

Inventory

Setting Up an Inventory System

Getting your inventory set up for ordering involves:

- 1) Setting up a cost center that is the entity for which you will be ordering such as your business, school, or food service operation.
- 2) Entering information for each vendor.
- 3) Importing or entering the inventory items ordered from each vendor

Entering Cost Center Information

ID	Cost Center/Location	Street Address	City
XXXXXXXXXX	My Center	100 Main Street	My City
State/Province	Zip Code	Country	
IL	60010	USA	
Phone	Fax	Email	
847-304-3906	847-304-3907	info@train1.com	
Notes			

Locations	Shelf	Physical Inventory Reconciliation Period in Days
▶ Chemical Room	Shelf	14
Dairy Box	Dressings	Remind <input checked="" type="checkbox"/>
Dairy Box	EggsAndCheese	
Dairy Box	Nourishments	
Record: 1 of 28		

Illustration 1 A Cost Center is one facility such as a school, a food service operation for an institution, or a restaurant. Use this form to store all information about a Cost Center. Fill in the number of days you plan to have between doing physical inventory reconciliations. Check the box if you would like a reminder. A message will remind you one day before the physical reconciliation period is up. The message will appear when the inventory functions are accessed.

CookerPro supports multiple Cost Centers/Locations. Make a separate entry for each Cost Center where you would like to track costs. If you have more than one Cost Center at an address, enter these separately. Assign an ID to each Cost Center. Since it will later be used to identify Purchase Orders for the cost center/location, an ID the user will recognize, as belonging to the cost center/ location, should be assigned. **If using eSysco, the Cost Center ID should be your 10digit Sysco customer ID.**

SubLocations	Shelf
Chemical Room	Shelf
Dairy Box	EggsAndCheese
Dairy Box	Dressings
Dairy Box	Nourishments
Freezer	Appetizers
Freezer	Bakery
Freezer	Chicken
Freezer	Cookies
Freezer	Meats
Freezer	Pasta
Freezer	Seafood
Freezer	Vegetables
Produce Box	Vegetables
Produce Box	Fruit
Store Room	Baking goods
Store Room	Mixes
Store Room	Canned Goods
Store Room	Cold Cereal
Store Room	DryBeans/Pasta/Potatoes
Store Room	Emergency Supplies
Store Room	Hot Cereal
Store Room	Paper Goods
Store Room	Sugar/Tea
Store Room	Sauces
Store Room	Soup Base
Store Room	Vinegar/Spices
Store Room	Condiments
Store Room	Beverages

Illustration 2 Above is an example of a set of storage shelf locations. For each physical address, make a separate entry for each shelf within each location.

Entering Vendors/Suppliers

Include the Primary Supplier ID, which can be any combination of letters and numbers. The Supplier Name for the Sysco supplier entry should be: Sysco. The name, in this instance is case sensitive.

Supplier	Inventory Items	Bids	
PrimarySupplierID	sys		
Contact Name	no name	Fax	847-304-3907
Supplier Name	Sysco	E-Mail	info@sysco.com
Supplier Address	100 Main Street	Homepage	
Supplier City	My City	Comments:	
State/Province	il		
Postal Code	60010		
Country	USA		
Phone	847-304-3906		

Illustration 3: Store All Information For Suppliers.

Import Wizard and Specifications

CookPro users can use the Inventory Import Wizard to import a vendor's inventory. The wizard allows the user to set the specifications for the file that is to be imported.

Create File Import Specifications

Use the Import Wizards to create specifications for inventory, bids, or sales information files that you would like to import:

- ✚ Name the Specification
- ✚ Check 'Delimited' if the fields are separated by character such as a comma
- ✚ Enter the Character if the file is delimited
- ✚ Select the fields in the order they occur in your file
- ✚ Use 'Ignore' if the field is not in the list
- ✚ If the file is not delimited, enter a width for each field

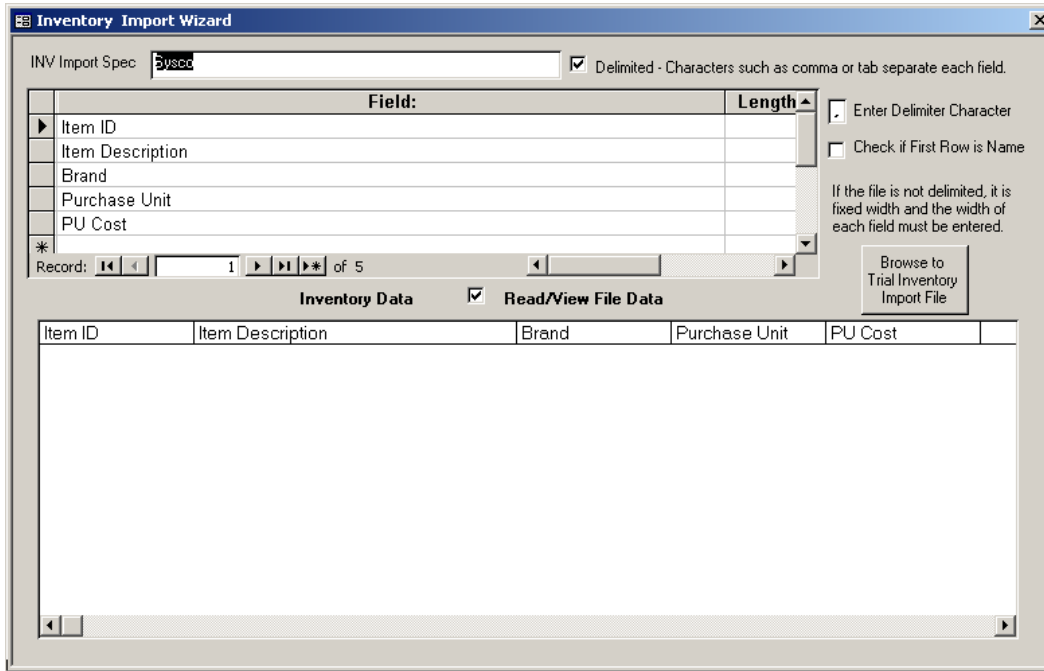


Illustration 4 Use the Inventory Import Wizard to import your vendor's inventory.

Importing/Exporting Inventory

Vendor Inventory Import: After setting specifications for a file click the 'Vendor Inventory Import' tool on the toolbar and select that file for import. This import establishes records for new inventory items.

Import Master List: You can import and export a master list of inventory. This import establishes a record for a new inventory item without a shelf assignment. Click the 'Import Master List' tool on the toolbar and select invMaster.xls after this template has been populated with your data.

Import Cost Center Inventory: Importing and exporting cost center inventory also provides support for setting up a multi-location operation. This import establishes a record for a new inventory item including the shelf assignment and quantities. If an item is already in the database it updates quantities.

Click the 'Import Cost Center Inv.' tool on the toolbar and select 'Cost Center Inventory.xls'.

Setting Up Inventory

Enter Inventory Items

Go to Inventory ->Add An Inventory Item. The Primary Inventory ID, can be any combination of letters and numbers, but should be the unique designation that your supplier uses to identify an inventory item, and the Inventory Item name. Click Enter Detail for This Item. You will go to the form in the Illustration below where you can add the Brand, Purchase Unit (PU), the I/U Per PU, and the Package Type. An example would be 50 (PU-Full Par), Box (Purchase Units), of 50 (I/U Per PU) 1 LB bags (Package Type).

Next, enter the External ID, a designation consisting of numeric and/or alphabetic characters that uniquely identifies an inventory item for an external accounting system, and the UPC, the Uniform Product Code for an item which is a code used by vendors, if you are using these fields.

Choose an accounting category from the drop-down list or enter an accounting category. The 'accounting category' is the common category that you would use to classify inventory, such as 'meat' or 'dairy'. Choose a supplier from the drop down list (supplier must be previously entered to appear on this list). **Each inventory item must be assigned a supplier for purposes of ordering and tracking orders.**

Enter the PU Cost. If this is a random weight item, check the box and use the wizard to calculate the PU Cost. The IU Cost will be calculated based on the PU Cost entered.

Check the box if this is a special order item. Also, check the box if this is an item you would like to keep on the master list for purpose of distribution to other units or as a backup of your inventory master files.

Users can choose an accounting method, {LIFO (Last In First Out), FIFO (First In First Out), or current purchase unit cost} for tracking inventory extensions. Go to Setting->Accounting Method Settings on the menu bar to make your selection.

The screenshot shows a software window titled "Inventory" with a tabbed interface. The "Inventory Item" tab is active. The form contains the following fields and controls:

- ID:** 98765432
- Item:** Coke
- Brand:** Coca Cola (dropdown)
- PU:** CS 24/12 Fl oz (dropdown)
- IU Per PU:** 24
- IU:** 12 (text), OZ (dropdown)
- Package Type:** Can (dropdown)
- ExternalID:** (empty text field)
- UPC:** (empty text field)
- Accounting Category:** No Category (dropdown)
- Supplier:** Sample (dropdown)
- Always Assign Low Bid Supplier:**
- Random Weight Flag:** (with a "Random Weight Wizard" button next to it)
- specialOrder:**
- PU Cost:** \$4.82
- I/U Price:** \$0.20
- Freight:** \$0.00
- Master List Item:**
- Sell By Price:** \$0.00
- Price Multiplier:** 1
- Enter New Item:** (button)

At the bottom, there is a record navigation bar: "Record: [Navigation icons] 9 of 21".

Illustration 5 Inventory Form

Inventory Posting Considerations

Posting deductions to inventory based on a menu requisition or sales information requires the same planning. The following are some general rules for setting up inventory in a manner that provides for accurate deductions. CookenPro inventory is based on Purchase Units, Inventory Units, and the number of Inventory Units contained in a Purchase Unit.

The Purchase Unit is the unit you buy from the supplier. Examples are:

- CS 1/88 CT limes – a case of 88 limes
- CS 16/5 LB ground beef– a case or box of ground beef, which may have a random weight and price that you do not know until you have received it.
- CS 24/12 oz Soda Pop – a case 24, 12 oz cans
- CS 6/#10 Marinara sauce – a Case of 6, No 10 cans.

The Inventory Units in these examples that correspond to the above are

- 1 each
- 1 pound
- 1 can
- 1 #10

When inventory units are subtracted, the program rounds up to the next unit. This works well for most inventory items, but there are some items, which require minor modification of the inventory item in order to make accurate deductions. An example of this type of item is a case of onions that comes 1 25-pound bag to a case. – CS 1/25. This item has the Inventory Unit equal to the Purchase Unit. When a portion of the Inventory Unit is deducted from inventory, the entire Inventory Unit is deducted. In this case the entire 25 pound bag of onions.

A more desirable way to track inventory for this item is to estimate approximately how many onions are in a 25-pound bag and establish this as the Inventory Unit. Example: PU = CS 1/25. Assuming 1/3 pound average for one of these onions, the Inventory Unit can be established as 1 Onion Each, 75 Inventory Units contained in each Purchase Unit. Therefore, if your recipe designates a whole onion, a whole onion will be deducted from inventory for each serving of the recipe in a menu plan, or for each instance of the recipe sold and then entered through the POS module.

One other kind of Inventory Unit deserves special attention. This is any “bulk” unit in which the Inventory Unit is the same as the Purchase Unit.

Examples are a 50-pound sack of flour or a 5 pound loaf of meat. In the first instance, if your recipes are by weight for the most part, the Purchase Unit should be “SACK 1/50” (or whatever your supplier designates) and the Inventory Unit should be “1 LB Each”, 50 contained in the Purchase Unit. Alternately, if your recipes are mostly by volume with respect to flour, you can convert a pound of flour to 2.2 cups and your Inventory Unit in this case would be “1 Cup Each”, 110 contained in each Purchase Unit.

In the case of the 5 pound loaf of meat, if you sell it by the pound only, the Inventory Unit should be “1 pound each”, 5 contained in each Purchase Unit. If you also make sandwiches and you commonly use 1/8th pound for a sandwich, then the Inventory Unit should be “. 125 Pound Each”, 40 contained in a Purchase Unit.

The purpose of deducting from inventory in this fashion, is to keep a running total of inventory based on utilization, or to maintain a “theoretical” inventory, which is then compared against actual inventory taken at

the time of Physical Reconciliation. If the inventory is set up correctly, it should be easy to maintain the “theoretical” inventory accurately.

ASSIGNING A COST CENTER/LOCATION

Select a Cost Center and all locations will appear in the box below the ID. To assign a location and shelf, click the entry. It will appear in the bottom section of the form.

Inventory Item: Tea Bag Green Zen

Select Cost Center for: Tea Bag Green Zen

Select ID from this drop down list and click below to select a sublocation/shelf

Cost Center	Location	Shelves	PU Qty	IU Qty	Sell From
0000002	My Café	Cereal		My Center	
xxxxxxxxx	My Center			My Center	
0000001	My Restaurant			My Center	
Store Room		Paper Goods		My Center	
Store Room		Sauces		My Center	
Store Room		Soup Base		My Center	
Store Room		Sugar/Tea		My Center	
Store Room		Vinegar/Spices		My Center	

Locations selected for this item appear below with current quantities.

Cost Center	Location	Shelves	PU Qty	IU Qty	Sell From
▶ My Center	Store Room	Sugar/Tea	0	CS 6/24 CT	0 CT

Total PUs: 0.00 Total IUs: 0.00

Illustration 6 Above is the Inventory Tab for assigning location the shelf location of an item.

Setting Par

If you plan to order manually, you do not need to set par levels for items.

If you plan to generate orders, enter the Par Level and check either PU or IU quantities. The Par Level is the level at which you would like to automatically generate a purchase order for the difference between the Quantity On Hand and the maximum stock level.

In the example below, tea bags will be ordered if there is only 1 full case or less and the order will be what will bring the inventory level up to 5 cases. If an order is automatically generated, the On Order box will be automatically checked until the order is received and posted.

Inventory Item	Locations	Set Par	Restock	Bids/AlternateVendors			
<div style="display: flex; justify-content: space-between;"> Par Wizard Set Par Level </div>							
Cost Center	Location	Shelf	Full Par	Select PU or IU for Par	Par/Reorder Level	On Order	Do Not Order
My Center	Store Room	Sugar/Tea	5 CS 6/24 CT	<input checked="" type="radio"/> PU <input type="radio"/> IU	1 CS 6/24 CT	<input type="checkbox"/>	<input type="checkbox"/>
Record: ⏪ ⏩ <input type="text" value="1"/> ⏴ ⏵ ⏶ ⏷ of 1 Use the navigation buttons to page through the locations.							
ID	6094171						
Item	Tea Bag Green Zen						

Illustration 7 Above is the Inventory Tab for Setting Par.

Inventory Advanced Find

Click Inventory->Edit Inventory on the menu bar. All items will be available and you can page through these items using the navigation buttons at the bottom of the page. To search for a particular item or selection of items, go to Advanced Find on the toolbar and search by keywords or use any of the drop-down boxes to narrow your search. If you type in lettuce and select the supplier Sysco, all Sysco inventory items with lettuce in the name will be available and you can page through this list.

Inventory

Inventory Item	Locations	Set Par	Restock	Bids/Alte
ID	<input type="text" value="1008200"/>			
Item	<input type="text" value="Lettuce Boston Fresh"/>			
Brand	<input type="text" value="Packer"/>			
PU	<input type="text" value="FC 1/24 CT"/>			
IU Per PU	<input type="text" value="1"/>			
IU	<input type="text" value="24"/> <input type="text" value="CT"/>			
Package Type	<input type="text" value="Each"/>			
ExternalID	<input type="text"/>			
UPC	<input type="text"/>			
Accounting Category	<input type="text" value="Produce"/>			

Advanced Find For Inventory

Enter Keywords (Separate Keywords with spaces and put a phrase in quotes.)

Search Now

Your Search Description

Enter Keywords To Include

Do You Want To:

Include Any
 Include All

Random Weight Items

 Only
 Exclude

Special Order Items

 Only
 Exclude

Limit Your Search

By Cost Center

By Supplier

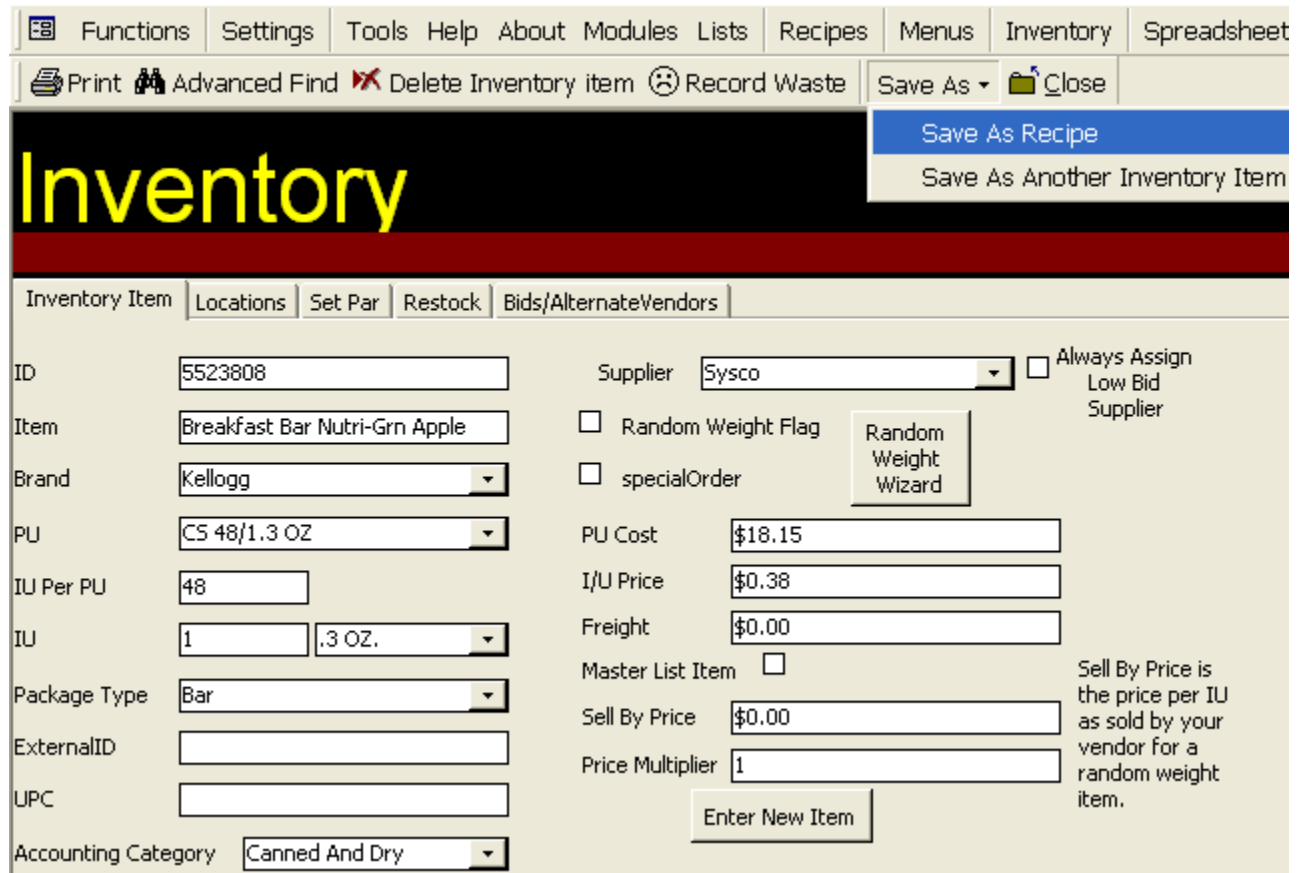
MyGrocer
MyVendor
Sample
Sunrise
Sysco

By Brand

Accounting Category

Save As Another Inventory Item or As A Recipe

You can save an inventory item as a recipe or as another inventory item.



The screenshot shows the 'Inventory Item' form in a software application. The 'Save As' dropdown menu is open, showing two options: 'Save As Recipe' (highlighted in blue) and 'Save As Another Inventory Item'. The form fields are as follows:

Field	Value
ID	5523808
Item	Breakfast Bar Nutri-Grn Apple
Brand	Kellogg
PU	CS 48/1.3 OZ
IU Per PU	48
IU	1 .3 OZ.
Package Type	Bar
ExternalID	
UPC	
Accounting Category	Canned And Dry
Supplier	Sysco
PU Cost	\$18.15
I/U Price	\$0.38
Freight	\$0.00
Sell By Price	\$0.00
Price Multiplier	1

Illustration 8 When the Breakfast Bar, above, is saved as a recipe, that recipe can be added to a menu.

Physical Inventory Reconciliation

Determine Inventory

IF INVENTORY ITEMS EXIST

After you have assigned each item to a location, you are ready to determine what inventory you have and what you need.

- 1) Go to Inventory->Physical Inventory Reconciliation from the Menu Bar and click '**Refresh Data**'.
- 2) Select a Cost Center from the drop down list.
- 3) From the toolbar, you can print a physical inventory worksheet.
- 4) Count inventory and enter the new values on the worksheet.
- 5) Transfer the values to the Physical Inventory Reconciliation form. Enter a PU quantity and an IU quantity or enter only a PU using a decimal or fraction i.e., 1 ½ and the calculation of correct PU and IU will be made for you. Hit the space bar after the fraction.
- 6) Select a Cost Center.

- 7) Review the changed Physical Inventory Reconciliation form before you click 'Update Inventory from Reconciliation'.
- 8) Click 'Update Inventory from Reconciliation'. Reconciliation must be for only one Cost Center at a time. (Be careful not to 'Refresh Data' after entering new values because this will erase you entries.)

IF INVENTORY ITEMS DO NOT EXIST

If inventory items do not exist in your locations, you can do the Inventory Reconciliation prior to ordering items. A shelf location must be assigned to an item before ordering. If a Par level has been set, PU or IU selected, and a Full Par value assigned, an order will be automatically generated when you go to Purchase Orders and click 'Generate POs'. One order will be produced for each vendor/supplier where items ordered are to go to the same cost center/location. Make sure that the 'On Order' button on the Inventory form is not checked if you want an order to be automatically generated.

Ordering

Enter Manual Purchase Orders

If you would like to create a manual order, click 'Manual Purchase Order', select a supplier, and click 'Create Purchase Order'. When the Purchase Order comes up, select a Cost Center/Location and enter each item and quantity. You can use the Ordering Template, available from the toolbar at the top of the page. This is a list of all items stocked at the location for which you are ordering and assigned to the supplier from whom you are ordering. You can go down the list and enter any quantities you would like to order in the Qty field. You can enter a fraction or decimal if you want to order something other than a whole purchase unit. When entering a decimal value, hit the space bar or tab after the last number. When entering a fraction, put a space after any whole number and a space or tab after the fraction.


The remaining information: units, PU Cost, and Total Item Cost will appear. Only items that have been stocked at a location are available for that location. You can add any items or edit items after the PO is saved. If you add items not assigned to the vendor from whom you are ordering, the vendor and vendor's item number (entered on Bids), if one is available will be updated.

Receive an Invoice

CONVERT A PURCHASE ORDER TO AN INVOICE

When an order arrives, select 'Enter an Invoice' from the Find an Invoice form. Enter the Invoice number and select, from the PO/Supplier list, the purchase order that you would like to convert to an invoice. Click 'Save and Enter Invoice' and the Receiving an Invoice form will come up with all information from the original PO. Make any changes necessary. You can add and edit items on this invoice. If you add an item that is not assigned to the vendor from whom you purchased, the vendor and the vendor's item number (if one is entered in the bids tab) will be updated.

Always enter the Extended Cost which is the total paid for the quantity received of an item. There are two ways to enter the quantity received.

-  Enter the number of purchase units. You can enter a fraction or decimal if you are receiving something other than a whole purchase unit. When entering a decimal value, hit the space bar or tab

after the last number. When entering a fraction, put a space after any whole number and a space or tab after the fraction as in: (1 1/2).

✚ Alternately, enter the 'TUQty/Catchweight' which is the actual number of inventory units or, if purchased by the pound, the number of pounds.

Click 'Post To Inventory' to apply the invoice to your inventory. If you have applied physical inventory reconciliation, this inventory adjustment will appear on reports after the next reconciliation has been applied.

Convert a PO to an Invoice or import an invoice. Make any changes necessary. Click 'Post To Inventory' to apply the invoice to your inventory. If item costs are different than the corresponding costs on the purchase order, you will be asked if you want to update inventory with this price change.

Reports

Purchase Order Report – Click Print Preview when viewing a PO

Invoice Report – Click Print Preview when viewing an Invoice

Physical Inventory – Click Inventory-Physical Inventory Reconciliation – Select Cost Center and click PhysInventoryWorksheet

Reports – Breaks down inventory costs and extensions by category, date, item, and supplier; shows reconciliation details.

Spreadsheets – Food Costs – Tracking Costs – User selects a date range, one or more vendors, and one or more accounting categories. User can send to this Excel.

Spreadsheets – Inventory – Extensions – Shows extensions for all items but user can select a cost center. User can send to this to Excel.

Spreadsheets – Inventory – Extension Totals – Shows extensions totaled by accounting category and user can select a cost center. User can send to this to Excel.

Spreadsheets-Invoices-Invoice Report- Select a Start and End Date and one or more vendors. User can send this to Excel