for additional information. To add a store location click on Set up (from the upper menu), Storage Locations, Add.

How is it used in Recipes?- This is the recipe unit of measure.



Tip: Try to bring everything down to the oz. (Weight), fl oz. (Volume) or each, metric gram, ml (Unit Measure)

Examples:

- Vodka is purchased by the **bottle** but used by the ounce in recipes, select **fl oz.** as the Unit of Measure (UOM)
- Bread is purchased by the **loaf** but used by the **slice** in recipes, select slice as the UOM
- Tomato Paste is purchased **by the case** but used by the ounce in recipes, select **oz.** as the UOM

You can add Units of Measure at any time. Click on Setup (from the upper menu), Units of Measure, Add UOM, Enter Information, Save.

This decision is important as all the data in the program will be tracked by this unit.

Core Information			
Description:	Tomato Paste	Key Inventory Item	<input checked="" type="checkbox"/>
Inventory Group:	Grocery (Food)	Actualize Usage Values	<input type="checkbox"/>
Main Location:	Store Room	GL Account:	Food (Food)
How is it used in recipes?	ounce		

Key Inventory Item – Check off this box if you would like to count this item every time you enter inventory counts. There are some key items that you will want to count every time and others that you will only want to count occasionally (garlic powder, stir sticks etc.)

This feature helps when tracking key items. You may have 500 inventory items but only want to track 75 on a weekly basis. You will only see the items that you want to see on the inventory count sheets and in the inventory window.

Actualize Usage Values – There are some items that you 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. In other words there will be No Variance.



Tip: We recommend that you don't check this off right away. Run the program for a while then decide if it is something you would like to do.

Example: 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). You would have a variance in your overall food cost of the value of 12 pails of oil. If you 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.

GL Account – GL Accounts are the names of the GL Accounts or Chart of Accounts that you want an item to appear under in the General Ledger Report.

These names should coincide with the ones in your accounting software.

Items – Case Information

Supplier – Choose the main supplier for this item from the drop down. If the supplier is not set up yet, add them (Page 7 of Getting Started Guide)

Order Code- Enter the supplier’s order code for the item. This may also be called the item code. **This is important if uploading to supplier’s website.**

Case Description (Optional)- This is the description of the contents of the case and how it’s packaged. Example- a case of eggs has 15 cartons and each carton has 12 eggs. You would type this as 1x12x15 (each case would consist of 180 eggs)

Barcode- (Additional Feature) – Enter in the barcode for this item. If you have a scanner, you can scan the item barcode and it will place into the field. Alternatively, you can generate your own barcodes this gives you the option to generate labels for your shelves that OC Mobile (Optional Product) for Pocket PC scanning can utilize.

Spec. Brand (Optional)- You will use this option if you want to use Bidding. Specify a brand name Example- Heinz, AAA Angus Beef etc. This will let the supplier know what brand you want pricing on.

Group (Optional)- Select an inventory group for this item.

The screenshot shows a 'Case Information' form with the following fields and values:

Supplier:	Sysco	Order Code:	
Case Desc:		Barcode:	
Spec/Brand:		Group (opt.):	
Purchase Price:	\$26.21	per	case
Adjusted Case Cost:	\$26.21	per	cs
How do you report on this item?		by the	can
How many can are in a cs?	6.000	Accept Bids	<input type="checkbox"/>
How many oz are in a can?	100.000	Yield %:	100.00%
<input type="checkbox"/> Additional Suppliers or Case Sizes	Actual Cost Per oz: \$0.0437		

Purchase Price – Enter in how much you pay **PER** unit of measure. Example- You pay \$23.00 **per Case** or \$5.99 **per pound**

Price Incl. Tax Grp. and Tax Grp.(Optional)- See Help File under Tax Grp For detailed instructions

How do you report on this item? – This is for **reporting** and **inventory** counting purposes. Do you report on this item by the **can, pound, package** etc. Example- You purchase the item by the case, the case contain 6 cans; during inventory you count the items by the can

How many (tracking units) are in a (purchase unit) – How many cans are in a case, how many package in a box, how many pounds in a pound etc.?

How many (recipe units) are in a (tracking unit) – How many fl oz. in a can, how many packages in a package, how many oz. in a pound etc.

Accept Bids? – Leave this checked if you want to receive bids on this item. You can also check this feature in the item selection edit window. See Bids in help file

Yield % - If you decide to use this feature, enter the yielded percentage that you end up with when using this item. See Item Yield Factor in the help file

Actual Cost per Unit- The yellow box will show the actual factored cost of the recipe unit (**Automatic**)

Additional Suppliers or Case Sizes? – If you purchase this item from more than one Supplier or you get more than one case size from a supplier you will use this feature. Click Add (top left) and enter the information for the new supplier or the new case size.

Green Peppers Case Sizes

Case Size: Add Remove

Case Sizes

Spokane Produce

400.000 oz / pak and 1.000 oz / oz

Supplier: Order Code:

Case Desc: Barcode:

Spec/Brand: Group (opt.):

Purchase Price: \$0.00 per Price Includes Adj

Adjusted Case Cost: \$0.00 per Tax Code

How do you report on this item? by the

How many are in a ? 1.000 Accept Bids

How many oz are in a ? 1.000 Yield %: 100.00%

Actual Cost Per oz.: \$0.0000

Include on Count Sheets Current Case Size Ordering Case Size

Groups Save Close



Tip: Include on Count Sheets would be used if you want to count both case sizes

Summary Information

Qty on Hand- Displays the current qty on hand in the units that you selected that you are wanting to track this item in

Current Value- Displays the value of the current qty on hand

Last Purchased- Indicates the last date this item was purchased. Once you start using the purchase features of the software this field will be automatically displayed. You can also see this information in **purchasing/supplier item recap**

Reorder Level- Select the minimum and maximum order levels. Enter either the purchase unit or the case unit, you will notice that any conversions are done for you automatically. You can also set the reorder levels by clicking on the Inventory tab in the Upper Menu, Inventory Level Management. See Inventory Level Management in the help file for more information.

You can use Optimum Control to generate a suggested order sheet based on par levels. To use this feature, click Purchases in the Upper Menu, then Order Reminder

Comments / Notes- Add additional notes if required. Example: Expiration length, how the item should look when delivered

Qty On Hand:	0.000 can	Reorder Level	
Current Value:		Min:	0.00 cs = 0.00 can
Last Purchased:		Max:	0.00 cs = 0.00 can
Comments/Notes:			