Positouch back office reference manual

Skip to the content positouch Documentationpositouch manual pdf Touchscreen Point of Sale restaurant software and back office management. POS software for Dine-In, Bar, Take-Out, Delivery, Fast Food and Retail.Service POSitouch tutorials to help you get the most out of your POSitouch point-of-sale system. Menu Program and Quick Menu Tutorials MenuProgramming. Employee locator replaces the office's manual sign-up/off board. The replaces the old, manual login/switch-off board of the office. Mark an employee as back in the Digital Dining Back Office User's Guide. Informs the restaurant owner and management staff about all back office or management functions. TIME and ATTENDANCE Manual Labor Scheduler, Management Similarly, the POSitouch Time and Attendance/ Labor Scheduling Module for The Time Report can be created from the back office for a specific day or week.8 March 2013 11 Feb 2013 Authorized staff from the back office can adjust these hours as needed. in the POSitouch BackOffice Reference Manual: Windows Edition. The POSitouch back office provides approximately 50 standard reports that deal with sales, work and inventory control. Report Categories Include: Custom Report The RCS Back Office Operations Guide is divided into two main sections, the Introduction . follow the instructions for the system you are using. All bike racks 103a manual Ap stylebook or the chicago manual of style Spectrum 128 manual Hiab 060 parts manual 3sk1121-1ab40 user manual You must be logged in to respond to this topic. Discover how POSitouch features such as quick menu, server and cashier banking, automated menu changes for happy hour, inventory management, time and attendance and order routing, to name a few, can help your restaurant become more profitable, efficient, and productive. The application is used in thousands of operations across the country and can be scaled to meet your specific needs. POSitouch's Windows-based, open architecture software is amazingly easy to use, maintain and extend as your business grows. 1 POSitouch Inventory Control (for arbitrary and fixed periods) and Food Cost Guide with Inventory Reports Edition V POSitouch Inventory Control and Food Cost Guide PAGE i 2 TABLE OF CONTENTS PREFACE TO V EDITION... III FOREWORD... IV INTRODUCTION... 5 GETTING STARTED... 5 INVENTORY SETUP... 11 EDIT VENDOR FILE... 31 MENU ITEMS EDIT INGREDIENTS AND RECIPES... 35 REZEPTE, CHARGES AND FOOD COSTS... 51 PRODUCTION CHARGES, IN WORK... 57 EDIT VENDOR WORKSHEET... 70 INVENTORY WORKSHEET EDIT... 81 ENTER INVENTORY... 88 ORDER ENTER TRANSACTIONS ADJUST INVENTORY COLLECT SKAT-VERKAUFE DIE DATEN CREATE PL UND PD FILES ADVANCE THE INVENTORY PERIOD INVENTORY REPORTS VENDOR LIST INVENTORY WORKSHEET FOOD USAGE REPORT COST OF GOODS ON HAND REPORT RECIPES TRANSACTION DETAIL REPORT ON HAND REPORT PURCHASE LOG REPORT REPORT COST ANALYSIS REPORT AFTER ORDER REPORT FOOD USE IN THE COMPARISON TO SALE REPORT UTILITIES APPENDIX 1 INVDBFW DATA MAP APPENDIX 2 INVRPTW COMMANDS APPENDIX 3.ORD FILE APPENDIX 4 PO IMPORT UTILITIES APPENDIX 5 ARBITRARY INVENTORY DATA FILES APPENDIX 6 PAR LEVEL ERROR MESSAGES... 278 3 PREFACE TO EDITION V. This edition integrates the number of arbitrary inventory agents into the product with the ability to perform multiple counts per day. The concept of inventory periods still exists in the product, but is replaced by the functionality of creating inventory worksheets that can be defined as daily, weekly, or monthly. The counting of these ingredients can be taken several times a day. This effort makes the POSitouch reports timely and accurate, as it includes the number and turnover of the guests to the minute. The warehouse system allows the number according to recipe or alternative purity as well as storage or purchasing units. This gives you the extra flexibility to count e.B by CASE, SLEEVE and CUP with an 8 ounce cold cup ingredient item. The ParLevel documentation, which is sold separately, has been integrated into the manual. The Par Level program allows users to generate orders based on multiple s, which allows the definition of unique par levels for different days of the week for individual ingredient items. These changes have been integrated into the reordering report, which now reflects the purchase order information based on the selected par level. There are additional functions related to WASTE accounting for the exhaustion of ingredient items. Waste cannot be entered for both ingredient and menu items. The latter affects the recipe of the menu items and exhausts the exact ingredient elements associated with the menu item. The Food Usage versus Sales report contains additional details in the report that show the accumulation of guest check usage by

ingredient item. Searching for an ingredient item in a warehouse worksheet has been facilitated by a new search feature that lists the pages/rows that an item appears. There is a FIND and NEXT function that moves one to the exact page/line for the item you are looking for. There are new a number of Food Usage vs. Sales command lines that are available with the INRPTW command? access is made to the POSitouch Inventory Control and Food Cost Manual PAGE 1 4 PREFACE POSitouch Inventory Control And Food Cost Manual Brothers Bill and Ted Fuller, owners of Restaurant Data Concepts and the four GREGG restaurants, have developed POSitouch Inventory System and Procedures. The system was later turned into a product by Peter Lipman, the third partner of Restaurant Data Concepts Together with the automated procedures described below, there is a firm belief that discipline and regime are as indispensable as accurate information to run a restaurant. The storage system was originally based on the premise that storage periods do not than a week apart - since the ability to identify and solve a problem requires time addiction. Now the inventory product allows multiple counts per day, which increases the effectiveness of reports and data to control food costs. A large time interval between stocks can obscure stock ingessay of stock problems caused by sudden staff changes by your meat delivery company (facilitated by the fact that no one is considered an exception. To date, GREGG managers carry out an inventory of the entire restaurant every Monday at 5:00 a.m.m the same person at the same time and regularly supervised by the manager. This edition of our product provides the user with a number of shortcuts to make the process of implementing inventory more effortless. The principles of the POSitouch inventory have not changed, but the means to achieve the goal of obtaining valid and accurate data on your company's food costs and inventory have become easier. The marketplace requires flexibility in inventory management, the POSitouch Inventory PRODUCT improves customers' ability to manage their food costs over storage periods of any length. Many features have been added to facilitate features such as automatic order generation, ongoing invoices, batches, perpetual inventory, and so on. But the importance of discipline and regime, which requires the maintenance of controls and accurate data, remains immutable. There are many ways to lose your shirt in the restaurant business, but just one way to make money, and that's to keep your eye on everything! S INTRODUCTION Section 1 The POSitouch Inventory Control System is very similar to many other automated data acquisition systems because its value is only as good as the effort required to ensure that the data is accurate, accurate, and up-to-date. Ingredient information must be cataloged, recipes must be tested for accuracy, and procedures must be established for the periodic recording of inventory, the recording of purchases and the analysis of inventory data. Once the work is done to achieve these goals, the customer benefits from reports that identify a menu item's contribution to margin, food costs, and cost control of ingredients. The daily, weekly, monthly or regular maintenance of inventory data requires minimal attention, giving the accuracy of write data input and the benefits of timely information to guide your business. Note that information about the contribution to margin figures and food costs of Can be retrieved by simply entering a plate cost in the menu item record - without the obligation to create recipes, make inventory and enter invoices. Corresponding business decisions regarding menu changes and product mix can then be made on the basis of this data. This documentation covers the steps that need to be taken to prepare a inventory control system in POSitouch with a particular focus on examples. The idea is that by satatoning the examples from existing ingredient recipes and records, the task of setting up your own inventory becomes less frightening. This version simplifies the implementation process and we'll show you how to show and click your work. The steps are described in the Getting Started section of the guide and then discussed in detail in each of the current sections. Relevant reports are also identified and explained to keep an eye on the goal of its efforts - profits and the final result. Overview The purpose of this POSitouch Inventory Control System is to give the owner/manager control over the use of the ingredient products used in the restaurant. This check is based on picking physical inventories and recording purchases to create information about inventory exhaustion. This can include the daily inventory of 14 items performed religiously by the managers of a restaurant chain, at weekly or monthly supplies of ounces of salt to pound Prime Rib. Using recipes and information about items sold from daily check/transaction files, comparisons are made between actual use and theoretical use of ingredient items to locate areas of theft, waste, or mismanagement. In addition, the perpetual inventory provides theoretical information about what should be on the shelves of the storage rooms. The present report automatically reads the POSitouch guest check transaction file (for items that have been sold) and with the added purchases that provide a current number until the last business day. POSitouch Inventory Control and Food Cost Manual PAGE 1 6 SECTION 1 INTRODUCTION Approach Most inventory control systems use the perpetual inventory concept, which subtracts sold items from inventory and adds items to inventory based on purchases. Although this is an effective inventory principle in many companies, it has disadvantages in restaurants due to the significant conversion of raw materials (ingredients) into finished goods (menu items) and, because of waste, spoilage and theft. The permanent inventory approach to restaurant control can create a false sense of security and generates food cost figures that can be misleading until they are corrected by actual inventory figures. POSitouch focuses its inventory program on inventory as the only effective means of determining food costs. Each step in recording and recording inventory and recording purchases made as simple as possible to allow for a minimum time of data entry. The inventory worksheet is created to follow the arrangement of the inventory areas and is used when entering the inventory counts. When entering purchase information, a preset list of items that the vendor follows the appointment of the vendor's invoicing system; this makes getting started quick and easy. Once the actual use of food has been determined on the basis of inventory, various comparative reports are made available as management tools; z.B. the actual consumption of food (ingredients) compared to food consumption based on item sales information from the Order Entry System by using the recipes. The simplicity of this process promotes regular inventories and thus ensures maximum management are reported. Reports The key to all your work is the series of inventory reports that culminate in all your efforts. For example, the Food Usage Report can be run for any storage period, the assumption is that there was an appropriate count for that day. When comparing the monthly stock counts, you need a starting number, including all items counted in the monthly worksheet, and a final count for the same. A monthly start count compared to a daily repository count results in many items with unusually large variances because they do not have a final count. The number in the report that deserves your immediate attention is the variance number, which represents the difference between actual use and the use of individual ingredient elements. This concept is discussed in the introduction and is constantly mentioned in the manual, as is central to POSitouch Inventory and requires your understanding. Food Usage Report for: YOUR REST AURAN T for 1 week(s) end ng 07 /0700 2 07/07 / ITEM UNI T USA G E DOLLAR USAG E UNIT UNI T INV UNITS IN V GUES T GUES T PER CENT NUMBER DES CRIPT ION MEA S COS T START B ======= = ======= == ======= == = == - B R EAD BAG E LS DOZ PAGE 2 The actual usage number is derived from the following formula: ACTUAL USAGE = (INV START + UNITS BOUGHT) - (INV END) Bagels Actual Usage = ( ) - (5.00) The difference between the actual consumption plus purchased units and subsequent subtraction of the final inventory), the counted inventory and the amount sold , as shown in the guest cheques. No variance or 0% variance means that the number of depleted items is equal to the number of items sold by the restaurant. VARIANCE = (ACTUAL - GUEST CHECKS) Bagels Variance 0.50 = ( ) These numbers begin to have a life of their own if it is your food usage information and your dollars that are presented and accounted for. POSitouch inventory control and 7 INTRODUCTION SECTION 1 Recipes The central component of the POSitouch inventory program is the recipe. Unlike other systems, the POSitouch recipe is part of the menu item record. The recipes consist either of quantities (raw material, purchased goods) or can be a combination of other menu items. For example, a hamburger has a recipe of 1 hamburger roll and 6 weight ounces hamburger (and other ingredients). A hamburger plate can then have the recipe of 1 hamburger (the menu item) and 4 weight ounces French fries. This concept can cascade many levels down until the ingredient value for each element is reached. This approach maximizes the efficiency of creating recipes. Another example is a salad (sub-recipe) #4001, a menu item that does not appear in any menu and therefore has no price. This item has a recipe of ingredients items including: 1 ounce of salad #6001, 1 cherry tomatoes #6002,.5 oz red onions #6003, etc. The recipe for Side Salad #1004, which can be ordered via the touch screens, is another menu item that has the salad menu item (sub-recipe) #4001 as a recipe. Finally comes the 12oz Sirloin Plate #1050 with a side salad and menu item #4001 is included in the recipe. The advantage of this approach is that if the price of red onions becomes outrageous, white onions can be replaced, and with a change in a recipe (in article #4001) the food cost of all menu items that use the side salad (sub-recipe) will reduce the food cost. If you feel lost, don't worry, read on, later sections go through these several times. Components The basic information sections of the inventory module are: Ingredient records: records in the inventory file that describe each ingredient item in terms of purchase, inventory and recipe units, price, etc. Ingredient records have an inventory number of 5000 or in which area you have specified for ingredient items with INCONFIG. EXE utility. Vendor file and vendor worksheet: Information about each vendor and the ingredient items that they typically buy. The vendor worksheet can be organized in any order (in order of a preprinted invoice, alphabetical, and so on). Inventory worksheet: The inventory worksheet organizes the ingredient items in printed grids in the same order as in warehouse areas to facilitate inventory. Orders: Orders allow you to automatically generate orders for your ingredient items based on the minimum order and minimum inventory values that you enter for each ingredient item. Menu item records with recipes: The inventory file contains menu item records that are used for the point-of-sale function. These records contain optional recipes that convert the menu item sold to raw materials. Theoretical inventory depletion is calculated based on item sales information and these recipes. Inventory reports: The Your inventory database and its maintenance is an exercise that provides you with reports that give you information about your business. It is important to know how these numbers are derived, what they tell you about your business, and how you work backwards to determine where the came from. Proper implementation of inventory in your restaurant cannot take place without someone interpreting and analyzing inventory reports to refine and optimize the process. Someone needs to remember the store, read the reports and make sure things are fixed! POSitouch Inventory Control and Food Cost Manual PAGE 3 8 SECTION 1 INTRODUCTION A final thought before we delve into the details; The most important resource you have in successfully implementing your inventory is your own employees. Although the one-man army approach is effective at moving a large amount of work in a small period of time, it is important to understand the inventory of small, trained staff in order to result in job dismissals and to make staff aware of the nuances of the numbers. This understanding of data and concern for its accuracy must be filtered by the owner and general manager on chefs and servers, as well as everyone in between. A person must take responsibility for the analysis of the data and draw the attention of the employees to unexplained deviations that need to be detected. Others should be assigned tasks to help them become familiar with aspects of the inventory process. Staff meetings should be held regularly to interpret reports and verify the accuracy of recipes. The goal is to determine your underlyings for food costs, food use, sales, etc. and to constantly check for deviations, track them and either explain or fix them. This is your database, your business and your money, which is saved by attention to detail. Your POSitouch support staff, this guide, consultants can all help you implement inventory, but ultimately your own staff will make it work for you. PAGE 4 POSitouch Inventory Control and Food Cost Guide 9 GETTING STARTED Section 2 As mentioned in the introduction, retrieving useful information from the inventory module requires a commitment of time and resources. Some customers believe that they are willing to take on this task, but unfortunately they quickly discover that they cannot for one reason or another. A valuable approach for traders and customers is therefore to develop a strategy that provides an early and fast return on their time investment. Such an approach would be to divide and conquer, that is, to select a small subset of ingredients items in the inventory - critical elements such as steaks, seafood or fine wines. The following is a brief overview of the steps you can take with the terminology and procedures of the familiarize you. Remember to start small; quick victories are important and very revealing as to how POSitouch Inventory relates. Each of the steps is discussed separately in the following sections and in the context of more complex inventory elements. This concept applies until you do not have to do an explanation. The actual work follows in the actual construction of your database. Please note at this point the general ledger information and liabilities that are required if invoices are to be entered in POSitouch for export to a third-party vendor account program, e.B QuickBooks Pro. POSitouch Inventory Control and Food Cost Manual PAGE 5 10 SECTION 2 GETTING STARTED Define the inventory types that you will use for your inventory counting sheets. (See below.) This is only relevant if you have the flag: Use the Any Period flag: Use the Inventory > Setup Options > Other activated flag for any period inventory. After you create the inventory period types, link the types to the corresponding pages of your inventory worksheets. (See example to the right.) 2. Create the vendor file - this task requires collecting specific information from existing paper work. Then fill in the spaces on the screen. It should lead to an early triumph and is a good indicator of commitment to the process. Required information: Vendor code (six-letter/digit abbreviation) used to identify the vendor. Vendor name Vendor address Vendor phone number 3. Create ingredient categories and category groups - similar to menu item categories, these are logical collections of ingredients in categories (e.B. minor categories) and groups (e.B. main categories). Steaks, hamburgers and poultry are categories of ingredients that would fall under the category of meat group. Required information: Identify up to 10 sets of ingredients. Identify up to 99 ingredient categories. 4. Identify the breakpoint between menu items and ingredient elements Use the INCONFIG program. EXE, if necessary, to increase the number of records to 64,000 and to determine the number of menu items and thus the number of ingredient items. In the RUN command, type L:-SC-INCONFIG. EXE. PAGE 6 POSitouch Inventory Control and Food Cost Manual 11 GETTING STARTED SECTION 2 Breakpoint is the divide line between menu items and ingredients. The above example means that point 1 is defined by as menu items, by which are ingredient elements. In the example above, point 1 is defined by as menu items, by which are ingredient elements. In the example above, point 1 is defined by as menu items, by which are ingredient elements. Complete your decision about the breakpoint between menu and ingredient items by clicking OK. 5 click. Create Ingredient Item File - identify all the ingredients used in the restaurant that you want to track. Someone can start to while you are busy with the above tasks. The invoices can be a source to identify the purchasing unit we need for our ingredient records. In addition, unit prices can be culled from the invoices. Required Information: Ingredients Description Ingredients category Unit of Measure used in recipes, e.B. ounces ounces Mayonnaise. POSitouch Inventory Control and Food Cost Manual PAGE 7 12 SECTION 2 GETTING STARTED Inventory Unit of Measure (for counting), e.B. glasses mayonnaise. Inventory multiplier, how many storage units correspond to the measure of a unit of measure - ounces of mayo in a jar. Purchase unit, e.B. case of Mayo glasses. Purchasing multiplier, how many storage units correspond to a purchase unit - glasses from Mayo in one case. Purchase price, e.B. price for case mayo glasses. Start inventory parse Minimum order quantities General ledger account number when exporting invoices to a vendor program. 6. Create the vendor worksheets - create an easy-to-use form for entering items purchased from a vendor (invoices). Required information: Vendor code All ingredients purchased from vendor sample invoices (How to create the vendor worksheets in: preprinted order, alphabetical order, or other logical order to make it easy to enter purchases) 7. Create the inventory worksheet: Create the inventory sheets that employees use to perform the physical inventory allocations. These should be organised according to the locations of the ingredients to be inventoried. Consistency is the key - work around the inventory numbers since that should always be placed in exactly the same way. Required information: Ingredient categories - for the purposes of each inventory. Ingredient category (e.B. ingredient category names should always be placed in exactly the same way. This will not prevent you from working through the practical sections. The Inventory > SETUP OPTIONS menu requires flags, options, and categories to fill in before inventory or order journal operations can begin. POSitouch Inventory Control and Food Cost Guide 13 GETTING STARTED SECTION 2 8. Create the recipes for all menu items under 5000 (or whatever figure defined as the number of menu items with the INCONFIG program. EXE) - In the Recipe section of the menu item record, enter the ingredient number and quantity of each ingredient used. Note that recipe ingredient numbers can be menu items themselves, for example, a recipe for a side salad can be created and this supplement menu number can then be used as a sub-recipe for other menu items. (Z.B. Salad side comes with the hamburger plate.) Required information: Recipes/sub-recipes that make up the various menu items corresponding inventory numbers for ingredients within the recipes Note substitutions such as the following: Ex. Cole Slaw comes with an entrée, so his recipe should be part of the recipe of entrée. However, a side salad substitution must subtract the recipe for the Cole Slaw (i.e. it is back in sinventurn by Quantity sign from + (plus) to - (minus) reverses and adds its own exhaustion of the ingredients for the salad. This will be explained in detail in later sections of the guide. 9. Regular inventory maintenance & reporting - - If you have created your inventory database, you or your employees need to know the regular task cycle to manage and update your database. The order in which the tasks are listed is not decisive, it is important that the work is performed and that a knowledgeable person studies the resulting data. It is assumed that the following work will be performed for the current/current (defined as the storage period on which you are working). a) Enter the repository for a storage period/date that becomes the initial warehouse for the next storage period/date. ENTER INVENTORY allows users to enter the available quantity by purchase units (cases) or by inventory units (lbs, each, and so on). Prices for purchase units are also displayed to simplify the user experience. b) Enter purchase orders or generate planned orders for a storage period (purchased units) or added quantity. c) Print the purchase log to verify the data entry. Make corrections in the original invoices or in processing invoices. (d) COLLECT ITEM SALES DATA information for a storage period. (e) Print the food use report for a storage period (or a report on the use of food for critical items) to review variations in ingredient items and verify data entry. If errors are found, correct corrections in ADJUST INVENTORY and reprint the report. f) Print the food cost analysis report and review your menu items contributing to the margin. POSitouch Inventory Control and Food Cost Guide PAGE 9 14 SECTION 2 GETTING STARTED Note that the customer can complete the above steps for 30, 300 or 3000 items depending on the desired inventory. 10. Inventory Cycle - (To Do List): Decide the day you will make your inventory. INW INVDATES and set up your inventory periods, minimum periods 7 and 8 periods 8 should end on the day you take your first physical count. Physical Count: Print your inventory worksheet. Collect counts from each range and note the exact quantity of each item at each location on the worksheet. Enter Purchases: Enter your counts in the appropriate inventory worksheet. The data can be defined as daily, weekly, or monthly when you have completed the counts in inventory worksheets. Advancing the inventory period, the final stock for the last period is now the initial stock for your new period. (This procedure is NOT required if you have the inventory for arbitrary periods Generate and create purchase orders for all vendors that you need to order from. Enter all invoices received during the current inventory period in the current inventory period. Enter all In/Out transfers, waste, and means of production in the current inventory period. Print your inventory worksheets for the period after you enter your invoices. Go to each warehouse and enter your counts in your inventory worksheets. Enter your inventory numbers in the appropriate inventory worksheet. A Item Sales Data - Runs your item sales data from the check file for your recipe file to give you the number of items that are exhausted by sales. Run your reports and check your numbers for interesting and/or blatant errors, discrepancies, etc. Fix incorrect recipes, miscalculations, and data entry errors. Collect item sales data as needed. Enter a new daily, weekly, or monthly inventory that represents the final count for comparison purposes for each other inventory count, and becomes the initial stock for your new period. Go to the start of the inventory cycle to create the list and repeat it if necessary. PAGE 10 POSitouch Inventory Control and Food Cost Guide 15 INVENTORY SETUP Section 3 The Introduction and The Steps Sections have introduced a lot of concepts and terms that may be unknown to the reader. Do not be afraid, they will be repeated, defined and redefined in the following practical sections. You will understand what they mean, and you will start to pick up the inventory jargon when you start creating your own inventory database. The INVENTORY menu shown below is accessed from the POSitouch for BackOffice main menu. Familiarity with the menu will come as we work through the options and selections to set up and create our inventory. The reference section describes the function of each selection. If your menu is different from the one shown below, contact your manufacturer and ask for an upgrade to software that provides the features and options that are displayed. Note that many features are available in earlier versions of inventory which do not prevent you from working through the practical sections. The Inventory > SETUP OPTIONS menu requires flags, options, and categories to fill in before inventory or order journal operations can begin. POSitouch Inventory Control and Food Cost Guide PAGE 11 16 17 INVENTORY SETUP SECTION 3 Setup Options > Miscellaneous You Should See on a Screen Similar to the one below. The vendor who helped create your entire order entry screens may have already filled in much of the information for you. If the information is not complete, take the time to fill in all spaces or fields. When you change or add information about one of the spaces, you must move the mouse in the box and click once. When you move the mouse arrow over the field, an edit cursor appears. Click once on the field you want to change. After you have entered the new information, tab key to move to the next field, or again with the mouse to the next field. SHIFT TAB keys move backwards to the previous field. The TAB key moves a field forward. Click the SAVE command button when you're done to make the changes you just made permanently. Remember that by clicking EXIT alone (without SAVE) you will be returned to the Inventory Main Menu menu without the just made. POSitouch Inventory Control and Food Cost Manual PAGE 13 18 SECTION 3 INVENTORY SETUP Company name: Your company name is displayed as a header in all stock reports. Address lines 1-3: Enter the address of your company. Delivery address: Enter the delivery address for your branch office. Phone number: Enter your company's phone number. Create PL and PD log files as you precede the time period: A check here allows the system to automatically create files used by the Purchasing Log Program to view and analyze your purchase trends. Alternative item description in the purchase/payment log file: The alternative description can be used as another way to identify ingredient items. Your ingredient items can be named as one item in the invoice you receive from your vendor and named in a different way for storage purposes. A check on this flag writes the alternative description to the transaction file. Daily/Monthly Inventory: This feature has been replaced by the functionality of Arbitrary Inventory, see below. Use this option to specify a base inventory period in which the daily inventory data accumulates. The system will advance the storage period one day at a time. If, for example.B the base period is set as September 1 in inventory period 1, the inventory data on September 15 is displayed as follows: Inventory period 1: Cumulative data from September 1 to September 8 Inventory period 2: Inventory data for September 9. Inventory period 3: Inventory data for September 10. Inventory period 4: Inventory data for September 11. Inventory period 5: Inventory data for September 12. Inventory period 6: Inventory data for September 13. Inventory period 7: Inventory data for September 14. Inventory period 8: Inventory data for September 15. POSitouch inventory reports can be run for consecutive inventory periods. Therefore, reports can be run for data in dencing periods 1 through 8, for summaries from month to date. The stock information for the last week can be taken from inventory periods 2 to 8. The data in storage period 1 are cumulative, and individual days in the final period are not inventory periods 2 to 8 to 9 September are no longer individually accessible, but can be adjusted for the 8-day period. Sometime before the end of the first week of October, you would make October 1 stint the new base after you print out your dates for the month. Old. Inventory worksheet format: A check on this option causes Inventory to use purchase price information to the inventory worksheet. GREGG'S EAST PROVIDENCE REPORT DATE: 07/06/2002 REPORT TIME: INVENTORY WORKSHEET --- Page: 1-1 ITEM UNIT UNIT BAGELS CAS BAGELS CAS Leave the radio button blank if you want to see the cost of the ingredient item in the inventory worksheet. PAGE 14 POSitouch Inventory Control and Food Cost Guide 19 INVENTORY SETUP SECTION 3 GREGG'S EAST PROVIDENCE PAGE: 1 1 DATE: 07/06/2002 REPORT TIME: 20:00: INVENTORY WORKSHEET --- DATE: / Page: 1-1 ITEM COST/UNIT ITEM COST/UNIT BAGELS 11.85/CAS / BAGELS 11.85/CAS / Inventory quantity is additive: A check of this indicator means that inventory quantities for the same item will be added on different pages of inventory to create the quantity on hand. 10 lbs hamburger patties entered on page 1 of the inventory worksheet for the walk and 15 lbs Of Patties entered on page 2 of the kitchen fridge worksheet equals a quantity of 25 lbs. If this flag is not checked, then 10 lbs of Hamburger Patties entered on page 1 of the inventory worksheet for the walk and 15 lbs of Patties entered on page 2 of the kitchen refrigerator worksheet equals a quantity of 25 lbs. Enter Inventory: Use Cord. and inv. Units A check to this flag adds a column in the Enter Inventory pages to tabulate your items by the way you buy the item and/or the way you make your counts: Buy by case, Inventory according to the inventory pound. If you have 1 case and 1 pound of butter, the packaged 36 pounds to fall, i.e. purchase multiplier is 36. Inventory will reflect 37 pounds for the available quantity. Added quantity does not contain WASTE A check excludes that waste transactions are added to the sum of the entered transaction that was added in the Quantity column. Because the waste transaction is not included in the Adjust Inventory column, it is not included in the calculation of all food usage and food and sales inventory reports. Use Arbitrary Period Inventory A check means that you define your periods up to the business day, that is, whenever you perform a count: daily, weekly, or monthly. Look at setting up inventory type in Inventory > Setup Options > Miscellaneous. Note that this check box means that all previous counts are no longer valid. You can re-enter relevant period counts to transfer them to the arbitrary inventory, but if you don't, you won't perform historical counts. Invoice information is transferred to vendors and inventory worksheets, but must be linked to inventory types. Allow multiple inventories per day A check means that the system tracks the stocks not only by date, but also by time. You can now enter log narration per day. If you use the inventory for arbitrary periods, you must also check. Lead time posts all worksheet pages A check automatically posts all which may have gone unposted if you prefer the inventory period. An option for this option does not display the window box below when the inventory period advances, but the worksheets are posted automatically. POSitouch Inventory Control and Food Cost Manual PAGE 15 20 SECTION 3 INVENTORY SETUP Food Use Report: Choose the pricing scheme for your Items that best match your food usage accounting practices. FIFO Unit Price: This is our traditional scheme where the price is used for each period to calculate food consumption for that period. Therefore, a report for storage periods 4 to 7 means that we will pay the ingredient price for period 4 for food use for period 4, the ingredient price for period 5 for food use for period 5, the ingredient price for period 6 for food use for period 6, the ingredient price for period 7 in the first price from end period price Selected with this option, if you do a food usage for storage period, you do a food usage for storage periods 4 to 7, the ingredient's price for period 8 advance storage period by default: Select the default period for your period when it is expanded. Note that you still have the option to override the default setting. The options are one week, mid-month, and end of month. ENTER INVENTORY The product allows you to count your ingredients in different ways: through inventory units alone, for example, if you only want to count pods of 8 ounce cups. Another way to count your ingredients is by buying an inventory units, for example, on a case-by-case basis, and then by sleeves of your 8 ounce cups. Finally, we allow you to count your ingredients by purchase, inventory and (alternative or recipe) units, which means that you can count by case, shell and individual cup in our example of 8 ounce cups. Changes to the above entries change the physical appearance of your inventory worksheets because counting by inventory units requires only a single column. Counting by purchase and inventory units requires two columns, and finally inventory worksheets with the third selected option require 3 columns to account for purchase, inventory, and recipe units. With the PURCHASE, INVENTORY and (Old. Or recipe) units option checked, if 3 of the possible 4 units are different, then we use the three unique units of measurement. Also, if there is no alternative unit of measure and the ingredient and recipe units are the same, then we use only two units of measure. PAGE 16 POSitouch Inventory Control and Food Cost Guide 21 INVENTORY SETUP SECTION 3 If purchase, inventory and recipe units are unique and the alternative unit of measure is available, you can in purchasing, warehouse and alternative units of measurement. Here is a concrete example to show you the use of Alternative Unit of Measure. In the following case, we would like to report our 8 ounce cups, through the cup, for reporting purposes. However, we want to be able to count according to Case, Cup or Sleeve. We buy 8 ounce cups through the case, 250 cups per sleeve with 4 per case. Your purchasing unit is CASE, storage unit will be CUP and recipe unit is CUP. The purchase multiplier is 1000 and the recipe multiplier is 1. Your alternative unit of measurement is Sleeve with a multiplier of 250. Because the recipe and storage units are identical, the system feeds the alternative unit of measure as the third counting unit for storage purposes. With the setup above you count according to CASE, CUP and SLEEVE, but report from CUP! Setup Options > Category Group Names You must plan on paper to organize your category groups and ingredient categories because they provide you with valuable subtotal information. Actually, it doesn't take long to build your structure in POSitouch. By setting up your category group names, you can be prepared to assign a group name to each ingredient category. Group names can be changed and later reassigned without consequences, with a difference other than the loss of the ability to draw comparisons between previous and current reports. Read the next two sections quickly, and then start creating your own category group names and ingredient categories. Once you have chosen your structure, go back to the sections and fill in your categories. You can set up category group names like 10, see the chart below to understand the relationship between category groups and ingredient categories. POSitouch Inventory Control and Food Cost Manual PAGE 17 22 SECTION 3 S a m p l e G r o u p s C a t e g o r i e s INVENTORY SETUP Sample Ingredient Categ o r i e s M E A T S S E A F O O D L I Q U O R Steak Hamburger Poultry Shell Fish Frozen Fish Fresh Fish Beer Imp. Beer Dom. Wine Lamb Pork Whole F i s h Call Liq u o r Well Liq u o r Beer Liqu o r Once you understand the relationship between category group names and ingredient categories, you are ready to build the structure you designed on paper. Add/Change: Select (click) an existing category group name or on a space. Then select the Add/Change Command button to add or change a category group name. Click the field and enter a new category group name, or change an existing one. Delete: Select (click) an existing category group name. Then select the Delete button to delete the category group name. PAGE 18 POSitouch Inventory Control and Food Cost Guide 23 INVENTORY SECTION 3 Confirm that you want to delete the category group name by clicking OK or not deleting the selected category group name by selecting EXIT. Print: To print your category group names, select the print out. Make sure you want to print the category group name by clicking OK or by not printing on the category group name collection by selecting CANCEL. Save: Select the SAVE command button to select the during the current session. Exit: Select the Exit command button to cancel the changes and additions made during the current session. By completing the definition of category group names and ingredient categories, we can rightly jump to Section 5 and start building our ingredient database. Our suggestion is to go to the next section, Section 4, and enter your suppliers to have another smaller part of the project behind us. POSitouch Inventory Control and Food Cost Manual PAGE 19 24 SECTION 3 INVENTORY SETUP Setup Options > Ingredient Categories When your menu item categories were created, main and minor categories were established for the purpose of tracking and managing reports. For similar purposes, ingredient elements can be assigned to group categories, such as.B. meat, seafood, spirits, etc., and ingredient categories, e.B. steaks, hamburgers, chicken, etc., the larger grouping is called category group, the smaller the ingredient category. Ingredient categories must be set up before you create your ingredient database because you are prompted or asked for this information in each ingredient record. These groupings require planning and discussion between your management team. Our suggestion is to review some of the inventory reports and sample screens to get ideas for useful breakdowns. Defining the ingredient category names is similar to the process that just completed when we created our category group names. PAGE 20 POSitouch Inventory Control and Food Cost Guide 25 INVENTORY SECTION 3 Since each ingredient item requires a category of ingredients, the assignment should be considered before creating the categories. Entering forty-eight categories takes only a few minutes, but changing dozens or hundreds of items because they were incorrectly encoded takes hours. Take the time now to plan how data items in your reports should be grouped and optional. Add/Change: Select (click) an existing ingredient category name or on a blank. Then select the Add/Change button to add or change an ingredient category name. Category name: Enter the name of the ingredient category name to add or change. Category group: Link a category group name to the ingredient category by using the pull-down menu. Inventory Asset Acct.: Enter an inventory asset account if you are using a third-party accounting package to track fixed assets in your general ledger. Purchase Cost Acct.: Enter a purchase expense account if you are using accounting software from to track purchases in general ledger or vendor accounting. Delete button to delete the name of the ingredient category. Make sure you want to delete the name of the ingredient category by clicking OK or by not deleting the selected ingredient category name by selecting CANCEL. Select. Inventory control and food cost manual PAGE 21 26 SECTION 3 INVENTORY SETUP Print: To print your ingredient category names, select the Print Command button. Choose from the options on the top screen: Preview to display the file on the screen and print individual pages at the same time. Print to get a printed copy of your document. Send to File to save the Prosperity report to a file you name. Cancel to exit the report print menu and return to the previous screen. Save: Select the Save command button to update and permanently update the additions and changes made during the current session. Exit: Select the Exit command button to cancel the changes and additions made during the current session. POSitouch Inventory Reports print and under-total by ingredients category, so the reason you organize your ingredients is that you want to know which category contributes most to your profit margin and which category needs attention to make them more productive. POSi-TIP: NOTE: POSitouch does not track by location or cost center. Set up two separate item numbers and two separate menu item numbers for this type of detail. For example, a menu item , oz. Bud would be selected from the Banquet Hall Liquor Screen with an article. PAGE 22 POSitouch Inventory Control and Food Cost Guide 27 INVENTORY SECTION 3 Setup Options > Critical Items The system allows you to define up to 100 items that you want to closely track. These include high-priced ingredients, items that require close control, such as spirits, or any item that deserves your attention. Identifying the ingredient items you think are critical and adding them to the list below is easy. The steps are described below. These important elements make or break your business. You follow these items closely because of their expenses and their contribution to your margin. Your task on the screen below is to simply identify the items you want to track in a separate food usage report. These articles are still printed in all other reports, but because they determine the success of your business, you choose to keep them under strict supervision. Insert: Select (click) an existing critical element or space. Then select the Insert Command button to add or modify a critical item. PAGE 23 28 SECTION 3 INVENTORY SETUP Location to insert a critical article: Enter the location where you want to enter a critical item number. Enter the critical item number: Enter the item number of the critical item that you want to position at the position done. OK: Save and update the values entered in this window. LOOKUP: Moves to menu items and recipes and allows you to choose an ingredient from your master file. Choose. we clicked on the LOOKUP command button and then SELECTED ingredient element #5007. Remember, if you know the ingredient item number you want to enter, you don't have to LOOKUP, just enter the value in critical item number. PAGE 24 POSitouch Inventory Control and Food Cost Guide 29 INVENTORY SECTION 3 EXIT: Do not make the changes made in this window during the current session permanently. Delete: Select (click) the existing Critical Item that you want to delete. Then select the Delete button to delete the critical item. Make sure you want to delete the critical item by clicking OK or by not deleting the critical item by selecting EXIT. Print: To print your list of critical items, select the Print Command button. Choose from the options on the top screen: Preview to display the file on the screen and print individual pages at the same time. Print to get a printed copy of your document. Send to File to save the Prosperity report to a file you name. Cancel to exit the report print menu and return to the previous screen. Make sure you want to print the Critical Articles list by clicking OK, or disable the Critical Articles entry list by selecting EXIT. Save: Select the Save command button to update and permanently update the additions and changes made during the current session. Setup Options > Inventory Periods A warehouse period is simply a selected start and end date that contains actual inventory. No more utility is required for advancing periods, and no period selection is required to enter transactions, worksheets, and so on. The inventory numbers are now stored in the INVCOUNT file. Dbf. We left the following information about how the product handles fixed inventory periods, as there is still a large customer base that uses this feature, and it is still integrated into the product. However, the concept is not required if you have chosen Arbitrary Period Inventory. With the POSitouch system, you can define 8 storage periods of any length. Remember that when you start with the POSitouch inventory, you start with storage period 8 and before. The process of advancing the periods fills your database, you do not do the order, the advance of the period makes the previous period issue, the initial stock for the advancing or subsequent period. The following is an example of inventory periods that have been set up for weekly intervals. After entering inventory, purchases, and collecting item sales, you can prefer the period. Click the Advance command button, PAGE 26 POSitouch Inventory Control, and Food Cost Cost