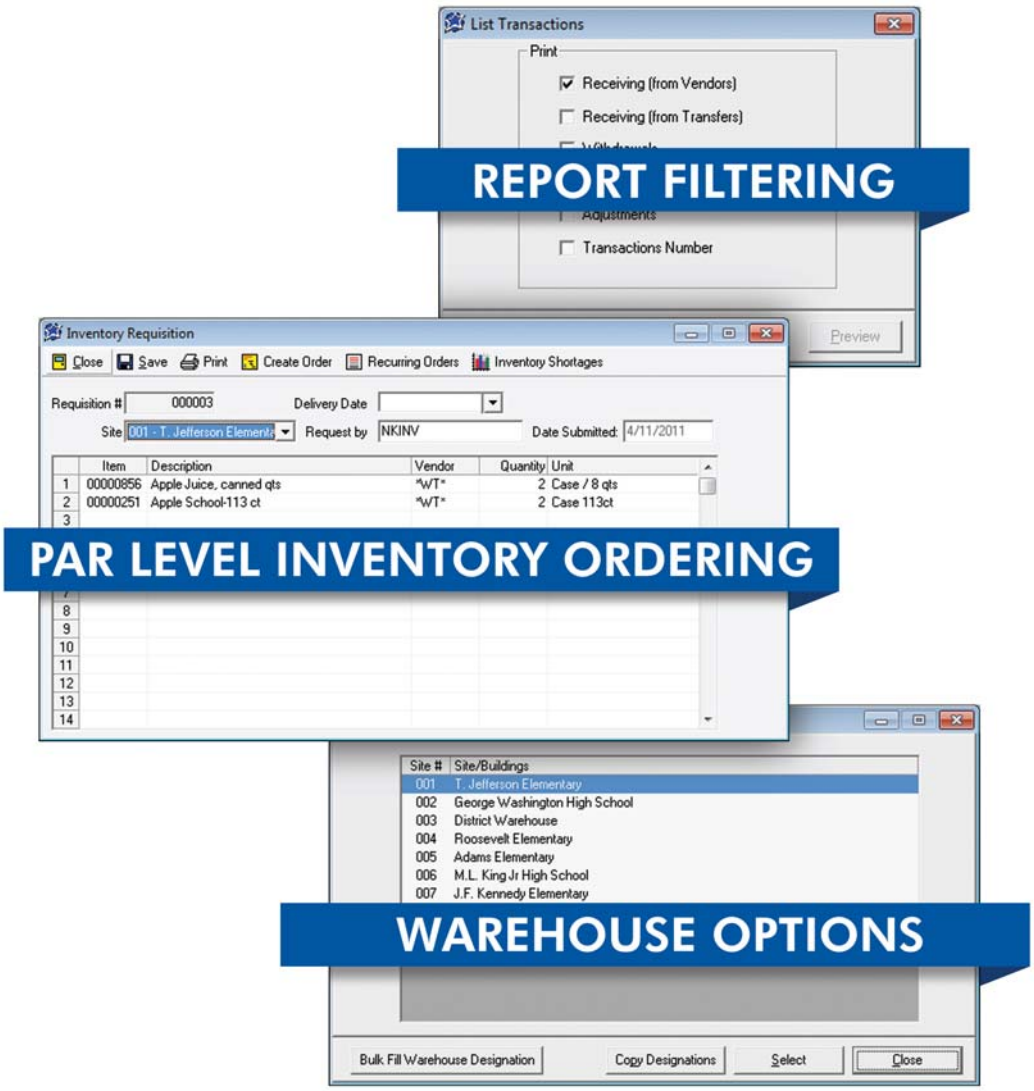
NUTRIKIDS® Perpetual Inventory

WHAT'S NEW FOR YOU



AND MORE NEW FEATURES...

Version 4.0

NUTRIkids®

What's New

WHAT'S NEW FOR YOU

With this release, we have added several new functions and enhancements that will improve your NUTRIKIDS® program performance.

New Features & Enhancements:

New design for List/Print posted transactions……pg 4-5
New Withdrawal Category Report……pg 6
Delivery/Transfer dates must be entered before saving……pg 7
Create Requisitions based on Minimum & Ideal Inventory levels……pg 8-9
Auto Compact of database after certain time period……pg 10
Change in order of Warehouse tab options ……pg 11
Search for Item in Warehouse Transfer printout changes……pg 12-13
Bulk Fill warehouse designations……pg 14-15
Ability to copy Item Designations……pg 16
Option to "Default New Items to Warehouse" in Inventory Site Control……pg 17
Print Items by Item Designation & show Min/Max values……pg 18-19
Option to print from the Warehouse Transfer screen…. ……pg 20
Print Delivery Route Sheets by Storage Location……pg 21
WH committed report shows sequence & location ……pg 22
Storage Locations added to printout of posted transactions……pg 23
Create Warehouse Transfers from Inventory Requisitions……pg 24-26
Limit user from requesting more than available……pg 27-30
Combine recurring transfers & worksheets……pg 31

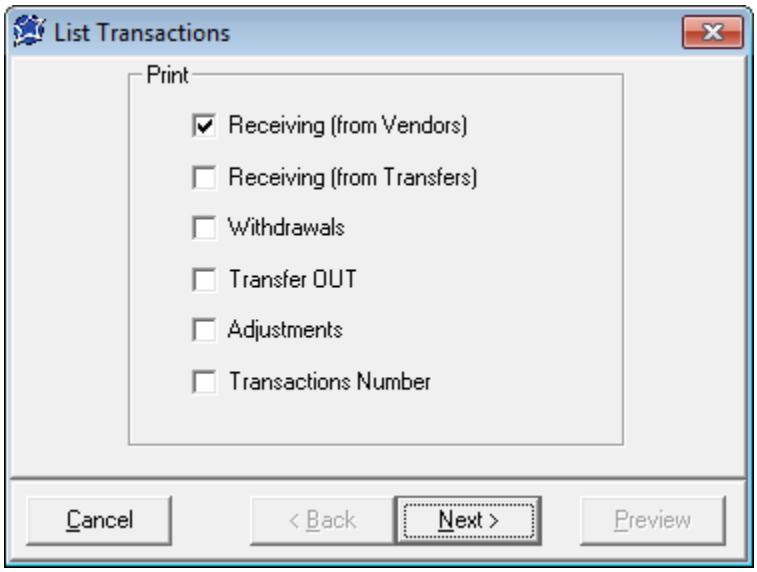
Bug Fixes

Copy User Rights: Some options default to Granted regardless of previous settings …….Corrected
Posting Warehouse Transfer wasn't updating Qty Committed properly ……Corrected
Can post same WH Transfer multiple times if you click Post more than once……...Corrected
Physical Count worksheets: Items not assigned to location do not show up……Corrected

Enhanced!

Redesign of Printing Posted Transactions

In an effort to make reporting more streamlined and user friendly we have totally rearranged the printing options for Print Posted Transactions.



Receiving (from Vendors): Prints a list of Receiving transactions that are directly from a Vendor for a particular time period.

Receiving (from Transfers): Prints a list of Transfer transactions that were received from another school site or Warehouse for a particular time period.

Withdrawals: Prints a list of Withdrawals made during a particular time period.

Transfer OUT: Prints a list of Transfers OUT during a particular time period.

Adjustments: Prints a list of Adjustments made during a particular time period.

Transactions Number: Displays the information for a single Transaction.

All Reports except the Transaction Number can be printed in the following formats:

- **By Category**
- **Summary Format**
- **Details Format**

Redesign of Printing Posted Transactions (Cont.)

NutriKids

Page 1 — **Transfers OUT of District Warehouse** — Mar 20, 2011

03/01/2010 - 03/20/2011

Trx #	Date	Transfer in	Total Cost
30014	07/21/2010	005 Adams Elementary	$169.09
30018	02/21/2011	001 T. Jefferson Elementary	$20.64
30019	02/16/2011	001 T. Jefferson Elementary	$20.65
30020	02/16/2011	004 Roosevelt Elementary	$20.65
30021	02/16/2011	007 J.F. Kennedy Elementary	$20.65
30022	02/17/2011	005 Adams Elementary	$20.65
30023	02/17/2011	007 J.F. Kennedy Elementary	$20.65
30024	02/17/2011	006 M.L. King Jr High School	$20.65
30025	02/16/2011	004 Roosevelt Elementary	$41.30
30026	02/16/2011	001 T. Jefferson Elementary	$61.95
30027	07/21/2010	005 Adams Elementary	$51.57
		District Warehouse Total	$468.45

Sites Into	Transfers Total
001 - T. Jefferson Elementary	$103.24
004 - Roosevelt Elementary	$61.95
005 - Adams Elementary	$241.31
006 - M.L. King Jr High School	$20.65
007 - J.F. Kennedy Elementary	$41.30

The biggest changes you will see on the Printing of Posted Transactions reports will be on the Summary Reports for Transfers In and Out. You will now see a list of all transfers either Out Of or Into a particular site, and then at the bottom of the report you will see a summary of the dollar value of all transfers in the selected time period. This will allow you to see exactly how much inventory was moved either To or From that site.

NutriKids

Page 1 — **Transfers INTO T. Jefferson Elementary** — Mar 20, 2011

03/01/2010 - 03/20/2011

Trx #	Date	Transfer out	Total Cost
30018	02/21/2011	003 District Warehouse	$20.64
30019	02/16/2011	003 District Warehouse	$20.65
30026	02/16/2011	003 District Warehouse	$61.95
		T. Jefferson Elementary Total	$103.24

Sites Out of	Transfers Total
003 - District Warehouse	$103.24

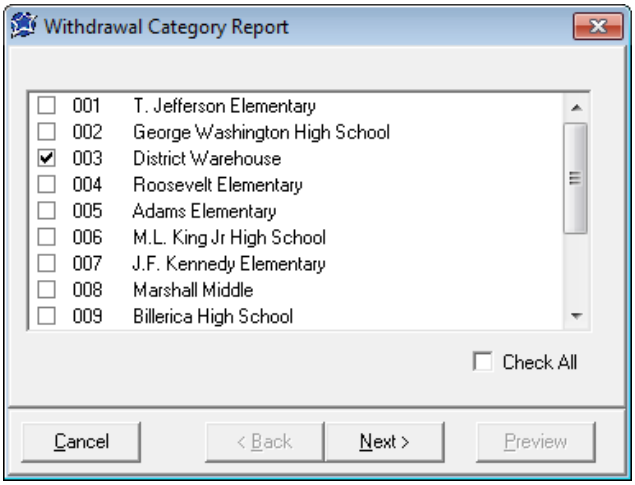
What's New

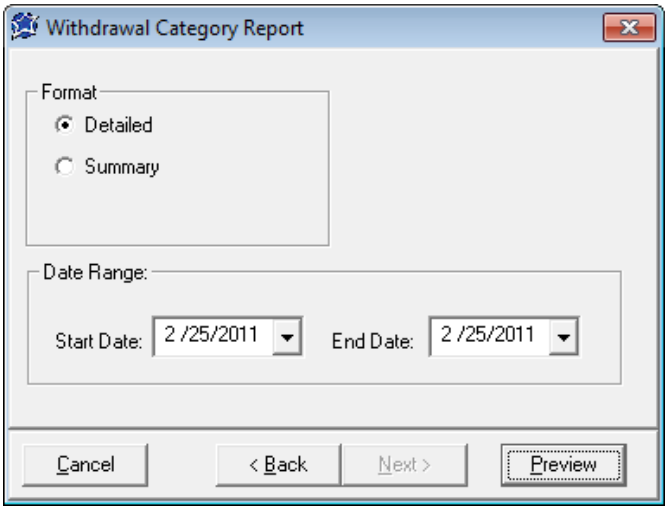
Enhanced!

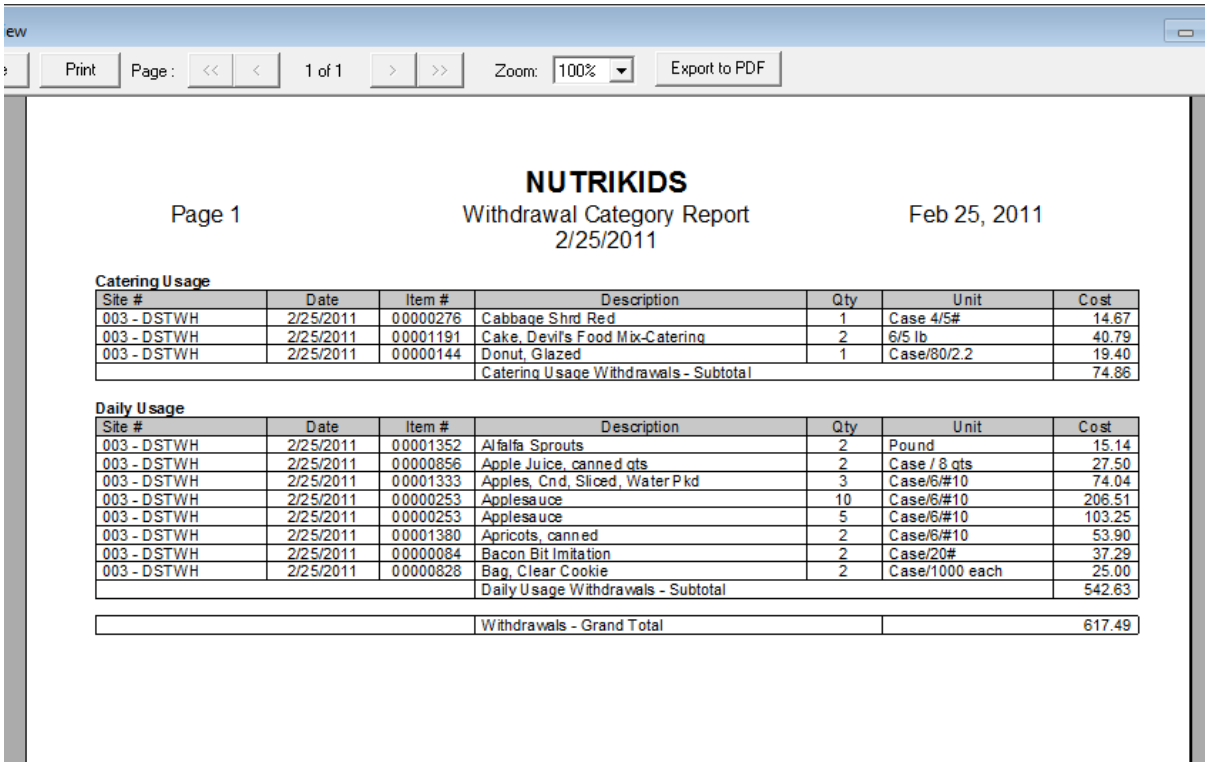
New Report called Withdrawal Category Report

You now have the option to print out a list of Withdrawal items listed by their withdrawal Category.

1. Click Withdrawal Category Report on the Reports Tab. Select your school site(s) and click Next. Choose your format style, a date range, and then click Preview.







Catering Usage

Site #	Date	Item #	Description	Qty	Unit	Cost
003 - DSTWH	2/25/2011	00000276	Cabbage Shrd Red	1	Case 4/5#	14.67
003 - DSTWH	2/25/2011	00001191	Cake, Devil's Food Mix-Catering	2	6/5 lb	40.79
003 - DSTWH	2/25/2011	00000144	Donut, Glazed	1	Case/80/2.2	19.40
			Catering Usage Withdrawals - Subtotal			74.86

Daily Usage

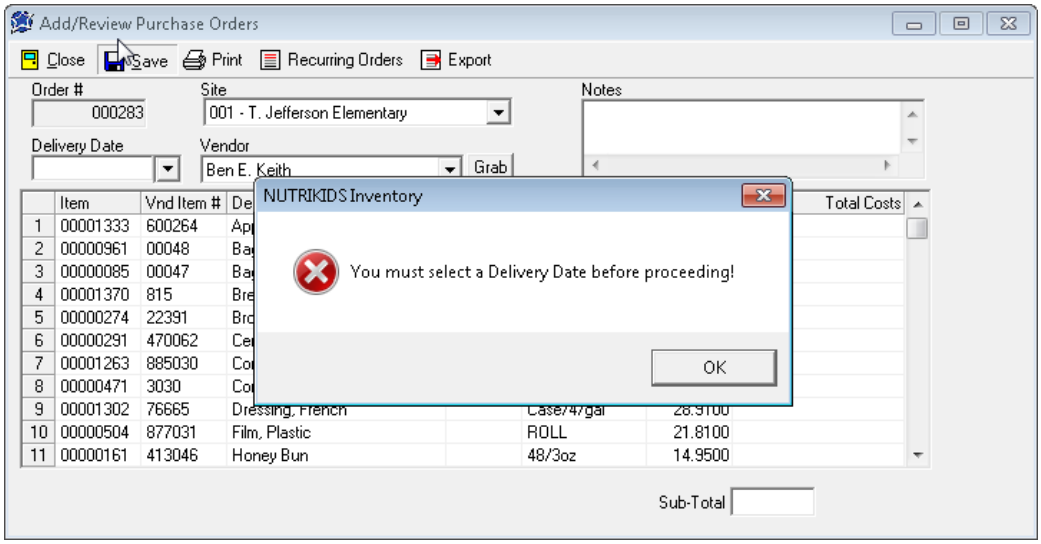
Site #	Date	Item #	Description	Qty	Unit	Cost
003 - DSTWH	2/25/2011	00001352	Alfalfa Sprouts	2	Pound	15.14
003 - DSTWH	2/25/2011	00000856	Apple Juice, canned qts	2	Case / 8 qts	27.50
003 - DSTWH	2/25/2011	00001333	Apples, Cnd, Sliced, Water Pkd	3	Case/6/#10	74.04
003 - DSTWH	2/25/2011	00000253	Applesauce	10	Case/6/#10	206.51
003 - DSTWH	2/25/2011	00000253	Applesauce	5	Case/6/#10	103.25
003 - DSTWH	2/25/2011	00001380	Apricots, canned	2	Case/6/#10	53.90
003 - DSTWH	2/25/2011	00000084	Bacon Bit Imitation	2	Case/20#	37.29
003 - DSTWH	2/25/2011	00000828	Bag, Clear Cookie	2	Case/1000 each	25.00
			Daily Usage Withdrawals - Subtotal			542.63

	Withdrawals - Grand Total	617.49

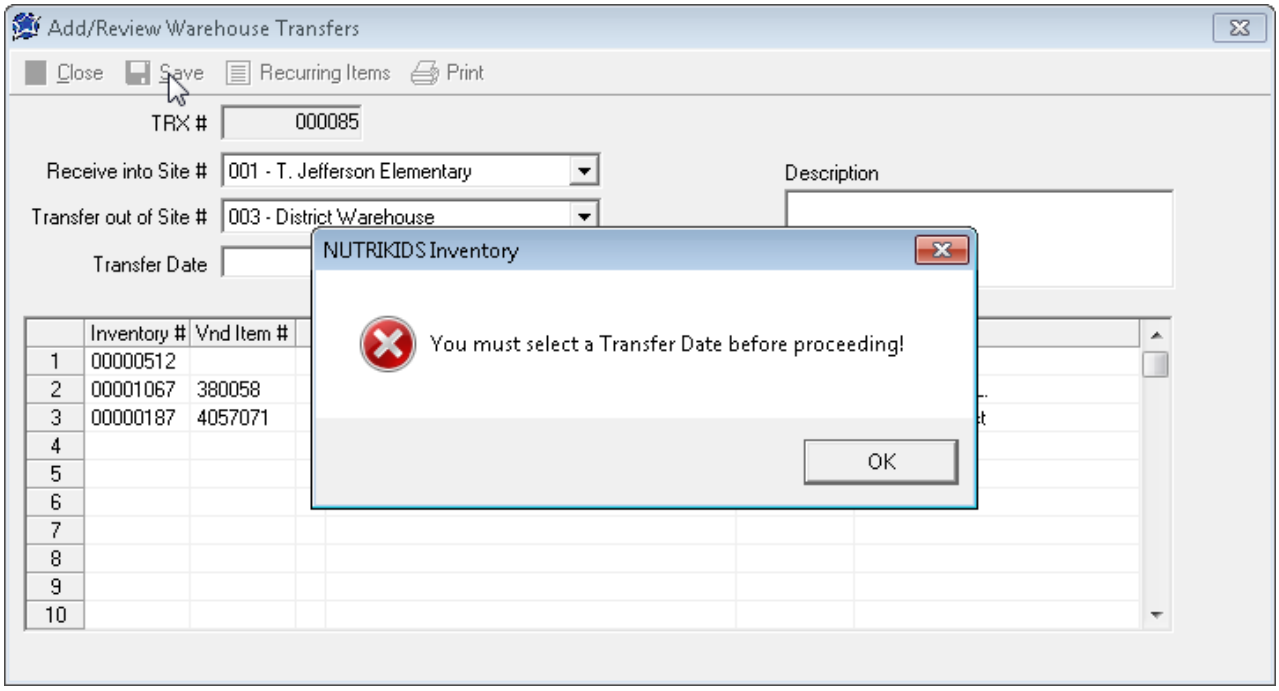
User must select a Delivery/Transfer Date

To assure the accuracy of the dates associated with orders and transfers we have modified the program to require the user to select a Delivery/Transfer Date.

1. If you try to save an Order or a Requisition without selecting a date you will receive the following message:



2. If you try to save a Warehouse Transfer without selecting a date you will receive the following message:

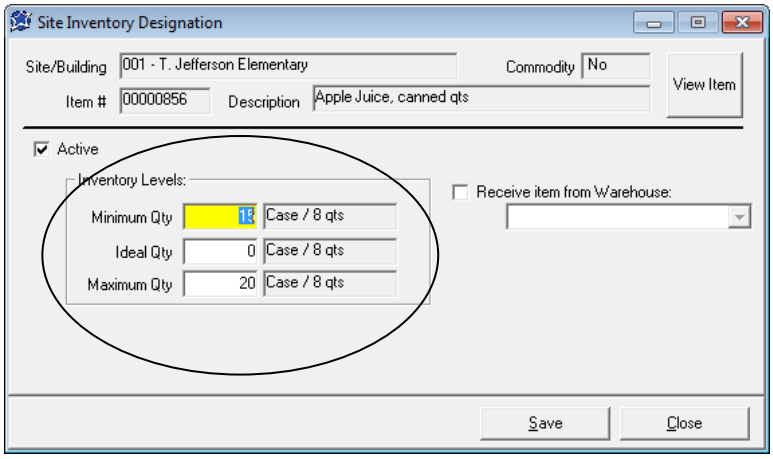


Create an Inventory Requisition based on Minimums & Ideal Levels

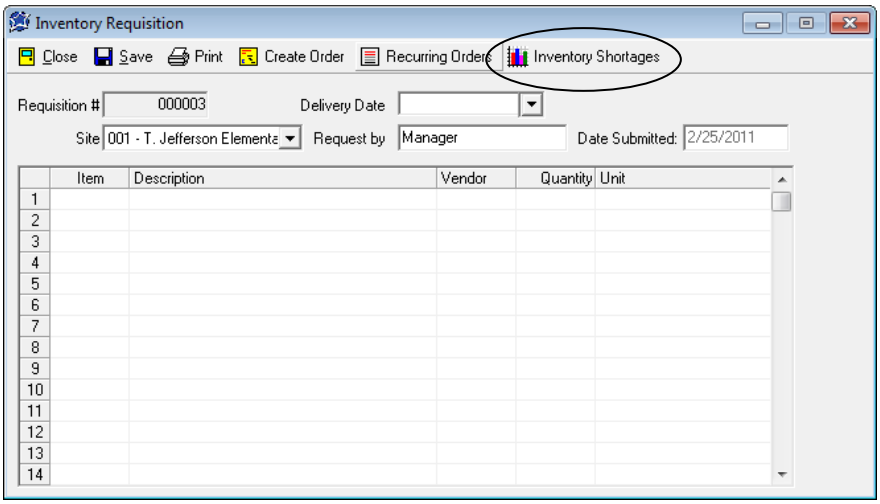
You can now create an Inventory Requisition based on your Minimum or Ideal Quantities. The program can look at your par level and create a requisition for all items that fall below that level.

1. The first step is to make sure that you've entered in your par levels for all inventory items. At a minimum (no pun intended) you will need to enter in either the Minimum Quantity or Ideal Quantity for each item. These will allow the program to offer a suggested Quantity to Order for your requisition. To enter in these values you will need to go to the Items Tab and click Item Designation by Site. Select a site and then select an inventory item.

2. After opening the Item you will want to add in your Minimum and/or Ideal Quantity. **If Ideal Qty is entered, that will be the number the program will use for the order instead of the Minimum Qty**. Once you have those values entered, Click Save and then click Close twice to return to the main menu.



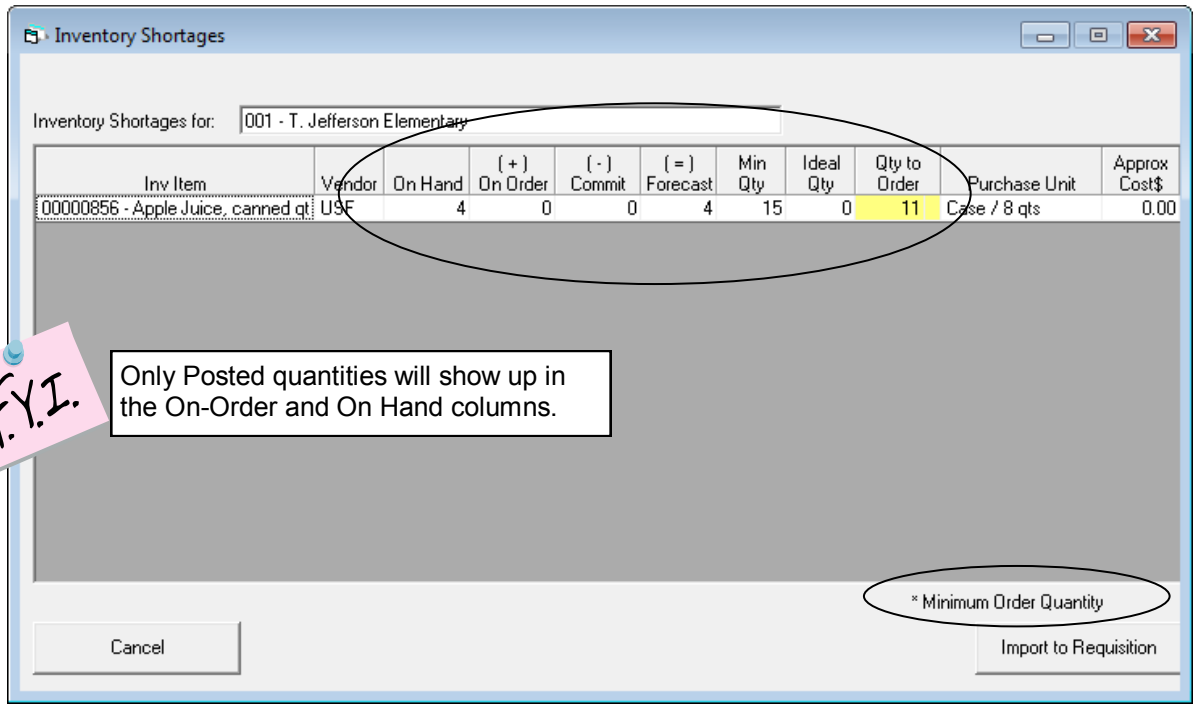
3. You are now ready to create the Inventory Requisition. Click the Purchasing Tab and then click Inventory Requisition. Click Inventory Shortages.

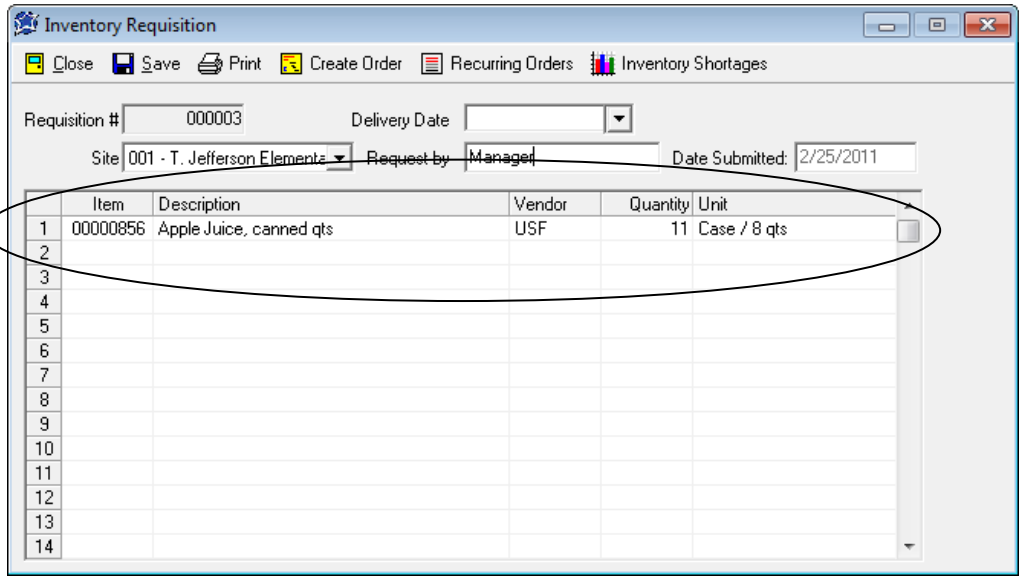


Create an Inventory Requisition based on Minimums & Ideal Levels(Cont.)

4. You will now see all items that are below your Minimum or Ideal Quantities. The program calculates your Quantity to Order by taking either the Minimum or Ideal Quantity and subtracting out the On Order and On Hand quantities. The Quantity to Order will be automatically populated for you but it may be modified if needed.
**If the Shortage falls below the Minimum Order Quantity established by your Vendor, the program will fill in the Quantity to Order with that vendor order minimum and put an * next to the value.

After verifying the Quantity to Order numbers are correct you can click on Import to Requisition and the items and quantities will be added to the requisition.



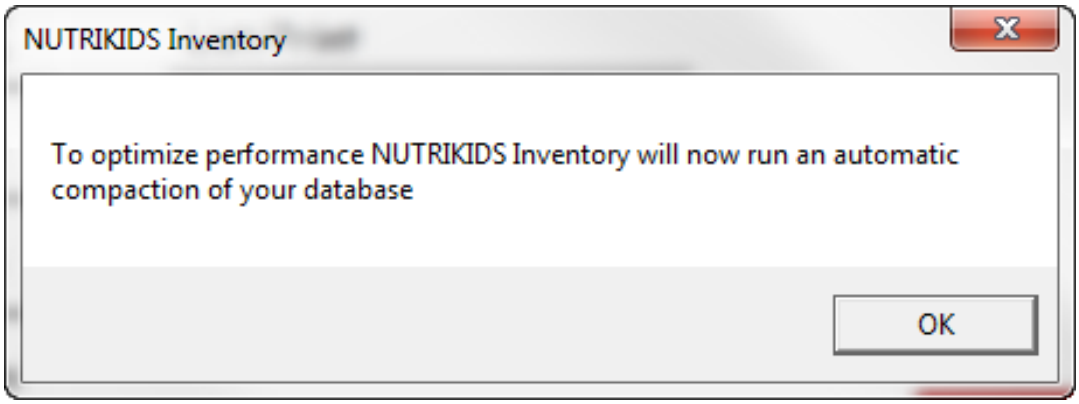


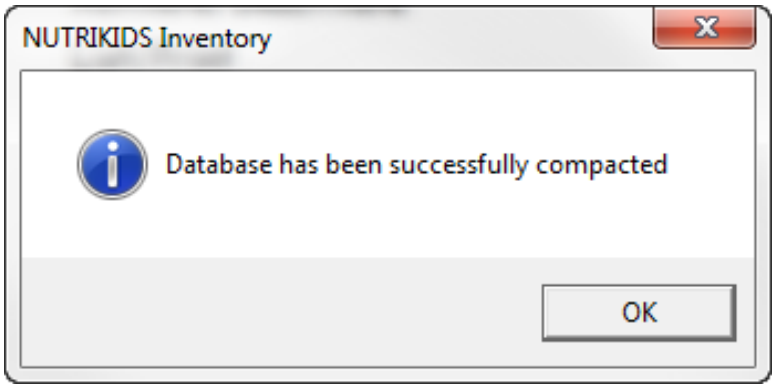
What's New

New Auto Compaction of your Inventory Database

In an effort to help optimize the performance of your Inventory program we have added an automatic Compaction that occurs every 4 days. This will occur on the fourth day when the last user closes out of the program.

1. When the last user closes out of the program on the 4th day they will receive the message below. They will want to click OK and start the Compaction process.





2. When the compaction is completed you will receive the message above. Click OK

Enhanced!

Change in the order of Warehouse Tab options

The Warehouse Committed Report and the Search for Item in Transfers options have been swapped.

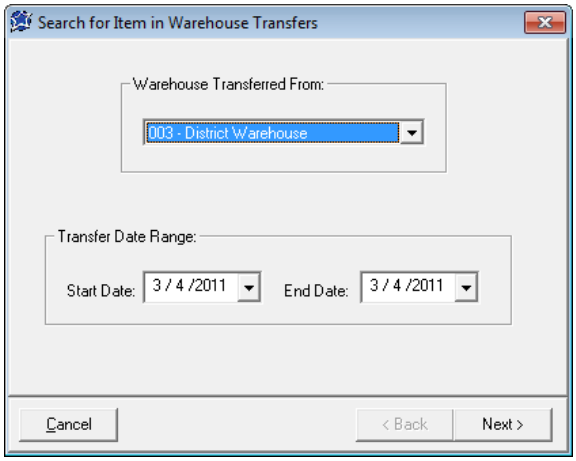
1. Click the Warehouse Tab

Enhanced!

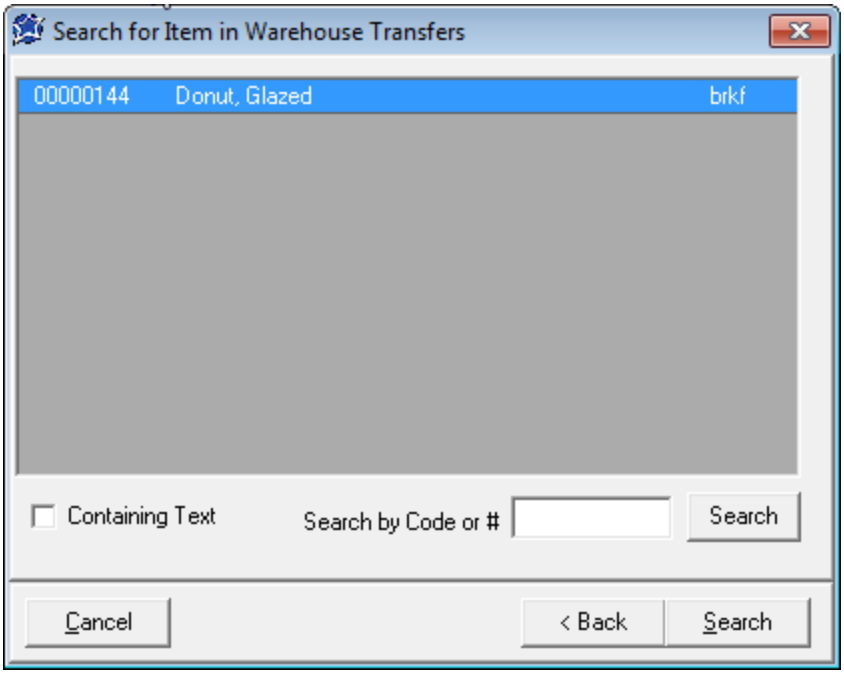
Search for Item in Transfers option has been updated

We've modified the Search for Item in Transfers screen to make it more useful and more user friendly.

1. Click Search for Item in Transfers on the Warehouse Tab. Select the Warehouse and a date range.



2. Search for your item by name or item number. If you search by number the report will come up immediately. If you search by name you will see a list of items to choose from. Double Click the item you want to search for. If the item is not in any transfers for the specified date range you will receive a message that says "Item not found in Warehouse Transfers for the Selected Site/Date range."



Search for Item in Transfers option has been updated (Cont.)

Page 1

NutriKids
Item in Warehouse Transfer
1/1/2010 thru 3/4/2011

Mar 4, 2011

Site out of: 003 - District Warehouse
Item Searched: 00000144 Donut, Glazed

Trx	Site Into	Transfer Date	Commit Date	Quantity		Status
000006	001 -	07/21/2010	07/21/2010	1	Case/80/2.2	Transfer in Progress

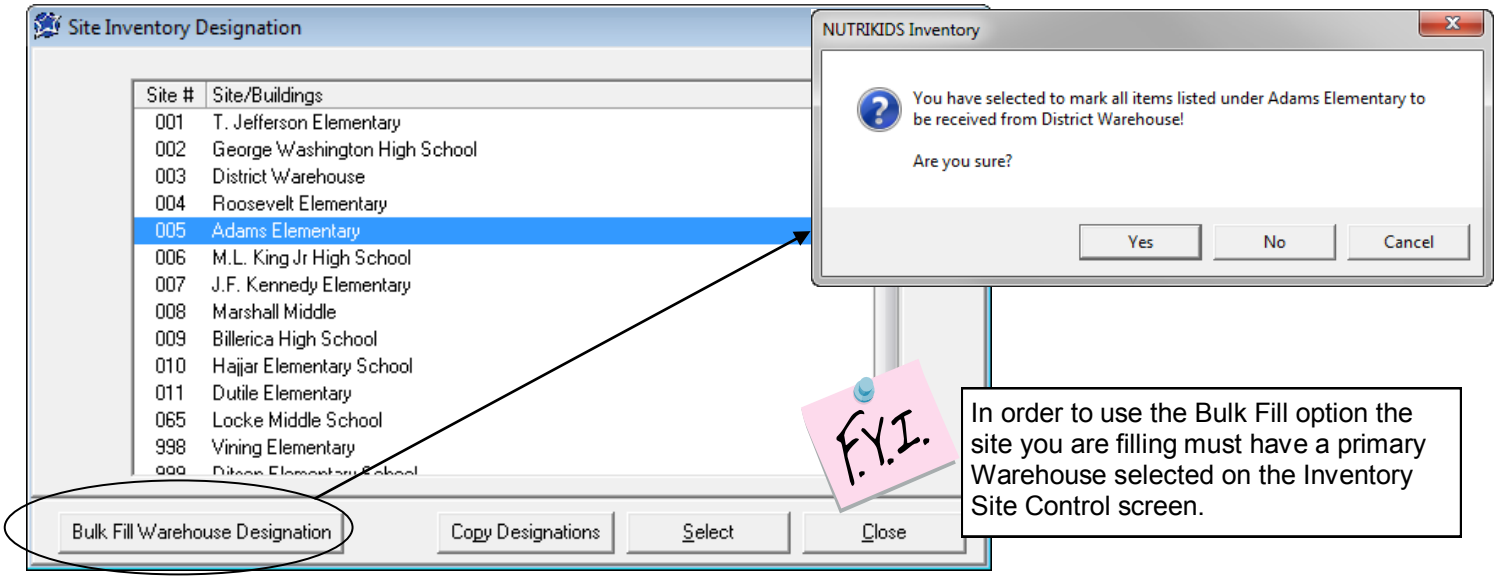
Quantity Total	1	Case/80/2.2	

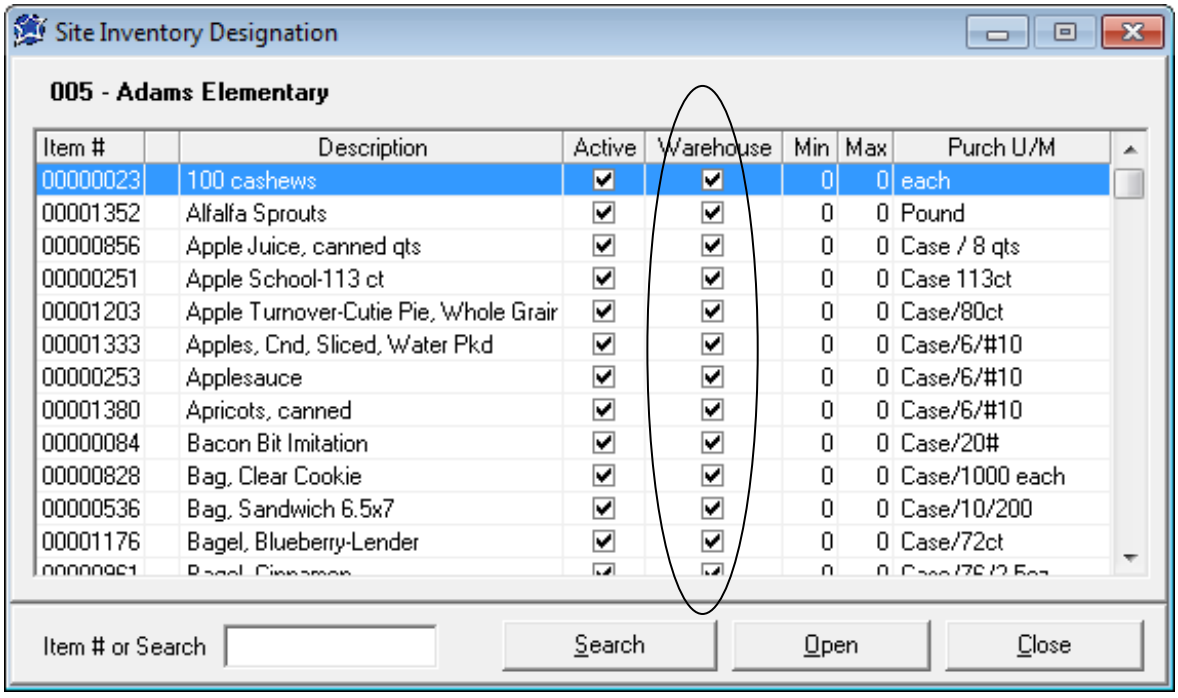
Ability to Bulk Fill Warehouse Designations

NEW!

If you have a site that receives a majority of its items from a primary warehouse you can now assign that warehouse to all items at one time by using the Bulk Fill option.

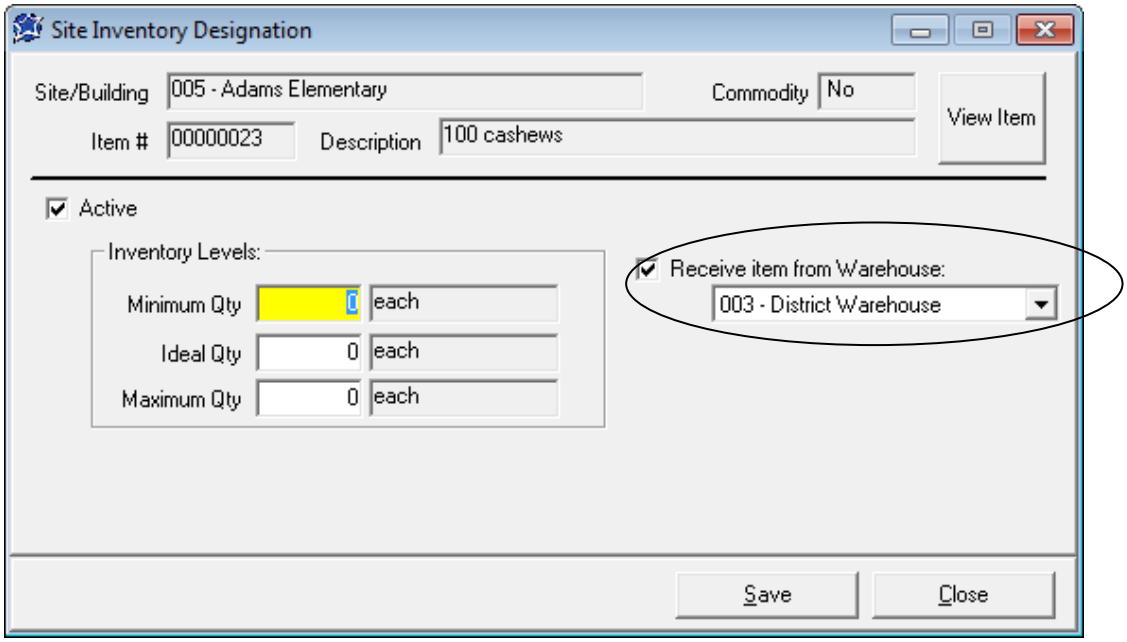
1. Click Item Designation by Site on the Items tab. If you click and highlight a site that is not designated as a warehouse you will see the Bulk Fill Warehouse Designation become active at the bottom of the screen. Click the button and you will receive a message to confirm you want to copy the warehouse designation to all items at that site. Click Yes and all items for the selected site will now show the same warehouse designation. If you don't receive all items from the warehouse you can go into those items and remove the warehouse designation.





Ability to Bulk Fill Warehouse Designations (Cont.)

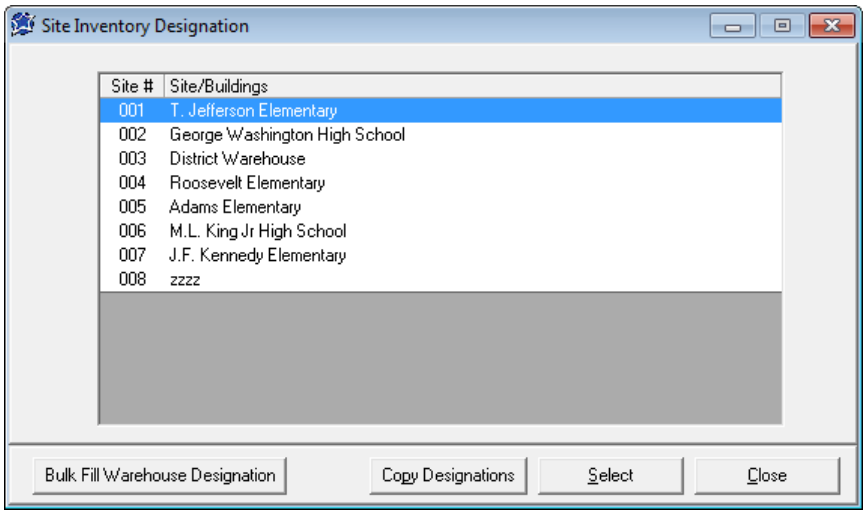
2. Once you bulk fill a site, all items assigned to that site will now have the Primary Warehouse selected in the "Receive item from Warehouse" window.



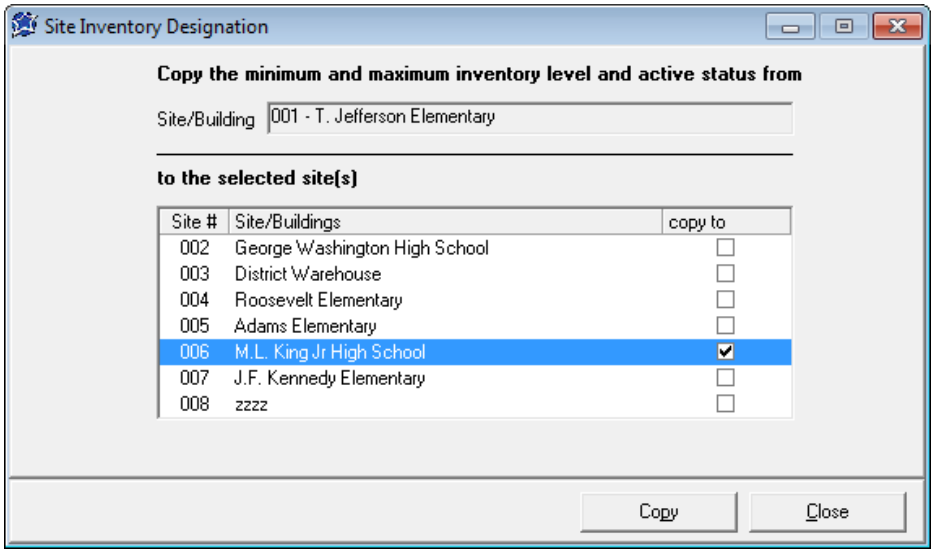
Enhanced!

Ability to Copy Item Designations

This option allows you to copy the item designation from one site to another. This will save you time so you don't' have to go item by item to set the designations.



1. Click Item Designation by Site on the Items tab. Highlight a site by clicking it once.. Then click Copy Designations.

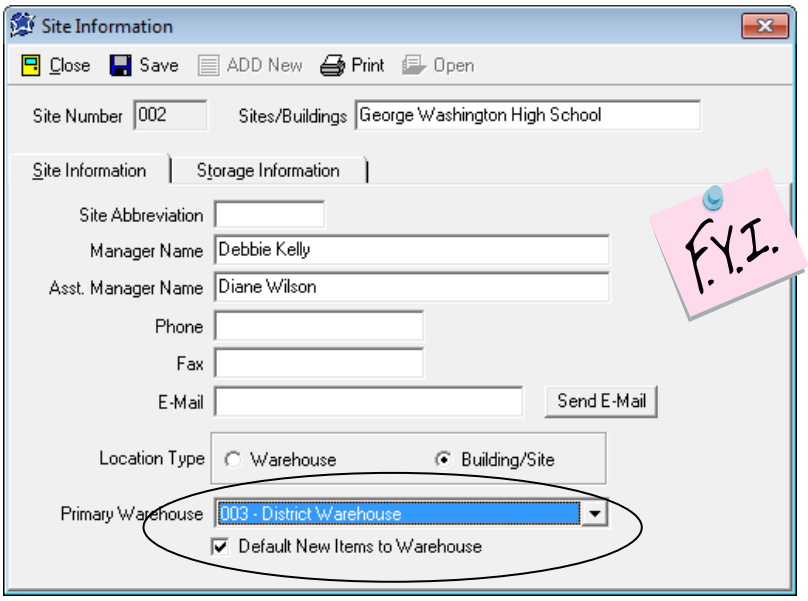


2. Then Click the sites that you would like to copy the Item Designations to and click Copy

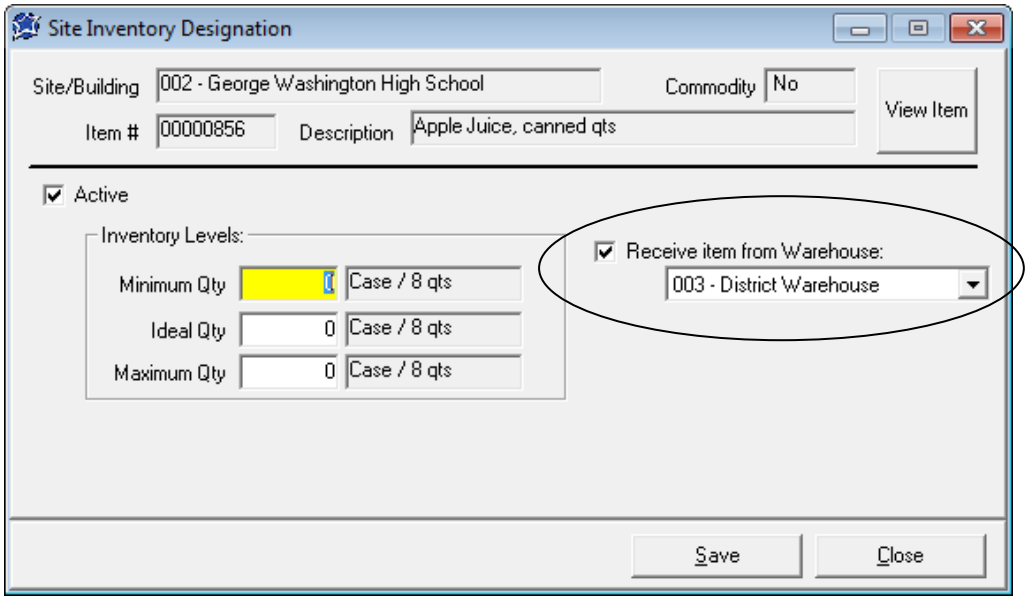
Option to Default New Items to a Warehouse

If you receive items from a Primary Warehouse you can now automatically assign new items to that warehouse.

1. Click the Items tab and select Inventory Site Control. Double click the site or highlight it and click Open. If you have a Primary Warehouse selected from the dropdown then you can put a check mark in the Default New Items to Warehouse check box.



You must select a Primary Warehouse before selecting this option.



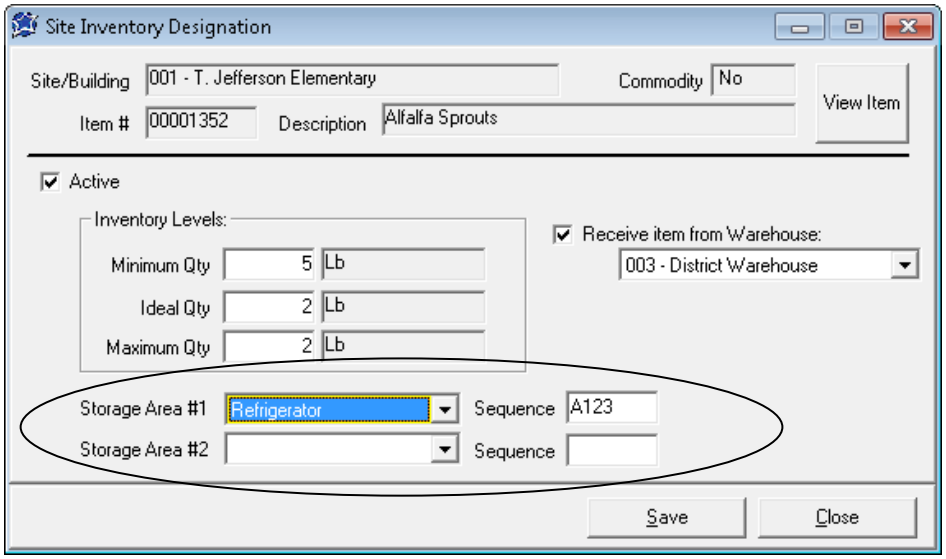
2. All new items that are assigned to the school site will automatically be assigned to the primary warehouse. This will be seen on the Item Designation by Site screen.

List/Print Items by Site with Storage Locations Identified

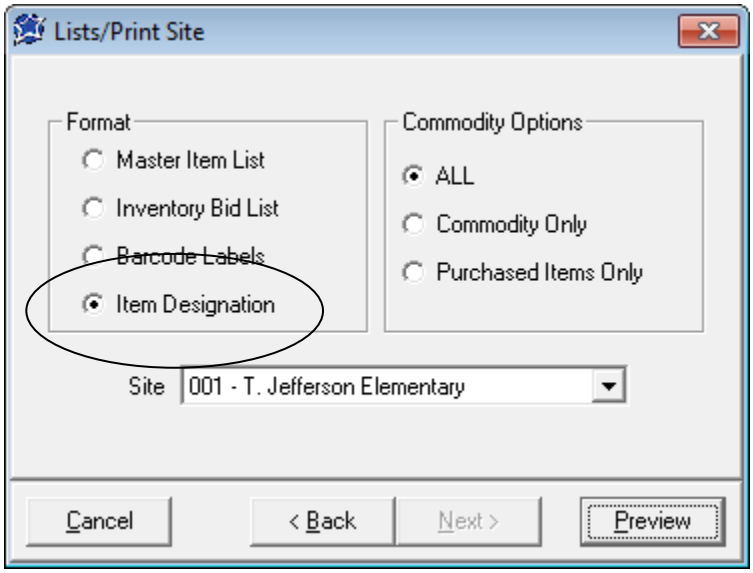
NEW!

For those customers who are using the Storage Area System for housing inventory you now have the ability to print your items with their Item Designation (Location.)

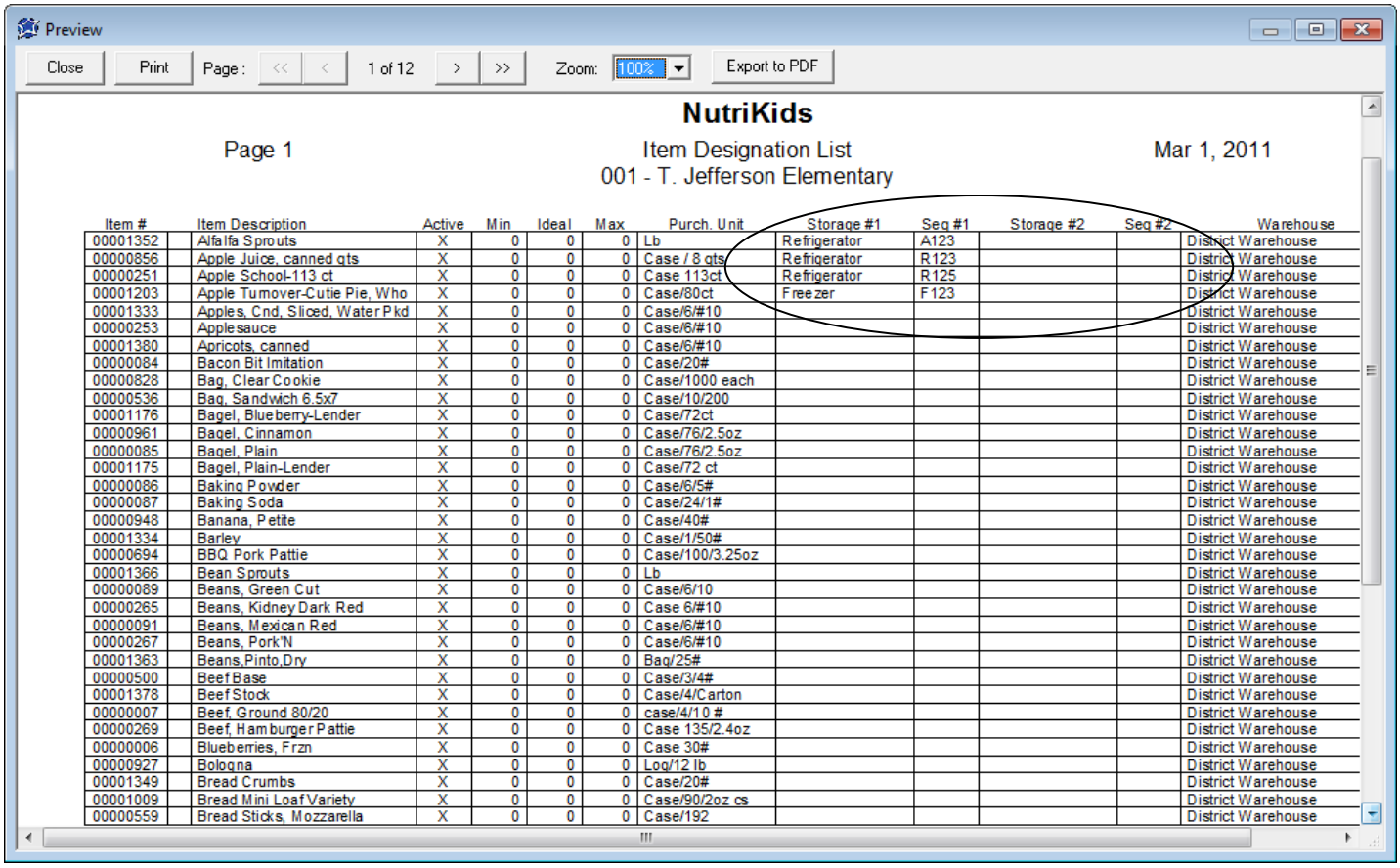
1. Prior to using this report you must first set up all items with a storage location. To set them up you must go into each item on the Item Designation by Site screen and select a Storage Location. For a more detailed inventory you can also assign a sequence. This will allow you to assign the items to individual bins or sections of the storage location.



2. To Print the report click List/Print Items by Site on the Items tab. Select your print criteria and click next. Select your settings and Click Next again. On the last page select Item Designation as your Format Type, select your site, select your commodity option and then click Preview.



List/Print Items by Site with Storage Locations Identified (Cont.)



Preview

Close | Print | Page : << < 1 of 12 > >> | Zoom: 100% | Export to PDF

NutriKids

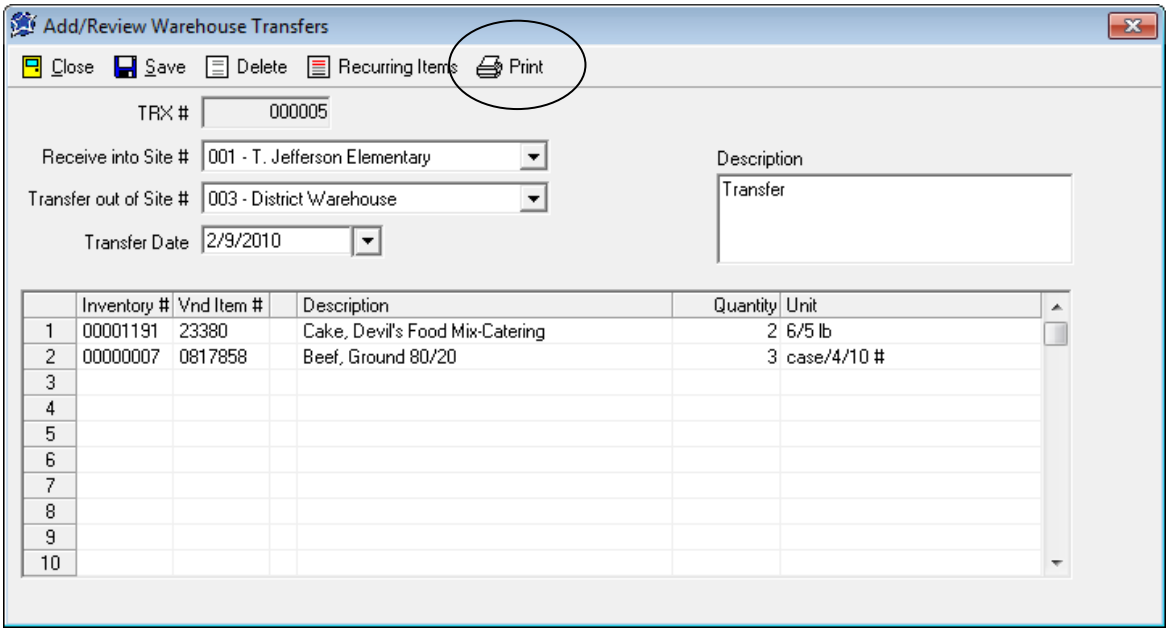
Page 1 — Item Designation List — Mar 1, 2011

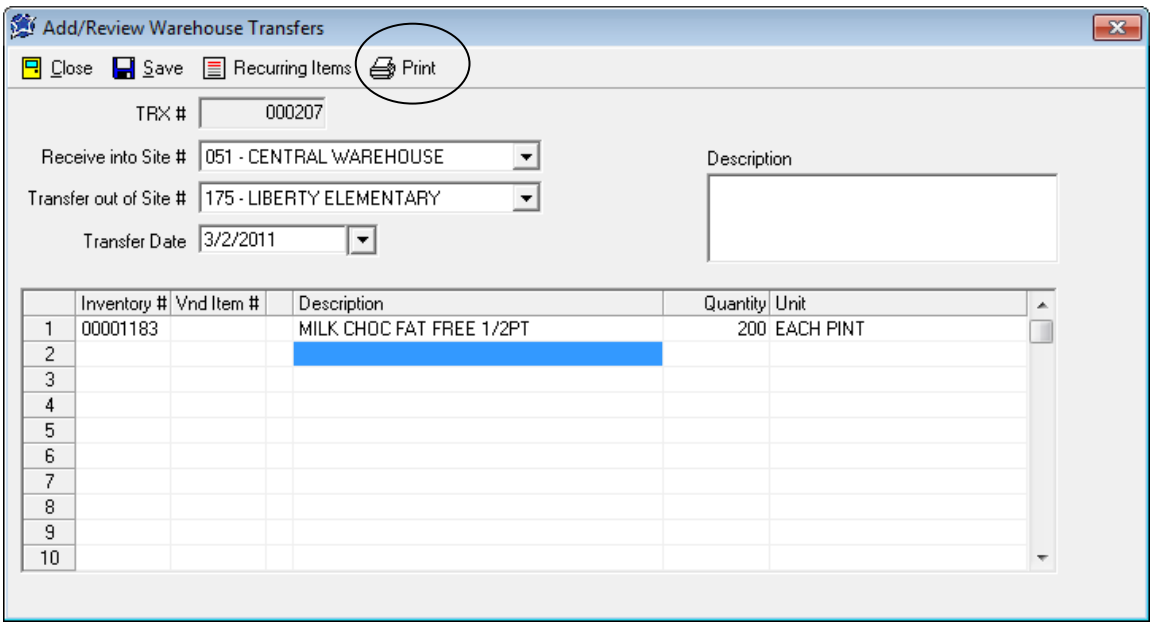
001 - T. Jefferson Elementary

Item #	Item Description	Active	Min	Ideal	Max	Purch. Unit	Storage #1	Seq #1	Storage #2	Seq #2	Warehouse
00001352	Alfalfa Sprouts	X	0	0	0	Lb	Refrigerator	A123			District Warehouse
00000856	Apple Juice, canned qts	X	0	0	0	Case / 8 qts	Refrigerator	R123			District Warehouse
00000251	Apple School-113 ct	X	0	0	0	Case 113ct	Refrigerator	R125			District Warehouse
00001203	Apple Turnover-Cutie Pie, Who	X	0	0	0	Case/80ct	Freezer	F123			District Warehouse
00001333	Apples, Cnd, Sliced, Water Pkd	X	0	0	0	Case/6/#10					District Warehouse
00000253	Applesauce	X	0	0	0	Case/6/#10					District Warehouse
00001380	Apricots, canned	X	0	0	0	Case/6/#10					District Warehouse
00000084	Bacon Bit Imitation	X	0	0	0	Case/20#					District Warehouse
00000828	Bag, Clear Cookie	X	0	0	0	Case/1000 each					District Warehouse
00000536	Bag, Sandwich 6.5x7	X	0	0	0	Case/10/200					District Warehouse
00001176	Bagel, Blueberry-Lender	X	0	0	0	Case/72ct					District Warehouse
00000961	Bagel, Cinnamon	X	0	0	0	Case/76/2.5oz					District Warehouse
00000085	Bagel, Plain	X	0	0	0	Case/76/2.5oz					District Warehouse
00001175	Bagel, Plain-Lender	X	0	0	0	Case/72 ct					District Warehouse
00000086	Baking Powder	X	0	0	0	Case/6/5#					District Warehouse
00000087	Baking Soda	X	0	0	0	Case/24/1#					District Warehouse
00000948	Banana, Petite	X	0	0	0	Case/40#					District Warehouse
00001334	Barley	X	0	0	0	Case/1/50#					District Warehouse
00000694	BBQ Pork Pattie	X	0	0	0	Case/100/3.25oz					District Warehouse
00001366	Bean Sprouts	X	0	0	0	Lb					District Warehouse
00000089	Beans, Green Cut	X	0	0	0	Case/6/10					District Warehouse
00000265	Beans, Kidney Dark Red	X	0	0	0	Case 6/#10					District Warehouse
00000091	Beans, Mexican Red	X	0	0	0	Case/6/#10					District Warehouse
00000267	Beans, Pork'N	X	0	0	0	Case/6/#10					District Warehouse
00001363	Beans,Pinto,Dry	X	0	0	0	Bag/25#					District Warehouse
00000500	Beef Base	X	0	0	0	Case/3/4#					District Warehouse
00001378	Beef Stock	X	0	0	0	Case/4/Carton					District Warehouse
00000007	Beef, Ground 80/20	X	0	0	0	case/4/10 #					District Warehouse
00000269	Beef, Hamburger Pattie	X	0	0	0	Case 135/2.4oz					District Warehouse
00000006	Blueberries, Frzn	X	0	0	0	Case 30#					District Warehouse
00000927	Bologna	X	0	0	0	Log/12 lb					District Warehouse
00001349	Bread Crumbs	X	0	0	0	Case/20#					District Warehouse
00001009	Bread Mini Loaf Variety	X	0	0	0	Case/90/2oz cs					District Warehouse
00000559	Bread Sticks, Mozzarella	X	0	0	0	Case/192					District Warehouse

Option to print Warehouse Transfers from the ADD/Review Screen

You now have the ability to print out a Warehouse Transfer from the ADD/Review screen.
On the Warehouse Tab Click Add/Review Transfers.
Either Open up a Transfer or Add a new one
You will now see a Print button at the top of the screen



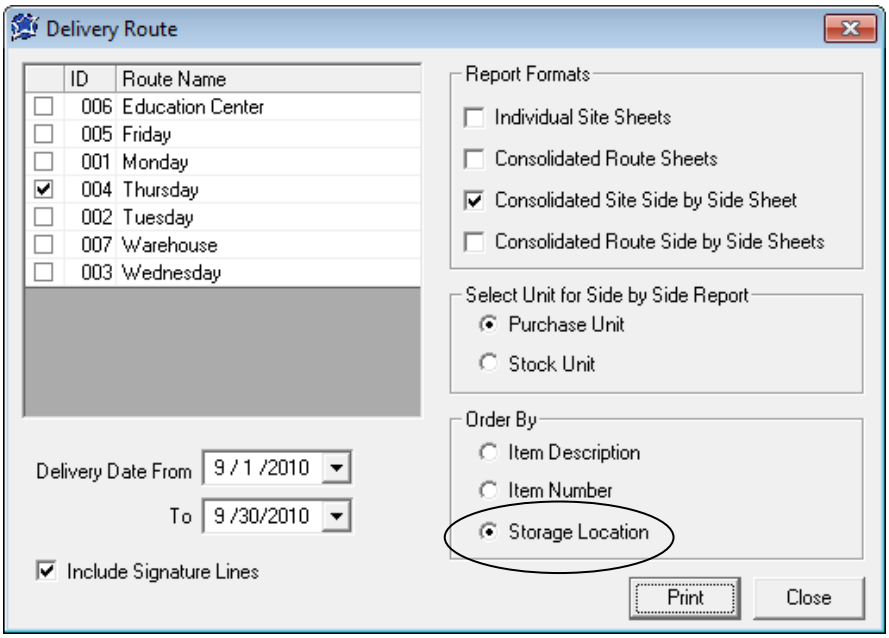


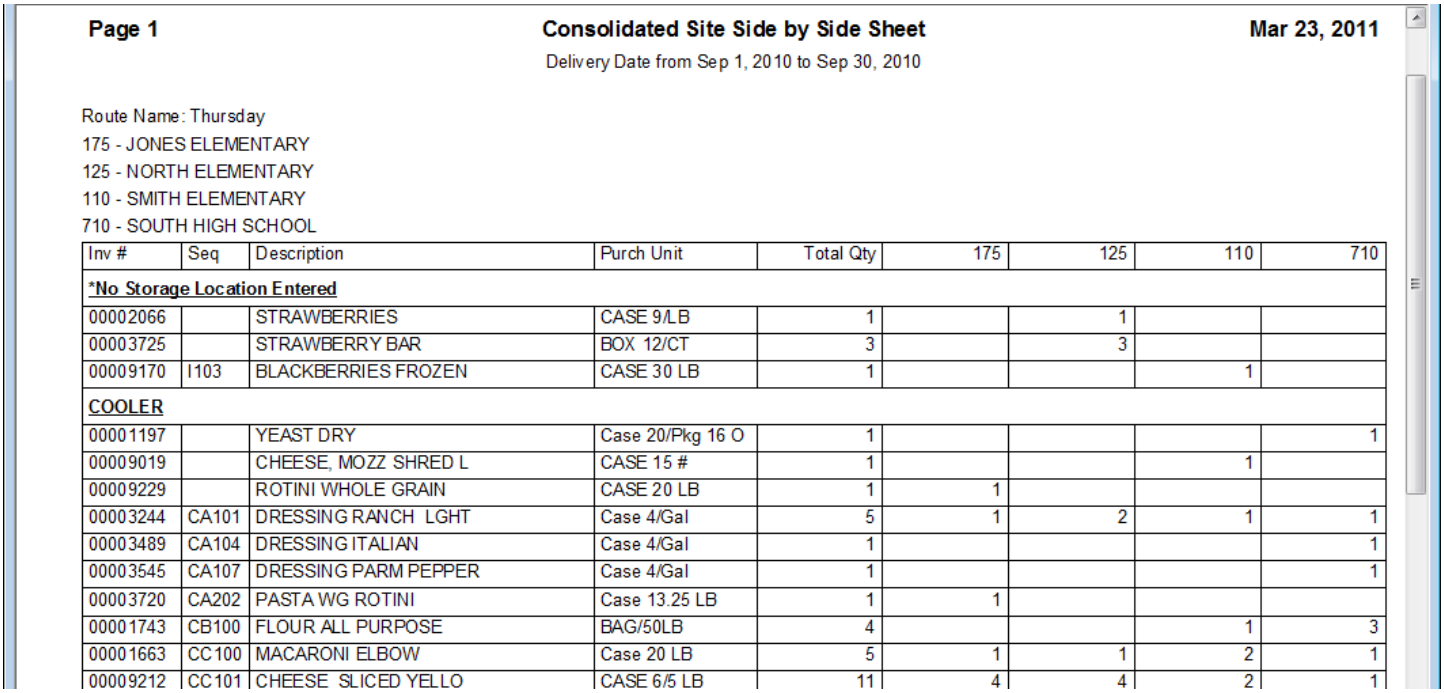
Enhanced!

Option to print Delivery Route Sheets by Storage Location

We've added the option to print your Delivery Route Sheets with items ordered by their storage location. This will make the process of pulling your transfer Items a little easier.

1. Click Print Delivery Route Sheets on the Warehouse Tab. Select a Route, a Date Range, Format, Unit, and then select Storage Location in the Order By section. Then click Print.





Page 1 **Consolidated Site Side by Side Sheet** **Mar 23, 2011**

Delivery Date from Sep 1, 2010 to Sep 30, 2010

Route Name: Thursday
175 - JONES ELEMENTARY
125 - NORTH ELEMENTARY
110 - SMITH ELEMENTARY
710 - SOUTH HIGH SCHOOL

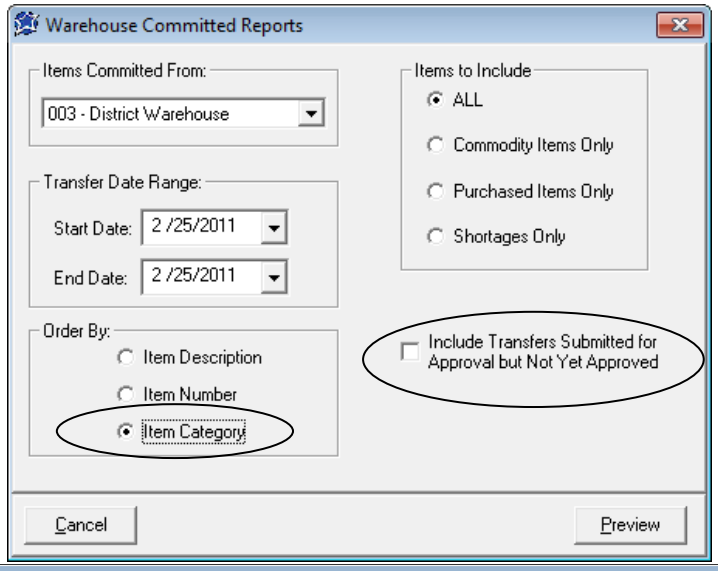
Inv #	Seq	Description	Purch Unit	Total Qty	175	125	110	710
*No Storage Location Entered								
00002066		STRAWBERRIES	CASE 9/LB	1		1		
00003725		STRAWBERRY BAR	BOX 12/CT	3		3		
00009170	I103	BLACKBERRIES FROZEN	CASE 30 LB	1			1	
COOLER								
00001197		YEAST DRY	Case 20/Pkg 16 O	1				1
00009019		CHEESE, MOZZ SHRED L	CASE 15 #	1			1	
00009229		ROTINI WHOLE GRAIN	CASE 20 LB	1	1			
00003244	CA101	DRESSING RANCH LGHT	Case 4/Gal	5	1	2	1	1
00003489	CA104	DRESSING ITALIAN	Case 4/Gal	1				1
00003545	CA107	DRESSING PARM PEPPER	Case 4/Gal	1				1
00003720	CA202	PASTA WG ROTINI	Case 13.25 LB	1	1			
00001743	CB100	FLOUR ALL PURPOSE	BAG/50LB	4			1	3
00001663	CC100	MACARONI ELBOW	Case 20 LB	5	1	1	2	1
00009212	CC101	CHEESE SLICED YELLO	CASE 6/5 LB	11	4	4	2	1

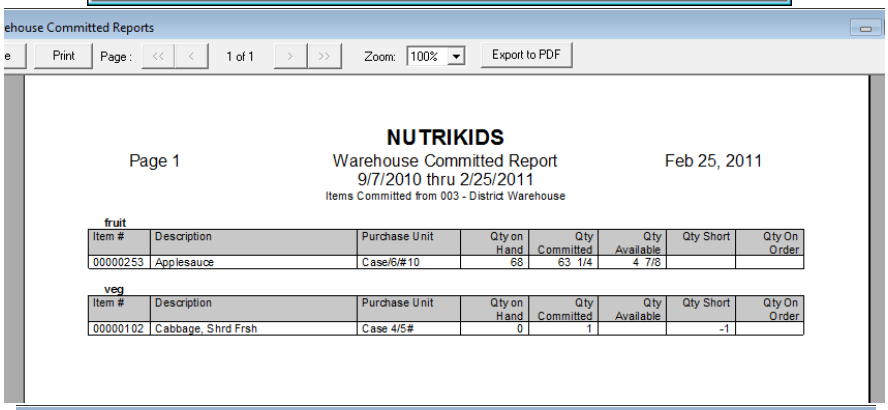
Enhanced!

Print your Warehouse Committed Report by Item Category

You can now print your Warehouse Committed Report ordered by Item Category.

1. Click Warehouse Committed Report on the Warehouse Tab. Select the site that you want to see Items committed from, select your dates, Order by Item Category, and then select what Items to include. Then click Preview.
   If you want to include Submitted items that have not yet been committed put a check mark in the "Include Transfers Submitted for approval but not yet approved" check box.





ehouse Committed Reports

Print | Page: 1 of 1 | Zoom: 100% | Export to PDF

NUTRIKIDS

Page 1 — Warehouse Committed Report — Feb 25, 2011

9/7/2010 thru 2/25/2011

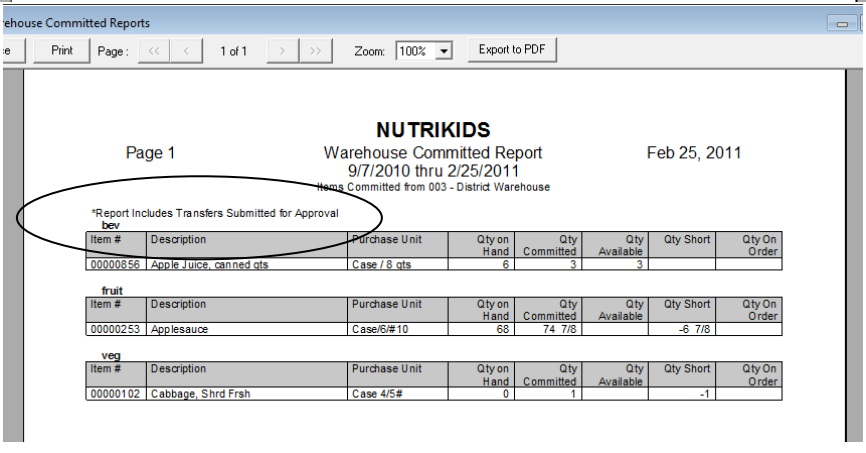
Items Committed from 003 - District Warehouse

fruit

Item #	Description	Purchase Unit	Qty on Hand	Qty Committed	Qty Available	Qty Short	Qty On Order
00000253	Applesauce	Case/6/#10	68	63 1/4	4 7/8		

veg

Item #	Description	Purchase Unit	Qty on Hand	Qty Committed	Qty Available	Qty Short	Qty On Order
00000102	Cabbage, Shrd Frsh	Case 4/5#	0	1		-1	



ehouse Committed Reports

Print | Page: 1 of 1 | Zoom: 100% | Export to PDF

NUTRIKIDS

Page 1 — Warehouse Committed Report — Feb 25, 2011

9/7/2010 thru 2/25/2011

Items Committed from 003 - District Warehouse

*Report Includes Transfers Submitted for Approval

bev

Item #	Description	Purchase Unit	Qty on Hand	Qty Committed	Qty Available	Qty Short	Qty On Order
00000856	Apple Juice, canned qts	Case / 8 qts	6	3	3		

fruit

Item #	Description	Purchase Unit	Qty on Hand	Qty Committed	Qty Available	Qty Short	Qty On Order
00000253	Applesauce	Case/6/#10	68	74 7/8		-6 7/8	

veg

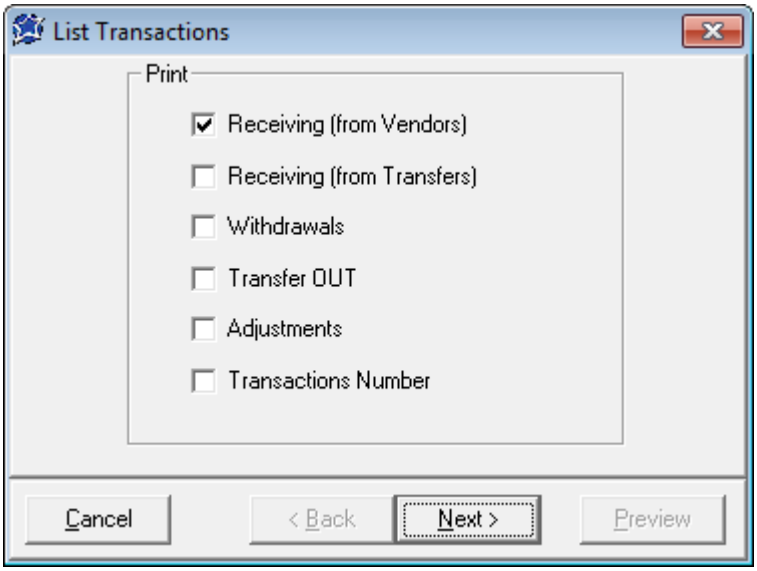
Item #	Description	Purchase Unit	Qty on Hand	Qty Committed	Qty Available	Qty Short	Qty On Order
00000102	Cabbage, Shrd Frsh	Case 4/5#	0	1		-1	

Print Receiving transactions with Storage Location Page

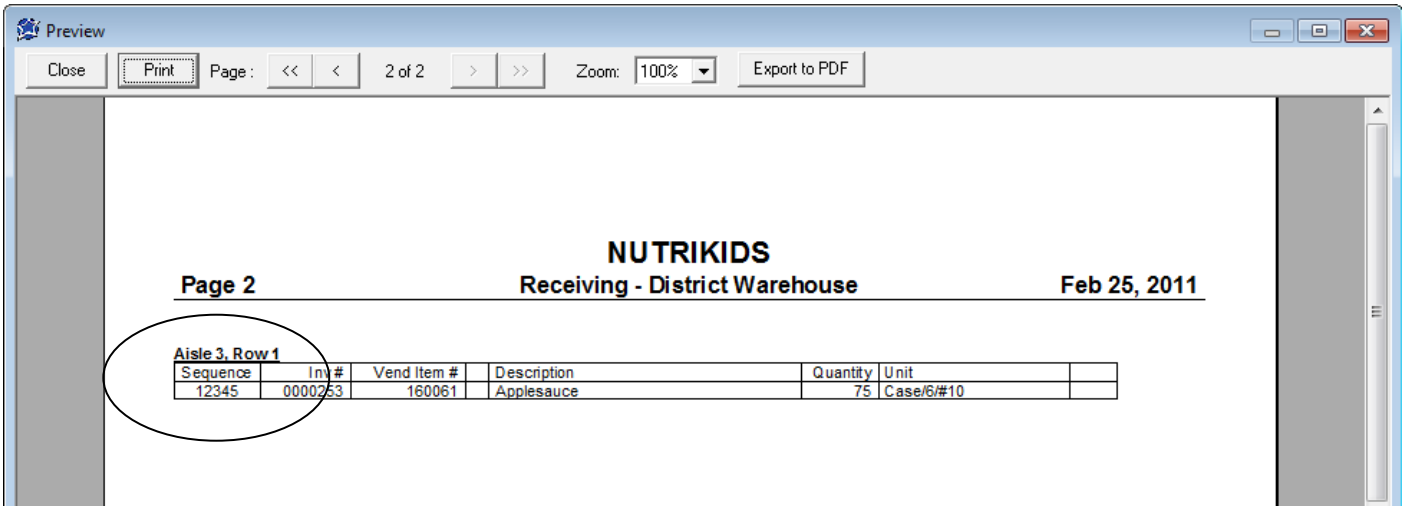
NEW!

If you are using storage locations you can now get an additional page when you print a list of Receiving (from Vendors) transactions. This page will give you a list of items received listed by their Storage Location and Sequence number.

1. Click List/Print Posted Transactions on the Transactions tab. Select Receiving (from Vendors) and click Next. Select your Vendor(s), Site(s), your date range, and your format and click Preview.



2. **At the end of the report** you will see the Receiving Items listed by Storage Location (seen below)

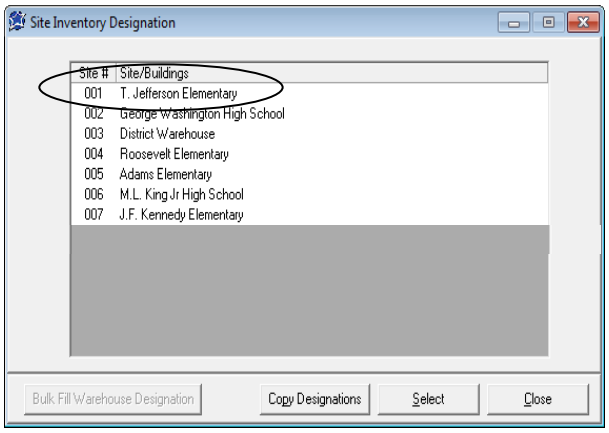


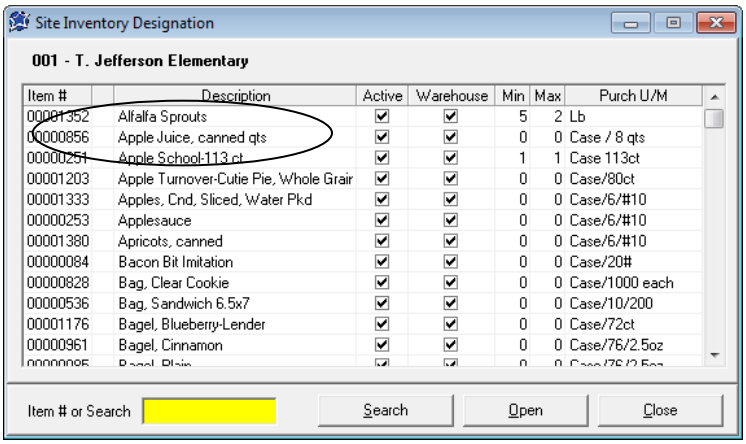
Create Warehouse Transfers from Inventory Requisitions

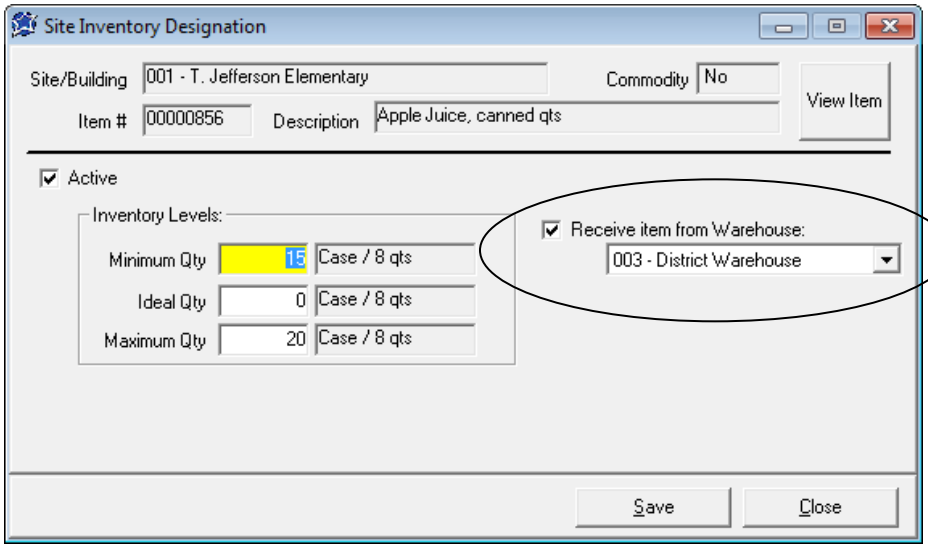
Enhanced!

If you have set up any Items to be received from a Primary Warehouse you can now create Inventory Requisitions that will be converted into Warehouse Transfers for those items that you receive from the warehouse. All other items on the requisition will be separated out into Orders on the Purchasing Tab.

1. To use this feature you must first assign a warehouse to your inventory items. These are items that you receive from a warehouse and do not order directly from a vendor. To select a Warehouse for your items you will need to click Item Designation by Site on the Items tab. Double click your site and then select an item from the list. Double click the item to open it up. On the right side of the screen put a check mark in the Receive Item from Warehouse checkbox and then select the warehouse from the dropdown. Once you have the warehouse selected click Save and then Click Close two times. If you receive a majority of your items from the warehouse and want to bulk fill your Item Designations you will find instructions on page 14. After bulk filling you can then remove the Warehouse Designation from those items you receive directly from the vendor.

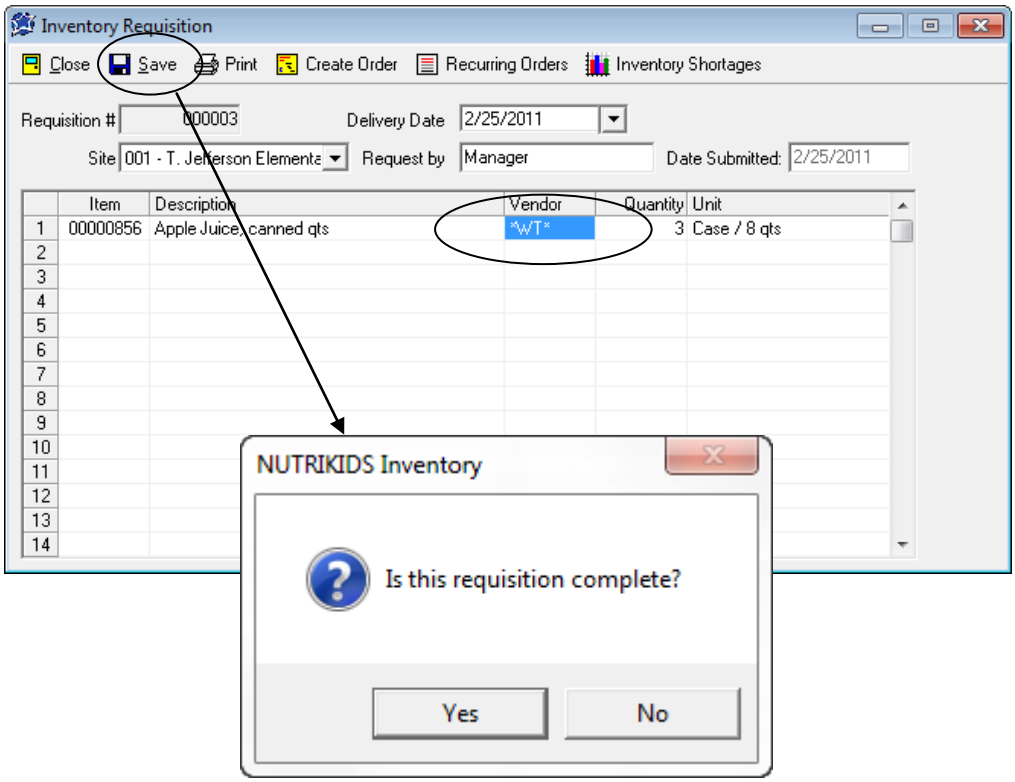




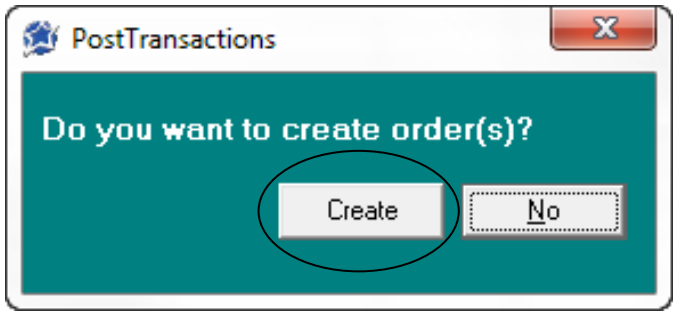


Create Warehouse Transfers from Inventory Requisitions (Cont.)

2. Now that you have the Item Designations set up you can now create your Inventory Requisition. When the item is added to the requisition you will see that the item has a Vendor code of *WT*. This shows that the item will be added to a Warehouse Transfer for the selected site. Continue entering in your Requisition Items.

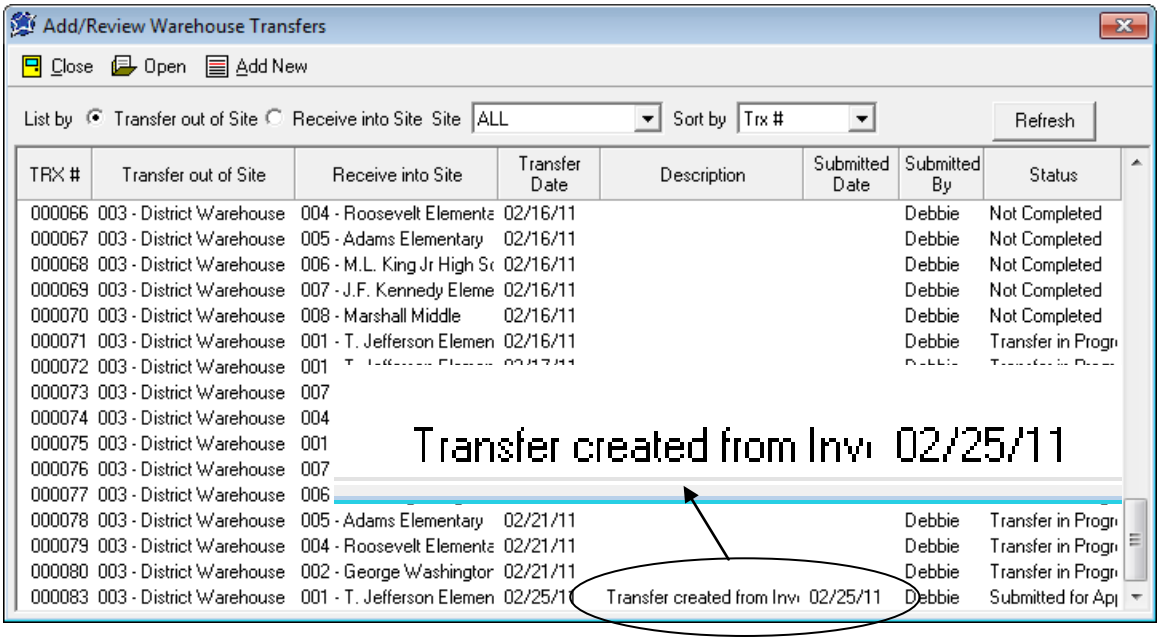


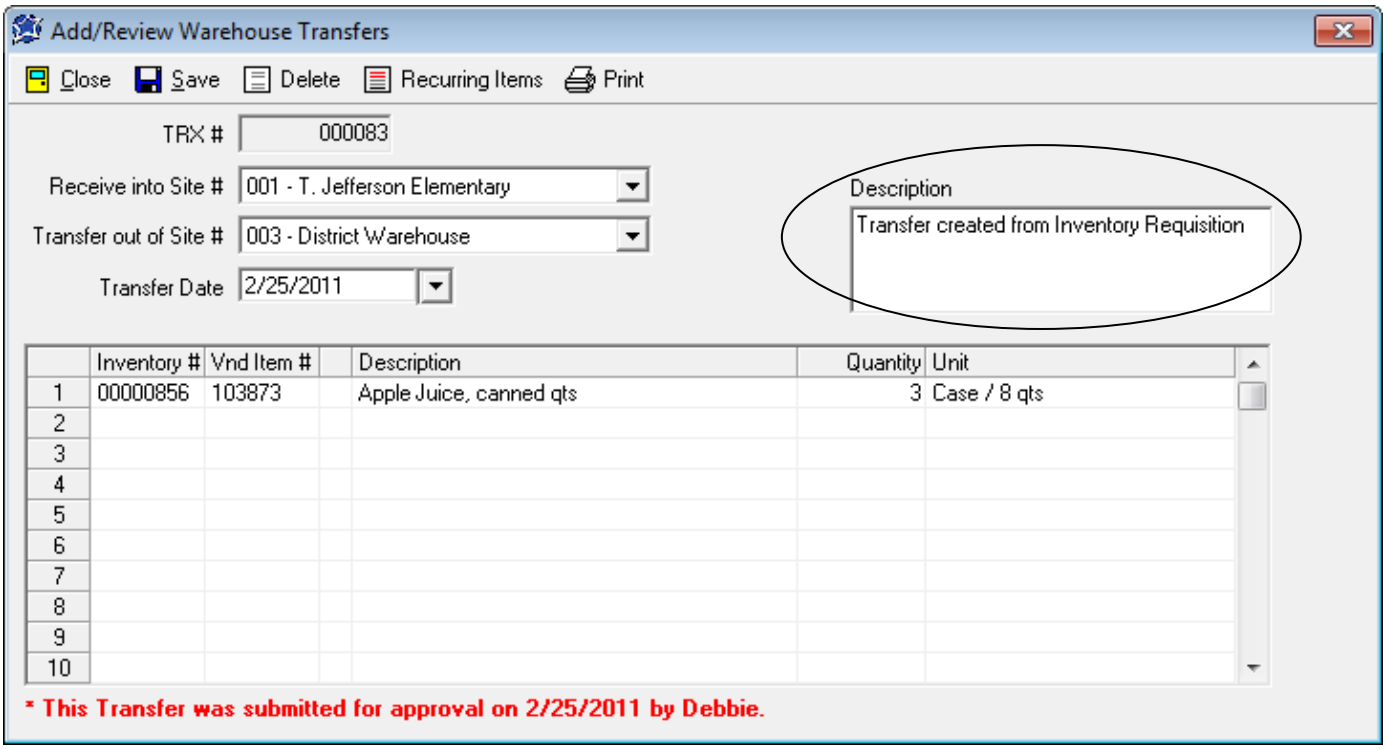
3. When done click Save. You will be asked "Is the Requisition complete?" Click Yes if you are finished and are ready to create an order.
If you have permission to Create Orders from Requisitions you will then receive a message that says "Do you want to create order(s)? Click Create If you do not have permission to create the order simply click Submit for Approval.



Create Warehouse Transfers from Inventory Requisitions (Cont.)

4. After creating the order, those items that are assigned to a warehouse will now appear on a Warehouse Transfer for the selected school. To view the transfers click the Warehouse tab and then select Add/Review Transfers. You will now see the transfer that was created from the Requisition. There will be a description of "Transfer created from Inventory Requisition. You can now process your Warehouse Transfer.

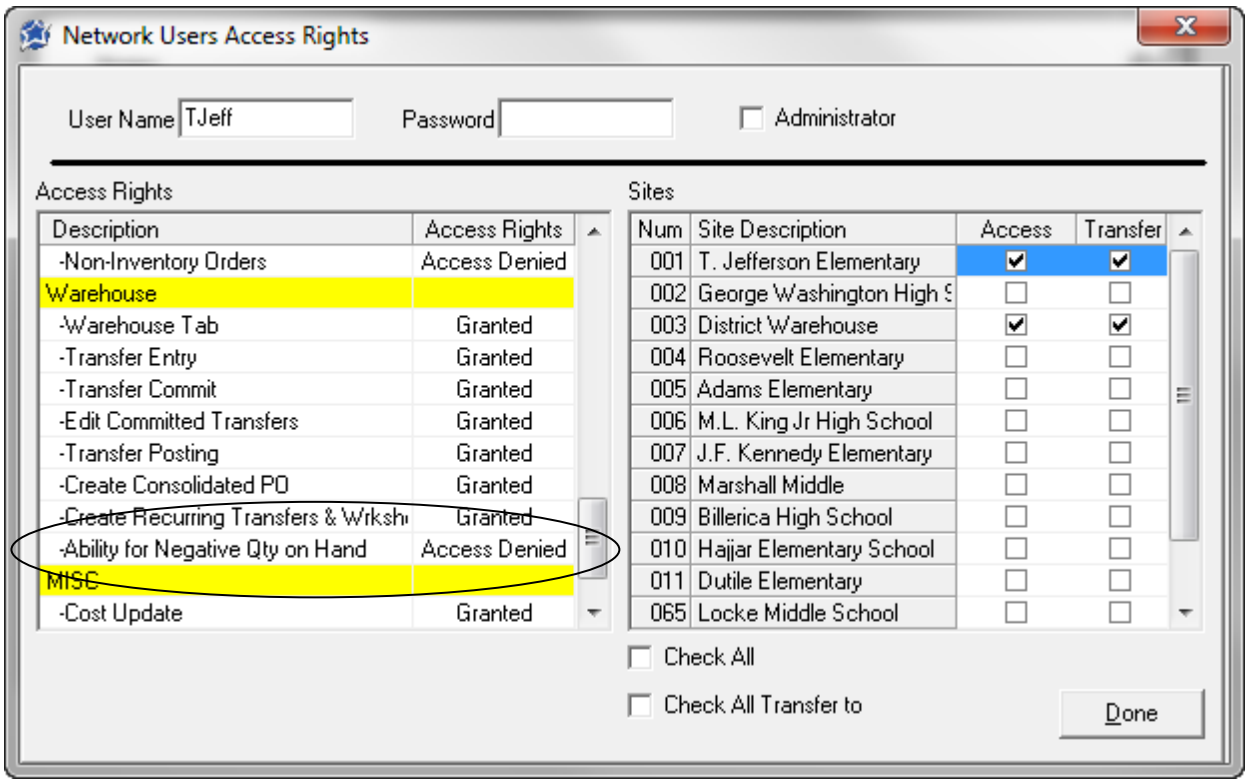




Ability to limit user's ability to have a negative Quantity on Hand

We've added a new User Right to allow you to restrict a user from going into the negative when doing warehouse transfers. This happens when a user tries to transfer more than what is on hand, causing the On-Hand Quantity to go negative.

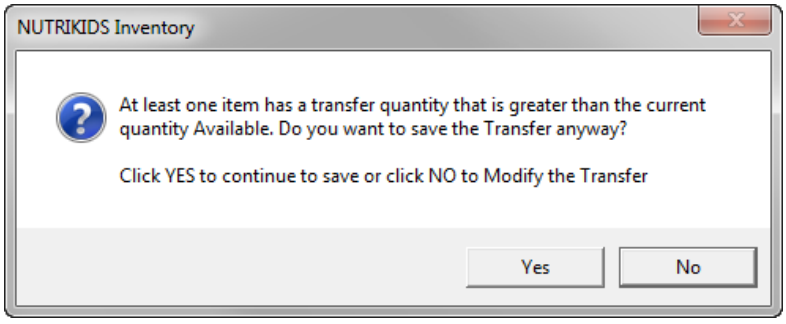
1. This can be set under the Network Users Access Rights screen located under the Tools menu on the top toolbar. Click Tools and Network User Access Rights. Double click on the user name you would like to modify permissions for.
Scroll down to the Warehouse section of the user rights. You can now change the permissions to either Granted or Access Denied for the user right called Ability for Negative Qty on Hand.
When finished click Done



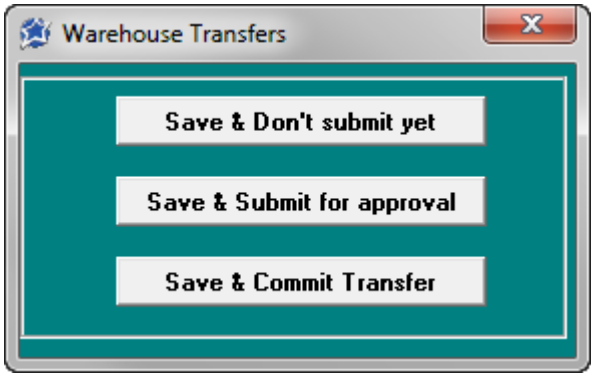
2. There are two places where the restricted user will be limited from causing the program to go into the negative for a Warehouse Quantity. The first is in the Warehouse Transfer screen and the second is the Commit Transfer screen. In both locations the user will be notified that they do not have proper permissions to go into the negative.

Ability to limit user's ability to have a negative Quantity on Hand (Cont.)

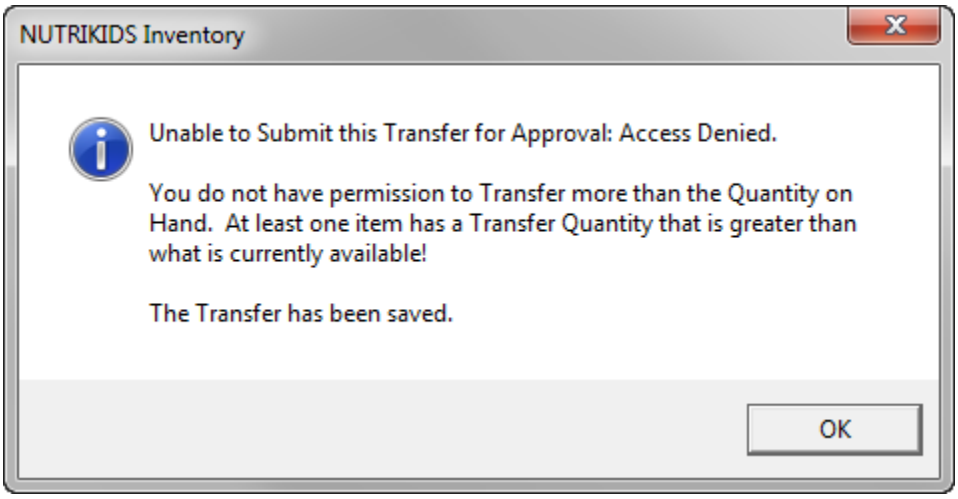
3. When a user clicks Save on a Transfer that has an item with a transfer quantity that will cause the On-Hand quantity to go into the negative they will receive the message below.



4. If the user clicks YES then they will receive different Save options depending on their user rights. Some users who do not have commit rights will only see the options to Save & Don't submit yet and Save & Submit for approval.

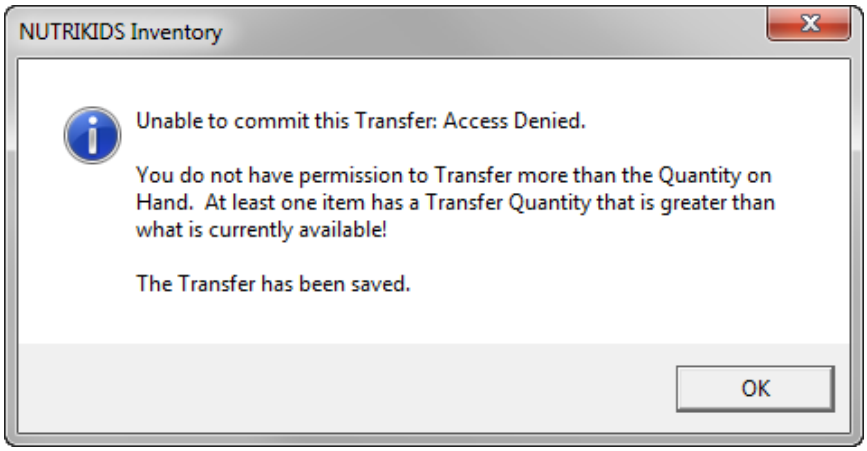


5. If a user clicks Save & Don't submit yet the transfer will be saved for further use. It can be found under Add/Review Transfers screen.
If a user clicks Save & Submit for Approval they will receive the message below. The transfer will be saved but not submitted. They can modify it under the Add/Review Transfer screen.

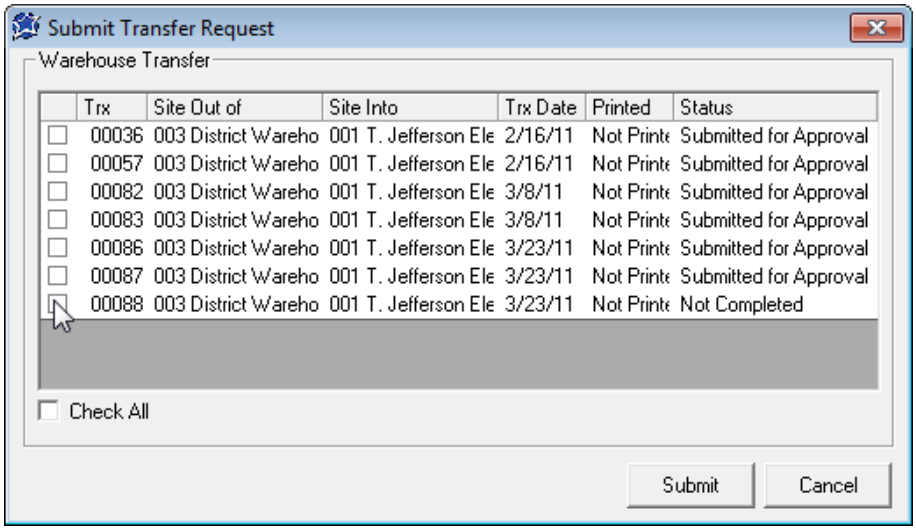


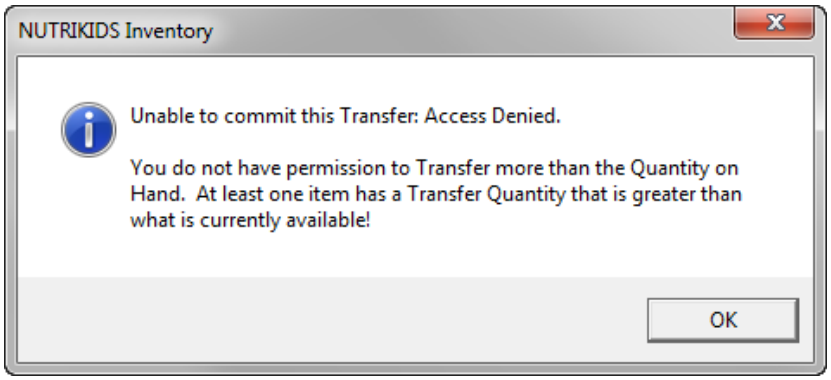
Ability to limit user's ability to have a negative Quantity on Hand (Cont.)

6. If a user clicks Save & Commit Transfer they will receive the message below. The transfer will be saved but not Committed. They can modify it under the Add/Review Transfer screen.



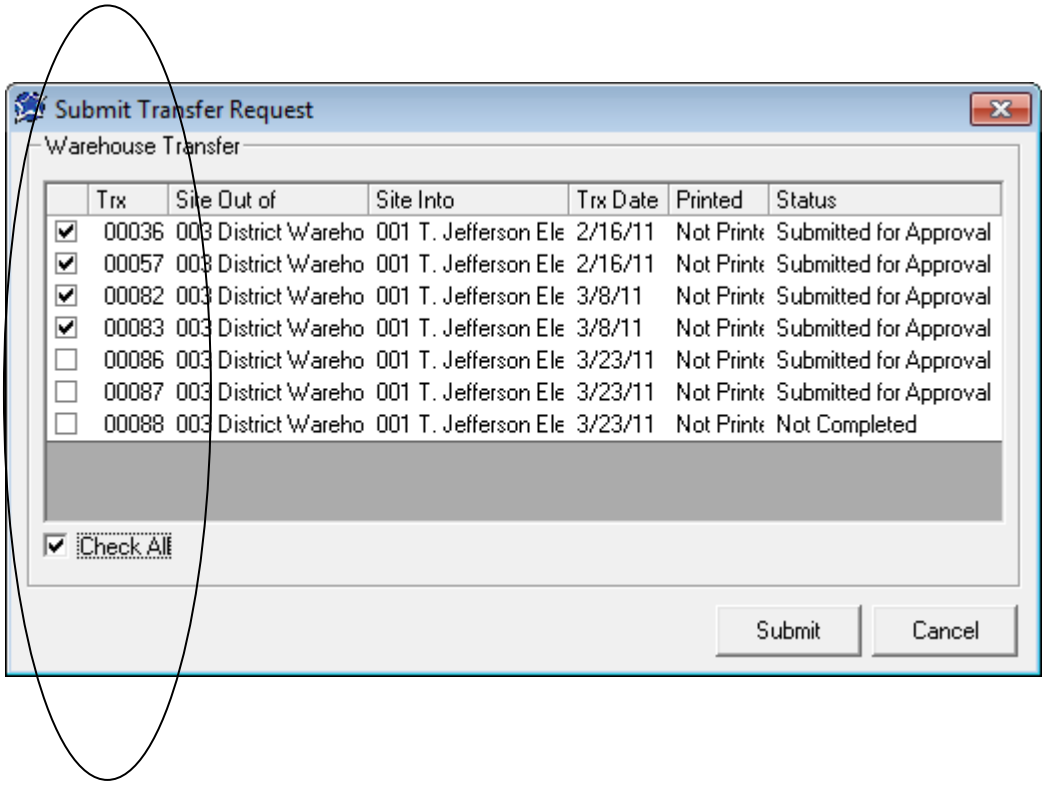
7. The second place that a user will notified is on the Commit Transfer screen on the Warehouse Tab. If the user tries to commit a transfer that has any item that will send the On-Hand value into the negative they will receive the message below.





Ability to limit user's ability to have a negative Quantity on Hand (Cont.)

8. If the user tries to click Check All on this screen, only those transfers that do not have negative quantities will be checked. Those that will cause a Negative quantity will not be selected.

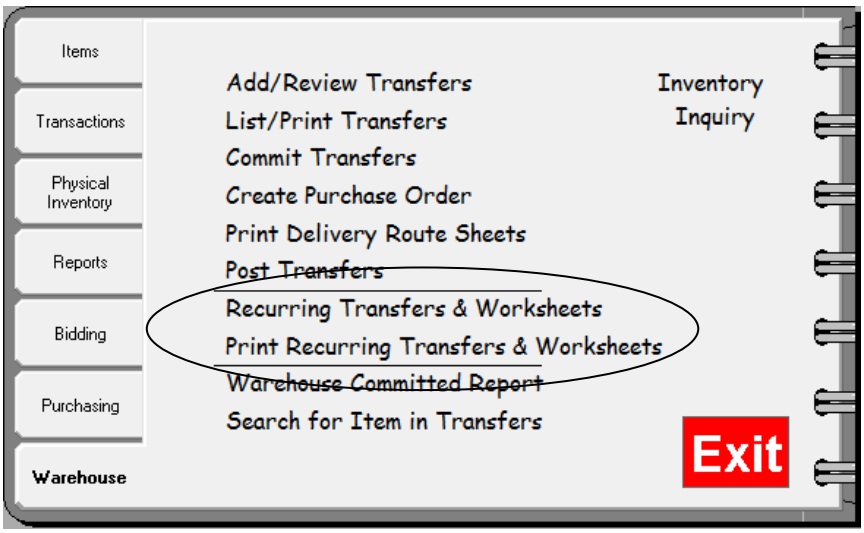


Enhanced!

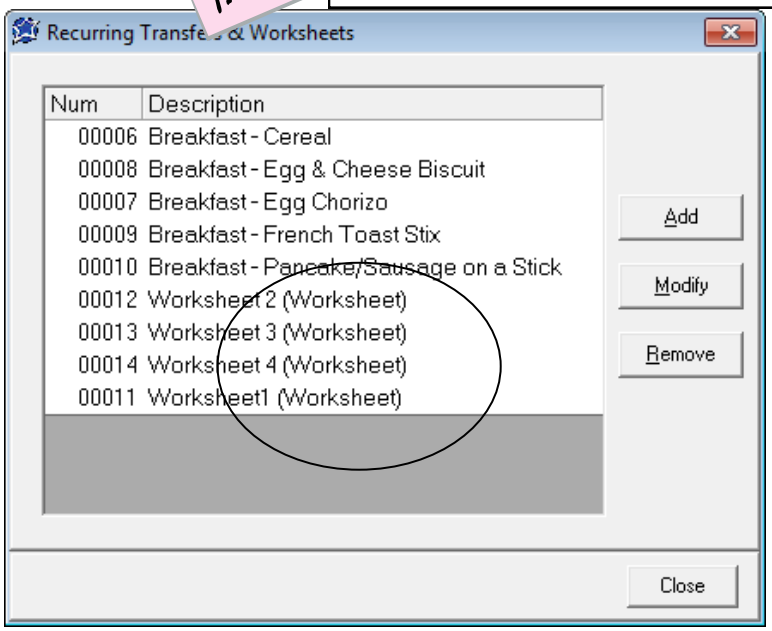
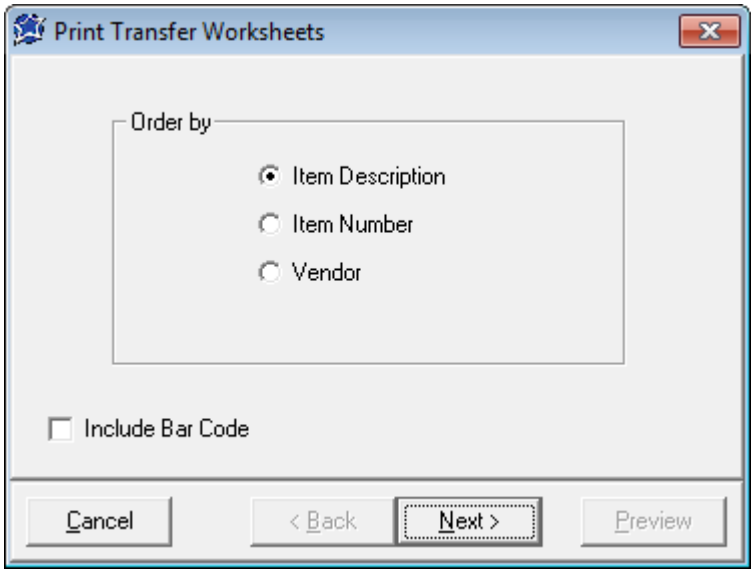
Changes made to Recurring Transfers & Worksheets

The three previous options called Recurring Transfers & Worksheets, Print Transfer Worksheets, and Recurring Warehouse Transfers have all been combined into two new options. They are:

- Recurring Transfers & Worksheets
- Print Recurring Transfers & Worksheets



1. You can now Add, Modify, or Delete your Recurring Transfers and Transfer Worksheets under Recurring Transfers & Worksheets and Print them under Print Recurring Transfers & Worksheets. These are found on the Warehouse Tab.

F.Y.I.

All existing Transfer Worksheets will have the word (Worksheet) after the name. This is to help you identify the Worksheets from the Recurring Transfers.