

How to import sales from your POS System

1. Select the date of this sales mix, or if you are entering for a group of days, enter the date of the last day of this group. If processing automatically from your POS system then the date will automatically be processed.
2. Click on the Import POS File button. A window will be opened prompting you to select a file. Select the file you wish to import. Click **Open**.
3. Do Selling Prices Match? Average selling prices are indicated in the left hand POS column "price". Any prices that are not the same in Optimum Control and your POS will be marked in red. All those that are the same will be marked in green. This is a valuable tool because if you have determined a certain profitability based on a selling price and you are not getting that with the POS system then you will be making less money.
4. Once imported, Optimum Control provides a preview screen so you can verify the information being imported from your POS and make any necessary corrections. NOTE: If numbers appear instead of product names then you have not set up all of the menu products to correspond to the file you're importing.
5. Click **Save**. The imported data will now analyzed to determine if any changes or mismatched to recipes have occurred and if any new recipes need to be added to Optimum control. Once all recipes and mismatches are dealt with click Save to complete the final save. Any products you did not complete at this time will be saved as **pending sales**.

Joos Fine Dining		3 - Micros (3700)						Date Ending	
Item Description	Price	Price	POS ID#	Prom	Sold	PROM+Sold	Total	Dec 30, 2010	
1	1	\$8.01	1	0.00	8.99	8.99	\$71.99		
18	18	\$5.00	18	0.00	10.99	10.99	\$54.95		
154	154	\$5.00	154	0.00	8.00	8.00	\$40.00		
Meatloaf Dinner	8.45	\$11.00	55	0.00	2.00	2.00	\$22.00		
24	24	\$4.00	24	0.00	1.89	1.89	\$7.56		
13	13	\$4.00	13	0.00	0.99	0.99	\$3.96		
306	306	\$2.00	306	0.00	5.95	5.95	\$11.90		
160	160	\$10.00	160	0.00	4.00	4.00	\$40.00		
Hamburger Combo	3.99	\$11.00	61	0.00	2.00	2.00	\$22.00		
Teriyaki Chicken Stir Fry	6.99	\$7.50	62	0.00	2.00	2.00	\$15.00		
Peach Melba Dessert	4.49	\$5.00	63	0.00	4.49	4.49	\$22.45		
264	264	\$1.50	264	0.00	1.00	1.00	\$1.50		
WSoup Cup	1.50	\$1.50	65	0.00	11.00	11.00	\$16.50		
SPINACH SAL	9.50	\$9.50	66	0.00	2.50	2.50	\$23.75		
Coffee-8oz Cup	1.00	\$23.00	77	0.00	1.00	1.00	\$23.00		
					0.00	81.47	81.47	\$482.46	



Tip: If numbers appear to the left. There are recipes have not been set up in Optimum Control yet. When you click Save, these items will be listed for you to set up. Always click yes on the mismatch window, this will allow you to add or link recipes and also identify any changes.