NUTRIKIDS® Perpetual Inventory
SOFTWARE USERS GUIDE

Version 4.x

NUTRIkids®

NUTRIKIDS® Software
Perpetual Inventory Users Guide
April 2011
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550 Latona Road, Building F
Rochester, New York 14626

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Glossary of Terms

Scroll Bar:
Since you are limited to the amount of information you can view at one time, the scroll bar is used to view additional information. A scroll bar will appear on the bottom or right of the screen if there is additional information to view.
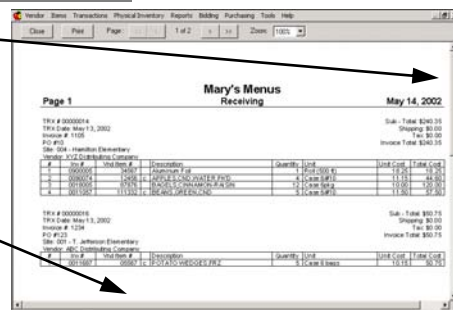
Window:
A window is a viewing area. With NUTRIKIDS for Windows you can open more than one viewing area at a time. If you open more than 1 window at a time they will be placed on top of each other.
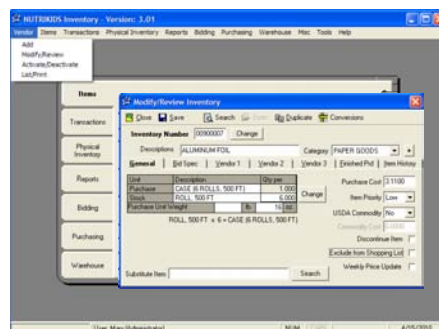
Close Window:
Clicking on the X located in the upper right corner of a window will close it.

Reduce and Enlarge:
Click on the little square box located in the upper right corner of the window to reduce or enlarge the size of the window. Click it once to reduce the size of the window and click it again to enlarge the size of the window.

Minimize and Restore:
Minimize lets you "hide" a window so you can view another window or software program. To minimize the window, click on the horizontal line located in the upper right corner of the window. A minimized window will appear as a small button located at the bottom left corner of your screen. To restore it click on the double box.

Minimize

Tool Bar:
A tool bar contains buttons to open the "window" for a specific function . To open a window in NUTRIKIDS for Windows you can either use the toolbar located at the top of the main menu or select from the Main Menu.
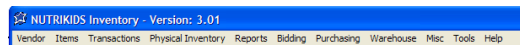
Main Menu:
This screen is the Main Menu of NUTRIKIDS. To open a window in NUTRIKIDS for Windows you can either use the toolbar located at the top of the main menu or select from the Main Menu.

Welcome to PERPETUAL INVENTORY!

NUTRIKIDS Perpetual Inventory provides you with a fast & efficient way to keep a running account of your inventory. This guide will assist you in everything you need to get started with Perpetual Inventory.

System Requirements

- ✓ 1.2GHz processor
- ✓ 512MB RAM
- ✓ CD-ROM Drive
- ✓ SVGA Monitor
- ✓ 100-250MB hard-disk space*
- ✓ 10/100 Mbps Ethernet Network Adapter**
- ✓ Microsoft Windows XP

*Minimum space required after installation
**Required for networked version

Installation Instructions for CD

Please follow the installation instructions which have been included with your installation CD. Also included are start-up instructions designed to guide you through the initial start-up and installation of the Perpetual Inventory program.

Should you need assistance at any time during installation, set-up or daily use of the Perpetual Inventory program, please contact a LunchByte Systems Support Representative at 1.800.724.9853.

VENDORS

Vendors—"Vendor" is ONLY accessible through the top "Toolbar" in NUTRIKIDS Perpetual Inventory. This is where you will enter and maintain all Vendor information for each Distributor currently supplying your organization.

ITEMS

Items — All Inventory Items are entered here. Examples include food items, paper goods, cleaning products, etc. Sites and Warehouse Routes are also established here.

Items

Transactions

Physical Inventory

Reports

Bidding

Purchasing

Warehouse

Add
Modify/Review
Activate/Deactivate
List/Print

Item Designation by Site
List/Print Items by Site
Inventory Site Control
Warehouse Routes

Inventory Inquiry

Exit

Add Inventory

Close   Save   Conversions

Inventory Number 00000059

Descriptions Corn, Canned   Category VEGETABLES

General | Bid Spec | Vendor 1 | Vendor 2 | Vendor 3 | Finished Prd | Item History

Unit	Description	Qty per
Purchase	Case (6/#10 Casn)	1.000
Stock	Can (#10)	6.000
Purchase Unit Weight	39.75 lb.	oz.

Change

Can (#10) x 6 = Case (6/#10 Casn)

Purchase Cost 10.25

Item Priority Med

USDA Commodity No

Commodity Cost

Discontinue Item ☐

Exclude from Shopping List ☐

Weekly Price Update ☐

Substitute Item   Search

Transactions—This feature gives each building a complete record of every Order (Purchase Order) received. Schools may track inventory as it is Transferred from one site to another. Any Inventory used throughout the day can be quickly entered and automatically removed from existing Inventory counts through Withdrawals. Adjustments may be recorded to identify items discarded for various reasons *(i.e.: "Freezer burned items discarded").*

Posted Transactions become permanent records.

Items		
Transactions	Modify Unposted Transaction	Inventory Inquiry
	Receiving	
Physical Inventory	Withdrawals (Usage)	
	Transfers	
Reports	Adjustments	
	Finished Products	
Bidding	List/Print Posted Transactions	
	Recurring Transactions	
Purchasing	Item Availability	
Warehouse		Exit
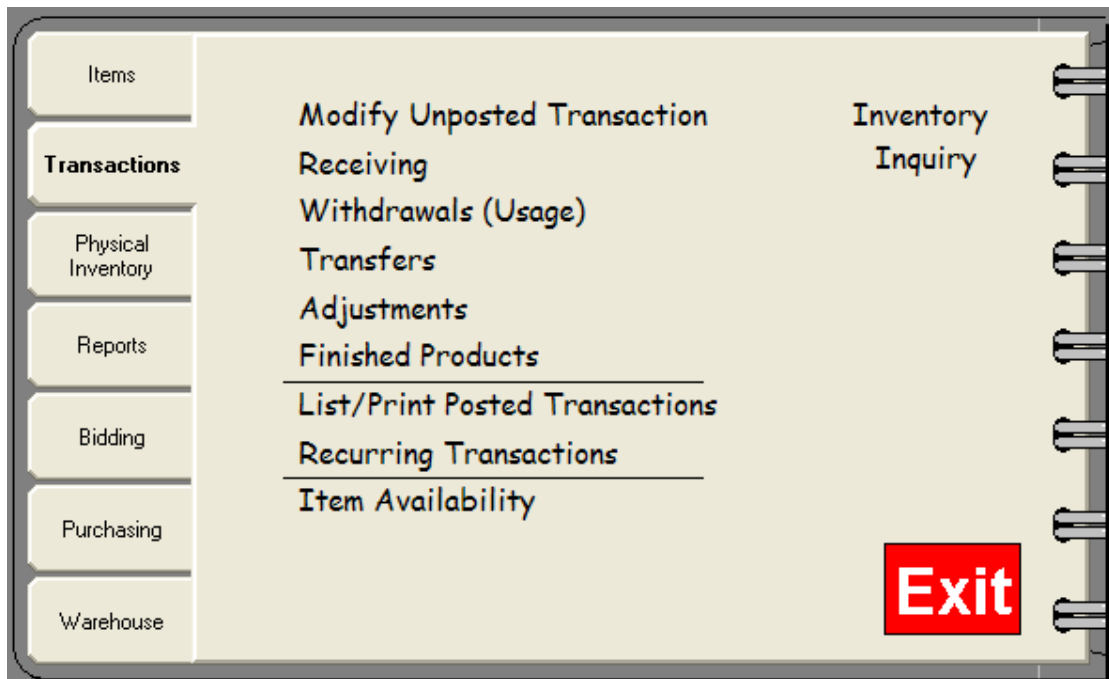
Physical Inventory— Use this feature when a "hands-on" inventory is required. No receipts, transfers, withdrawals or adjustments may be entered in Transactions during the Physical Inventory of any selected building.

Items

Transactions

Physical Inventory

Reports

Bidding

Purchasing

Warehouse

Physical Count Worksheets
Physical Inventory Control
Enter Physical Count
Physical Count Edit List
Inventory Variance/Usage Report
Adjustments
Post Physical Inventory
Physical Inventory History

Inventory Inquiry

Exit

Reports — Various reports are generated here including shortage reports, usage reports, inventory value reports , vendor analysis reports, and withdrawal category reports.

Items		Inventory
Transactions	Usage Reports	Inquiry
Physical Inventory	Shortage Reports	
	Inventory Value Reports	
Reports	Vendor Analysis	
Bidding	Withdrawal Category Report	
Purchasing		**Exit**
Warehouse		

Bidding — All aspects of the bidding process may be accomplished here. From creating or modifying a Bid Document, to the Ranking of Items, and finally Awarding the Bid.

Items		
Transactions	Add Bidding Document	Inventory
Physical Inventory	Modify/Review Bidding Document	Inquiry
	List/Print Bidding Document	
Reports	Receive/Modify Vendor Bid	
	Bidding Worksheet	
Bidding	Bid Ranking	
	Bid Ranking Lists	
Purchasing	Bid Award Notifications Lists	
	Bid Award	
Warehouse		**Exit**

Purchasing — From start to finish, the complete Purchase Order process is accomplished here.

Weekly Price Updates	Inventory
Inventory Requisition	Inquiry
Add/Review Orders	
List/Print Orders	
Post Orders	
Search for Item in Orders	
Recurring Orders	
Add/Modify Order Worksheets	
Print Order Worksheets	
Non-Inventory Orders	

Tabs: Items, Transactions, Physical Inventory, Reports, Bidding, **Purchasing**, Warehouse

Exit

Warehouse— A useful tool when a central warehouse is utilized. Maintains the inventory within a warehouse. Creates the hard copies needed and tracks all activity.

Items	
Transactions	Add/Review Transfers
	List/Print Transfers
Physical Inventory	Commit Transfers
	Create Purchase Order
Reports	Print Delivery Route Sheets
	Post Transfers
Bidding	Recurring Transfers & Worksheets
	Print Recurring Transfers & Worksheets
Purchasing	Warehouse Committed Report
	Search for Item in Transfers
Warehouse	

Inventory Inquiry

Exit

Adding Vendors
(This option is ONLY available through the Top Tool Bar)

Step 1   Adding Vendors
- Click VENDOR
- Click ADD, the first screen that appears is the "General Information" tab
- The **required** fields are Vendor Name and Vendor Code. (Vendor Code is a 3-5 character "code" assigned to that Vendor either Alphabetical or Numeric)
- Complete the other general information as needed.
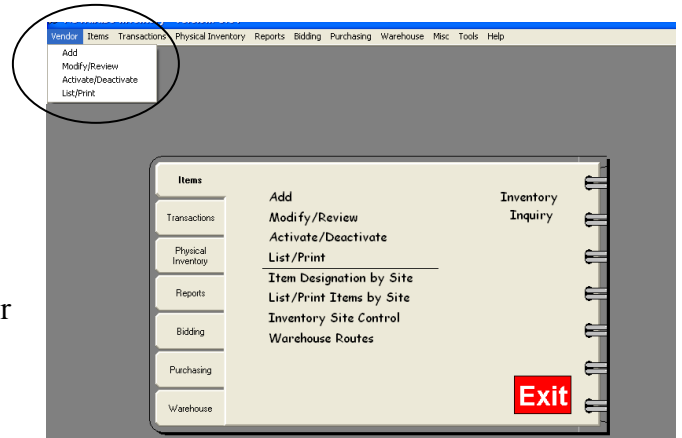
Step 2   Minimum Delivery Amount
If the Vendor has placed a dollar value restriction to deliveries, place that value in this box. If not, leave this box blank. This information is not printed on any report.

Step 3   Delivery Lead Time
Enter the number of days the vendor requires the order to be submitted to them before delivery. This information is not printed on any report.

Step 4   Delivery Days
Identify by placing a check in the box that identifies the delivery arrival day(s). This information is not printed on any report.
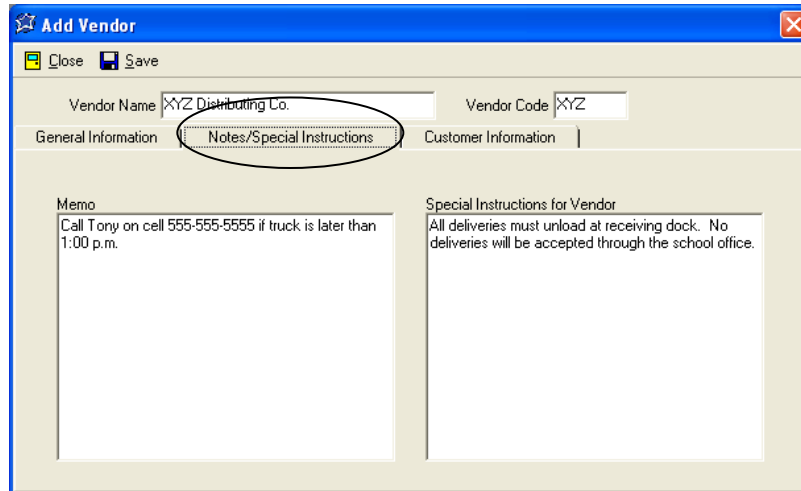

If checked, only Administrators will be able to see and use this Vendor

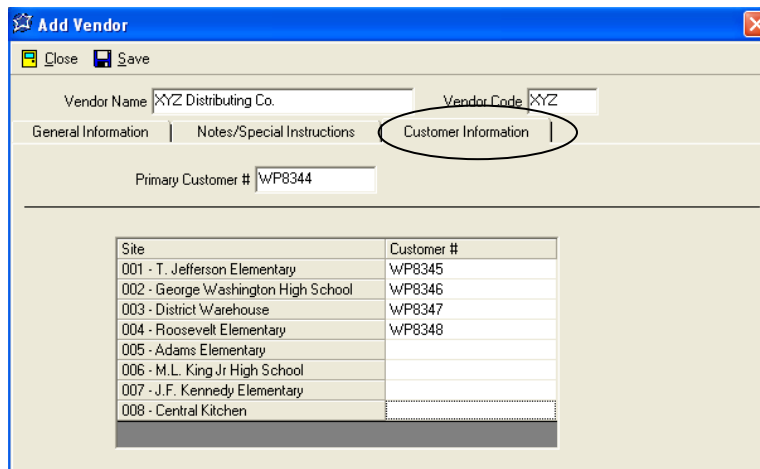**Step 5   Notes/Special Instructions Tab**

Click on the "Notes/Special Instructions" tab to insert any memos, notes or special instructions regarding that Vendor. Anything entered in the memo section will print out on a vendor Detailed List. Anything entered in the "Special Instructions to the Vendor" section will be printed on a Purchase Order.

Step 6   Customer Information Tab

Primary Customer # is the number assigned to you by the Vendor. Individual sites within your organization may also be assigned their own numbers. This information will only appear after sites have been assigned.

Step 7   Click SAVE.

The software will prompt you to add another vendor. If you want to add another, click YES until all vendors have been added.

Section 2: Working with the VENDOR Option

Following the steps on the previous page , enter all of your Vendors.

In addition to all of your own Vendors, enter a Vendor called "Open Vendor".

- The only required information for "Open Vendor" is Vendor name, which will be "Open Vendor" and a vendor code, use "OPEN"

"Open Vendor" will be mandatory when we begin to enter your OPENING INVENTORY. This is how your current inventory on-hand is accounted for.

Modify/Review Vendors

Step 1 **Modifying Vendor Information**
- Click VENDOR
- Click MODIFY/REVIEW
- Highlight the Vendor to modify or review and double click or Click Open
- Edit each box as needed (Vendor Name and Vendor code are required)

Step 2 **When done, click SAVE & CLOSE**

Activate/Deactivate Vendors

Vendors may be deactivated at any time. They will remain within the program, but are "asleep" and you will not see them. You may return to Activate/Deactivate at any time to "awaken" or reactivate them.

Step 1   Activate/Deactivate Vendors
- Click VENDOR
- Click ACTIVATE/DEACTIVATE
- Highlight the Vendor and click ACTIVATE/DEACT box. Once there is a checkmark placed in the box under Deactivate, that Vendor will be put to "sleep" In this example, since there should only be one OPEN VENDOR, we should deactivate the other
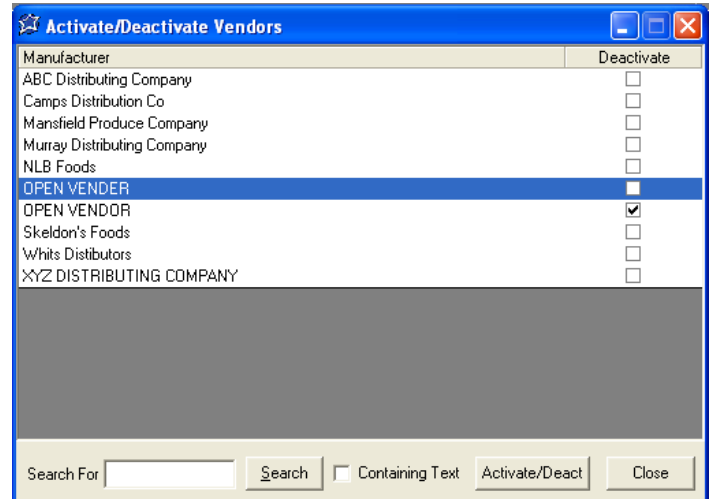
Step 2   When done, click CLOSE

List/Print Vendors

Step 1   List/Print Vendors
- Click VENDOR
- Click LIST/PRINT
- Choose SUMMARY or DETAIL
- Choose by VENDOR CODE or VENDOR NAME
- Click PREVIEW
- Click PRINT, Export to PDF, or Click CLOSE if you do not want to print

NUTRIKIDS may be able to import your inventory file from a current inventory Excel file. Below is an example showing the Excel template that we work with. To keep manual entry to a minimum, these are the fields needed to begin building the inventory items file in NUTRIKIDS.

	A	B	C	D	E	F	G	H	I	J	K
1	Item #	Item Description	Purchase Unit	Stock Unit Desc	Stock Unit Per Purchase	Cost	Vendor	Vendor Item #	Vendor Item Cost	Category	
2	9876	Beef, Ground Patty 2.4 oz	Case 300ct	Patty 2.4oz	300	11.8	Sysco	9876	11.8	Frozen	
3	24465	Beef, Ground Bulk	Case 40 LB	Roll 10 LB	4	28.88	Sysco	24465		Frozen	
4	112202	Juice, Apple Bulk	Case 4/1gal	1 gal	4	6.78	Sysco	112202		Fruit	
5	112204	Juice, Apple Indv	Case 72/4 oz	Carton 4 oz	72	9.88	Sysco	112204		Fruit	
6	8424	Applesauce, canned	Case 6/#10	Can #10	6	11.02	Sysco	8424		Canned Goods	
7	2240	Cinnamon, Ground	Jar 16 oz	Jar	1	5.78	Sysco	2240		Spice	
8	118798	Cereal, Cheerios, Indv	Case 60/bowl pack	bowl pack	60	17.54	Sysco	118798		Breakfast	
9	118790	Cereal, Cheerios, Bulk	Case 4/5 LB Bag	5 LB Bag	4	15.02	Sysco	118790		Breakfast	
10	118791	Cereal, Trix, Bulk	Case 4/5 LB Bag	5 LB Bag	4	14.89	Sysco	118791		Breakfast	
11											

In order to import the file, some editing may be necessary before sending the Excel file to NUTRIKIDS. For example, the Purchase Unit Description (column C) really needs to start with a word, rather than a number so if your excel file reads, 4/1gal Case, **you will need to edit that description to say Case 4/1 gal.** This is because when descriptions start with numbers sometimes it is difficult to interpret reports with quantity and case side-by-side. Notice on the line below, how much easier it is to read the second description. The first one looks like it might be 14 @ 1 gal.

<div align="center">1 4/1 gal case or 1 case 4/1 gal</div>

Column A This can be the item number assigned by the vendor. This number can become your NUTRIKIDS inventory item number if you want it to. Otherwise, NUTRIKIDS will assign a number by default.

Column B The item description should start with a broad description and then become more specific. The more descriptive you are on this line, the clearer the picture for everyone using the program.

Column C This is a description of the purchase unit. It is important to be descriptive here. Describe what that case consists of when it came off the truck. Instead of saying only the word "case" or "4/1 gal", type "Case 4/1 gal". By being descriptive at this stage of setup, your entire inventory program will be able to print reports that are easier to interpret.

Excel Template Columns Continued

Column D The stock unit description describes how that case will be counted or how it will be stocked. When a case is opened, what is remaining in inventory? For example, if a Case 6/10 (green beans) is opened and 2 #10 cans are used, I am putting 4 remaining #10 cans back in inventory, therefore, I want to describe a "Can #10" or "#10 Can".

Column E Next we need to know how many stock units are in the purchase unit. In a Case 6/10, there are 6 #10 cans. When we read it backwards, it should describe the case. "6 #10 cans make a Case.

Column F The cost of the Case goes here.

Column G The vendor Name goes here. The software does not contain a list of vendors.

Column H Vendor Item #. This might be the same as the item number or it could be completely different. This number will import into the Vendor 1 tab, is optional and will be helpful to those who use the Bidding and/or Purchasing modules.

Column I Vendor Item Cost. This will populate the cost field on the Vendor 1 tab and will be helpful to those who use the Bidding and/or Purchasing Modules.

Column J This is the Food category. Several description options can be seen in the example on the previous page. The software does not contain a list of categories.

In most cases it will be necessary to add additional inventory items after your initial import. Or maybe you are starting from scratch and building your own items file. In this section a step-by-step procedure will assist in quickly creating additions to your inventory items.

Add Items

Step 1   Add Inventory Items
- Click ITEMS
- Click ADD
- The inventory item number is automatically supplied or you may assign a different number
- On the General Tab, type a description of the inventory item, press ENTER

Step 2   Define the Category
- Use the down arrow and highlight the category for this item. At start-up, you will need to add your categories

    Adding/Modifying an Existing Category (designate NON-FOOD Categories)
- Click the PLUS SIGN to add and/or modify existing categories
- Use the scroll bar and locate the category to be modified
- If assigning a category to NON-FOOD, double click the Category in the NON-FOOD Column
- To Rename, Delete or Add New– select the appropriate button and click. Make necessary changes and click SAVE.
- When finished, click DONE
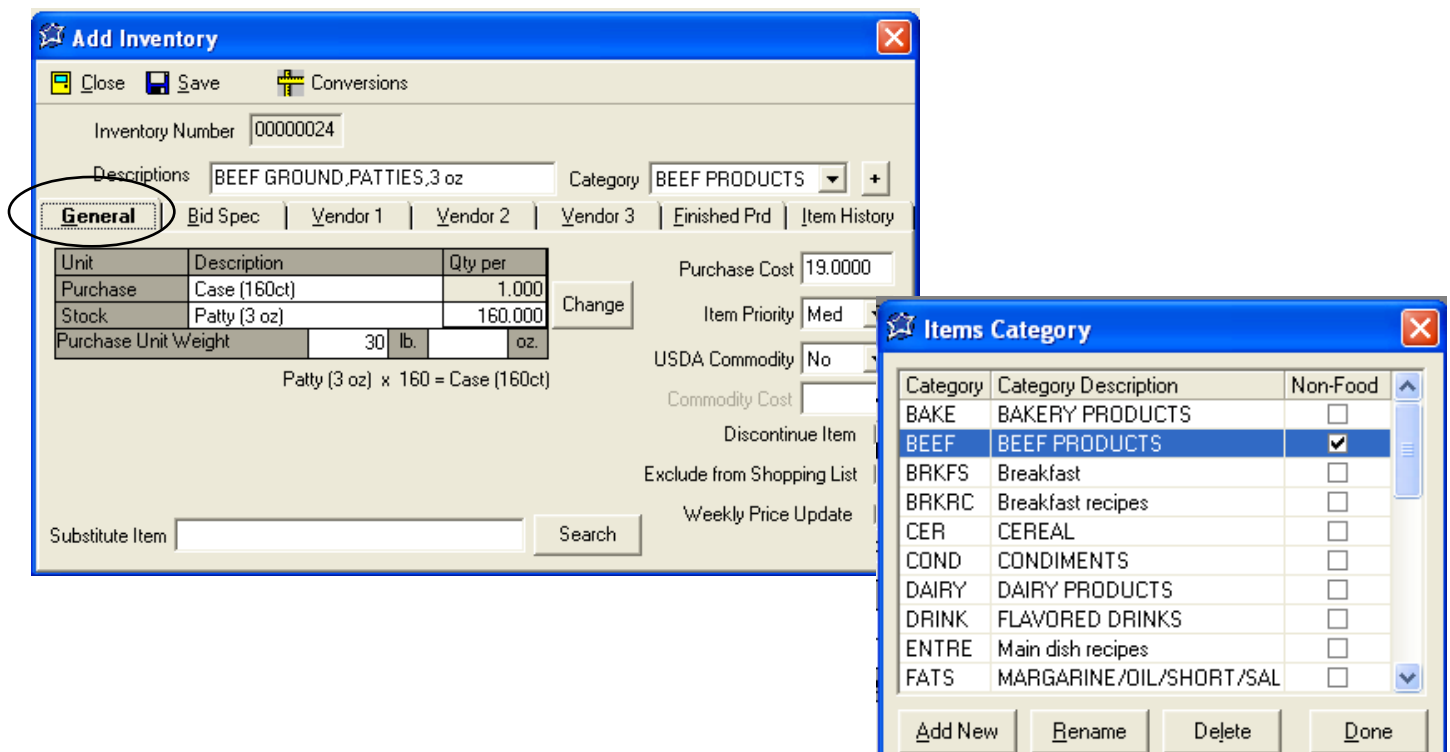
Add Items Continued

Step 3   **Enter the Purchase Unit**
Add the Purchase Unit Description (How is the item delivered to you; i.e., the case description)

Note *Do not use colons and semi-colons in these description fields. Also avoid placing numbers in front of the Purchase Unit Description. For example, instead of "6/#10 Case", use "Case 6/#10" instead. This makes your reports throughout the program easier to read.*

Step 4   **Enter the Stock Unit Description** (If a partial case is left over, describe how is it counted during a physical inventory or how is it withdrawn for usage) For example, maybe the stock unit is a #10 can or a Gallon, a LB or a Patty.

When you click into the stock unit field, the purchase unit will be the default. To change the description, just start typing and your new text will become the new stock unit description. Examples of Purchase and Stock Units can be found below and on the next pages.

Stock Units Per Purchase Units - Canned Green Peas

Ex: Green Peas— comes in a Case, containing 6/#10 Cans

Case	Purchase Unit Description
Can #10	Stock Unit Description
6	Stock Units Per Purchase Units

Read the example backwards: There are *6, #10 Cans* in a *Case*

Purchase Unit/Stock Unit Example:
A case of ham that weighs 10 pounds

Case/10#	Purchase Unit Description
LB	Stock Unit Description
10	Stock Units Per Purchase Units

Read the example backwards:
There are *10 Lbs*. in a *Case*

If the weight of the ham varies, another way to enter this item is

LB	Purchase Unit Description
LB	Stock Unit Description
1	Stock Units Per Purchase

For this example you would then enter the cost of 1 pound of ham.

Read the example backwards:
There is *1 Lb. per Lb.*

Typically, Purchase Unit and Stock Unit are NOT the same. However, you may find that in some cases you might consider them the same. This might be where the inventory item is considered used in its entirety when it is opened.
Example: Flour, All Purpose

Bag 50#	Purchase Unit Description
Bag 50#	Stock Unit Description
1	Stock Units per Purchase Units

When counting inventory, if the Purchase Unit and Stock Unit are the same, you MUST enter as .5 case, .33 Case, .5 LB., etc.

Our recommendation is to break this down into the smaller stock unit for withdrawals, and transfers rather than counting the entire stock unit as the purchase unit.

Step 5   Entering the Purchase Unit Weight
In order for Perpetual Inventory and Menu Planning to integrate, both programs must understand the weight of the Purchase Unit. The weight is entered in pounds and/or ounces. Click in the Purchase Unit Weight "lb" and/or "oz" fields and type the correct net weight of the purchase unit. For example, 3 oz (weight of the patty) times 160 (number in the case) equals 480 ounces or 30 pounds.

Step 6   Purchase Cost   Enter the Purchase Cost. If you entered the Purchase Unit Description as LB, put in the cost of a pound. If the Purchase Unit Description is Case, Box, etc., enter the cost of entire case or box. This is a required field whether the item is a purchased item or a commodity item.

Step7   Item Priority   What is the priority ordering level of this item? Use the drop down arrow to select High, Medium or Low.

Step 8   USDA Commodity   Is this item an actual USDA commodity item? Select with the down arrow Yes or No.

Step 9   Commodity Cost   If this item is a commodity item enter the Purchase Cost **AND** the Commodity Cost (you must first click on the USDA Commodity box and select YES)

Step 10 Discontinue Item If you no longer purchase this item but still want to use up what you have on hand place a check in the Discontinue Item Box. This will leave the item on the inventory worksheet but not allow it to be ordered.

Step 11 Exclude from Shopping List Checking this box will exclude this item from the shopping list when integrating with Menu Planning.

Step 12   Weekly Price Update   If the item is subject to a weekly price update, i.e., produce, etc., check the weekly price update box.

Add Items– Using The Bid Spec Tab

This information is specific to the Bidding module to allow Bid Specs to be added to the Bid Document.

Step 1   Enter Bid Spec Info
- Click on the Bid Spec tab
- Brand/Product #- use this box to enter Manufacturer information. This information will be used when entering Bid Documents in the "Bidding" module.

Step 2   Enter Purchase unit (use the down arrow to select a size that may have been previously entered). Purchase unit and Purchase Unit description are often the same

Step 3   The Stock Unit is defaulted as entered into the General Tab and can not be changed on this tab

Step 4   Enter Quantity of Stock Units to make up the Purchase unit

Step 5   Enter any Product Spec information.

Enter Product Specifications if the Bidding Module is being used.

Add Items– Using the Vendor Tabs

Step 1   **Editing the Vendor Tabs**
Use the down arrow to highlight and select the vendor that supplies this item

Step 2   Vendor Item # identifies the item code number used by that vendor

Step 3   The Brand Product number identifies the code # or UPC # used by the manufacturer (optional)

Step 4   Select the Purchase Unit used by this vendor for the inventory item. The stock unit is defaulted based on the General Tab and cannot be changed on this screen

Step 5   Enter Quantity of Stock Units that make up the Purchase Unit

Step 6   Enter the Vendor's Bid Price for the Purchase Unit of this item

Step 7   Enter a processing fee where needed for commodity items. The cost and processing fee will be added together for receiving.

> **Note**   Steps 8 through 10 are automatically supplied if the items have gone through the bid process at the time of the award. If you are not using the Bidding module, you can leave these fields blank.

Step 8   Vendor Lead Time– indicate the # of days between ordering and the delivery date

Step 9   The Bid period start date and end date can be inserted using the down arrows

Step 10   Minimum Order Qty– is there a minimum quantity of this item that must be maintained in stock? If yes, enter the number in this field
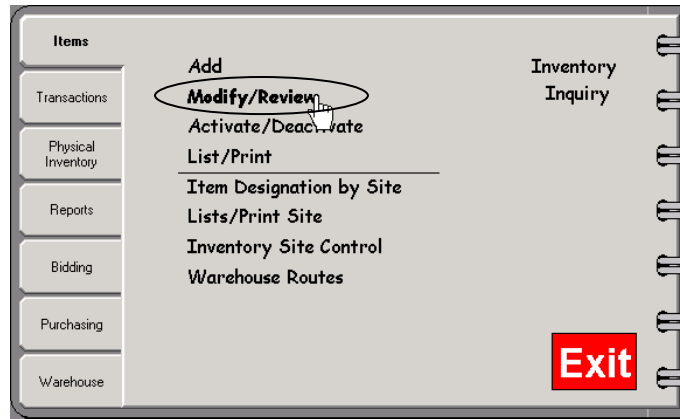
Step 11   Quantity Bid this Period– this number indicates the total quantity requested at the time of the bid and is automatically inserted if you are using the bidding module.

Items– Modify/Review

Step 1   **Selecting an Inventory Item**
- Click ITEMS
- Click MODIFY/REVIEW
- Type alphabetically or numerically in the Search Code box and press ENTER

Step 2   Highlight and double click the item to be reviewed or modified

Step 3   Make all changes to each tab as necessary

Step 4   Click SAVE

Step 5   Click CLOSE

Note

Because you may be affecting current inventory, when changes are made to the purchase unit or stock unit descriptions, the following warning will display.
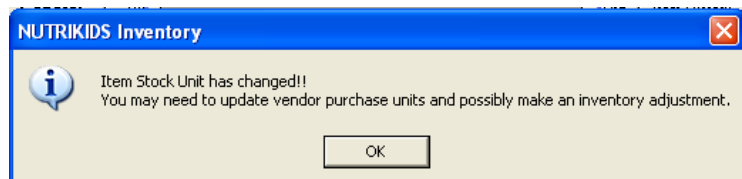
Activate/Deactivate Items

Deactivating an item will eliminate an item from the inventory list without deleting the item itself. Once deactivated any current inventory is removed from the program. The *Discontinue* feature will allow the current inventory for this item to be tracked until it is depleted. You may also Discontinue on the general tab of each item.

Step 1   Activate/Deactivate
- Click ITEMS
- Click ACTIVATE/DEACTIVATE
- At "Search For" Enter the first few letters of the item, press ENTER
- Select each item using the scroll bar or by typing an alphabetical search code. Highlight the inventory item and click in the appropriate box for deactivating or discontinuing.

Hint

Discontinue the item first before deactivating. This will leave the item on inventory worksheets while the inventory is being depleted. Once the item has been used in its entirety, it can be deactivated.

- Click CLOSE

Activate/Deactivate Items

Num	Description	Category	Deactivate	Discontinue
00002001	ALLSPICE, GROUND	SPICE	☐	☐
00990462	Aluminum Foil	PAPER	☑	■
00900007	ALUMINUM FOIL	PAPER	☐	☐
00009400	APPLE JUICE,CND,UNSWT	FRUIT	☐	☐
00009411	APPLE JUICE,FRZN,UNSWT	FRUIT	☑	☐
00090074 c	APPLES,CND,WATER PK'D	FRUIT	☑	☐
00009003 c	APPLES,FRESH	FRUIT	☑	☐
00990413	APPLES,FRESH,W/SKIN	FRUIT	☐	☐
00009020 c	APPLESAUCE,CND	FRUIT	☐	☐
00009401 c	APPLESAUCE,CND,+C	FRUIT	☑	☐
00900099	AUNT JEMIMA ORIGINAL PANCAKES	BRKFS	☐	☑

Search For [   ]   Search   ☐ Containing Text   Activate/Deact   Close

List/Print Items

This list may be printed as a Master Inventory List with or without a list of Bid Costs. The purchase measures, stock measures and priorities of each item will be listed on the Master Inventory List. The Inventory Bid List includes Purchase Units, Vendor Item #'s as well as costs. Each list may be printed specific to purchases or commodity inventories.
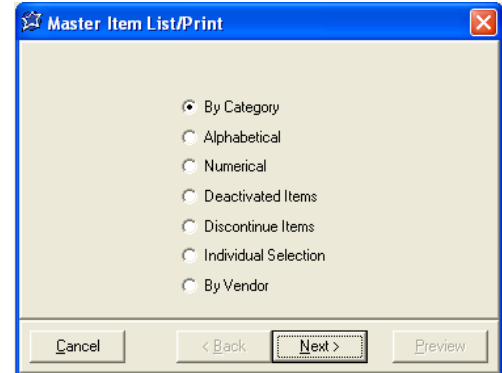
List/Print Master Inventory List

Step 1 **Print the Master Inventory List or Inventory Bid List**
- Click ITEMS
- Click LIST/PRINT
- Select to sort: By Category (Group), Alphabetical, Numerical, Deactivated Items Only, Discontinued Items Only, Individual Selection or By Vendor
- Click NEXT
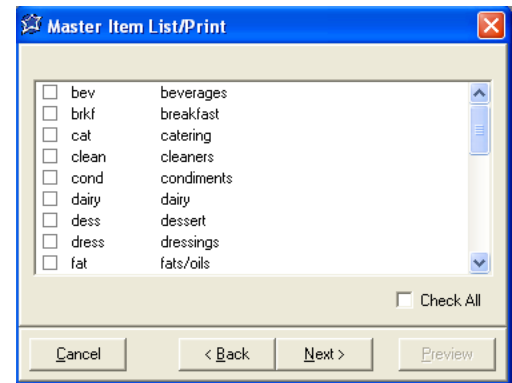
Step 2 If choosing by Category, click each category or Check All. If Alpha or Numeric you may leave the boxes blank to select all or fill in the boxes appropriately (A-Z or 1-856). Deactivated or Discontinued will list those items only. Individual allows you to select specific items, or By Vendor

Step 3 Choose Format Type: Master Item List, Inventory Bid List, Vendors or Export to CSV File
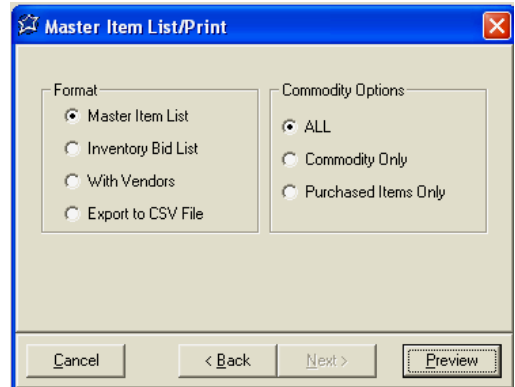
Step 4 Choose the Options of Items to Print: ALL, Commodity Only or Purchased Items Only

Step 5 Click PREVIEW. To print the list, click PRINT

nutrikids

Page 1   Master Item List   Nov 4, 2009

Category: BAKERY PRODUCTS

Item #		Item Description	Priority	Stock U/M	P er	Purch U/M	P.Unit Weight	Cost	Vendor	Vnd Item #
00900156		Bread, Wheat Hamburger Buns		case (30ct./2.011oz)	1 per	case(30ct./2oz)		3.30		
00018036		BREAD,MXD-GRAIN	Med	Slice (1oz)	24 per	Loaf		0.85	ABC	4454
00018259		ENGLISH MUFFINS	Med	Pkg (12ct)	6 per	Case (6pkg)		9.10	ABC	777760
00018350		HAMBURGER BUNS	High	Pkg (30ct)	1 per	Pkg (30ct)		2.50	MUR	6578
00000701		HOTDOG BUNS	Med	Pkg (12ct)	1 per	Pkg (12ct)		0.76	MUR	8777
00018360		TACO SHELLS	Med	Box (240ct)	1 per	Box (240ct)		6.50	ABC	08876

Category: BEEF PRODUCTS

Item #		Item Description	Priority	Stock U/M	P er	Purch U/M	P.Unit Weight	Cost	Vendor	Vnd Item #
00000711	c	BEEF GROUND ,80/20	Med	Chub (9#)	4 per	Case (36#)		41.40	ABC	111666
00013317	c	BEEF GROUND,PATTIES	Med	Case (480ct)	1 per	Case (480ct)		19.00	ABC	111788

Category: Breakfast

Item #	Item Description	Priority	Stock U/M	P er	Purch U/M	P.Unit Weight	Cost	Vendor	Vnd Item #
00900099	AUNT JEMIMA ORIGINAL PA		EACH	144 per	CASE		24.00		

Category: Breakfast recipes

Item #	Item Description	Priority	Stock U/M	P er	Purch U/M	P.Unit Weight	Cost	Vendor	Vnd Item #

Item Designation by Site

This feature allows for customization of inventory by Site/Bldg. Set minimum and/or maximum inventory levels as well as designate items found in specific locations throughout the district.

Step 1   **Customizing Inventory by Site/Bldg**
- Click ITEMS
- Click ITEM DESIGNATION by SITE
- Highlight and double click the site

Step 2   **Edit the Inventory List**
The default is for every inventory item to be available for each site. To remove an item from that site, highlight the item and double-click the checkmark to remove it, if it is NOT available at that site

Step 3   **Edit Minimum and Maximum Quantities (optional)**
- To edit inventory quantities, highlight and double click the item
- Enter the Minimum level to be maintained and press ENTER
- Enter the Maximum level
- Click SAVE

The maximum levels are not currently used on any reports. The Shortage Report can be used as a reminder of minimum inventory levels.

Step 4   When all entries have been completed, click CLOSE

Step 5   **To copy Site information from one site to additional sites:**
- Click ITEMS
- Click ITEM DESIGNATION BY SITE
- Highlight the Site you are copying FROM
- Click COPY
- Place a checkmark(s) next to the Site(s) you are copying INTO, click COPY
- Transfer is completed, click CLOSE

Inventory Site Control

This option identifies every Inventory Site within the District. Modifications may be made to buildings through this option as well.

Add a New Inventory Site

Step 1   Add Site
- Click ITEMS
- Click INVENTORY SITE CONTROL
- Select the ADD NEW icon
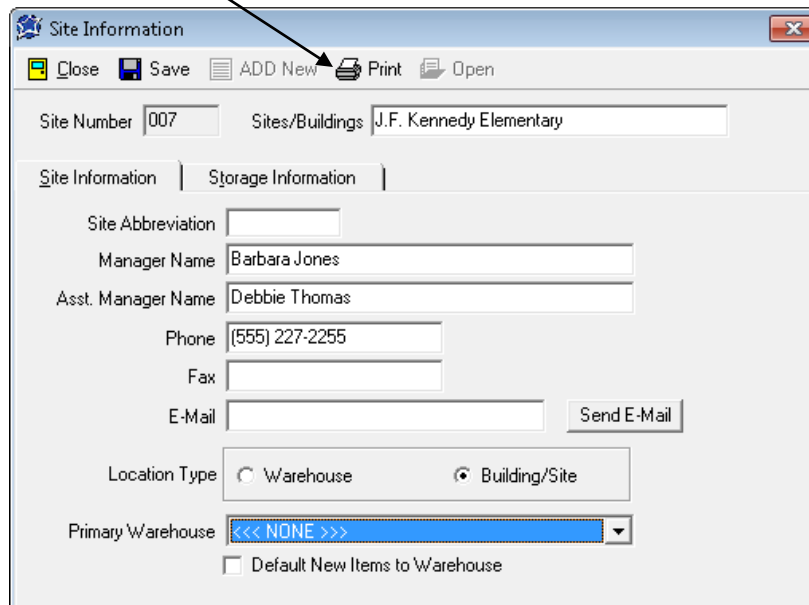
Step 2   Entering the Site Information
- Enter pertinent information in each field
- When completed, click SAVE

Optional: To print only information for one site/bldg, click the PRINT icon located within the Tool Bar.

The 3 digit Site Number can only be changed when adding a new site.

Modify an Existing Site

Step 1   Modify Site/Bldg
- Click ITEMS
- Click INVENTORY SITE CONTROL
- Double click the site to be modified, make your changes
- Click SAVE, Click CLOSE

Entering your "Opening Inventory" is critical to the initial set-up of Perpetual Inventory! Follow these steps completely and accurately! Should you have any questions at all while following these instructions, contact a LunchByte Systems, Inc. Customer Service Representative immediately before proceeding any further.   IF the inventory you are starting with is minimal (under 30 items or so) you may want to check out the alternate method for entering your opening inventory on page 32. This method does not require looking through your entire item list.

Before beginning this process, print a list of items with Vendor. For more detailed instructions see page 24 of this manual. If we helped you bring in an Excel file of your inventory items, it may have also brought in the vendor names as well. If not, the Vendor 1 Tab will need to be filled in for each item. See page 21 for instructions for filling in the Vendor 1 Tab

Step 1
- Click ITEMS
- Click LIST/PRINT
- Select how you would like the list sorted
- At format, select "With Vendors"
- At the "Commodity Option", SELECT ALL
- Click PREVIEW, click PRINT

Review your list and verify that there is a cost entered for that item for Vendor 1. **If there is no cost associated with an item, return to "Items", "Modify/Review", "Vendor 1" tab and enter the cost.** For more detailed instructions see page 22 of this manual.

Make sure that **all** items have a cost in this column! In this example, we have more work to do because we have missing cost values.

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Page 1   Master Item List with Vendors   Nov 4, 2009

Item #		Item Description	Vendor One	Vnd Item #	Cost	Vendor Two	Vnd Item #	Cost	Vendor Three	Vnd Item #	Cost
00002001		ALLSPICE, GROUND	ABC	12345	2.1000			0.0000			0.0000
00900007		ALUMINUM FOIL	ABC	222	19.2500	XYZ		0.0000			0.0000
00009400		APPLE JUICE,CND,UNSWT	ABC	13456	9.7500	MUR		0.0000			0.0000
00990413		APPLES,FRESH,W/SKIN	ABC		0.0000			0.0000			0.0000
00009020	c	APPLESAUCE,CND	ABC	11234	9.0000	MUR		0.0000			0.0000
00900099		AUNT JEMIMA ORIGINAL PANCAKES			0.0000			0.0000			0.0000
00009040		BANANAS	PRO	09098	12.1000			0.0000			0.0000
00011057	c	BEANS,GREEN,CND	ABC	111332	11.1500	MUR		0.0000			0.0000
00016103	c	BEANS,REFRIED,CND	ABC	11990	11.8000	MUR		0.0000			0.0000
00000711	c	BEEF,GROUND, 80/20	ABC	111666	44.4000	MUR		0.0000			0.0000

VENDOR
Before you can begin entering your opening inventory, you must first add a Vendor called "OPEN VENDOR". For more detailed instructions see page 9-10 of this manual.

RECEIVING
Entering your "Opening Inventory" for the items you currently have on hand is done through the Transactions tab and then "Receiving". This will give you a complete and accurate record of your current existing inventory for each site.

Step 1
- Click TRANSACTIONS
- Click RECEIVING

Items

Transactions

Physical Inventory

Reports

Bidding

Purchasing

Warehouse

Modify Unposted Transaction   Inventory Inquiry
Receiving
Withdrawals (Usage)
Transfers
Adjustments
Finished Products
List/Print Posted Transactions
Recurring Transactions
Item Availability

Exit
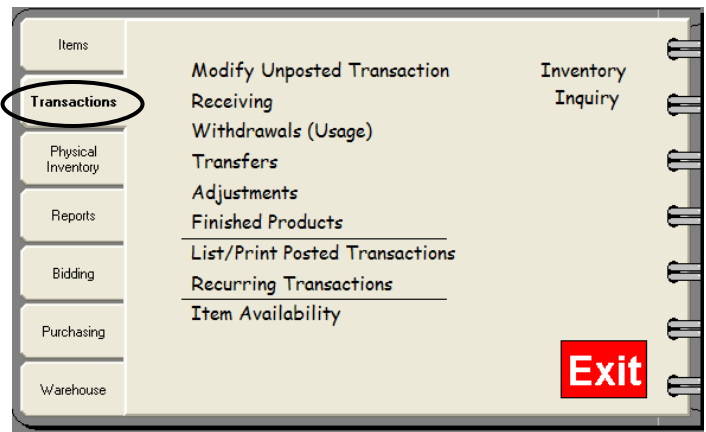
Step 2
- Select a Site using the drop-down arrow
- Select "Open Vendor" at Vendor, using the drop-down arrow
- You may leave the Invoice # and PO # blank
- Click "Recurring Items"
- Highlight "Opening Inventory", click select
- Begin entering your quantities for each item at the selected Site

If you need to close the program, but are not done entering your Opening Inventory, go to Step 3. If you have completed your opening inventory go to Step 5.

Step 3

- Click SAVE
- **A message box will appear, write down the dollar value**
- Click OK, the message box will disappear
- Enter that dollar amount in "subtotal"
- Click Save again
- At the message box, "Do you want to post this transaction?" **Click NO**
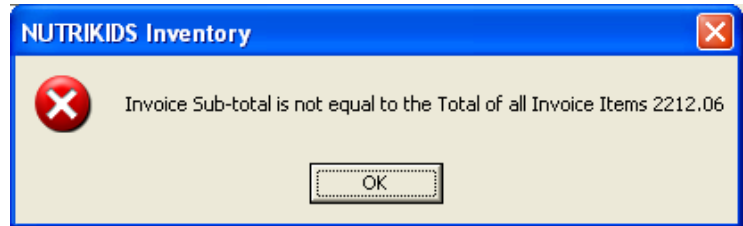
NUTRIKIDS Inventory

Invoice Sub-total is not equal to the Total of all Invoice Items 2212.06

OK

Receiving

Close   Save   Print   Recurring Items   Outstanding Orders

TRX # 000010   Date 7 /23/2010   Subtotal 2212.06
Invoice # 15687   PO # 005678   Shipping
Site 003 - District Warehouse   Tax
Vendor Open Vendor   Invoice Total $2212.06

Sort by: Refresh Sort

	Inventory #	Vnd Item #	Description	Quantity	Unit	Unit Cost	Total Cost
7	00000806		Bread, Sandwich White	9	Loaf/24oz	1.3500	12.15
8	00000006		CANDIES,SEMISWEET CHOC	4	Bag 6oz	1.5000	6.00
9	00000104		Carrots, fresh	8	Case 10#	15.0000	120.00
10	00001345		Cheese Blend american	7	Case/4/5#	72.8000	509.60
11	00000018		Cheese, Mild Cheddar,Lowfat	4	Case/4/10#	72.8000	291.20
12	00000484		Cheese, Parmesan/Romano Gr	5	Pound	3.5700	17.85
13	00000508		Cinnamon	1	Container/1 lb	3.7000	3.70
14	00000007		Cookie, Chocolate Chip	3	case 100/2oz	25.0000	75.00
15	00000629		Cornstarch	6	Case/25#	15.2000	91.20
16	00000154		Egg, Fresh		Case/15doz	18.4700	

PostTransactions

Do you want to post this transactions?

Post   No
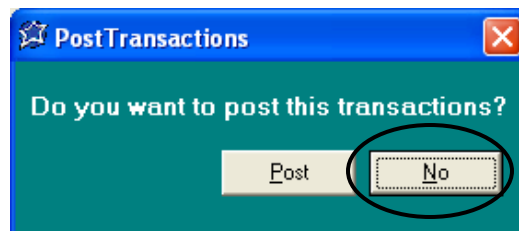
To resume entering your inventory, go to Step 4

Step 4
- Click TRANSACTIONS
- Click MODIFY/DELETE UNPOSTED TRANSACTION
- Select your opening inventory transaction
  (You can verify it is the correct one by the date and the "TRX Type" should be "Receiving")
- Click OPEN
- Continue entering your quantities

Once ALL of your quantities for the site location have been entered go to Step 5

Step 5
- Click SAVE
- **A message box will appear, write down the dollar value**
- Click OK, the message box will disappear
- Enter that dollar amount in "subtotal"
- Click SAVE again
- At the message box, "Do you want to post this transaction?" **Click YES**

NUTRIKIDS Inventory

Invoice Sub-total is not equal to the Total of all Invoice Items 3169.24

OK

Receiving

Close | Save | Delete | Print | Recurring Items | Outstanding Orders

TRX # 000010   Date 7 /23/2010   Subtotal 3169.24

Invoice # 15687   PO # 005678   Shipping 0.00

Site 003 - District Warehouse   Tax 0.00

Vendor Open Vendor   Invoice Total $3169.24

Sort by: Refresh Sort
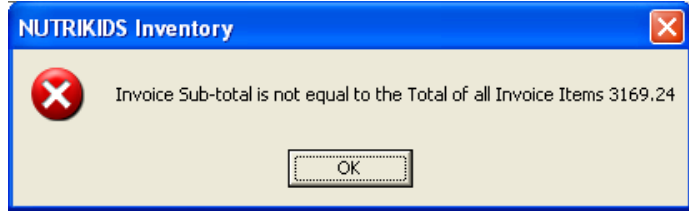
	Inventory #	Vnd Item #	Description	Quantity	Unit	Unit Cost	Total Cost
16	00000154	080207	Egg, Fresh	8	Case/15doz	18.4700	147.76
17	00000486	23200	Flour, White	5	50 lb	14.8000	74.00
18	00000008	098797	Garlic, Granulated	6	40 oz	10.0000	60.00
19	00000744	6555	Lemon Juice	4	Container/32oz	2.2000	8.80
20	00000375	197626	Macaroni Elbow	6	Case 10#	7.5000	45.00
21	00000497	100005	Margarine	8	Case/30/1#	20.0400	160.32
22	00000015	67363	MARJORAM,DRIED	7	1 LB container	2.0000	14.00
23	00000907	224421	Milk, Dry Non-Fat	5	Case/25#	83.4600	417.30
24	00000010	9876	MILK,CHOC,FLUID,COMM,LO'	2	case 25 each	10.0000	20.00
25	00000011	9631	MILK,LOWFAT,FLUID,1% MILI	1	case 25ct	10.0000	10.00

PostTransactions

Do you want to post this transactions?

Post   No

IMPORTANT: You will need to go to Transactions/Receiving and follow the steps on pages 27-31 for the "Opening Inventory" for each of your sites.

Note

For smaller opening inventories where you may have only 30 items or so, follow these steps.

Before beginning this process, print a list of items with Vendor. For more detailed instructions see page 24 of this manual. If we helped you bring in an Excel file of your inventory items, it may have also brought in the vendor names as well. If not, the Vendor 1 Tab will need to be filled in for each item. See page 21 for instructions for filling in the Vendor 1 Tab.

Step 1
- Click ITEMS
- Click LIST/PRINT
- Select how you would like the list sorted
- At format, select "With Vendors"
- At the "Commodity Option", SELECT ALL
- Click PREVIEW, click PRINT

Review your list and verify that there is a cost entered for that item for Vendor 1. **If there is no cost associated with an item, return to "Items", "Modify/Review", "Vendor 1" tab and enter the cost.** For more detailed instructions see page 22 of this manual.

Make sure that **all** items have a cost in this column! In this example, we have more work to do because we have missing cost values.

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Page 1   Master Item List with Vendors

Item #		Item Description	Vendor One	Vnd Item #	Cost	Vendor Two	Vnd Item #	Cost	Vendor Three	Vnd Item #	Cost
00002001		ALLSPICE, GROUND	ABC	12345	2.1000			0.0000			0.0000
00900007		ALUMINUM FOIL	ABC	222	19.2500	XYZ		0.0000			0.0000
00009400		APPLE JUICE,CND,UNSWT	ABC	13456	9.7500	MUR		0.0000			0.0000
00990413		APPLES,FRESH,W/SKIN	ABC		0.0000			0.0000			0.0000
00009020	c	APPLESAUCE,CND	ABC	11234	9.0000	MUR		0.0000			0.0000
00900099		AUNT JEMIMA ORIGINAL PANCAKES			0.0000			0.0000			0.0000
00009040		BANANAS	PRO	09098	12.1000			0.0000			0.0000
00011057	c	BEANS,GREEN,CND	ABC	111332	11.1500	MUR		0.0000			0.0000
00016103	c	BEANS,REFRIED,CND	ABC	11990	11.8000	MUR		0.0000			0.0000
00000711	c	BEEF GROUND, 80/20	ABC	111666	41.4000	MUR		0.0000			0.0000

VENDOR

Before you can begin entering your opening inventory, you must first add a Vendor called "OPEN VENDOR". For more detailed instructions see page 9-10 of this manual.

RECEIVING

Entering your "Opening Inventory" for the items you currently have on hand is done through the Transactions tab and then "Receiving". This will give you a complete and accurate record of your current existing inventory for each site.

Step 2
- Click TRANSACTIONS
- Click RECEIVING

Items	Modify Unposted Transaction	Inventory Inquiry
Transactions	Receiving	
Physical Inventory	Withdrawals (Usage)	
	Transfers	
	Adjustments	
Reports	Finished Products	
	List/Print Posted Transactions	
Bidding	Recurring Transactions	
	Item Availability	
Purchasing		
Warehouse		**Exit**
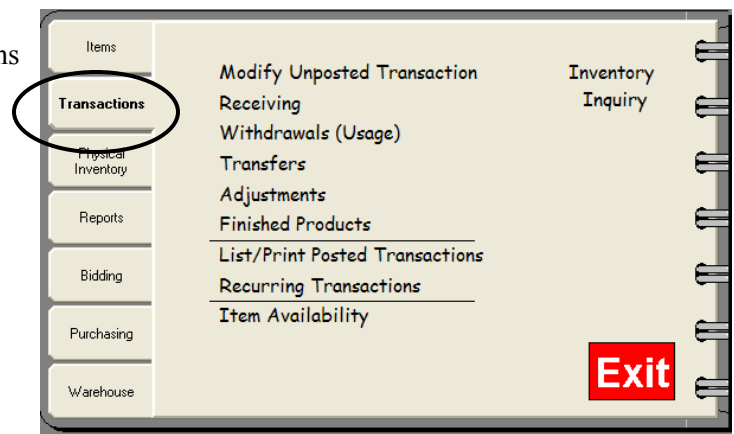
Step 3 Select your Inventory Items
- Select a Site using the drop-down arrow
- Select "Open Vendor" at Vendor, using the drop-down arrow
- You may leave the Invoice # and PO # blank
- Click on line 1 in the Description field and begin typing the first few letters of an item on-hand
- Press the ENTER key
- Highlight the item
- Press ENTER

Step 4 Enter the Quantity On-Hand
- Click in the QUANTITY FIELD
- Type the number of units on-hand
- Click on the next line and continue to add your items and quantities on-hand
- Click SAVE

- Click OK
- Type the sub-total in the correct field at the top right corner
- Click SAVE again
- Click POST
- Click CLOSE to return to the Main Menu

Your opening inventory is now ready to be used.

There are four (4) kinds of Transactions:
1. Orders that are RECEIVED
2. TRANSFERS from one site to another, or from a warehouse to a site
3. WITHDRAWALS that indicate daily usage of inventory
4. ADJUSTMENTS that will plus or minus a site's existing inventory

In this section we will cover each of the above transaction types and see how quickly NUTRIKIDS Perpetual Inventory can process these daily routines.

An optional feature allows you to generate Recurring Transactions. Recurring Transactions may be used with Receiving, Withdrawals and Transfers and are huge time-savers!

After creating Recurring Transactions, they may be accessed within each Transaction option: Receiving, Withdrawals or Transfers by clicking on the Recurring Transaction Icon located within the selected option.
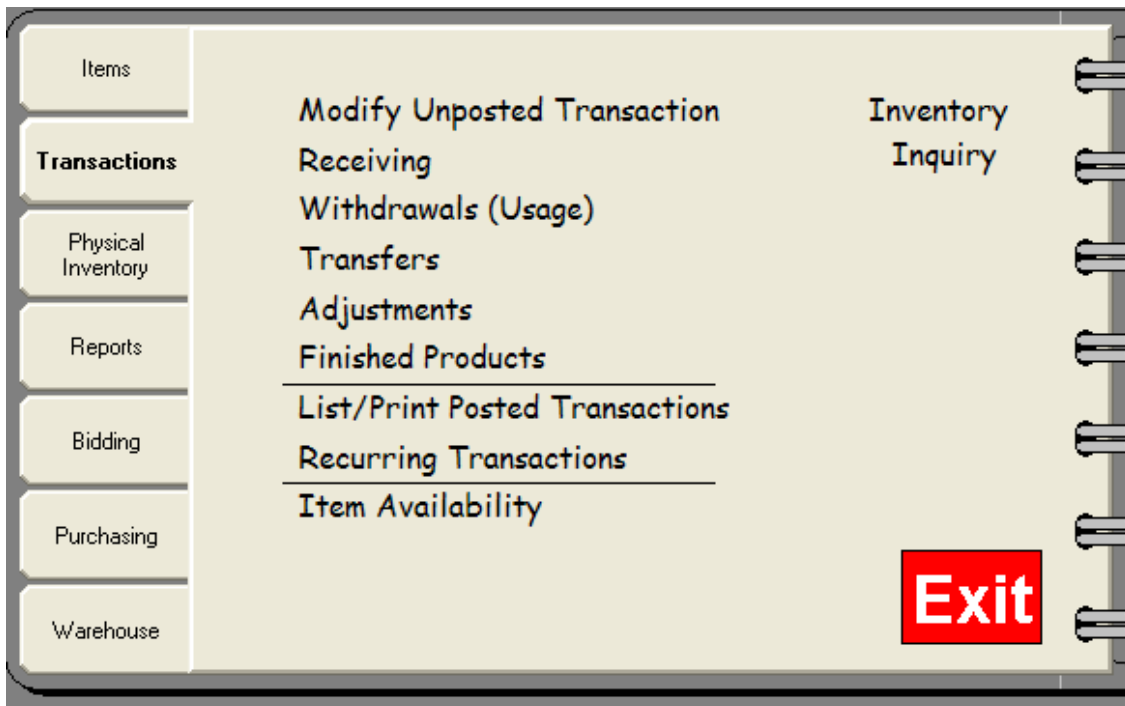
Section 5: Working with Transactions

Processing a RECEIVING TRANSACTION

Receiving Transactions are to record receipt of an order

Step 1 **Selecting the Receiving Transaction**
- Click TRANSACTIONS
- Click RECEIVING

Step 2 **Assign the Invoice & PO #'s**
- Type the number indicated on the delivery invoice in the INVOICE # box and enter the PO#

Step 3 **Select the Site and Vendor**
- Using the drop-down arrows, select the Site and Vendor

Step 4 **Create the Receiving Order**
- Click the next available line and type an inventory # in the first column or an alphabetical search for the item under the description column.
- Highlight and press ENTER to select.
  - Enter the quantity.

Note

A special feature will automatically show the current inventory on hand of each item selected.

F.Y.I.

Requisitions can be created in the Purchasing Tab and then an order can be created. Skip to page 65 to see how to create a requisition or order. This allows the site manager to receive in an outstanding order without all the typing in the steps above!

Step 5 **Saving the Receiving Transaction**
- Click SAVE
- A message box will display the sub-total. **Write down the sub-total**.
- Click OK at the message. Enter that dollar amount in the sub-total field.

- If you are finished, click SAVE and then POST to post. If you need to complete this transaction at another time, click NO. When you are ready to complete it, you will go to Modify Unposted Transaction, complete your entries, then SAVE and POST.

Processing a WITHDRAWAL

Withdrawals are used to record usage of items

Step 1   Creating a Withdrawal Transaction
- Click TRANSACTIONS
- Click WITHDRAWALS (USAGE)
- Click the down arrow to highlight and click the Site
- Select the Category by clicking the down arrow and highlighting the Withdrawal Category.

Step 2   Enter a Reason for the withdrawal (Optional)
- Type into the Reason box information to indicate the type of withdrawal. Examples may include Lunch 2/12/10, Special Luncheon, Sandwich Line, etc.

OPTION: Adding a New Category

To add a new Category for Withdrawals,
- Click the PLUS SIGN next to the Category box
- Click ADD NEW.
- Enter a new Category Name & Category Description.
- Click SAVE.
- Click DONE to return to the Withdrawal Transaction

Note In order to take advantage of integration, create Breakfast & Lunch separately.

Step 3   Enter Meal Count (Optional)
- This is an optional feature that will calculate average meal cost of withdrawals.

Step 4   Enter Inventory Items and Quantities Used
- Click the next available line and type an inventory # in the first column or an alphabetical search for the item under the description column.
- Highlight and press ENTER to select.
- Enter the quantities used of each inventory item using the purchase unit description, or click the down arrow to choose the stock unit description.

Step 5   Save the Withdrawal (Usage)
- When all items have been selected and quantities have been entered for the withdrawal, click SAVE
- You will be prompted to POST the Transaction. If clicking POST to confirm, the inventory will be automatically subtracted from the existing inventory levels. If no, the withdrawal will be held under MODIFY UNPOSTED TRANSACTION.

Processing a TRANSFER

Transfers are used to record items going from one location to another. It also removes the inventory from the Transfer Out of Site and adds it to the inventory of the Receive Into Site.

Step 1   Creating a Transfer Transaction
- Click TRANSACTIONS
- Click TRANSFERS
- Click the down arrow to highlight and click the Site to be transferred FROM
- Use the down arrow to highlight and click the Site to be transferred INTO

Step 2   Enter a Reason (this may also indicate a reason for the transfer-optional)
- Type into the Reason box any information indicating the type of transfer or reason for the transfer.

Step 3   Enter items to be transferred
- Click the next available line and type an inventory # in the first column or an alphabetical search for the item under the description column.
- Highlight the items and press ENTER to select.

Step 4   Save the Transfer
- When all items have been selected and quantities have been entered for the transfer, click SAVE
- You will be prompted to POST the transaction by clicking POST or NO. If POST, the inventory will be automatically subtracted and added accordingly. If NO, the transfer will be held under MODIFY UNPOSTED TRANSACTION.
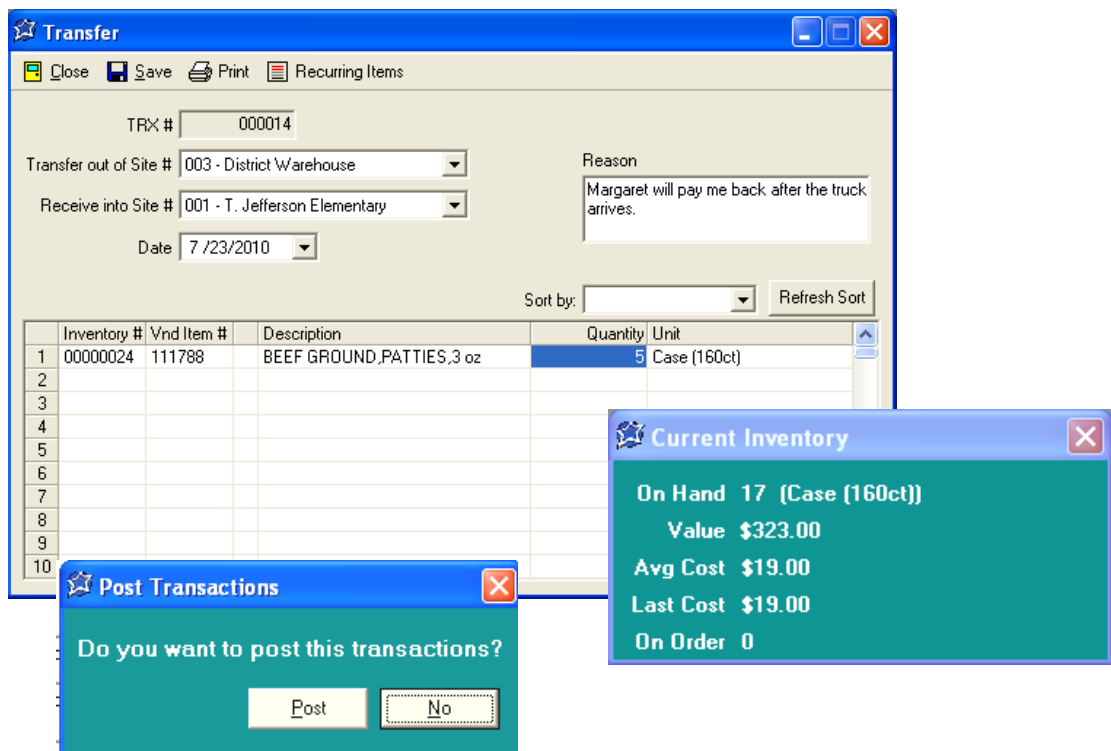
Processing an ADJUSTMENT

Adjustments are used to record any corrections needed to maintain accurate inventory amounts

Step 1   Creating an Adjustment Transaction
- Click TRANSACTIONS
- Click ADJUSTMENTS
- Click the down arrow to highlight and click the Site

Step 2   Enter a REASON for the Adjustment (Optional)
- Type into the Reason box any information to indicate why the adjustment is needed. Examples may include; items discarded, incorrect entries, etc.

Step 3   Enter Inventory Items
- Click the next available line and type an inventory # in the first column or an alphabetical search for the item under the description column.
- Highlight and press ENTER to select.

A pop up window will show how much of the product is in current inventory.

Step 4   Enter Quantities to be Adjusted
- If these inventory items are to be subtracted from the inventory, place a MINUS SIGN in front of the quantity. If the item is to be added to the existing inventory levels, just enter the quantity needed.

Step 5   Save the Adjustment
- When all items have been selected and quantities and costs have been entered for the Adjustment, click SAVE
- You will be prompted to POST the transaction by clicking POST or NO. Click POST and the inventory will be automatically be added or subtracted from the existing inventory levels. If NO, the adjustment will be held under MODIFY UNPOSTED TRANSACTION.
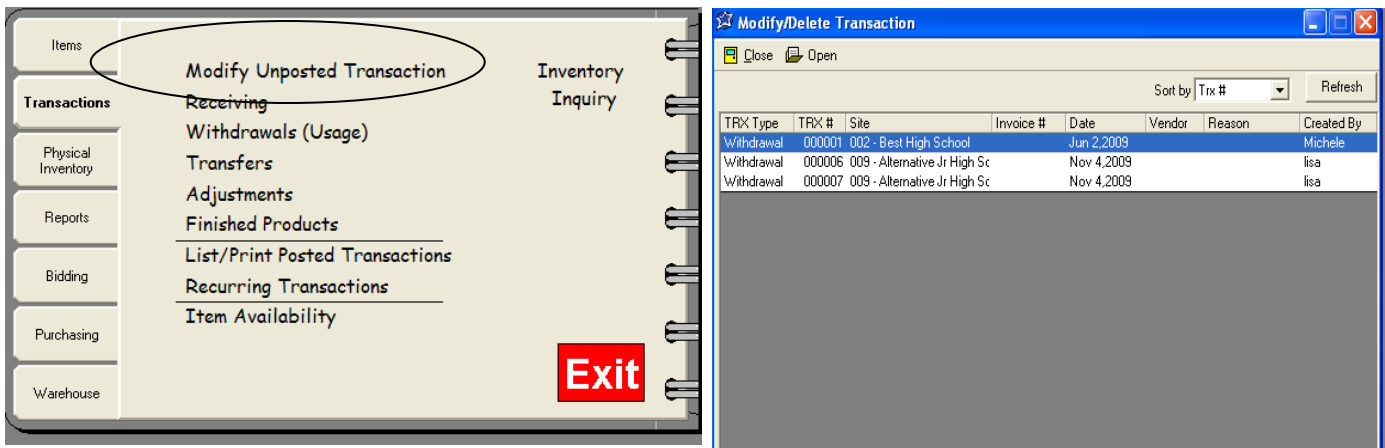
Modify Unposted Transactions

Any transaction that was not posted at the time the transaction was saved is held in a list of Unposted Transactions. Unposted transactions can be modified, reviewed or deleted. At the time the transactions are saved (in Modify/Delete Unposted Transactions), you will once again be prompted to POST.

Remember, until a transaction has been posted, the items and amounts are not being adjusted.

Step 1 Accessing Unposted Transactions
- Click TRANSACTIONS
- Click MODIFY UNPOSTED TRANSACTION

Step 2 Selecting the Unposted Transaction
- Highlight the transaction and double click
- Make any modifications or delete using the same steps as defined in each transaction type on pages 35-38.
- Click SAVE when done and when prompted to POST, click POST

Step 3 Print Single Transaction
- When editing a transaction, you may also print that transaction by clicking the PRINT icon. The preview will appear.
  Click PRINT once again to send the Preview to the printer.
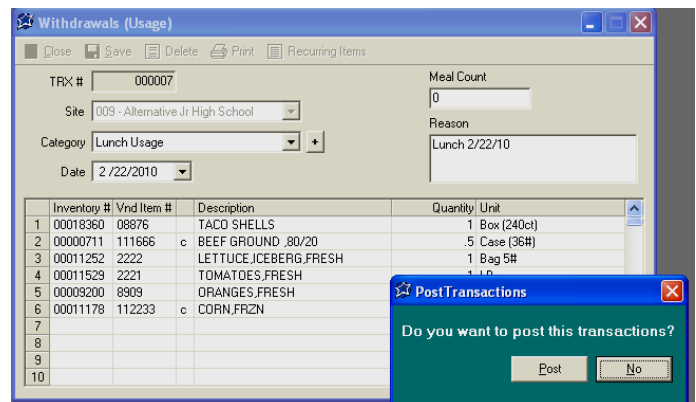
List/Print Posted Transactions
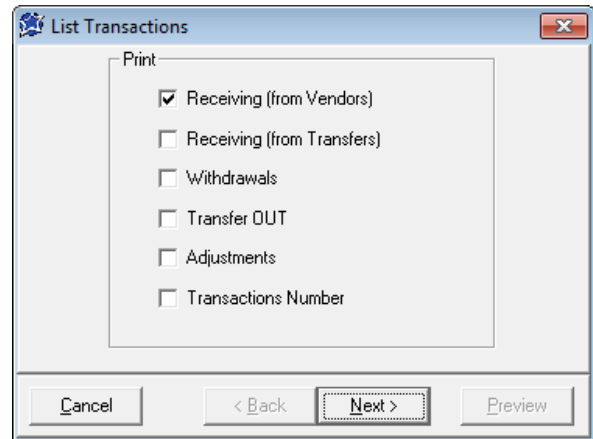
This option allows you to print a specific type of Transaction . This list is available by site or all sites during a specified Posted dates.

Step 1 Accessing Posted Transactions
- Click TRANSACTIONS
- Click LIST/PRINT POSTED TRANSACTIONS
- Select the transaction type to print and the appropriate vendor(s) where applicable.
- Click NEXT

Step 2 Select the Sites to be printed
- Click each site to be included in the Printouts
- Or, Click CHECK ALL
- Click NEXT

Choose one site, multiple sites, or Check All to include every site.
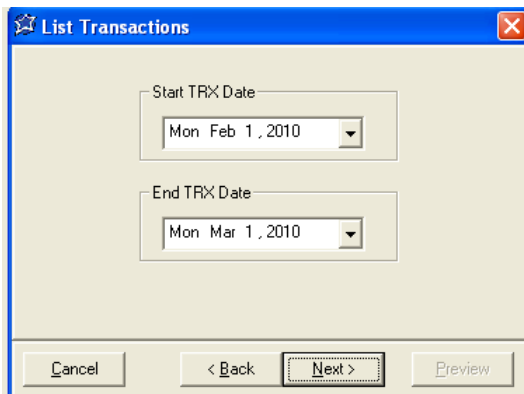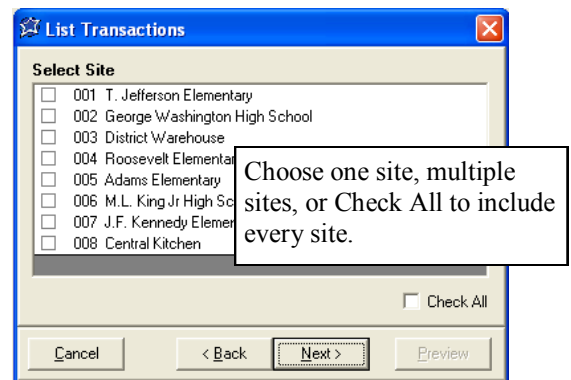
Step 3 Select the Start and End Post Dates to View/Print

- Click the down arrow and select the month and date for the Start box. (Click the left or right arrows to change the month.)
- Select the End Post Date by clicking the down arrow and selecting the end month and date.
- Click NEXT

Step 4 Select the Format– By Category, Summary or Details. You can also choose to print only one transaction per page.

Step 5 Click PREVIEW

Step 6 To print, click the PRINT button
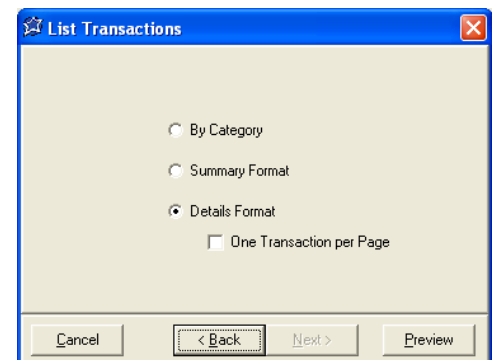
Recurring Transactions—This option allows entry of transactions that occur on a regular basis. For example: Bread Order, Milk Order, Breakfast items, Lunch Usage, etc. Setting up recurring transactions may take a little bit of time on the front-end, but will be a huge time saver from now on. Setting up these transactions keeps the site from having to manually enter each item for every transaction.

Adding/Modifying Recurring Transactions
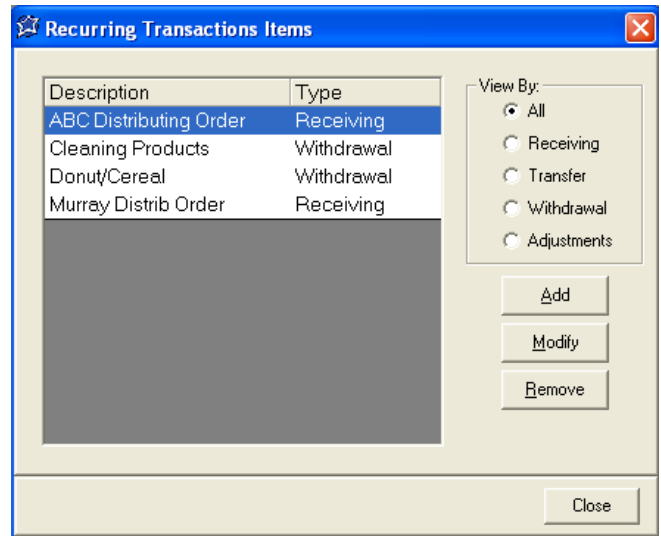
Step 1   Adding a Recurring Transaction
- Click TRANSACTIONS
- Click RECURRING TRANSACTIONS
- Select TYPE of TRANSACTION
- Click ADD button

Step 2   Transaction Description and Vendor Name
- Enter a Transaction Description (i.e.: ABC-Bread Order)
- Select the Vendor using the down arrow and highlighting the Vendor Name.

Step 3   Entering the Recurring Transfer Items
- Type an alphabetical search for each item to be used in the transaction
- Highlight the item and press ENTER
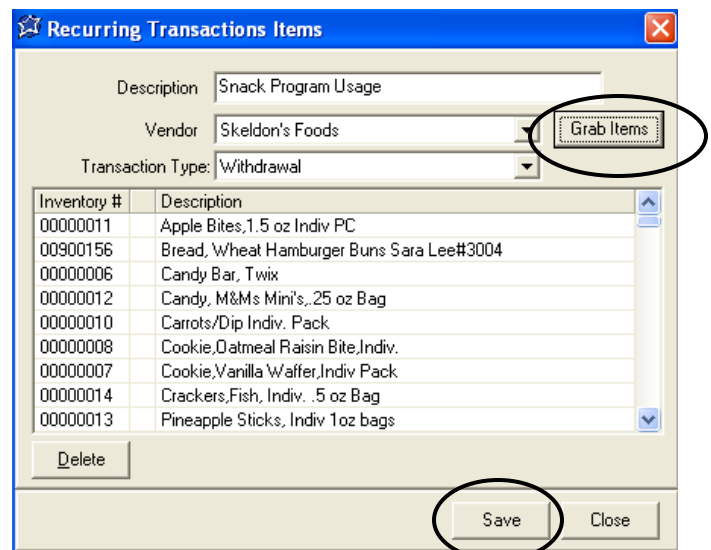- When completed, click SAVE

Modifying a Recurring Transaction
- Highlight any recurring transaction that has been previously created.
- Click MODIFY
- Make any necessary changes and click SAVE.

Grab Items (Optional)
The GRAB ITEMS button will bring in EVERY item assigned to that vendor where the vendor is the primary vendor.

Item Availability—This option will be a MUST for controlling inventory as the year draws to a close. Over-ordering will be a thing of the past. This feature shows inventory levels of any item by site throughout the District. This option defaults to show the Purchase Unit of each item.

Step 1 Viewing Item Availability
- Click TRANSACTIONS
- Click ITEM AVAILABILITY
- Type an alpha or numeric search of the item(s) you wish to view
- Click on the item The available quantities and their locations will appear in the window on the right.
- Click PRINT if you would like the list printed
- Click CLOSE when finished

School Sites that do not have current inventory on this item will not show up on the list.

When using this option, the District moves into a "hands-on" inventory count of a Site/Bldg. During the Physical Count, new Transactions may not be generated for the site being counted. The Physical Count will generate reports detailing any discrepancies between the computerized quantities and the "hands-on" quantities. This report (Variance Report) will identify the amount and the dollar value of the inventory not accounted for. When completed and posted the Physical Count can either be reset based on the "Hand Count" or can maintain quantities, showing a variance of only changed items.
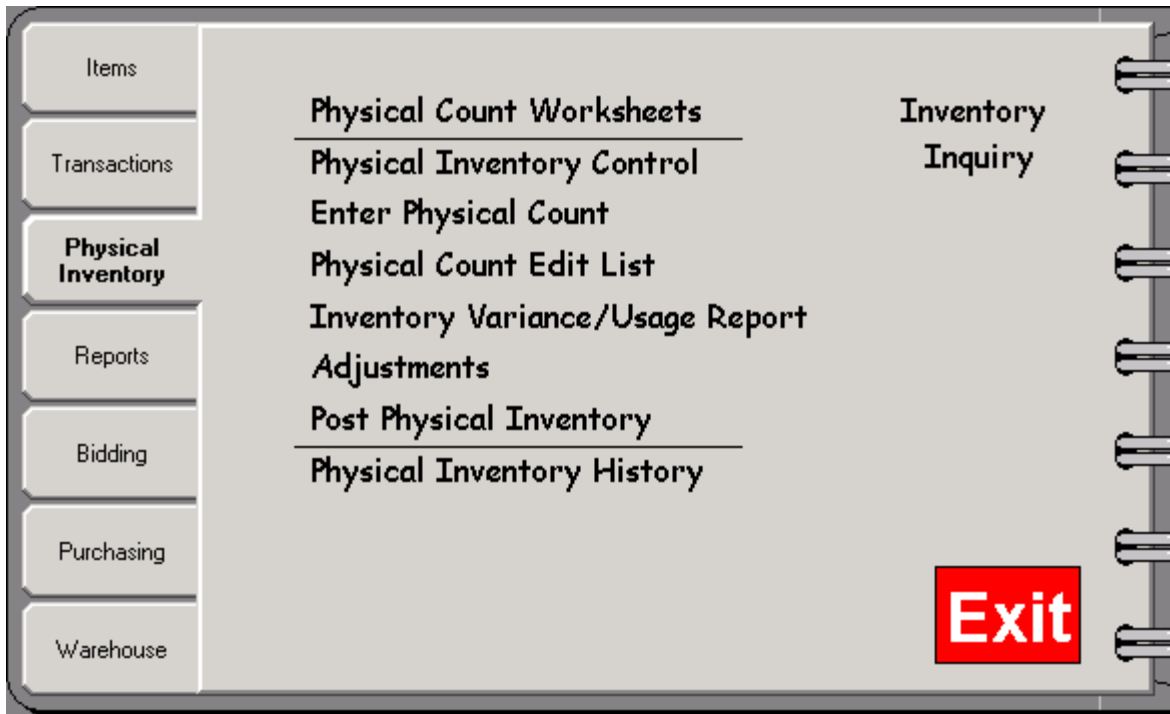
Conducting the following steps in the order shown will ensure the accuracy of your Physical Inventory.

You can choose your Physical Inventory option by clicking Tools from the top toolbar and selecting:
OPTIONS and then GENERAL SETTINGS
Click on the Green question mark for explanations. If you need further explanation please call a NUTRIKIDS Inventory customer representative for assistance.
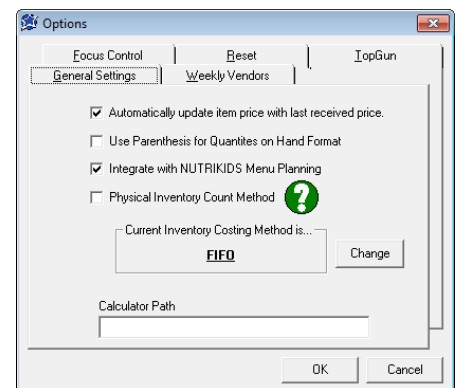
Generating Physical Count Worksheets

Print a list of all inventory available within a designated Site to be used for the "Hand Count" of the inventory in the Building. You may use the Bar Code option and sort the inventory numerically or alphabetically by Category. The worksheets are manually hand-filled by the manager at each site.

Hint   If you are maintaining quantities you may choose to print out the Inventory Value Report instead.

Step 1   Creating a Physical Count Worksheet
- Click PHYSICAL INVENTORY
- Click PHYSICAL COUNT WORKSHEETS
- Click the down arrow and select the site for the work sheet to print.
- Click NEXT

Step 2   Select the format to be used
- The worksheet prints either by item number, or item description
- Additional print options include: Print each category on a New Page, or include a bar code for scanning using a Scan Pen
- Click NEXT, click PRINT

Physical Count Worksheet

Site #
001 - T. Jefferson Elementary

Inventory Type
☑ Commodites
☑ Purchased

Priority
☑ High
☑ Medium
☑ Low

Cancel   < Back   Next >

Physical Count Worksheet

Order by
○ Item Description
○ Item Number
☑ Group by Category

Option
☐ New Page
☐ Include Bar Code
☐ Export to CSV File

Cancel   < Back   Next >

LunchByte Systems

Page 1   Inventory - Physical Count Worksheet   Apr 13, 2010
001 - T. Jefferson Elementary
USDA Commodity Inventory

| No. Description		Physical Count	Purchase Unit	Physical Count	Stock Unit
BEEF PRODUCTS					
00000711 BEEF GROUND ,80/20	M		Case (36#)		Chub (9#)
00013317 BEEF GROUND,PATTIES	M		Case (480ct)		Case (480ct)
CHICKEN & TURKEY					
00005060 CHICKEN BREAST, PRECKD	M		Case 10#		LB,raw wgt,w/bn
00005069 CHICKEN DRUMSTICK, PRECKD	M		Case 10#		LB,raw wgt,w/bn
00005355 CHICKEN NUGGETS	M		Case (20#)		Case (20#)
00005360 CHICKEN,DICED,CKD	H		Case (10bags)		Bag (2#)
DAIRY PRODUCTS					
00001001 BUTTER	M		Box (36ct)		LB
00001042 CHEESE,AMERICAN	H		Case (6/5#)		Loaf (5#)
00001168 CHEESE,CHEDDAR,LOFAT	H		Box 10#		LB
00001028 CHEESE,MOZZARELLA	H		Block (5#)		LB

Physical Inventory Control

As the physical count begins, this option lets you select the sites where the inventory will be counted. You may also decide what parts of the inventory will be counted during the physical count (Commodity, Purchased or All). The default is to count all levels of priority of the inventory. However, you may also decide to only count certain priority levels of inventory. Once the Status is OPEN, the process begins.

Step 1 Opening the Physical Count Process
- Click PHYSICAL INVENTORY
- Click PHYSICAL INVENTORY CONTROL
- Highlight and double click each site or Highlight and click SELECT

**Step 2 Customize the focus of the Physical Count**
- Click OPEN within the Status box
- Inventory Type and Priority is defaulted to show all levels of inventory, click to remove any checkmarks that will not be utilized within the count.
- Click SAVE
- Repeat these steps for each Site to be counted
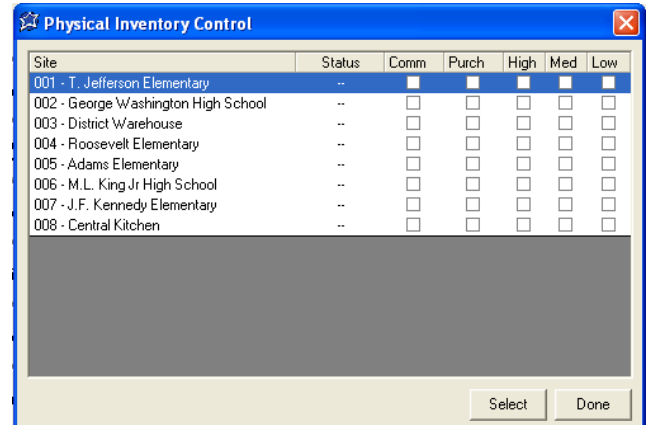
While a site is "open", you will be unable to do any transactions for that site.
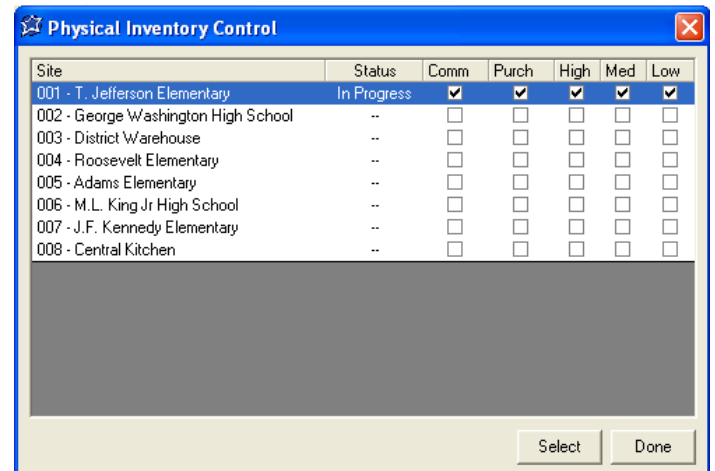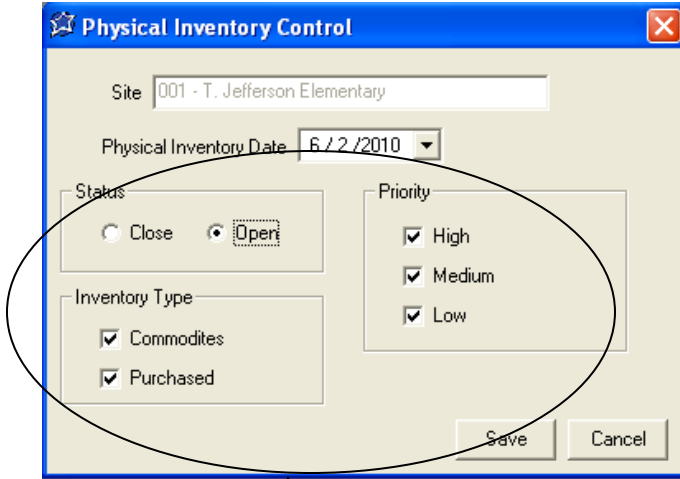
If you wish to count by Priority Level, or Purchased/Commodities separately, be sure that you are using the correct Physical Inventory Count Method. This can be found under Tools>Options>General Settings>Physical Inventory Count Method. If the check box is unchecked then you can count your inventory in separate batches. If it is checked then all uncounted items will be set to Zero. For more information about this selection please call a NUTRIKIDS Inventory support rep.
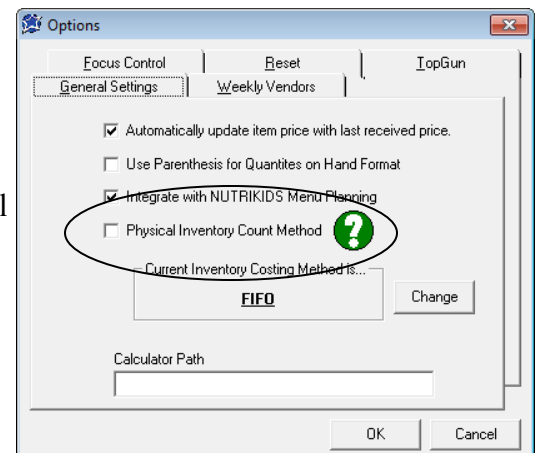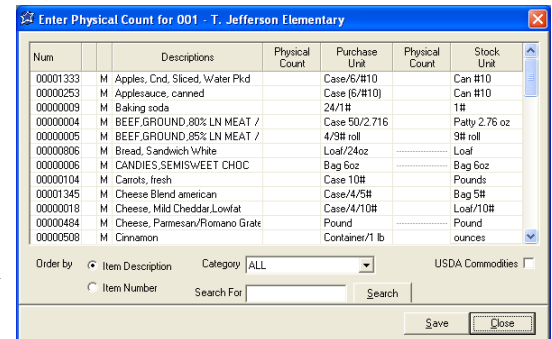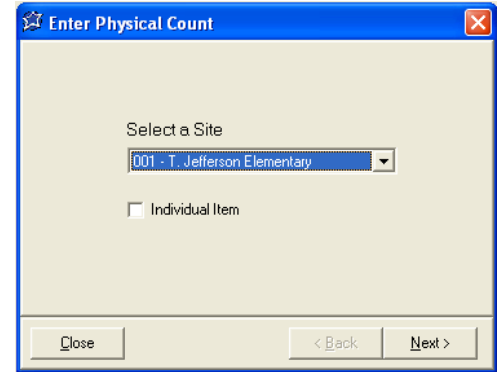
Section 6: Physical Inventory

ENTERING the PHYSICAL COUNT
Step 1   Enter Physical Count
- Click PHYSICAL INVENTORY
- Click ENTER PHYSICAL COUNT
- Use the down arrow to select a site
- If you wish to see one item at a time, place a check mark in the Individual Item box
- Click NEXT
- You may select a Category, search by individual item or commodity
- Enter all quantities as designated on the Inventory Worksheet. If the stock unit and purchase unit are the same, enter only the purchase unit
- When done, click FINISH

Optional: Print the Physical Count Edit List– this worksheet will now print with all of the Edited Inventory quantities that were assigned through Enter Physical Count.

LunchByte Systems, Inc.
Inventory - Physical Count Edit List
001 - T. Jefferson Elementary
Physical Inventory Date 1/27/2003

Page 17   Jan 27, 2003

No. Description		Physical Count	Purchase Unit	Physical Count	Stock Unit
FRUIT & FRUIT JUICE					
00009400 - APPLE JUICE,CND,UNSWT	M	4.00	Case 72ct	12.00	Carton
00009411 - APPLE JUICE,FRZN,UNSWT	M	1.00	Case 72ct	24.00	Carton
00009040 - BANANAS	M	2.00	Case 36#	1.00	LB, a/p
00009135 - GRAPE JUICE,CND	M	0	Case 72ct	0	Carton
00009131 - GRAPES,FRESH	L	0	Case 10#	0	LB, a/p
00009153 - LEMON JUICE,CND	M	0	Case (6qt)	0	QT
00009154 - LEMON JUICE,FRZN	M	0	Case (6qt)	0	QT
00009207 - ORANGE JUICE,CND	M	0	Case 72ct	0	Carton (4 fl oz)
00009200 - ORANGES,FRESH	M	0	Case 138ct	0	med 2-5/8"dia

If the purchase unit and stock unit are the same, enter only the purchase unit.

USING the VARIANCE/USAGE REPORT
The Usage Report gives an overall cost of items used, from the last physical count to the current physical inventory.

Step 1   Using the Usage Report
- Click PHYSICAL INVENTORY
- Click INVENTORY VARIANCE/USAGE REPORT
- Select the Site by clicking the down arrow and highlighting the Site
- Select Usage Format
- Select the Option(s), and Order By: Either description or number
- Click PREVIEW, click PRINT

LunchByte Systems, Inc.
Inventory Usage Report
Inventory Date 1/27/2003
001 - T. Jefferson Elementary

Page 4   Jan 28, 2003

MARGARINE/OIL/SHORT/SAL.DRESS

Item #	Description	Unit Desc	Ending Qty	Ending Value	Count	Usage Qty	Usage Value
	Dollar Value Subtotal		0.00	$0.00	0.00	0.00	$0.00

MISCELLANEOUS

Item #	Description	Unit Desc	Ending Qty	Ending Value	Count	Usage Qty	Usage Value
00005298	HOTDOG,TURKEY	Box 80ct	3.00	$34.95	0.00	3.00	$34.95
	Dollar Value Subtotal		3.00	$34.95	0.00	3.00	$34.95

PAPER GOODS

Item #	Description	Unit Desc	Ending Qty	Ending Value	Count	Usage Qty	Usage Value
00900006	ALUMINUM FOIL	CASE	0.00	$0.00	2.33	-2.33	$0.00
00900001	CUPS,STYROFOAM (16oz)	Case 50sleev	5.00	$100.50	0.00	5.00	$100.50
00900003	FOOD TRAY (#40)	Case (24/50ct	4.00	$44.00	0.00	4.00	$44.00
	Dollar Value Subtotal		9.00	$144.50	2.33	6.67	$144.50

SNACKS/MISC

Item #	Description	Unit Desc	Ending Qty	Ending Value	Count	Usage Qty	Usage Value
00019141	CANDIES,"M&M'S"PLN	Case 100ct	4.00	$61.92	0.00	4.00	$61.92
00019140	CANDIES,"M&M'S"PNUT	Case 100ct	4.00	$64.40	0.00	4.00	$64.40
00019150	CANDIES,PNUT BUTTER CUPS	Case 100ct	3.00	$48.00	0.00	3.00	$48.00
00019165	COCOA,DRY	Bag 5#	1.00	$4.32	0.00	1.00	$4.32
00019172	GELATIN,DRY MIX	Case (12 Bag	1.00	$13.00	0.00	1.00	$13.00
00019334	SUGAR,BROWN	Bag 25#	2.00	$14.00	0.00	2.00	$14.00
00019335	SUGAR,GRANULATED	Bag (50#)	4.00	$51.00	0.00	4.00	$51.00
00019336	SUGAR,POWDERED	Bag 25#	1.00	$7.25	0.00	1.00	$7.25
	Dollar Value Subtotal		20.00	$263.89	0.00	20.00	$263.89

SOUP & GRAVY

Item #	Description	Unit Desc	Ending Qty	Ending Value	Count	Usage Qty	Usage Value
	Dollar Value Subtotal		0.00	$0.00	0.00	0.00	$0.00

SPICES

Item #	Description	Unit Desc	Ending Qty	Ending Value	Count	Usage Qty	Usage Value
00002001	ALLSPICE, GROUND	Jar	52.00	$109.20	3.00	49.00	$102.90
00018369	BAKING POWDER	5# Can	2.00	$13.82	0.00	2.00	$13.82
00018372	BAKING SODA	Case 12boxes	2.00	$19.60	0.00	2.00	$19.60
00002003	BASIL,GROUND	Bottle 1#	1.00	$2.68	0.00	1.00	$2.68
00000069	CELERY SALT	Jar (1#)	1.00	$2.75	0.00	1.00	$2.75
00002009	CHILI POWDER	Jar (5#)	1.00	$12.70	0.00	1.00	$12.70
00002010	CINNAMON,GROUND	Jar (1#)	1.00	$2.60	0.00	1.00	$2.60
00002020	GARLIC POWDER	Can (6#)	1.00	$15.25	0.00	1.00	$15.25
00090017	GARLIC,GRANULATED	Jar (5#)	1.00	$6.75	0.00	1.00	$6.75
00018375	YEAST,BAKER'S,ACTIVE DRY	Case 24ct	2.00	$42.00	0.00	2.00	$42.00
	Dollar Value Subtotal		64.00	$227.35	3.00	61.00	$221.05

VEGETABLES

| Item #	Description	Unit Desc	Ending Qty	Ending Value	Count	Usage Qty	Usage Value
00016043	BEANS,PINTO,DRY	Box 20#	3.00	$23.25	0.00	3.00	$23.25
00011124	CARROTS,FRESH	Bag 1#	8.00	$6.24	0.00	8.00	$6.24
00011143	CELERY,FRESH	Case	2.00	$54.00	0.00	2.00	$54.00
00011252	LETTUCE,ICEBERG,FRESH	Bag 5#	12.00	$37.80	0.00	12.00	$37.80
00011282	ONIONS,FRESH	LB	9.00	$7.02	0.00	9.00	$7.02
00011529	TOMATOES,FRESH	LB	16.00	$10.72	0.00	16.00	$10.72
	Dollar Value Subtotal		50.00	$139.03	0.00	50.00	$139.03

Item #	Description	Unit Desc	Ending Qty	Ending Value	Count	Usage Qty	Usage Value
	Dollar Value Grand Total		535.50	$4742.82	17.25	518.25	$4638.61

USING the VARIANCE/USAGE REPORT
The Variance Report identifies any overages or shortages of inventory levels. The dollar values of those discrepancies are printed and the percentage of changes to the overall inventory.

Step 1   Using the Variance Report
- Click PHYSICAL INVENTORY
- Click INVENTORY VARIANCE/USAGE REPORT
- Select the Site by clicking the down arrow and highlighting the Site
- Select Variance Format
- Select the Option(s), and Order By: Either description or number
- Click PREVIEW, click PRINT

NOTE: Each inventory item will be previewed with the specific differences, each category has a sub-total value and the last page of the printout will total all categories as well as the total inventory percentages of differences discovered.

Inventory Variance/Usage Report

Site
001 - T. Jefferson Elementary

Order by
- Item Description
- Item Number

Option
- [ ] New Page
- [x] Exclude Items with No Activity
- [x] Exclude Items with No Variance

Format
- Variance Format
- Summary Variance Format
- Usage Format
- Export to CSV File

Preview   Cancel

LunchByte Systems, Inc.
Page 15 — Inventory Variance Report — Jan 28, 2003
Inventory Date 1/27/2003
001 - T. Jefferson Elementary

VEGETABLES (continued)

	Beginning	+ Purchase	+ Trans In	- Trans Out	- Withdrawal	+/- Adjust	= Ending	Physical Count	Variance	
00011282 LB	0.00	9.00	0.00	0.00	0.00	0.00	9.00	0.00	9.00	100.00%
ONIONS,FRESH	$0.00	$7.02	$0.00	$0.00	$0.00	$0.00	$7.02	$0.00	$7.02	
00011529 LB	0.00	16.00	0.00	0.00	0.00	0.00	16.00	0.00	16.00	100.00%
TOMATOES,FRESH	$0.00	$10.72	$0.00	$0.00	$0.00	$0.00	$10.72	$0.00	$10.72	
Dollar Value Subtotal	$0.00	$139.03	$0.00	$0.00	$0.00	$0.00	$139.03	$0.00	$139.03	0.00%

	Beginning	+ Purchase	+ Trans In	- Trans Out	- Withdrawal	+/- Adjust	= Ending	Physical Count	Variance	
Dollar Value Grand Total	$0.00	$4733.64	$29.23	-$25.05	$0.00	$5.00	$4742.82	$104.21	$4638.61	97.80%

CLOSING the PHYSICAL COUNT
When Closing the Physical Count, all of the edited "hands-on" inventory quantities will be assigned to the current inventory levels of each inventory item. ***Make sure you review your Variance Report for accuracy before you Post Physical Inventory.***

Step 1   Closing the Physical Count Process
- Click PHYSICAL INVENTORY
- Click POST PHYSICAL INVENTORY
- Click the down arrow and highlight the site to be closed
- Click GO
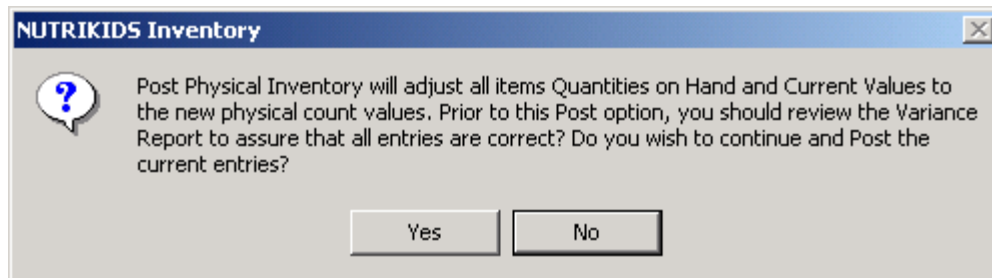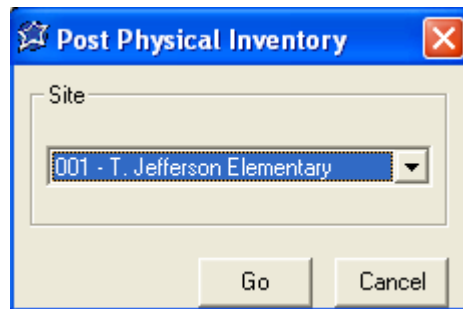
PHYSICAL INVENTORY HISTORY

Step 1 Physical Inventory History
- Click PHYSICAL INVENTORY HISTORY
- Select a site by double-clicking the site name, or highlight and click OPEN
- Select the Inventory Variance you would like to PRINT/PREVIEW
- Select the "Options" and "Order By"
- Click PREVIEW
- Click PRINT
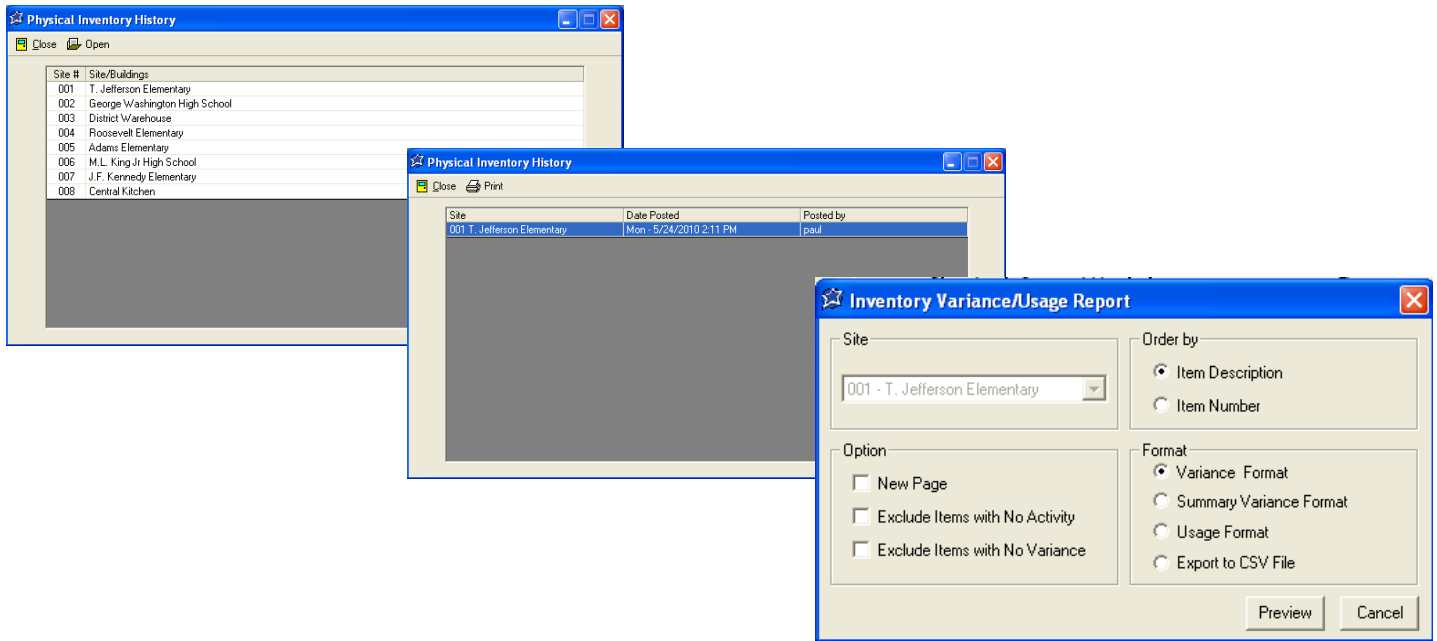
LunchByte Systems, Inc.

Page 9   Inventory Variance Report   Mar 31, 2004
Inventory Date 3/31/2004
001 - T. Jefferson Elementary

CEREAL (continued)

	Beginning	+ Purchase	+ Trans In	- Trans Out	- Withdrawal	+/- Adjust	= Ending	Physical Count	Variance	
00008030 Case 96ct	0.00	7.00	0.00	0.00	0.00	0.00	7.00	0.00	7.00	100.00%
CEREAL,FROOT LOOPS	$0.00	$89.46	$0.00	$0.00	$0.00	$0.00	$89.46	$0.00	$89.46	
00008069 Case 96ct	0.00	4.00	0.00	0.00	0.00	0.00	4.00	0.00	4.00	100.00%
CEREAL,FRSTD FLAKES	$0.00	$51.80	$0.00	$0.00	$0.00	$0.00	$51.80	$0.00	$51.80	
00008071 Case 96ct	0.00	4.00	0.00	0.00	0.00	0.00	4.00	0.00	4.00	100.00%
CEREAL,SMACKS	$0.00	$47.00	$0.00	$0.00	$0.00	$0.00	$47.00	$0.00	$47.00	
00008065 Case 96ct	0.00	2.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00	100.00%
CEREALS,RICE KRISPIES	$0.00	$23.00	$0.00	$0.00	$0.00	$0.00	$23.00	$0.00	$23.00	
Dollar Value Subtotal	$0.00	$297.78	$0.00	$0.00	$0.00	$0.00	$297.78	$0.00	$297.78	100.00%

CHICKEN & TURKEY

	Beginning	+ Purchase	+ Trans In	- Trans Out	- Withdrawal	+/- Adjust	= Ending	Physical Count	Variance	
00900000 Case (48ct)	0.00	9.00	0.00	-2.00	-2.00	0.00	5.00	0.00	5.00	100.00%
CORN DOG,Turkey Jumbo State Fair	$0.00	$125.91	$0.00	-$27.98	-$27.98	$0.00	$69.95	$0.00	$69.95	
Dollar Value Subtotal	$0.00	$125.91	$0.00	-$27.98	-$27.98	$0.00	$69.95	$0.00	$69.95	100.00%
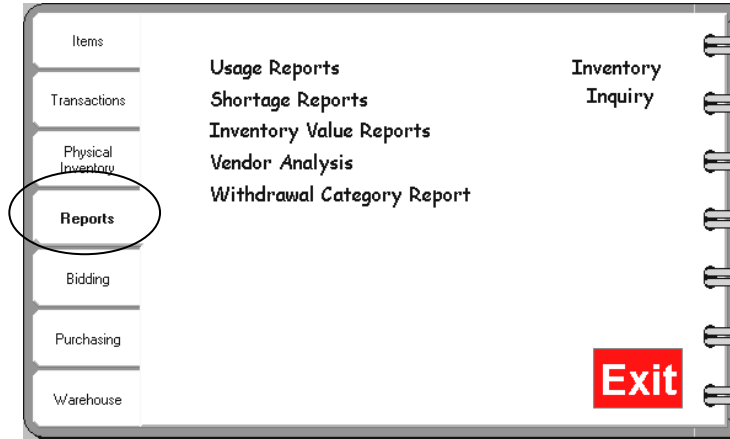
REPORTS– Usage Reports

Step 1   Generating the Usage Report
- Click REPORTS
- Click USAGE REPORTS
- Select to print By Category, Alphabetically or Numerically
- Click NEXT
- If the "By Category" option was selected, click each Category to be included or click Check All

    -or-

    If the "Alphabetical" or "Numerical" option was selected, enter the From and Thru ranges and click NEXT
- Select a site(s), or click CHECK ALL
- Select the Items to Include and the date range
- Click PREVIEW, click PRINT
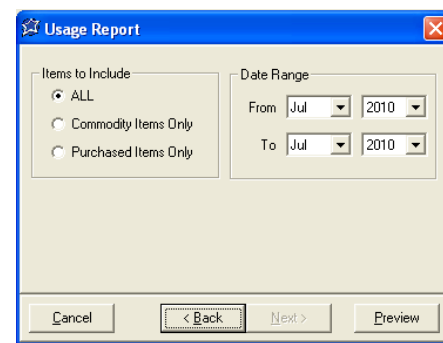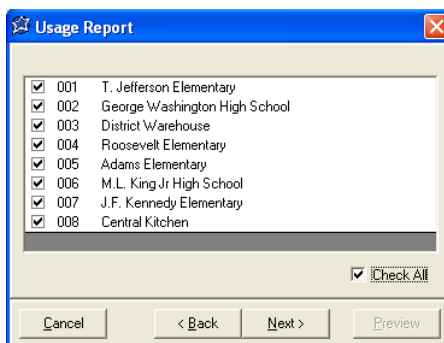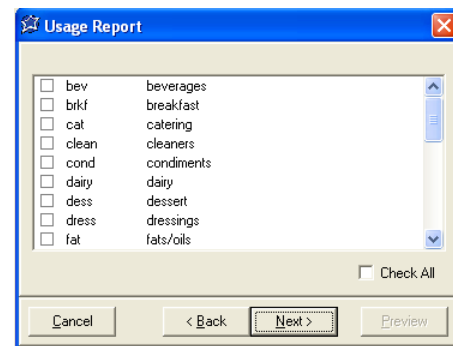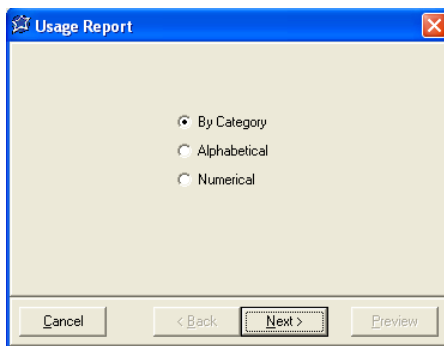
REPORTS– Shortage Reports

This report will list every inventory item that had been preset with a Minimum Inventory Level that is currently below that preset level. This printout will indicate the number short and dollar value of this shortage.

Step 1   **Generating the Shortage Report**
- Click REPORTS
- Click SHORTAGE REPORTS
- Select the Site (s) to be printed or Click CHECK ALL
- Select to sort by "Vendor One" or by Category
- Click PREVIEW, click PRINT

LunchByte Systems, Inc.

Page 1   Shortage Report   Jan 29, 2003

FRUIT & FRUIT JUICE

Item #	Description	Vendor Code	Production #	Qty on Hand	Min Stock Level	Order Qty	Purchase Unit	Price	Total
00009411	APPLE JUICE,FRZN,UNSWT	ABC	665544	2	5	3	Case 72ct	9.800	29.400
00009400	APPLE JUICE,CND,UNSWT	ABC	13456	2	5	3	Case 72ct	9.750	29.250
00002001	ALLSPICE, GROUND	ABC	12345	0	2	2	Jar	2.100	4.200

REPORTS– Inventory Value Report

This report will list every inventory item and quantity on-hand in a specified format; By category, Alphabetical or Numerical for a specific Site or a Consolidated look at the District. This report may be sorted by Commodity, Purchased or All in a Detailed or Summary Format with or without Quantities listed. The values will be in Sub Categories of Food, Non-Food and Commodities.

Step 1 **Generating the Inventory Value Report**
- Click REPORTS
- Click INVENTORY VALUE REPORT
- Select print By Category, Alphabetically or Numerically
- Click NEXT
- If the "By Category" option was selected, click each Category to be included or click Check All

 -or-

  If the "Alphabetical" or "Numerical" option was selected, enter the From and Thru ranges and click NEXT

Step 2 **Select the Site (s) or choose to print a CONSOLIDATED (District Report)**
- Click each Site to be included within the Report or click Check All
  Optional: You may choose to click the CONSOLIDATED box to combine all information from each Site.
- Click NEXT

Step 3 Choose what part of the Inventory to Print by selecting ALL, COMMODITY ITEMS ONLY or PURCHASED ITEMS ONLY

Step 4 Choose the Format Option– Detailed or Summary

Step 5 Click PREVIEW, Click PRINT

LunchByte Systems
Page 1   Inventory Value Report   Apr 13, 2010
001 - T. Jefferson Elementary

FRUIT & FRUIT JUICE

Item #		Description	Qty	Purchase Unit	Qty	Stock Unit	Current Value
00009400		APPLE JUICE,CND,UNSWT	5	Case 72ct		Carton	48.75
00009020	c	APPLESAUCE,CND	2	Case 6/#10	7/8	Case 6/#10	25.50
00009131		GRAPES,FRESH	6	Case 10#		LB, a/p	43.50
00009236		PEACHES,FRESH	10	Case 120ct		medium 4/lb	110.00
		Total FRUIT & FRUIT JUICE		$227.75			

PAPER GOODS

Item #	Description	Qty	Purchase Unit	Qty	Stock Unit	Current Value
00900001	CUPS,STYROFOAM (16oz)	7	Case 50 sleeves		SLEEVE/50/16 OZ	140.70
	Total PAPER GOODS		$140.70			

SPICES

Item #	Description	Qty	Purchase Unit	Qty	Stock Unit	Current Value
00002001	ALLSPICE, GROUND	22	Jar		Jar (10oz)	46.20
00002009	CHILI POWDER	1	Jar (5#)		Jar (5#)	12.70
	Total SPICES		$58.90			

| | | | | | | Total Inventory Value | $427.35 |

Commodity Subtotal	$25.50
Food Subtotal	$261.15
Non Food Subtotal	$140.70
Total Value	$427.35

REPORTS– Vendor Analysis

Step 1 **Generating the Vendor Analysis**
- Click REPORTS
- Select the summary, detailed or by reason VENDOR ANALYSIS
- Select the Vendor(s), or CHECK ALL
- Select the Site (s) to be printed or Click CHECK ALL
- Select a date range
- Click PREVIEW, click PRINT

LunchByte Systems

Page 1   Summary Vendor Analysis by Invoice   Apr 13, 2010
                                11/1/2009 thru 4/13/2010

ABC Distributing Company   ABC

Date	PO #	Invoice #	Site	SubTotal	Ship	Tax	Total
11/3/2009	000004		004 Leader Elementary	428.68	0.00	0.00	428.68
11/4/2009	FS2009-00014	ABC-087145	009 Alternative Jr High School	1025.38	0.00	0.00	1025.38
11/9/2009	000009		001 T. Jefferson Elementary	12.60	0.00	0.00	12.60
11/9/2009	000010		006 Central Ave. High School	11.70	0.00	0.00	11.70
11/9/2009	SFS 00079	A-578 - 1109	008 Hamilton Elementary	67.14	0.00	0.00	67.14
11/10/2009			011 West Side Elementary Sch	87.00	0.00	0.00	87.00
11/11/2009	000011		005 Short Stop Elementary	70.60	0.00	0.00	70.60
11/11/2009	000014		005 Short Stop Elementary	207.00	0.00	0.00	207.00
11/11/2009	000017		005 Short Stop Elementary	184.82	0.00	0.00	184.82
11/12/2009	000019		005 Short Stop Elementary	329.00	0.00	0.00	329.00
11/17/2009	000023		005 Short Stop Elementary	12.75	0.00	0.00	12.75
11/18/2009	000030		005 Short Stop Elementary	14.05	0.00	0.00	14.05
11/18/2009	000033		005 Short Stop Elementary	37.80	0.00	0.00	37.80
11/18/2009	000013		005 Short Stop Elementary	85.00	0.00	0.00	85.00
11/19/2009	000018		005 Short Stop Elementary	402.90	0.00	0.00	402.90
2/26/2010	000050	1105	001 T. Jefferson Elementary	70.70	0.00	0.00	70.70
3/4/2010	90	45	003 District Warehouse	322.25	0.00	0.00	322.25
						Subtotal	$3,369.37

Mansfield Produce Company   PRO

Date	PO #	Invoice #	Site	SubTotal	Ship	Tax	Total
11/9/2009	SFS 00091	Man09-6755	008 Hamilton Elementary	10.40	0.00	0.00	10.40
11/12/2009	000022		005 Short Stop Elementary	21.99	0.00	0.00	21.99
11/12/2009	000020		007 Hill Top Elementary	132.90	0.00	0.00	132.90
11/17/2009	000024		005 Short Stop Elementary	12.10	0.00	0.00	12.10
11/18/2009	000034		005 Short Stop Elementary	10.36	0.00	0.00	10.36
						Subtotal	$187.75

Murray Distributing Company   MUR

Date	PO #	Invoice #	Site	SubTotal	Ship	Tax	Total
11/11/2009	000015		005 Short Stop Elementary	10.32	0.00	0.00	10.32
11/11/2009	000012		005 Short Stop Elementary	30.00	0.00	0.00	30.00
3/4/2010			003 District Warehouse	143.00	0.00	0.00	143.00
						Subtotal	$183.32

NLB Foods   NLB

Date	PO #	Invoice #	Site	SubTotal	Ship	Tax	Total
11/11/2009	000016		005 Short Stop Elementary	30.04	0.00	0.00	30.04
						Subtotal	$30.04

Skeldon's Foods   SKL

Date	PO #	Invoice #	Site	SubTotal	Ship	Tax	Total
11/12/2009	000026		005 Short Stop Elementary	164.90	0.00	0.00	164.90
11/12/2009	000021		007 Hill Top Elementary	562.85	0.00	0.00	562.85
11/18/2009	000031		005 Short Stop Elementary	280.00	0.00	0.00	280.00
						Subtotal	$1,007.75

REPORTS– Withdrawal Category Report

Step 1 **Generating the Withdrawal Category Report**
- Click REPORTS
- Select WITHDRAWAL CATEGORY REPORT
- Select a Site (s), or CHECK ALL
- Select the report format to be printed
- Select a date range
- Click PREVIEW, click PRINT

NutriKids

Page 1   Withdrawal Category Report   Apr 9, 2011
11/3/2010 thru 4/9/2011

Catering Usage

Site #	Date	Item #	Description	Qty	Unit	Cost
003 - WHRHS	3/25/2011	00001352	Alfalfa Sprouts	1	Lb	7.57
003 - WHRHS	3/24/2011	00000253	Applesauce	1	Case/6/#10	20.65
			Catering Usage Withdrawals - Subtotal			28.22

Daily Usage

Site #	Date	Item #	Description	Qty	Unit	Cost
003 - WHRHS	3/26/2011	00001333	Apples, Cnd, Sliced, Water Pkd	1	Case/6/#10	24.68
			Daily Usage Withdrawals - Subtotal			24.68

Lunch Usage

Site #	Date	Item #	Description	Qty	Unit	Cost
003 - WHRHS	3/20/2011	00000406	Sauce, Enchilada	5	4/138oz.	0.00
003 - WHRHS	3/20/2011	00000407	Sauce, Picante	5	Case/4/1GAL	0.00
003 - WHRHS	3/20/2011	00000438	Shells, Tortilla Flour Wht 8"	5	Case/12/12CT	60.09
003 - WHRHS	3/20/2011	00000054	Spice, Chili Powder	5	Container/6LB	60.06
003 - WHRHS	3/20/2011	00000606	Strawberry Whole	6	Case/120ct/8#	0.00
003 - WHRHS	3/20/2011	00000431	Sugar, brown	5	Case/1/25#	53.84
			Lunch Usage Withdrawals - Subtotal			173.99
			Withdrawals - Grand Total			226.89

Using the Inventory Inquiry

This feature may be accessed from the main menu anywhere in the program. At a glance, the District may view a single Sites' Total Inventory Value. By double clicking a specific site, each inventory item may be accessed to see a complete accounting of quantities available and what transactions occurred to create the inventory supply. View a month by month history of each inventory item. Use this feature as an effective tool for specific inventory tracking.

Step 1   Accessing the Inventory Inquiry Option
- Click INVENTORY INQUIRY

Step 2   Select an Inventory Site
- Highlight and double click the site

Step 3   View a specific Inventory Item
- Type an alphabetical search of the item, or use the down arrow to scroll and locate the inventory item to view
- Highlight and double click the item or highlight and click open

Step 4   View the available information
- View each field of information (quantity on hand, current total value and each available transaction type that has occurred)
- View specific transaction types by clicking the LIST BY options

Step 5   View the CURRENT STATUS of the selected inventory item
- Click the CURRENT STATUS icon

Step 6   View the MONTHLY HISTORY icon
- Click the MONTHLY HISTORY icon to view dates and transaction quantities including Variances found during Physical Counts.
- Display DOLLAR VALUES by clicking the Dollar Values button

Backup/Restore Data

Step 1 **Backup the Data**
- Click TOOLS from the Tool Bar
- Click BACKUP/RESTORE DATA
- Select BACKUP the DATA, click NEXT
- Browse for the Drive or Folder to store the Backup, Click SAVE
- Click BACKUP
- When completed, you will be prompted to test the Backup, click YES

Step 2 **Restore the Data**
- Click TOOLS from the Tool Bar
- Click BACKUP/RESTORE DATA
- Select RESTORE the DATA, click NEXT
- Browse for the location of the Backup File
- Click RESTORE
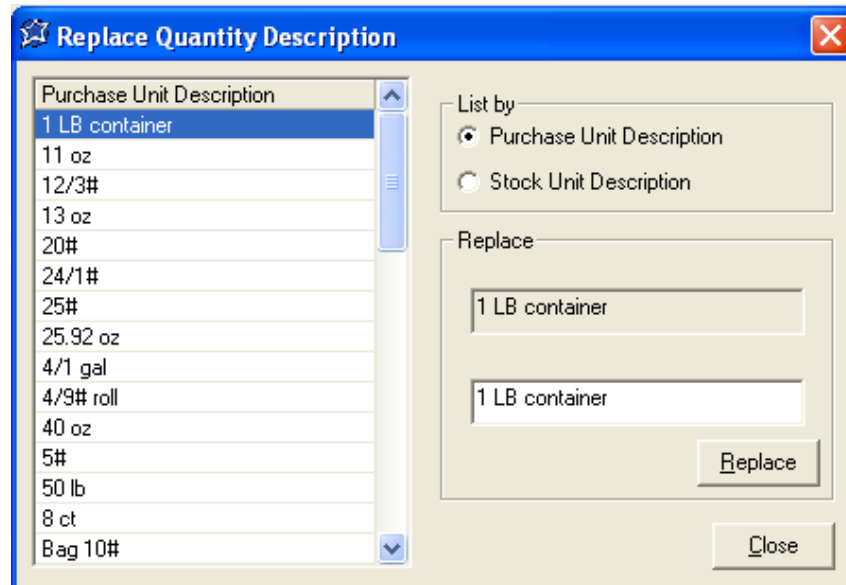
Replace Quantity Description—This tool will replace <u>EVERY</u> item using that description with the new description entered. We strongly recommend doing a backup of your data prior to using this feature. Instructions for doing a backup are located on page 56.

Step 1   Replacing Quantity Descriptions
- Click TOOLS from the Tool Bar
- Click REPLACE QUANTITY DESCRIPTION
- Highlight the Item
- Edit the Purchase Unit or Stock Unit Description
- Click REPLACE, Click CLOSE

Purchasing

This module allows creation of orders to vendors that are delivered to schools. This feature also maintains all inventory costs to quickly compare vendor invoices with generated orders. Consistent orders may be generated through Recurring Orders to lessen the time needed to create weekly orders for specific vendors.

The Network User Access Rights within the program will determine which of the following screens will appear: **Program Administrator** *or* **Site Manager** For a complete list of User Rights, see the next page.

Purchasing Screen for Program Administrator
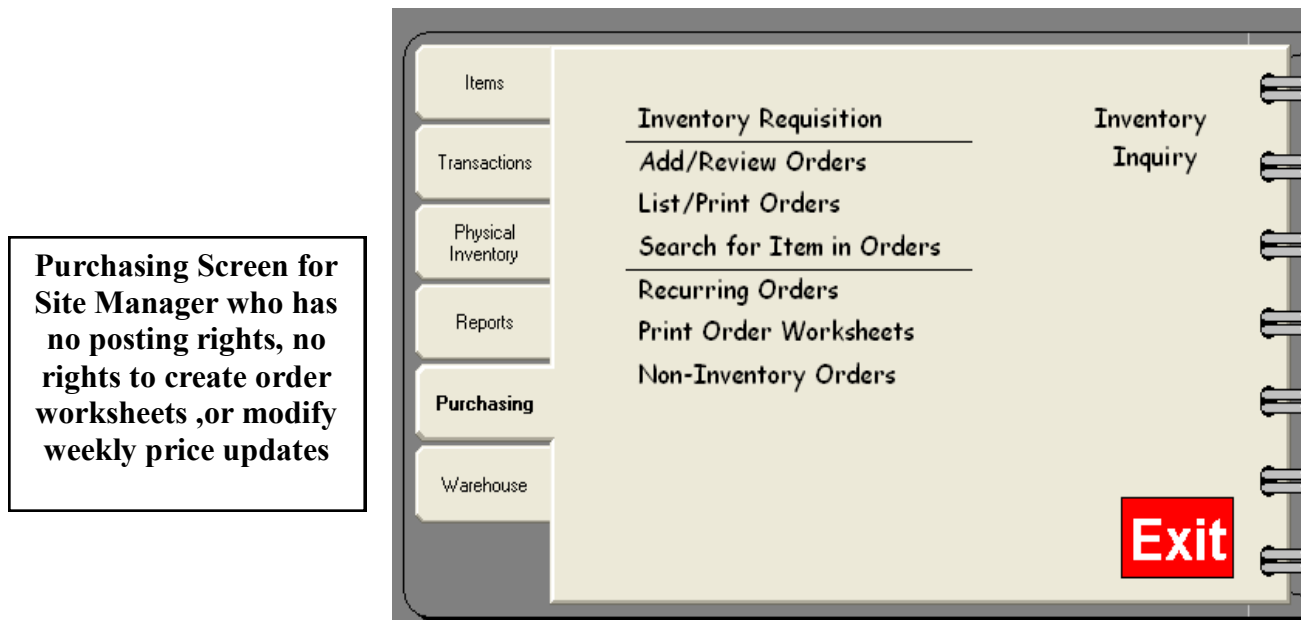
Purchasing Screen for Site Manager who has no posting rights, no rights to create order worksheets ,or modify weekly price updates

Page 62 begins with the Program Administrator followed by the Site Manager on page 80.

User rights determine the permission given to each staff member of your program, whether Administrators, Supervisors, Manager's, Assistants or any other level of service. To apply user rights, you must be an Administrator.

Step 1 Apply Rights

- Click TOOLS
- Click NETWORK USER ACCESS RIGHTS
- Choose each User one at a time by double clicking on the name
- Apply the appropriate Rights by clicking the box under the Rights column and choosing "Granted" or "Access Denied"
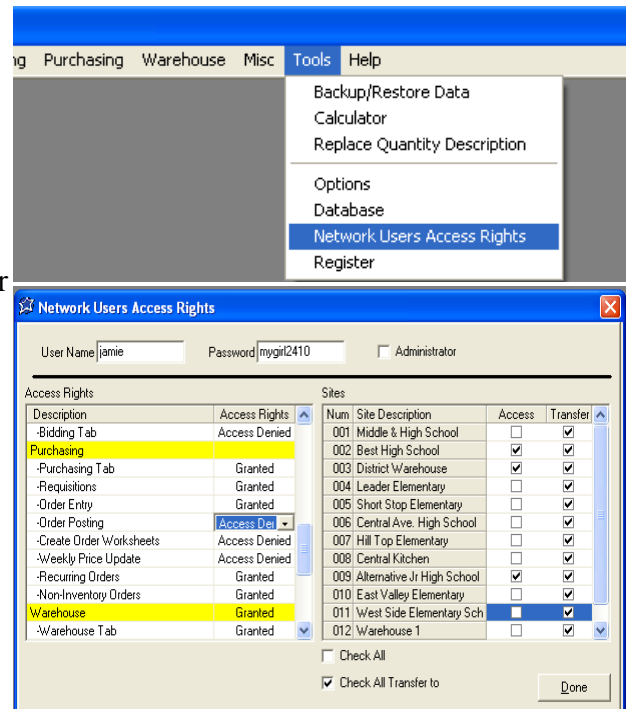
Perpetual Inventory Network User Access Rights
Description of permissions for P.I. user rights

VENDORS
Allows user to access Vendor tab (Add, Modify/Review)

ITEMS
Inventory Items
Allows user all rights to Items tab (Add, Modify/Review)
Inventory Sites
Allows user all rights to Sites (Add, Modify/Review)

ITEM SITE DESIGNATION
Site Activate/Deactivate – Allows selecting of items used/not used at user Site Prevents items not used at user site from printing on the Phys. Count Worksheet

Site Storage Areas – Ability to set up Storage Locations for site - usually used in Warehouse setting

Site Min/Max Quantity - Allows ability to set Minimum/Maximum quantities for each item

TRANSACTIONS
Receiving
Allows user to Receive orders under Transactions Receiving

Withdrawals
User has rights to enter Withdrawals for their site(s)

Transfers
Allows user rights to Transfer from their Site to another Site(s)

Adjustments
Allows user to make adjustments to items, plus or minus

Finished Products
Used mainly in Central Kitchens, this allows the user to create Finished Products (under Items) for products using multiple items such as Chili, Lasagna, Hamburgers. Using Finished Products subtracts all items in the product from the inventory.

Recurring Transactions
Allows user to create specific repeating transactions for Receiving, Transfers, Withdrawals and Adjustments

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PHYSICAL INVENTORY
Physical Inventory Tab
Allows access to Physical Inventory tab on main screen

Open Physical Inventory
Allows user to "open" their site for a physical inventory locking out of transactions until the physical inventory is closed again

Post Physical Inventory
Allows user to post their physical inventory after entering physical count

Variance Report
Allows the user to view the Variance Report

Add Physical Inventory Adjustments
Allows the user to make adjustments to the physical inventory

REPORTS
Inventory Value Report
Allows user the ability to print an Inventory Value Report that shows what they have on hand and what its worth

BIDDING
Access to Bidding portion of program - usually an Administrative Feature

PURCHASING
Purchasing
Give ability to access Purchasing Tab features. If not granted, the Tab will not even be visible

Create Requisitions
Allows user to create a Non-Vendor specific requisition

Create Orders from Requisitions
Allows the user to create orders from inventory requisitions

Order Entry
Allows user to create a Vendor-specific order

Order Posting
Allows user to Post the Vendor-specific order, thereby allowing receipt of an order without Administrative approval

Create Order Worksheets
Allows user to print out a worksheet of items active for their site. This is a manual option for ordering if the software is not installed at the site.

Weekly Price Updates
Allows user to mark items with a variable price (ex: Produce, Milk) whether on the Items Tab or the MISC tab.

Recurring Orders
Allows user to create order "templates" that contain items that will be ordered repeatedly

Non-Inventory Orders
Allows user to create an order for items that will not be tracked in the program, such as large equipment.

WAREHOUSE
Warehouse
Gives user access to Warehouse Tab features. If not granted, the tab will not be visible

Transfer Entry
Allows user the ability to request a transfer of goods from the Warehouse to their site.

Transfer Commit
Usually an Administrative function, this allows user to "Commit" items from site (Warehouse) to be transferred.

Edit Committed Transfer
Gives user the ability to edit a committed transfer

Transfer Posting
Usually an Administrative function, posting a transfer subtracts items from Warehouse (or storage site) and adds product to the site it is transferred into

Create Consolidated PO
Allows ability to create a Consolidated Purchase Order based on Warehouse Transfers, Vendor-specific

Create Recurring Transfers & Worksheets
Allows creation of hand-filled transfer worksheets for sites that do not have the software at a site level and also allows you to add items for recurring transfers

Ability for Negative Qty on Hand
Allows you to restrict a user from transferring more than what is on hand.

MISC
Cost Update
Allows user to make cost changes for inventory items from the MISC Tab

Inquiry Database Refresh
Allows user to see the Refresh DB button on the Inventory Inquiry screen.

Cost Override
Allows user to make cost changes for inventory items when receiving them into the program

Weekly Price Updates– This feature is usually used for perishables (produce, etc.) where there is a price fluctuation

Before using the Weekly Price Updates feature, you must have 2 other settings set correctly.

1. **Items**—Weekly Price Update within the item must be selected (see #1 below)

2. **Vendors**— must be selected within the Physical Inventory options (see #2 below)

1. Items
- Click ITEMS
- Click MODIFY/REVIEW
- Search for an item
- Verify that the *Weekly Price Updates* box has been checked within the General Tab

NOTE: Only Items which have this box checked will be included when doing Weekly Price Updates from within the Purchasing tab.
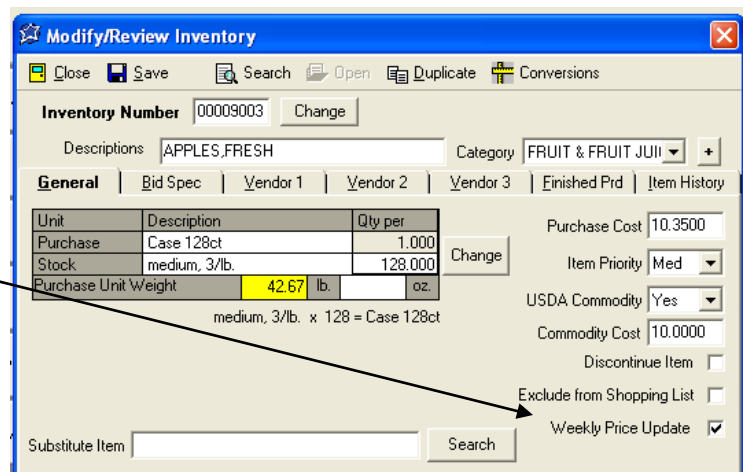
2. Vendors

- From the top tool bar select TOOLS
- Select OPTIONS
- Select the Weekly Vendors Tab
- Select the Vendors for the Weekly Price Update

NOTE: Vendors must be selected here when doing Weekly Price Updates from within the Purchasing Tab.
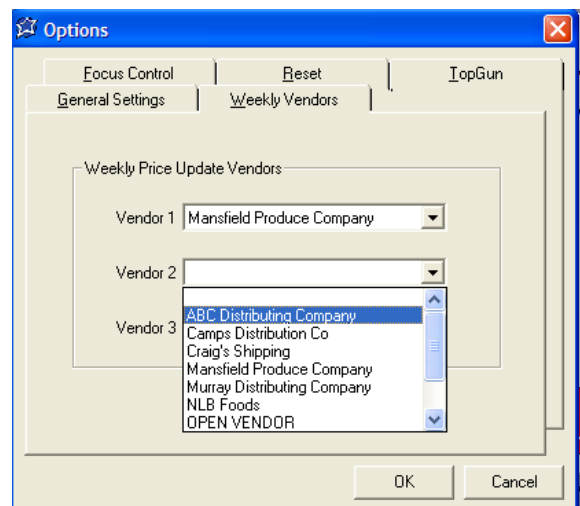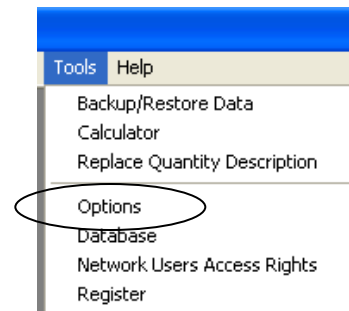
Weekly Price Updates

Step 1 — Weekly Price Updates
- Click WEEKLY PRICE UPDATES
- All items where Weekly Price Update has been checked, as explained on the previous page, will appear on the list
- The Vendors listed are those chosen within the Physical Inventory tab in Tools, Options

Weekly Price Updates

Step 2 — Weekly Price Updates
- Make any necessary changes to the prices for the vendors
- Click DONE

- A list of all changes can be viewed and printed.

- Click CLOSE to return to the Main Menu if you do not want to print

This information will be sent back to that Item and placed in the appropriate Vendor Tab

Item #	Description	Purchase Size	ABC	PRO	SKL
00009003	APPLES,FRESH	Case 128ct		10.350	
00990413	APPLES,FRESH,W/SKIN	138 cnt		20.000	
00009040	BANANAS	Case 36#		12.100	
00011112	CABBAGE,RED,FRESH	Case 24ct		18.500	
00011124	CARROTS,FRESH	Bag 1#		0.780	
00009131	GRAPES,FRESH	Case 10#		7.250	
00011252	LETTUCE,ICEBERG,FRESH	Bag 5#		3.150	
00011282	ONIONS,FRESH	LB		0.660	
00009200	ORANGES,FRESH	Case 138ct		10.360	
00009236	PEACHES,FRESH	Case 120ct		11.000	
00009252	PEARS,FRESH	Case 100ct		8.600	
00011333	PEPPERS,SWT,GREEN,RAW	LB		1.650	
00011529	TOMATOES,FRESH	LB		0.670	

Changing the price on the Vendor 1 Tab DOES NOT update the General Tab. If you want the General Tab to reflect this change, you must do this manually. To change the price both places use the Misc Tab on the tool bar. However, using this option will not allow you to compare the prices of your 3 weekly price vendors. Instructions for this option are on the next page.

There is another option for entering weekly price updates that will update both the General Tab and the Vendor 1 Tab. This option gives you several ways to enter your cost update including by item description, by Vendor item or code, or numerically. However, this option doesn't allow you to compare the prices of all 3 weekly price vendors you may have set up. In cost update, if you choose to view by vendor, description, or vendor code you will be viewing only the information for your Vendor 1 for each item but you will be updating both the Vendor 1 Tab and the General Tab at the same time.

Weekly Price Updates

Step 1   Weekly Price Updates
- Click MISC on the top tool bar
- Click COST UPDATE
- Choose VENDOR DESC (description) or VENDOR NUMBER
- Click the VENDOR ARROW to the right and pick the appropriate weekly price vendor
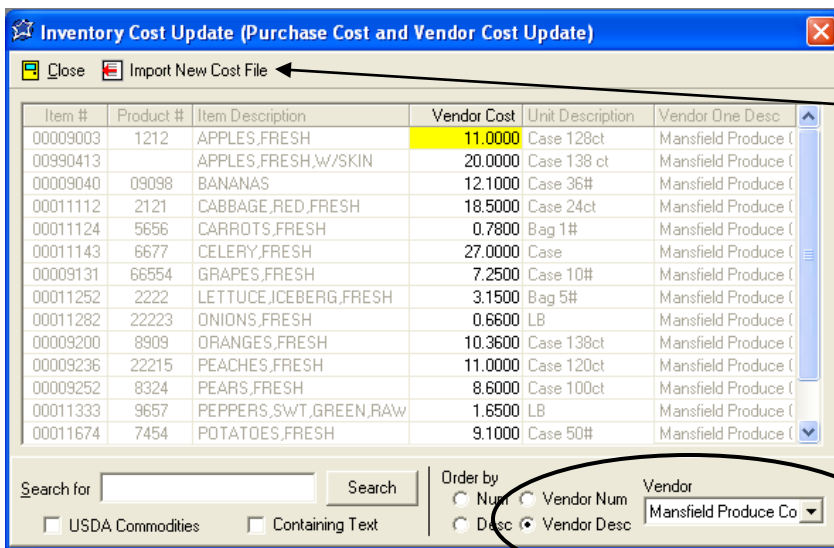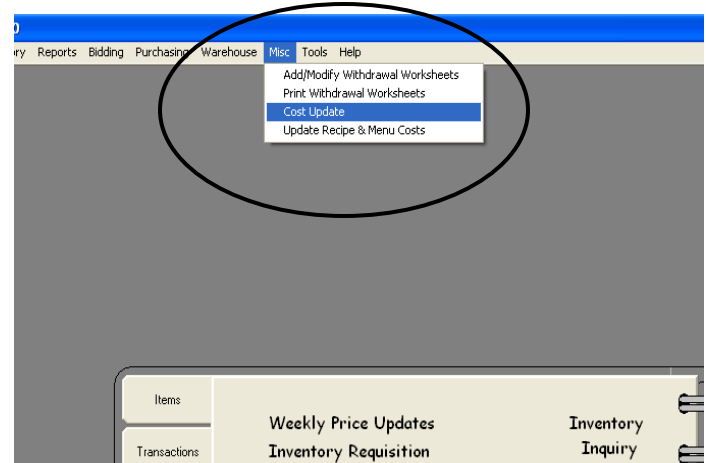
*Import New Cost File is used with **Sysco and US Foods only**. For more information call us at 800-724-9853.*

When all prices have been updated,
- Click CLOSE again to return to the main menu

Inventory Requisition—Offers the ability to quickly create an order for a site without being Vendor specific

Step 1 **Adding Inventory Requisition**
- Click INVENTORY REQUISITION
- Click ADD NEW
- Select a Site
- Request By is optional
  (i.e.: Managers' Name)
- Enter the items and quantities
- Click CREATE ORDER
- If the requisition is not complete, click SAVE. This will allow you to come back to the requisition to make any necessary modifications

This is a quick way to create an order, the program will separate items by Vendor.

You may also use the Recurring Orders Feature to enter the order.

Inventory Requisition

Step 1   Modify Inventory Requisition
- Click INVENTORY REQUISITION
- Select a Requisition by highlighting it and double-clicking, or highlight and click OPEN
- Modify the Requisition
- Click SAVE
- Click CREATE ORDER if the requisition is complete
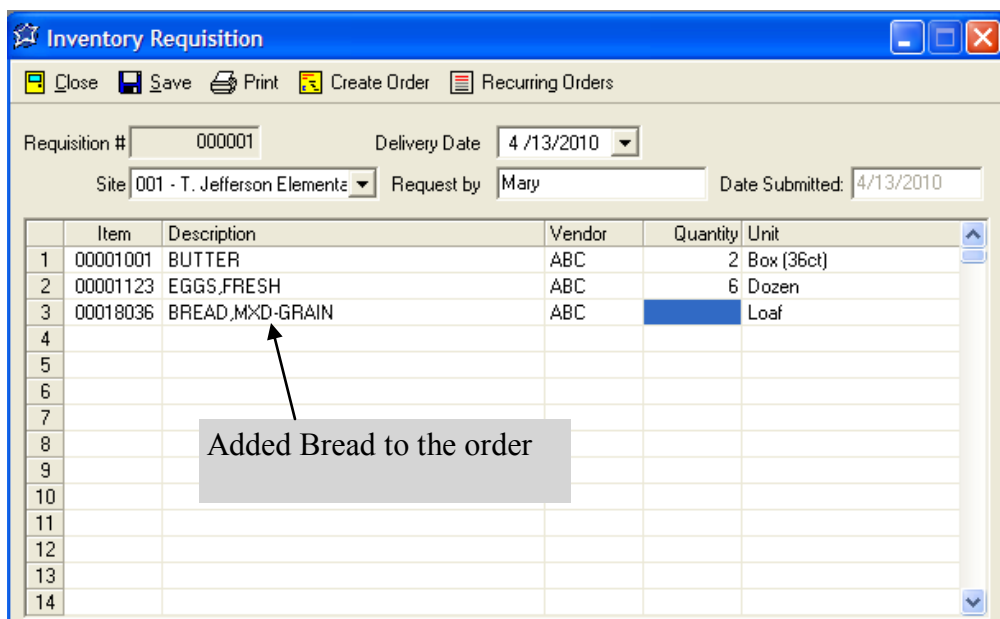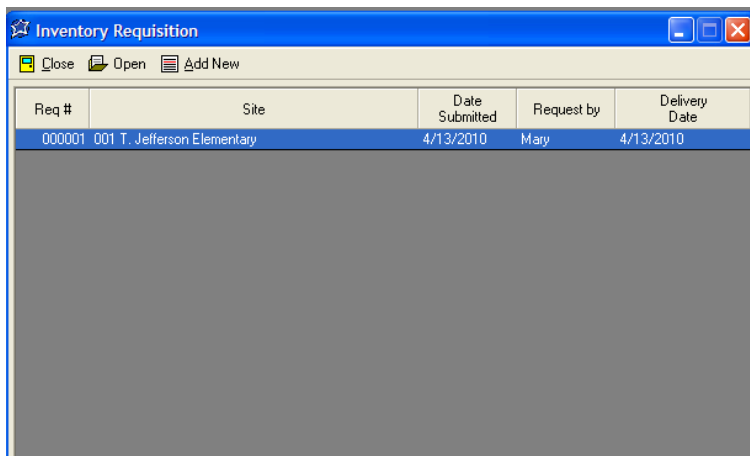
Creating this type of requisition at the administrator's level is also an easy way to accommodate those last minute orders that come in after everything has already been posted!

Add/Review Orders

Step 1   Adding an Order
- Click PURCHASING
- Click ADD/REVIEW ORDERS
- Click ADD NEW

Orders completed by a site and submitted for approval

Orders still in progress at school sites or warehouse

Add/Review Orders

Step 2   Adding an Order
- Select the DELIVERY DATE
- Select the SITE
- Select the VENDOR
- Enter the items and quantities
- When complete click SAVE
- Click PRINT to print the Order

Grab Items will import ALL inventory items associated with the selected Vendor.

Step 3   Reviewing/ Modifying an Order
- Click ADD/REVIEW ORDERS
- You may review ALL orders, orders specifically by site and/or vendor, or use the *Sort By* feature
- You may open an order to modify it by double-clicking on the order, or by highlighting the order and clicking on OPEN. **This may only be done prior to posting!**
- Remember to click SAVE after making your changes and/or additions

- Click whether to Save & Don't submit yet, Save & Submit for approval, or Save& Post Order to lock the order in. Once the order is Posted, it will be ready to be received.
- Click CLOSE to return to the Main Menu

Step 4   Export an Order (FOR ON-LINE ORDERING)
- Click ADD/REVIEW ORDERS
- Select the order
- Click EXPORT
- Select the location where you would like to save the file
- Click SAVE
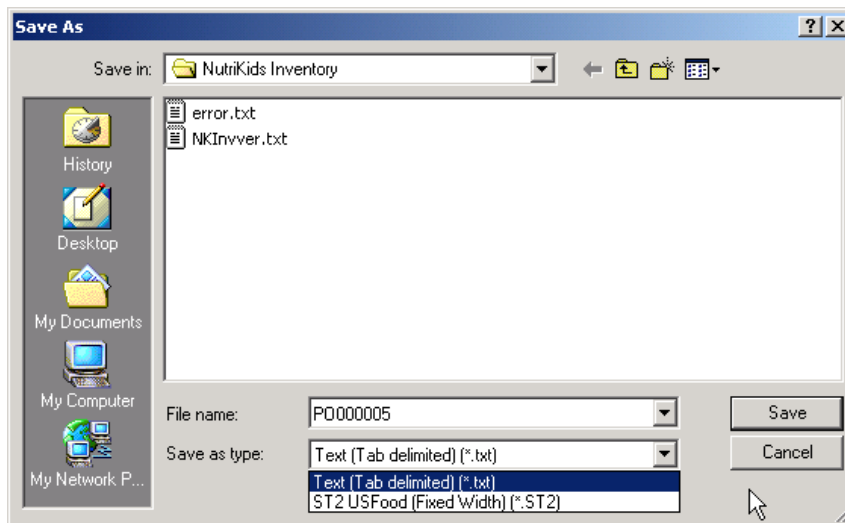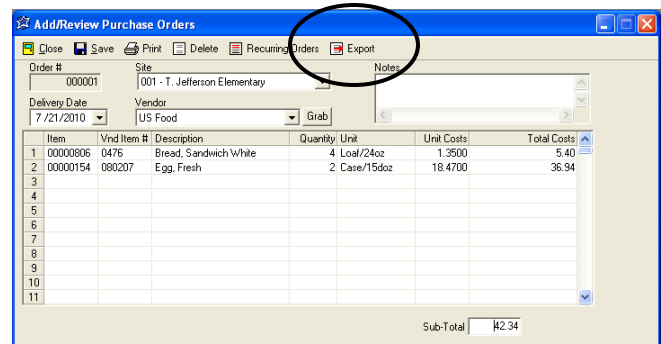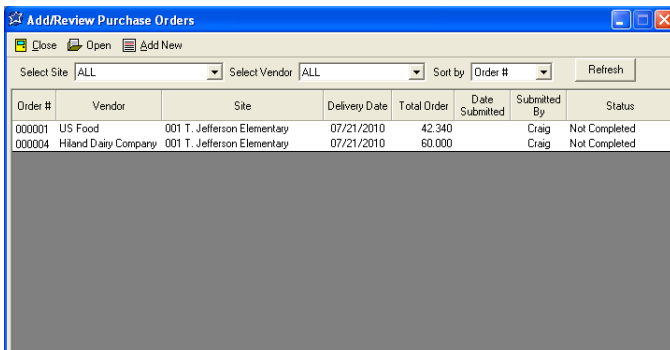
A text file is created for importing into a vendor's on-line ordering system.   If you have questions, please call us at 800-724-9853.

Remember to also POST the Order so that you will be able to receive it in!

List/Print Orders

Step 1   List/Print Orders
- Click LIST/PRINT ORDERS

Step 2   List/Print Orders
- Select a format, either SUMMARY, DETAIL, or PURCHASE ORDERS
- Click NEXT
- Select specific Site(s) or CHECK ALL, click NEXT
- Select specific Vendor(s) or CHECK ALL, click NEXT (if sending orders to a vendor, choose only that vendor)
- Select how to sort, either by Site, Vendor or Delivery Date, and whether you want to view Unposted orders, posted, or both
- Click NEXT
- Click PREVIEW
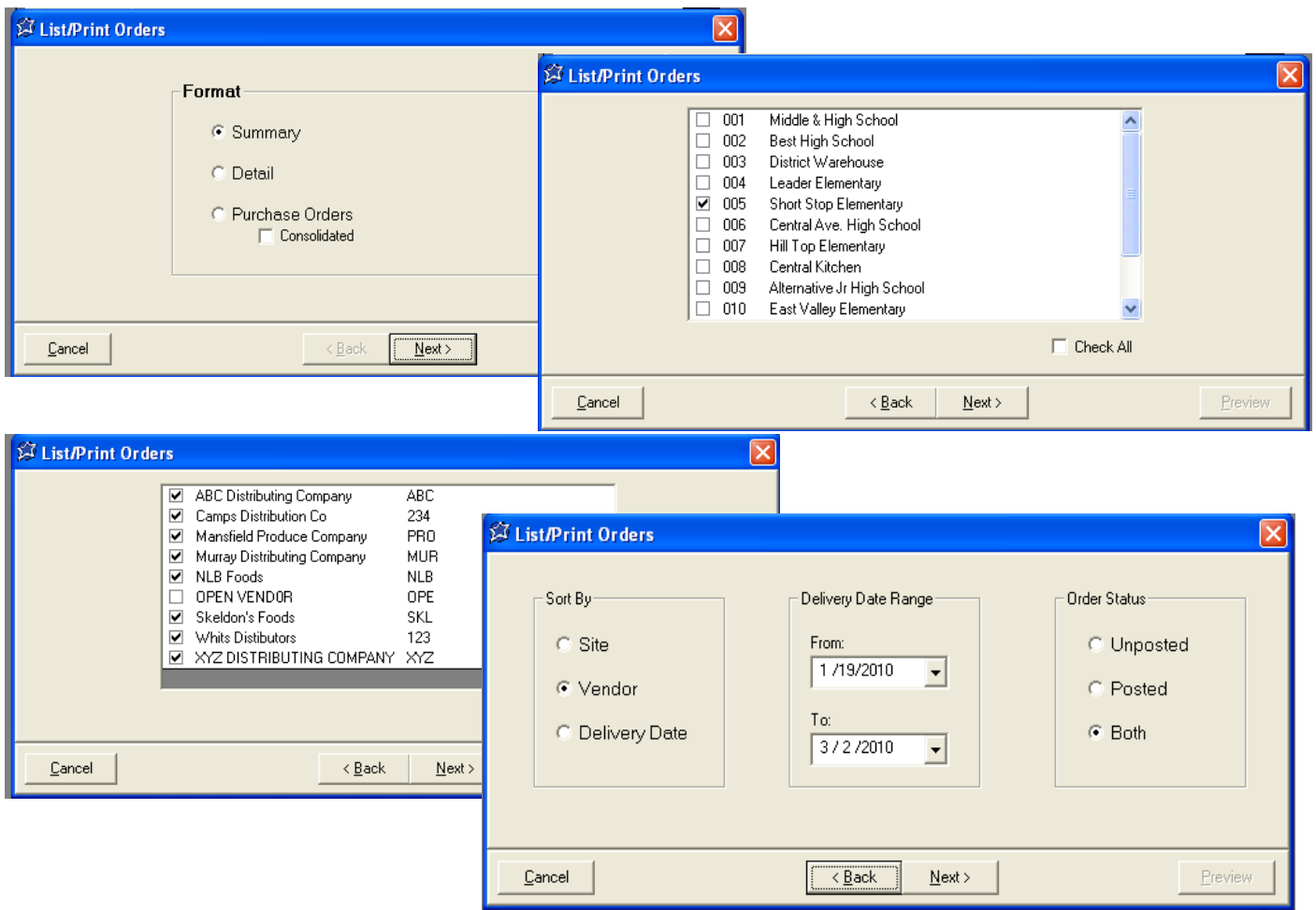
Step 2   List/Print Orders (cont'd.)
- Select a specific Order choosing one vendor at a time.
- Click PREVIEW
- Click PRINT to print the report

Detail View is shown below

Nutrikids

Page 1   All Orders   Feb 9, 2010

Order #: 000047
Delivery Date: February 23,2010
Site : 005 Short Stop Elementary
Vendor : ABC Distributing Company
Order Status : Posted
Submitted By : lisa
  Notes   Weekly Order: week of 2/23/10

Inv #	Vnd Item #	Description	Quantity	Unit	Unit Cost	Total Cost
00900000	66789	CORN DOG,Turkey Jumbo State Fair	1	Case (48ct)	13.9900	13.99
00900436		POTATO, FRIES, CRINKLE CUTS	2	CASE	15.2000	30.40
00990250		BREAKFAST BURRITO	1	CASE	24.0000	24.00
00990464		Cereal , Cherrios Bulk	1	Case (4/5LB Bag)	15.0200	15.02
00020321	5411	SPAGHETTI,ENRICHED	2	Box 20#	7.2500	14.50
00009240	41112	PEACHES,CND	2	Case 6 /#10	19.0000	38.00
00000013		Pineapple Sticks, Indiv 1oz bags	2	Case/150/1 oz Bag	17.4000	34.80
00011687	05567	POTATO WEDGES,FRZ	3	Case 6 bags	10.1500	30.45
00018360	08876	TACO SHELLS	2	Box (240ct)	6.5000	13.00
					Sub-Total	214.16

List/Print Orders: Emailing to the vendor

Step 1   Click List/Print Orders
- Click Purchase Orders, then Next
- Select your Site, then Next
- Select the Vendor, then Next
- Select your search criteria and date and click Next
- Select the Order(s) for the vendor
- Click PREVIEW
- Click EXPORT TO PDF
- You may now choose to E-Mail or Save a Copy
- If you select EMAIL, enter the recipients e-mail address and click SEND. If your e-mail program is "Groupwise", place a checkmark in the box
- If you select SAVE A COPY, click BROWSE and select the location to save the file in
- Click EXPORT
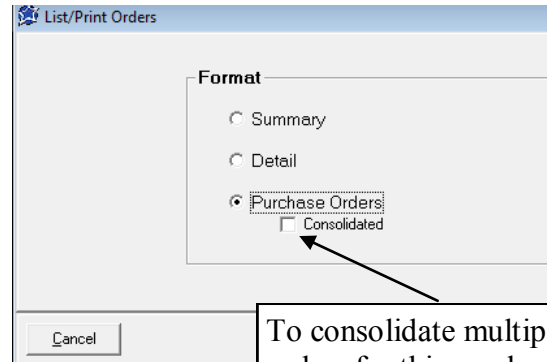
To consolidate multiple site orders for this vendor check the Consolidated checkbox
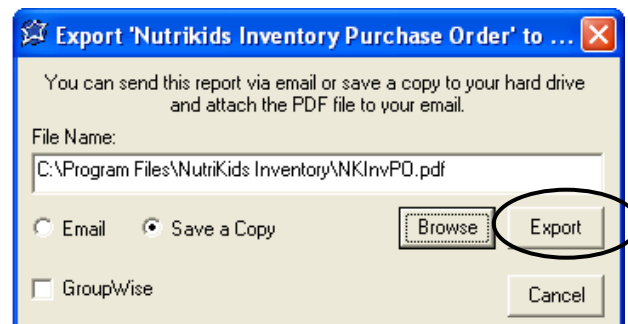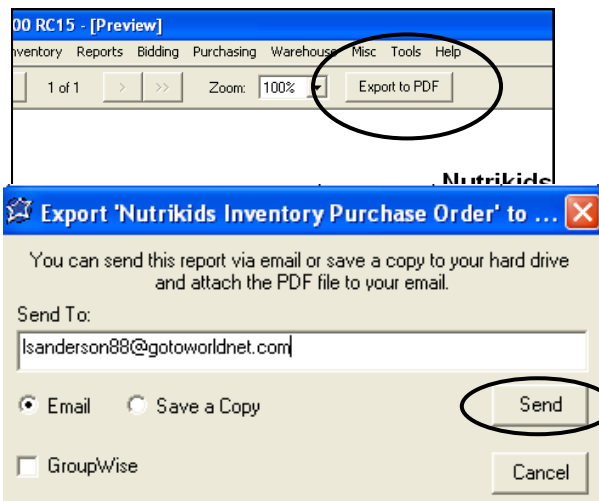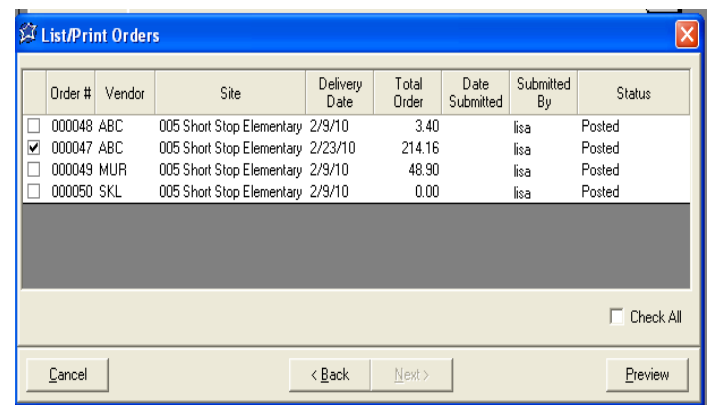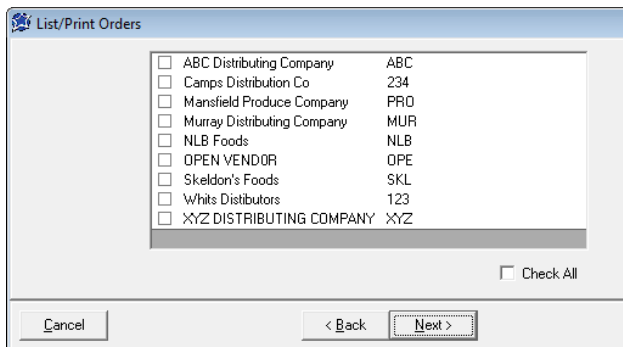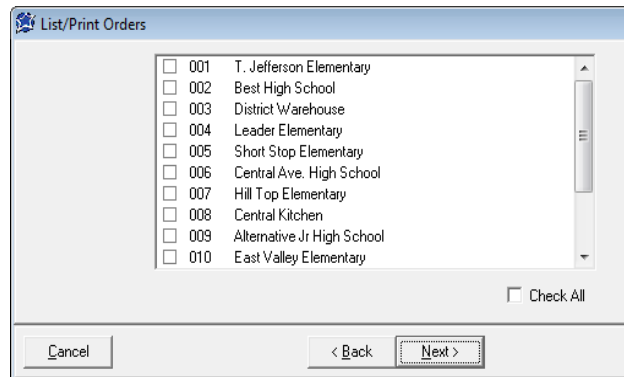
Post Orders

This option allows you to post multiple orders at the same time instead of opening one at a time.

HUGE TIME SAVER!

Step 1   Post Orders
- Click POST ORDERS
- Select a Site(s), or CHECK ALL
- Select a Vendor(s), or CHECK ALL
- Select how to sort, either by Site, Vendor or Delivery Date, click NEXT. When selecting Delivery Date set a specified date range
- Select the Order(s) to Post
- Click POST

IMPORTANT! Posting will remove the ability to modify this order under Purchasing.

To modify after Posting, return to Transactions, Receiving, Outstanding Orders.
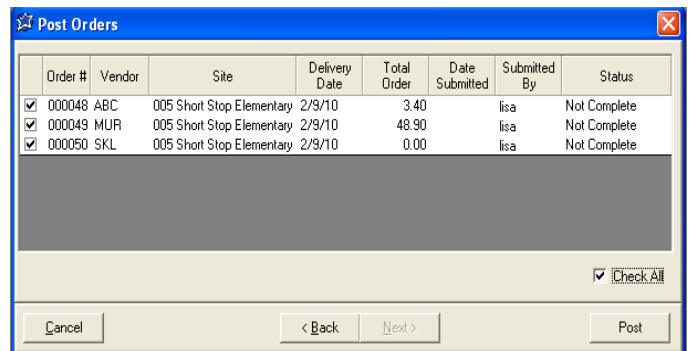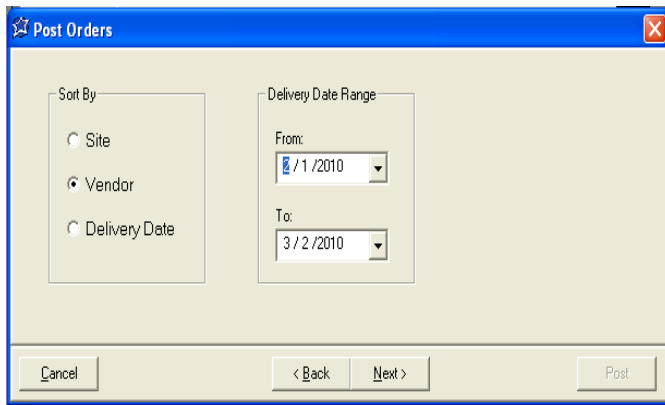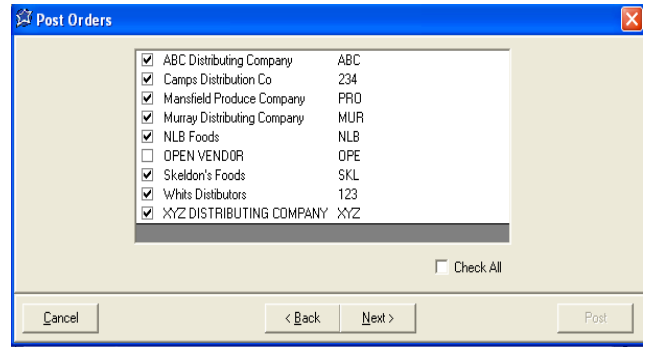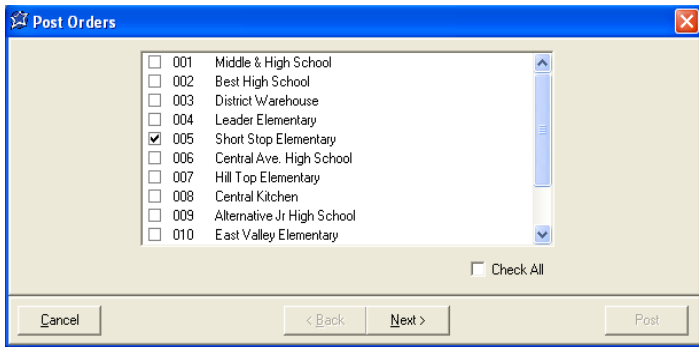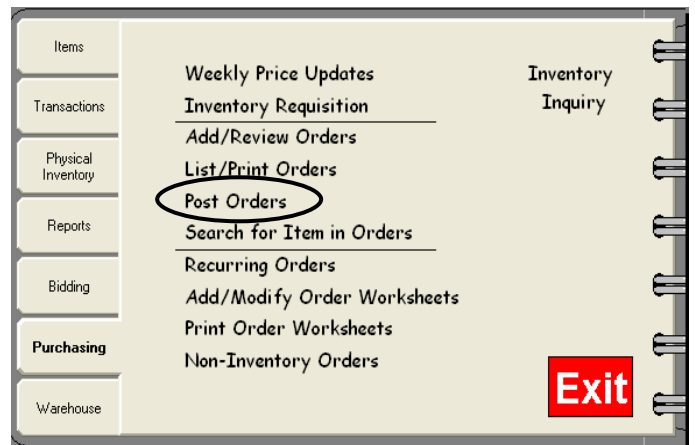
Search for Item in Orders

Step 1   Search for item in Orders
- Click SEARCH FOR ITEM IN ORDERS
- Type in the item to search for in the yellow field
- Click SEARCH

Placing a checkmark in *"Containing Text"* will bring up any item containing the word "apples"
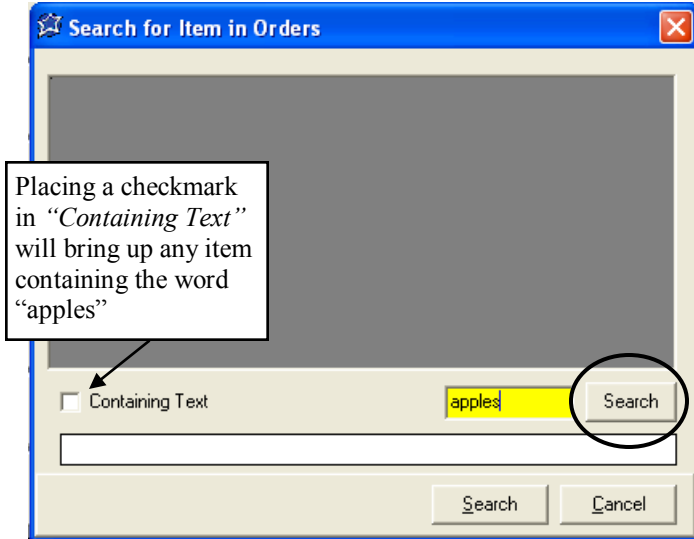
Step 2   Search for item in Orders
- Highlight the item to Search For
- Click SEARCH
- The "Item in PO" report will appear and may be printed, click PRINT
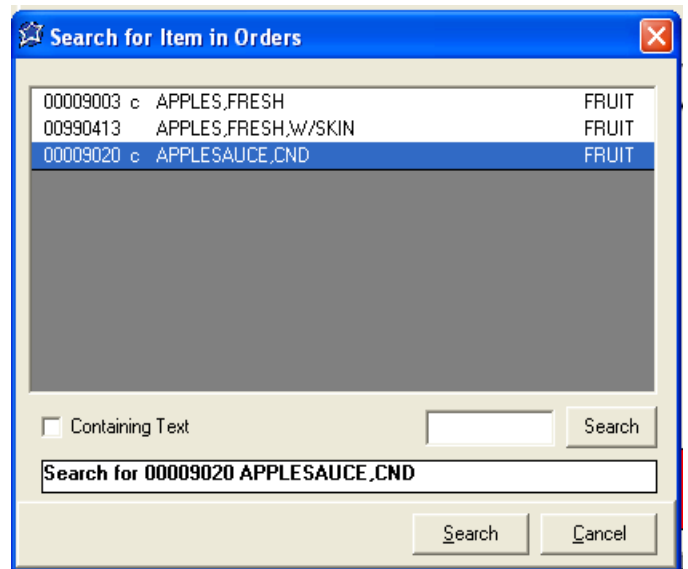
Nutrikids

| Page 1 | Item in PO | Feb 9, 2010 |

Item Searched: 00009020 APPLESAUCE,CND

PO	Vendor	Site	Delivery Dat	Status
000046	ABC	005 Short Stop Elementary	12/30/2009	Not Completed

Add/Modify Recurring Orders—For repeating orders placed on a regular basis

Step 1   **Add a Recurring Order**
- Click RECURRING ORDERS
- Click ADD
- Enter the Purchase Description (ex. Produce Order)
- Select the Vendor
- Grab Items will insert ALL items for that Vendor, or you may select individual items
- Click SAVE
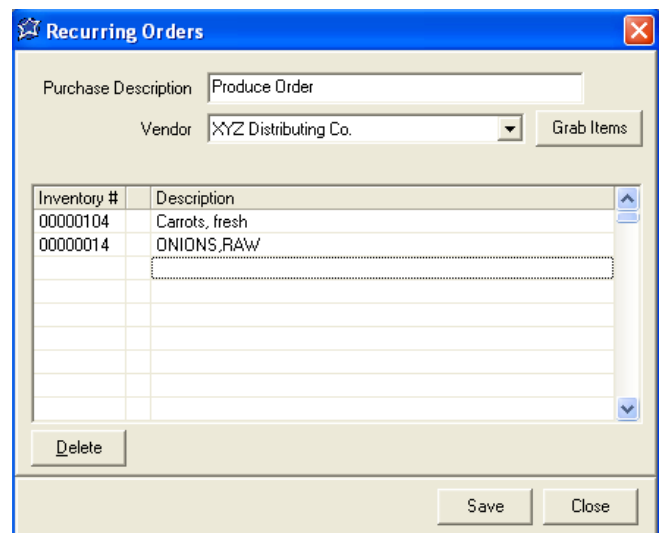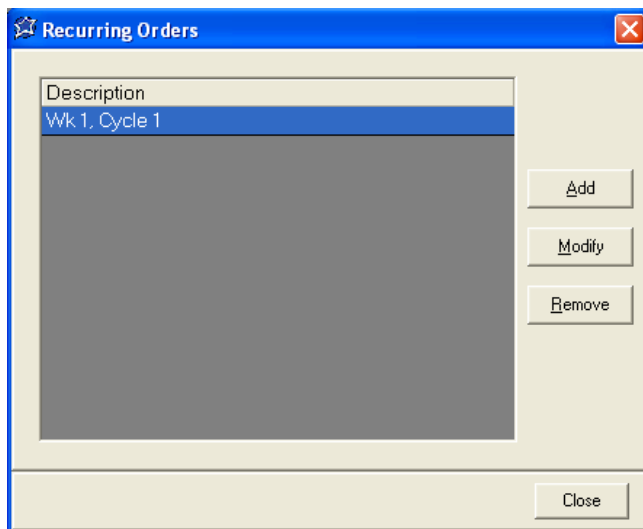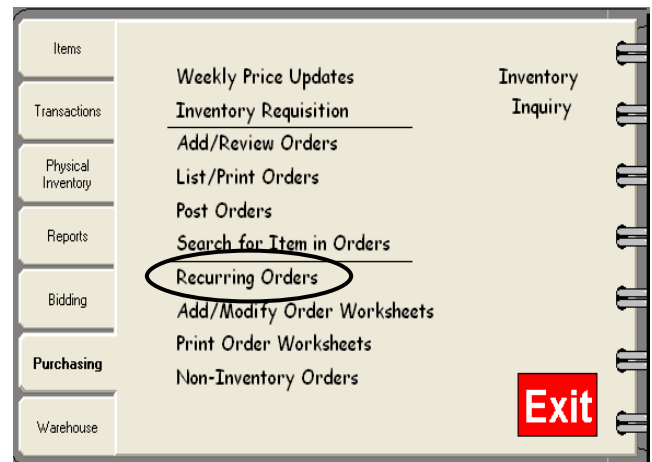
Creating Recurring Orders makes it super fast and super easy for site managers to enter their orders by eliminating the typing of each item every time they order. Recurring orders may have some items on the list that are not needed each week, but that is no problem! Site Managers simply ignore those items and may add any additional items that may not show up on a recurring order.

Recurring Orders can be seen by all. Careful thought given to a detailed description of each order will help eliminate confusion over what is on the order. See the window above that uses the name of the vendor in the description.

Site Managers should use the same detail when naming their own Recurring Orders. For Example, they should add their site name to the recurring order description to differentiate their recurring orders from another site's.

Add/Modify Recurring Orders

Sometimes Recurring Orders need to be modified; new items might need to be added while obsolete items might need to be taken off. To modify a recurring order:

Step 1   Modify a Recurring Order
- Click RECURRING ORDERS
- Select an existing Recurring Order
- Click MODIFY
- Modify the order
- Click SAVE
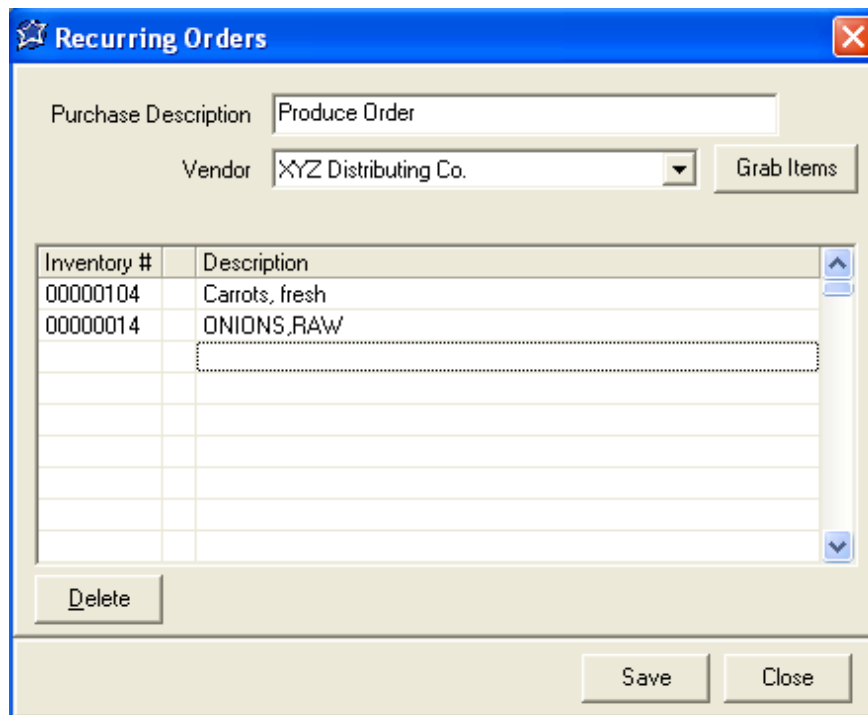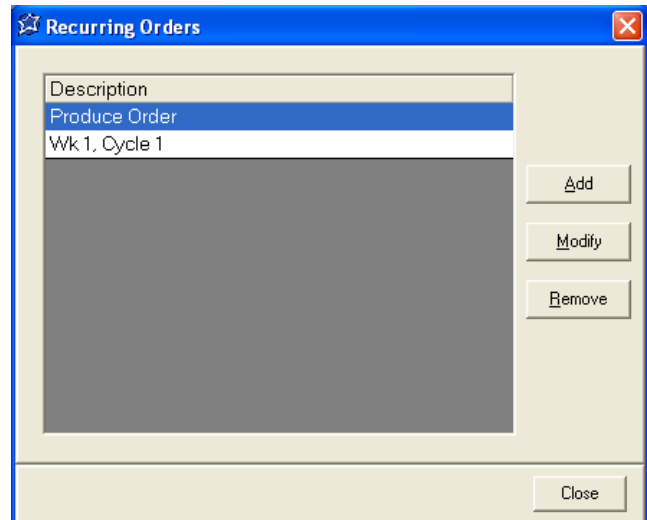
Add/Modify Order Worksheets—Used for school sites without the Perpetual Inventory program to hand-enter orders

Step 1   Add an Order Worksheet
- Click ADD/MODIFY ORDER WORKSHEETS
- Click ADD
- Name the worksheet (ex. Produce Order-XYZ Dist.)
- Enter the items
- Click SAVE
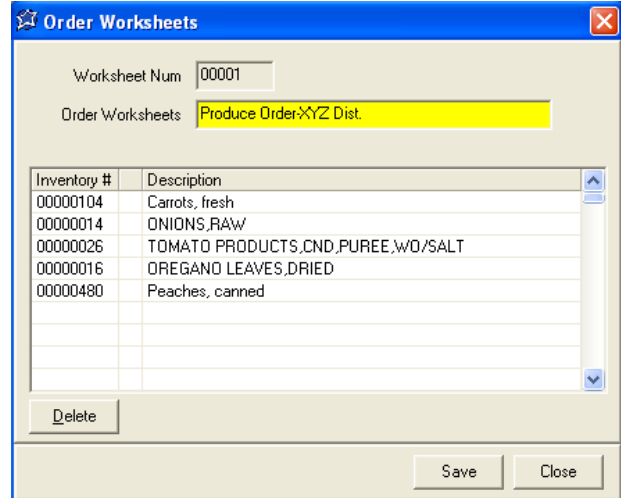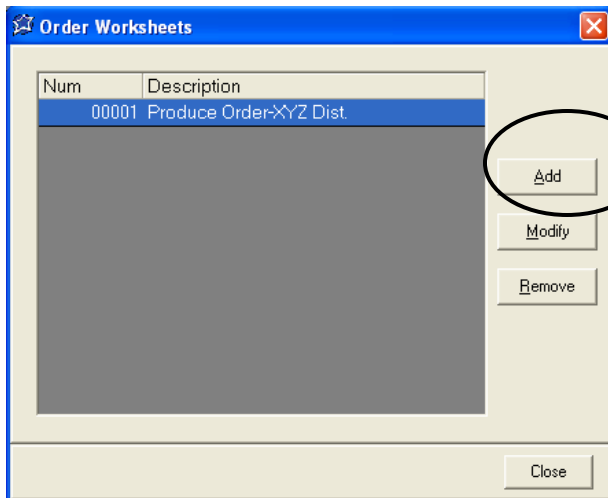
Add/Modify Order Worksheets

Step 2   Modify an Order Worksheet
- Click ADD/MODIFY ORDER WORKSHEETS
- Select the worksheet to Modify
- Click MODIFY
- Make the changes to the worksheet
- Click SAVE
- Click CLOSE
- Click CLOSE again

Print Order Worksheets

Step 1 **Print an Order Worksheet**
- Click PRINT ORDER WORKSHEETS
- Select the order, either by description, number, vendor or category. You may also include to print the barcodes.
- Select a site(s), or CHECK ALL
- Click NEXT
- Select the worksheet(s), or CHECK ALL
- Click NEXT
- Click PREVIEW
- Click PRINT to print the worksheet
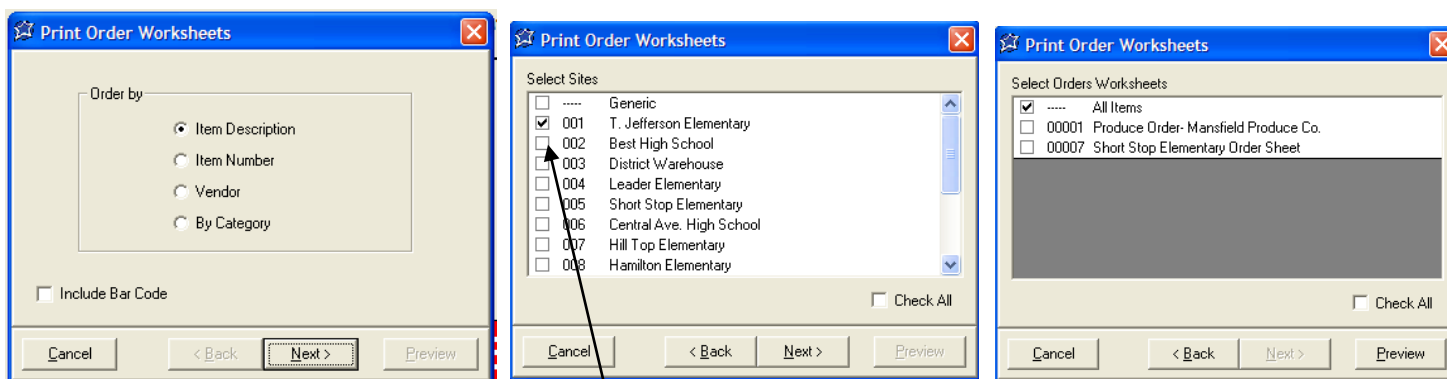
Selecting the site name will print all items designated to that site. These can be set under Item Designation by Site on the Items tab.

LunchByte Systems

Page 1   USDA Commodity - Order Worksheets   Apr 13, 2010
001 T. Jefferson Elementary
Date _____

BEEF PRODUCTS	Vendor Code	Quantity Requested	
00000711 BEEF GROUND ,80/20	ABC	Case (36#)	Chub (9#)
00013317 BEEF GROUND,PATTIES	ABC	Case (480ct)	Case (480ct)

Breakfast recipes	Vendor Code	Quantity Requested	
00990250 BREAKFAST BURRITO	NO VEND	CASE	EACH

CHICKEN & TURKEY	Vendor Code	Quantity Requested	
00005060 CHICKEN BREAST, PRECKD	ABC	Case 10#	LB,raw wgt,w/bn
00005069 CHICKEN DRUMSTICK, PRECKD	ABC	Case 10#	LB,raw wgt,w/bn
00005355 CHICKEN NUGGETS	ABC	Case (20#)	Case (20#)
00005360 CHICKEN,DICED,CKD	ABC	Case (10bags)	Bag (2#)

Non-Inventory Orders

This feature is for items not entered/tracked through Perpetual Inventory but require a Purchase Order.

Step 1   **Create a Non-Inventory order**
- Click PURCHASING
- Click NON-INVENTORY ORDERS
- Click ADD NEW
- Select a Site and a Vendor
- Enter a description of the item, the quantity, the purchase unit cost and the unit cost. Verify that the sub-total is correct.
- Click SAVE
- Highlight the order and click OPEN or double-click on the order to re-open it
- You may now print, delete or post
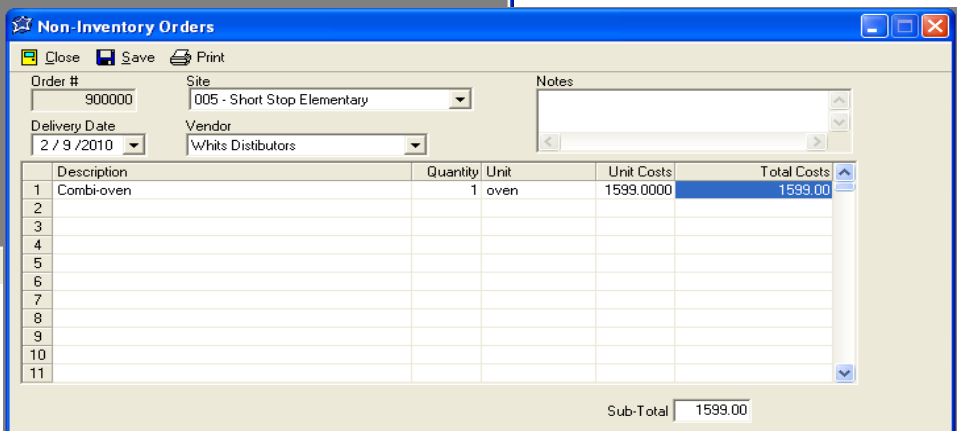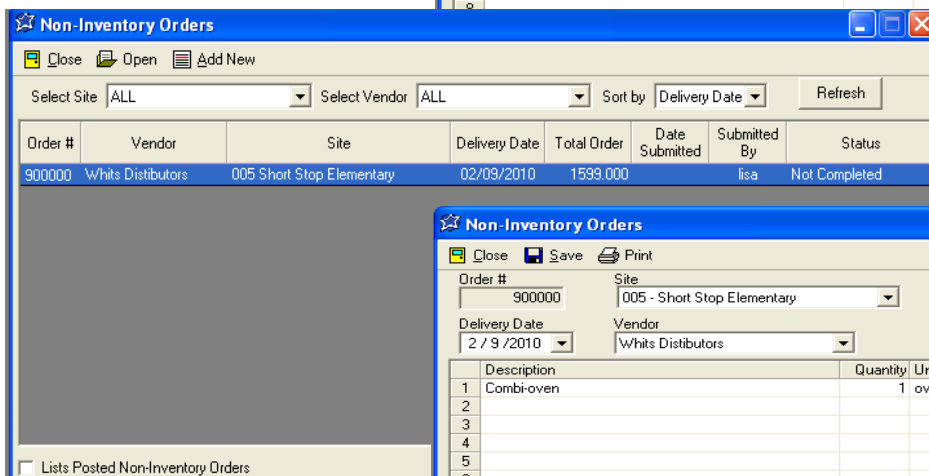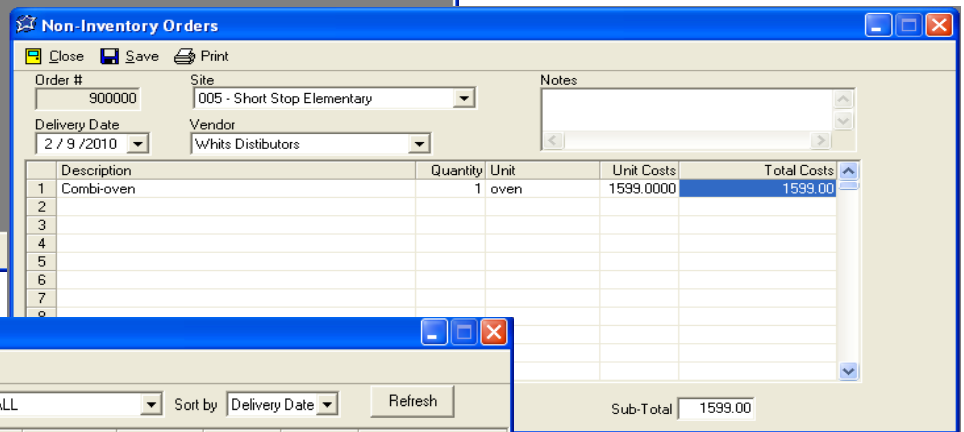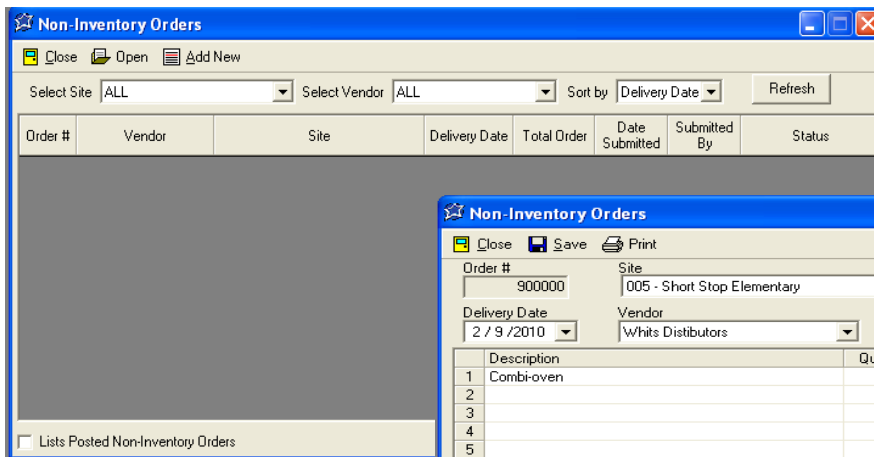
The Site Manager's screen reflects the user rights assigned to the manager for Purchasing. The Purchasing Tab view will change accordingly. For example, the view for a Site Manager who has Posting rights will look different from the view for the Manager who can not Post orders.

The screen below is what the Administrator will see on the Purchasing Tab:

This screen reflects a Site Manager who does not have posting rights or the ability to make weekly price updates. Also, adding order worksheets has not been granted. Notice the option to "Post Orders", "Weekly Price Updates" and "Add/ Modify Order Worksheet" options are missing from this view.
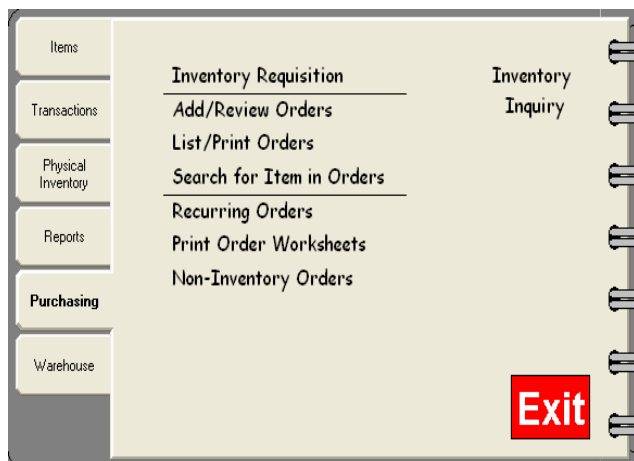
In this example, the Site Manager is allowed to post, enter weekly price update and work with Order Worksheets, therefore the view includes all options.

Purchasing/Inventory Requisitions—Sites enter orders here for submission to Administrator

Step 1   **Add a Requisition**
- Click INVENTORY REQUISITION
- Click ADD NEW

Step 2   **Add a Requisition**
- Select a Delivery Date
- Select a Site
- Enter the items and quantities
- If you are not ready to Create the Order, Click SAVE
- Requisitions can continue to be modified as needed.
- When ready, OPEN the requisition again under INVENTORY REQUISITION
- Double Click an order to open it
- Make any additional changes
- Click SAVE
- If you are ready to Create the Order, Click <u>CREATE ORDER</u> on the top tool bar (manager will need order entry rights to do this)
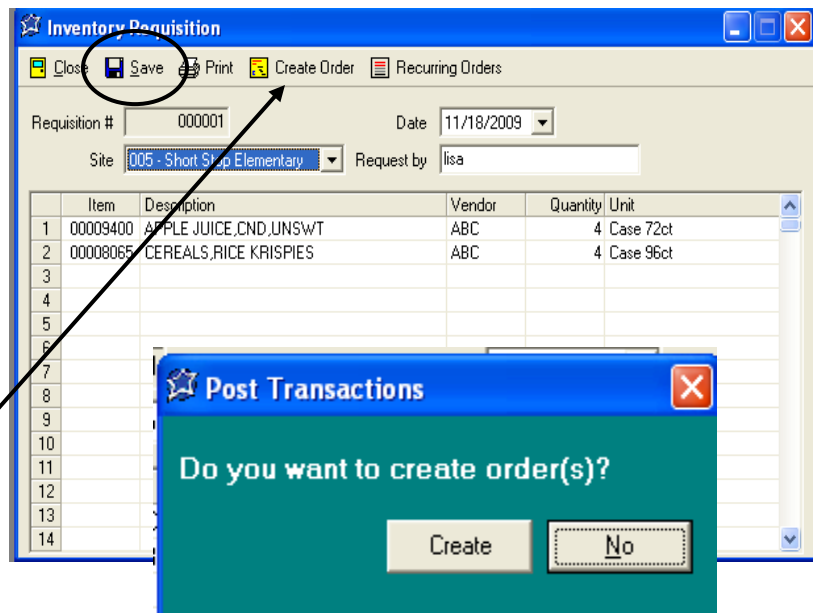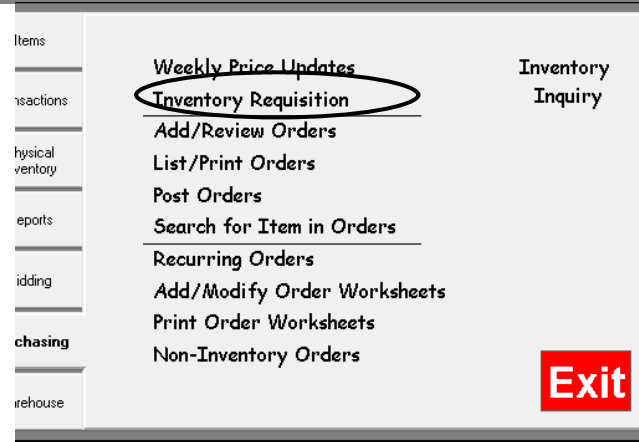
Once a requisition becomes an order, it can now be located under ADD/REVIEW ORDERS. **It must still be submitted to the Administrator for approval and posting. (see instructions on next page)**

Once it is submitted, the Administrator can now review the order, edit it, then SAVE and POST it to lock it in.

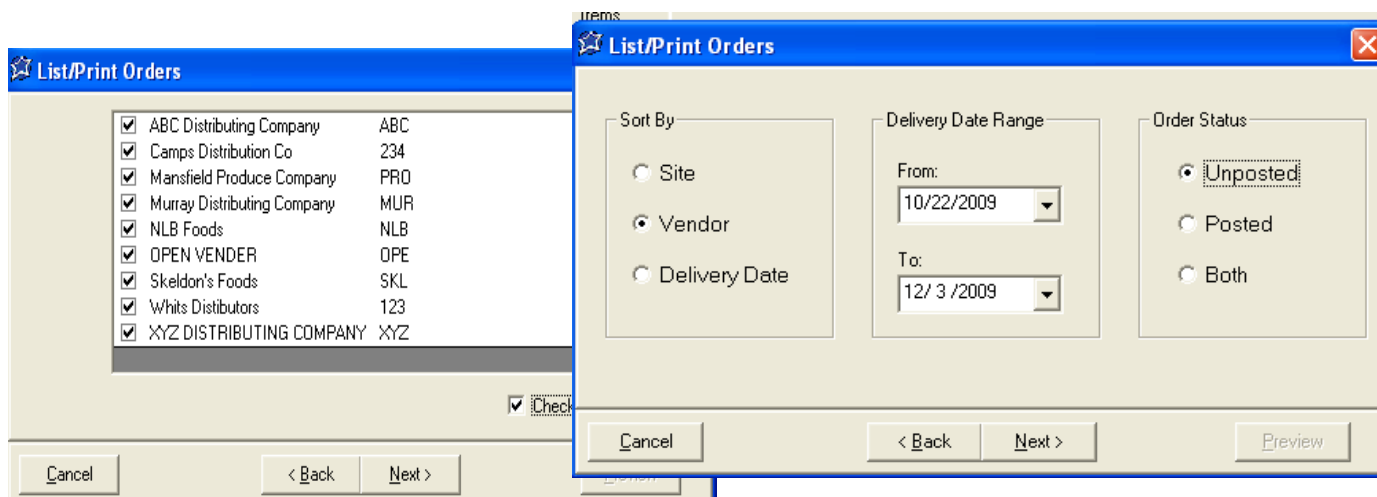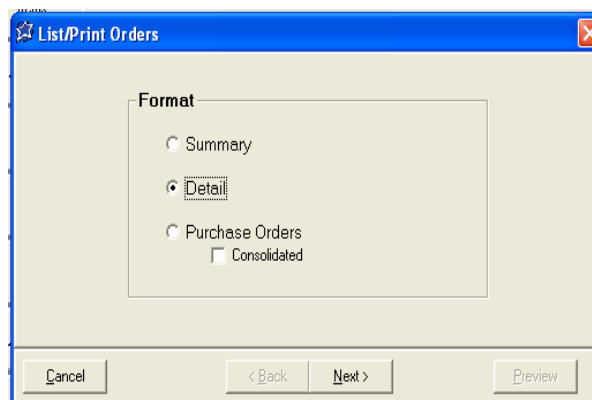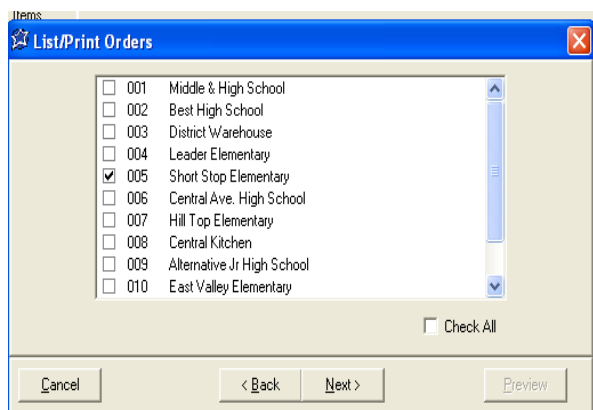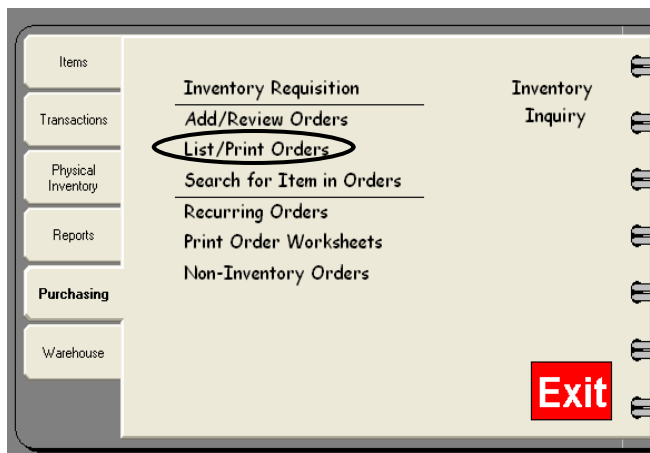As the site manager, you will be able to watch this order's progress under ADD/REVIEW ORDERS. If your order is not on this screen, it has already been posted by the Administrator and can be viewed under Transactions/Receiving/Outstanding Orders

Purchasing/Inventory Requisitions

Step 1   Submitting the Order for Approval
- Click ADD/REVIEW ORDERS
- Click on an order that has a status of "not complete"
- Click OPEN or just double click on the order

- Make any additional changes
- Click SAVE
- Choose to Save
- Click Save & Submit for Approval
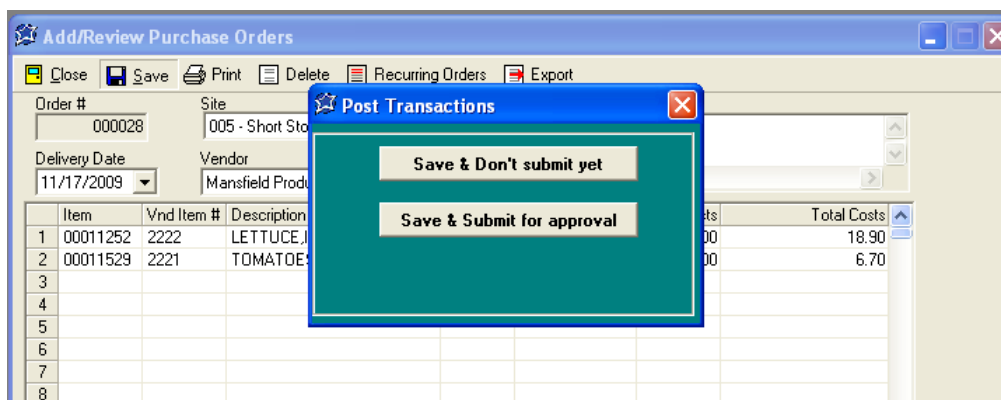
Once it is submitted, the Administrator can now review the order, edit it, then SAVE and POST it to lock it in.

As the site manager, you will be able to watch this order's progress under ADD/REVIEW ORDERS. If your order is not on this screen, it has already been posted by the Administrator.

PURCHASING: List/Print ORDERS
All requisitions and orders can be found under LIST/PRINT Orders

Step 1   List/Print a Requisition/Order
- Click LIST/PRINT ORDERS
- Select a Format, either Summary, Detail or whether you want to print the Purchase Order
- Click NEXT
- Select a Site(s), or CHECK ALL
- Click NEXT
- Select a Vendor(s), or CHECK ALL
- Click NEXT
- Select to sort the Requisitions by Site, Vendor or Delivery Date, (If selecting Delivery Dates, you need to set a date range) Also choose whether you want to see Unposted Orders, Posted Orders or Both.
- Click NEXT

Purchasing: List/Print Orders

Step 2 List/Print a Requisition/Order
- Select Requisition/Order(s) or CHECK ALL
- Click PREVIEW
- Click PRINT to print

List/Print Orders

	Order #	Vendor	Site	Delivery Date	Total Order	Date Submitted	ubmitte By
☑	000023	ABC	005 Short Stop Elementary	11/17/09	12.75		brenda
☑	000022	PRO	005 Short Stop Elementary	11/12/09	21.99		lisa
☑	000024	PRO	005 Short Stop Elementary	11/17/09	12.10		brenda
☑	000012	MUR	005 Short Stop Elementary	11/11/09	30.00		brenda
☑	000015	MUR	005 Short Stop Elementary	11/11/09	10.32		brenda
☑	000025	MUR	005 Short Stop Elementary	11/17/09	11.30		brenda
☑	000016	NLB	005 Short Stop Elementary	11/11/09	30.04		brenda

☐ Check All

Cancel   < Back   Next >   Preview

Nutrikids

Page 1 — **Unposted Orders**

Order #: 000023
Delivery Date: November 17, 2009
Site : 005 Short Stop Elementary
Vendor : ABC Distributing Company
Order Status : Not Completed
Submitted By : brenda

Inv #	Vnd Item #	Description	Quantity	Unit	Unit Cost	Total Cost
00018036	4454	BREAD,MXD-GRAIN	15	Loaf	0.8500	12.75
					Sub-Total	12.75

Order #: 000022
Delivery Date: November 12, 2009
Site : 005 Short Stop Elementary
Vendor : Mansfield Produce Company
Order Status : Not Completed
Submitted By : lisa

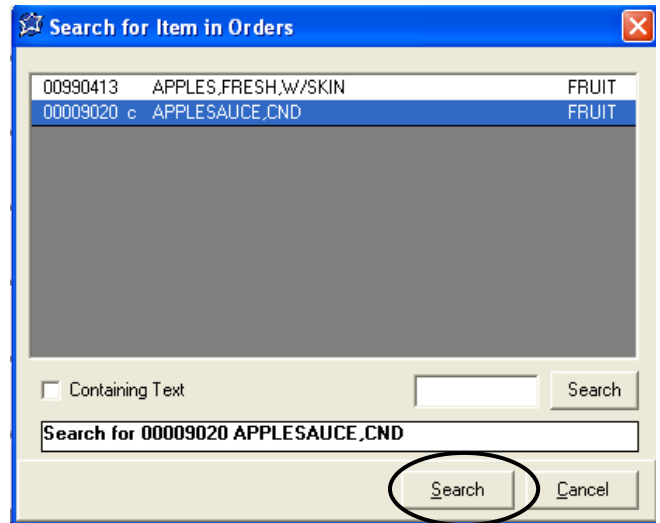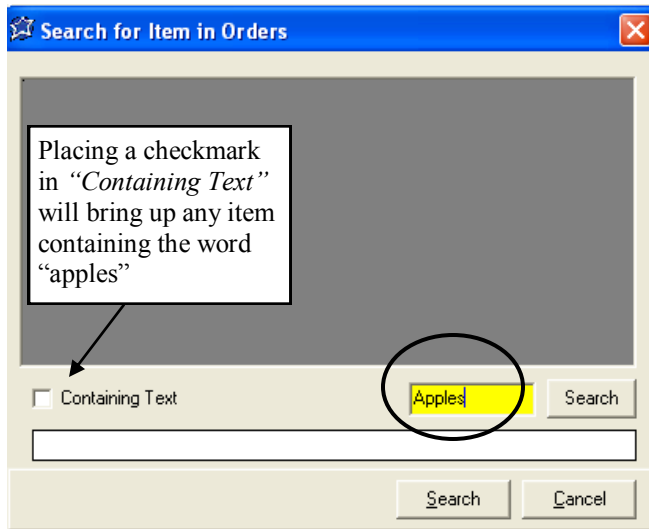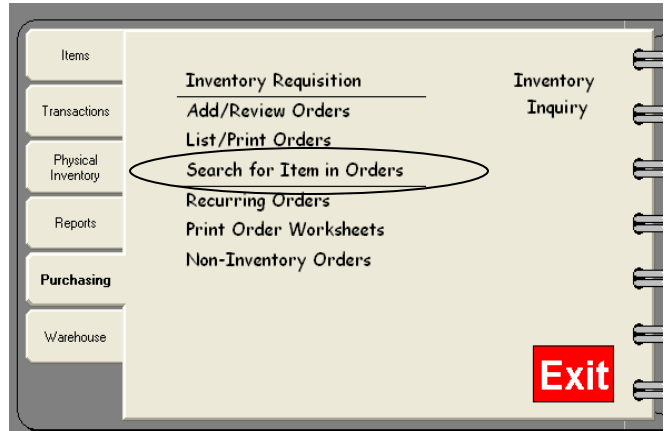| Inv #	Vnd Item #	Description	Quantity	Unit	Unit Cost	Total Cost
00990413		APPLES,FRESH,W/SKIN	1	Case 138 ct	21.9900	21.99
					Sub-Total	21.99

Note that in this example, the orders are unposted orders and the order status is "not complete". They are in essence still requisitions. Other printouts could say, "posted orders" with its appropriate status or even "all orders" with the status.

FYI.

Search for Item in Orders

Step 1 **Search for item in Orders**
- Click SEARCH FOR ITEM IN ORDERS
- Type in the item to search for in the yellow field
- Click SEARCH

Placing a checkmark in *"Containing Text"* will bring up any item containing the word "apples"

Step 2 **Search for item in Orders**
- Highlight the item to Search For
- Click SEARCH (below the white search field)
- The "Item in PO" report will appear and may be printed
- Click PRINT

Nutrikids

Page 1   Item in PO   Nov 12, 2009

Item Searched: 00009020 APPLESAUCE,CND

PO	Vendor	Site	Delivery Dat	Status
000019	ABC	005 Short Stop Elementary	11/12/2009	Outstanding Orders

Creating Recurring Orders makes it super fast and super easy for site managers to enter their orders by eliminating the typing of each item every time they order. Recurring orders may have some items on the list that are not needed each week, but that is no problem. Simply ignore those items and add any additional items that may not show up on a recurring order.

Recurring orders can be seen by all sites! Careful thought given to a detailed description of each order will help eliminate confusion over what is on the order. Ex. See the window below that uses the name of the vendor in the description.

Site Managers should use the same detail when naming their own Recurring Orders and possibly even include the site name for easy identification!

Add/Modify Recurring Orders—For orders placed on a regular basis

Step 1   Add a Recurring Order
- Click RECURRING ORDERS
- Click ADD
- Enter the Purchase Description
- Select the Vendor
- Grab Items will insert ALL items for that Vendor, or you may select individual items
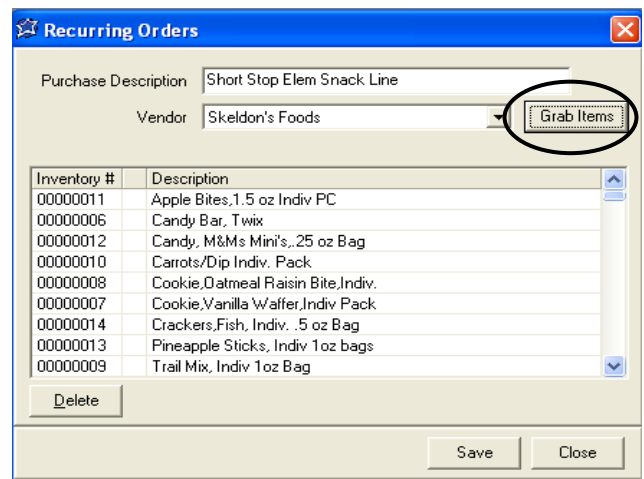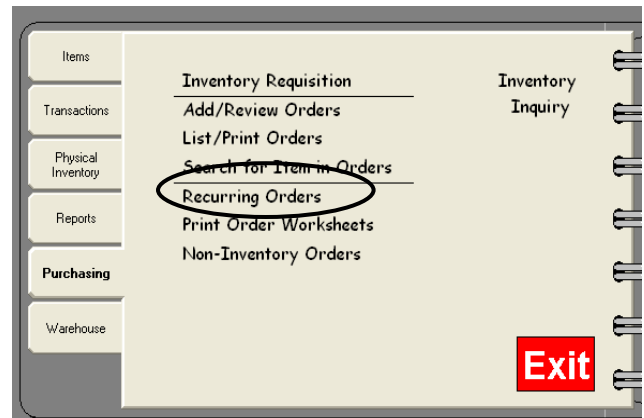
The Grab items button will pull all items associated with this Vendor. This makes it even faster to set up recurring orders if you can use this button.

- Click SAVE
- Click CLOSE
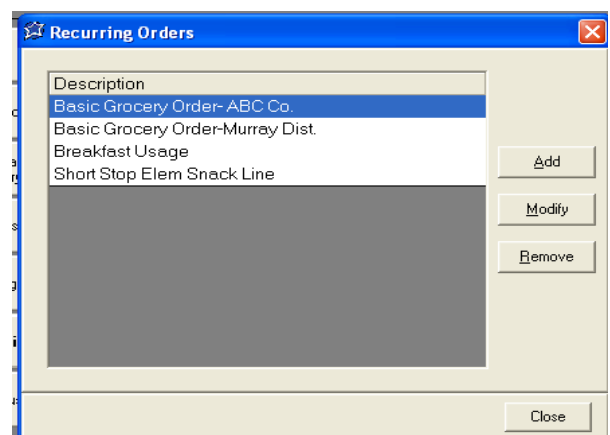
Non-Inventory Orders

This feature is for items not entered/tracked through Perpetual Inventory but require a Purchase Order.

Step 1   Create a Non-Inventory order
  - Click PURCHASING
  - Click NON-INVENTORY ORDERS
  - Click ADD NEW
  - Select a Site and a Vendor
  - Enter a description of the item, the quantity, the purchase unit cost and the unit cost. Verify that the sub-total is correct.
  - Click SAVE
  - Click PRINT to print the order
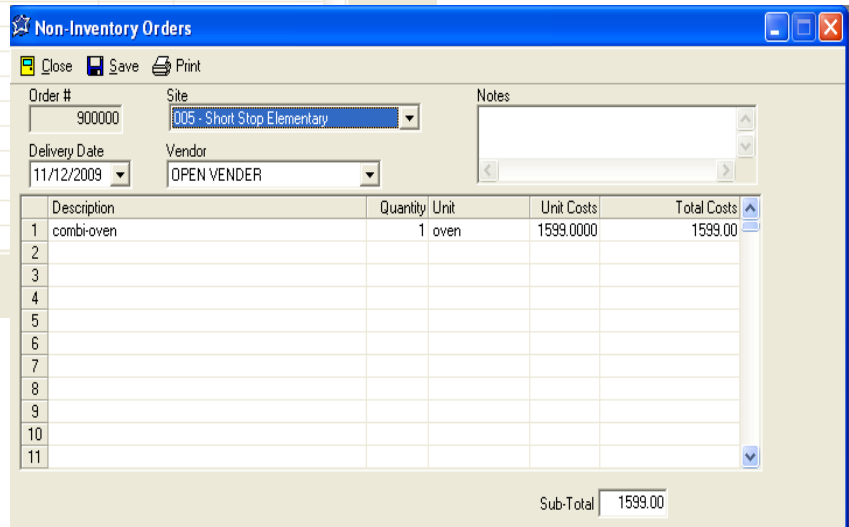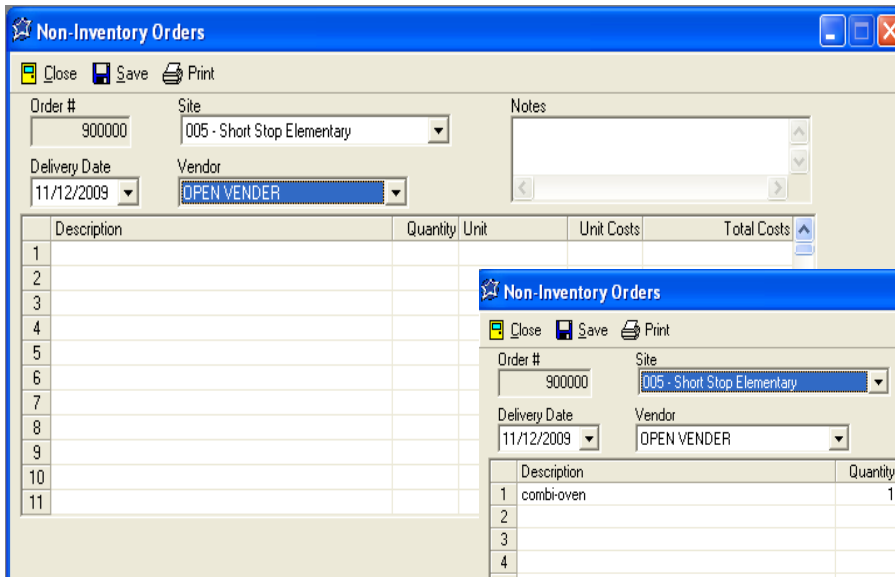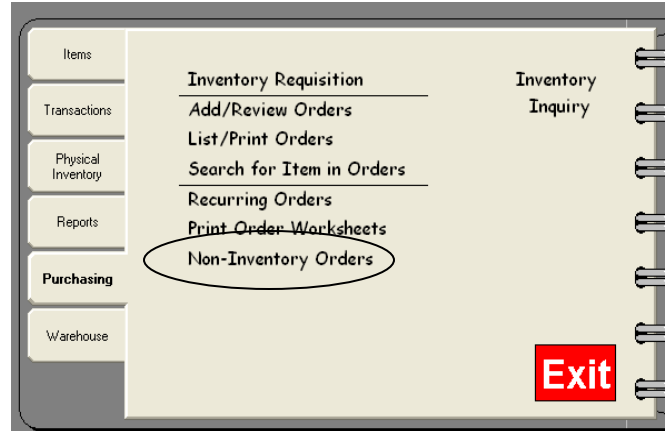
WAREHOUSE MODULE

The warehouse module can track transfers from a Warehouse to other sites, and create purchase orders, print Pull Sheets and Delivery Route Sheets.

The Main Menu layout will change for Site Managers depending on the access rights granted to them.

This is an example of what a Warehouse Administrator's screen looks like.

This view reflects what a Site Manager's Warehouse Main Menu view <u>might</u> look like depending on the manager's user rights.

Add A Transfer

You may add a transfer from the warehouse to another site, or review warehouse transfers entered at a manager's site. You may also set-up the Recurring Items feature to save time in creating transfers. See page 102 for instructions on setting up Recurring Items.

Step 1 Add A Transfer

- Click WAREHOUSE
- Click ADD/REVIEW TRANSFER
- Click ADD NEW
- Select the Site you are transferring INTO using the down arrow
- Select the Site you are transferring OUT OF using the down arrow
- Select the Date of transfer
- Optional: "Description" Enter any notes you want for tracking purposes, etc.
- Enter the items you would like to transfer by Item number, Vendor number, or description
- Enter the Quantity you are transferring (a pop-up screen will appear to show what is on hand, committed to other sites, available, and on order – this will assist you when transferring items)
- The unit size will default to the Purchase Unit Description – you can use the down arrow to select the Stock Unit if you are transferring less
- Continue entering all items to be transferred
- Click SAVE

Current Inventory

On Hand: 70 LOAF
Committed: 0.00 LOAF
Available: 70 LOAF
On Order: 0.00 LOAF

Add/Review Warehouse Transfers

Close   Save   Delete   Recurring Items

TRX #   000012
Receive into Site #   005 - Short Stop Elementary
Transfer out of Site #   003 - District Warehouse
Transfer Date   11/30/2009

Description
delivery 12.5.09

	Inventory #	Vnd Item #	Description	Quantity	Unit
1	00900156	HB 1223	Bread, Wheat Hamburger Buns Sara Lee#3004	24	Bag (30 ct)
2	00018036	4454	BREAD,MXD-GRAIN	24	Loaf
3	00000015		Donut,Super Proball,Indiv Wrap 2 oz	1	Case/250/2 oz
4	00018259	777760	ENGLISH MUFFINS	1	Case (6pkg)
5	00018350	6578	HAMBURGER BUNS	0	Pkg (30ct)
6	00000701	8777	HOTDOG BUNS	0	Pkg (12ct)
7					
8					
9					
10					

* This Transfer was submitted for approval on 11/30/2009 by brenda.

- Choose whether to Save & Don't submit yet, Save & Submit for approval, or Save & Commit Transfer

Warehouse Transfers

Save & Don't submit yet

Save & Submit for approval

Save & Commit Transfer

Save & Don't submit yet allows you to save it for your own use and can not be seen by anyone but you.
Save & Submit for approval sends it up to the admin level where they can review the transfer.
Save & Commit Transfer commits the item(s) in the Warehouse inventory and allows other sites to see what is really available for transferring.

Warehouse Administrators can review transfer requests before committing the items from the warehouse inventory or edit committed transfers if the managers were granted Transfer Commit rights. After reviewing and/or editing, they will then save the transfer and commit the inventory. No math is being done when committing the inventory. This simply allows for better planning and ordering on the part of both the warehouse and the Site Manager's by allowing them to see what has been committed based on all requests.

Step 1   Review/Commit a Transfer
- Click ADD/REVIEW TRANSFER
- Highlight a transfer and click OPEN or DOUBLE CLICK the transfer

Step 2   Review/Modify the Transfer
- Click into the quantity field to modify it or
- Highlight a Description and click Delete to remove it from the transfer

As with other ordering screens, the current quantities on hand, committed and available will display for each item.

- When ready, Click SAVE
- Choose to SAVE & Commit Transfer

A new message is displayed with the current status. This is viewable by all Site Manager's. Clicking the REFRESH Button allows the Manager's to leave this screen up and "watch" the status of their request.

List/Print Transfer

Review or print a transfer request for your records. This option brings up all Transfers, Committed, Still in Progress and Not Complete.

Step 1 Review and/or Print the Transfer

- Select LIST/PRINT TRANSFER
- Double click the box next to the transfer(s) you want to view/print, or click in CHECK ALL
- You can also choose whether to print by category, and whether or not to include zero quantities
- Click PRINT button
- Click on PRINT again to print the report

*The status is printed right on the report!*

There is a second option for committing the inventory on a request. This option is under "Commit Transfer" from the Main Menu. **You will not be able to edit the request under "Commit Transfer",** therefore you may want to view the requests under ADD/REVIEW TRANSFER, edit and commit the items on the request(s) from that screen. See the instructions on page 90.

Step 1 Commit a Transfer (from the Main Menu)
- Click COMMIT TRANSFER
- Double Click a Transfer
- Click COMMIT
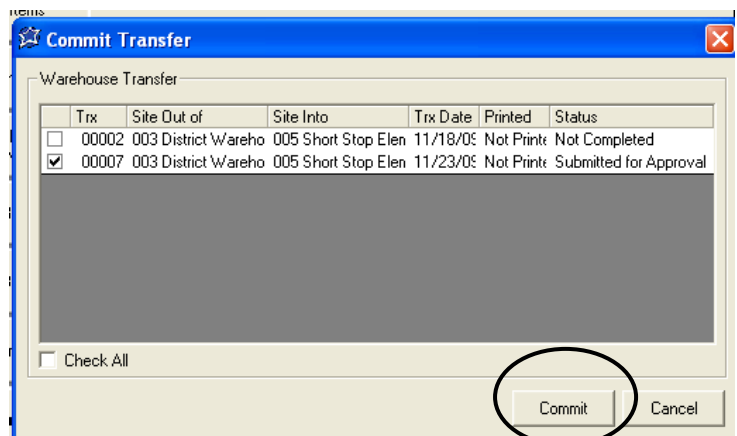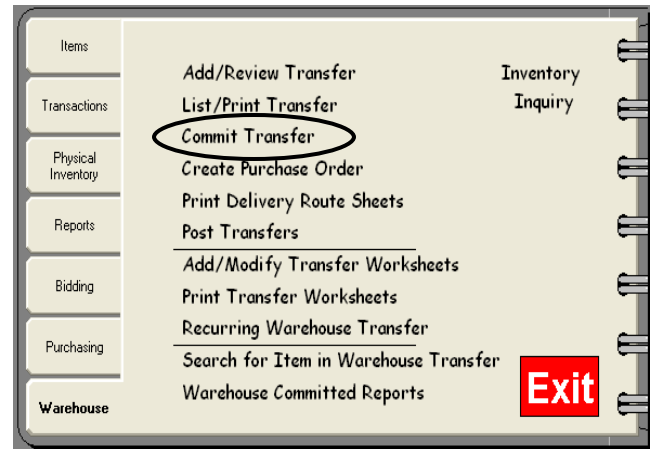
Once a warehouse transfer has been committed, future transfer requests will be able to see how many cases are committed and how many are actually available.
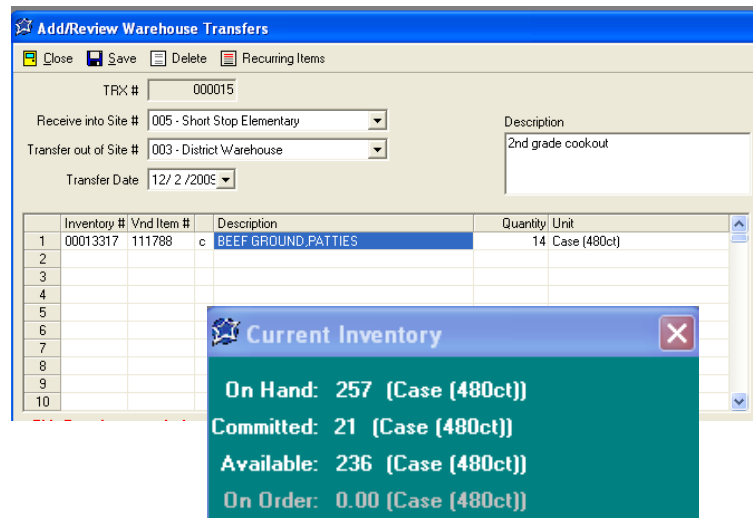
Transfer requests can be consolidated into one purchase order. For example, the Warehouse receives the weekly bread order from all of the Sites and wants to have these orders all on one order form. The Warehouse Administrator will Create a Purchase Order which will consolidate the requests and, in turn, push the request to the Purchasing Tab, Add/Review Orders. Normal Purchasing Tab procedure would then be followed.
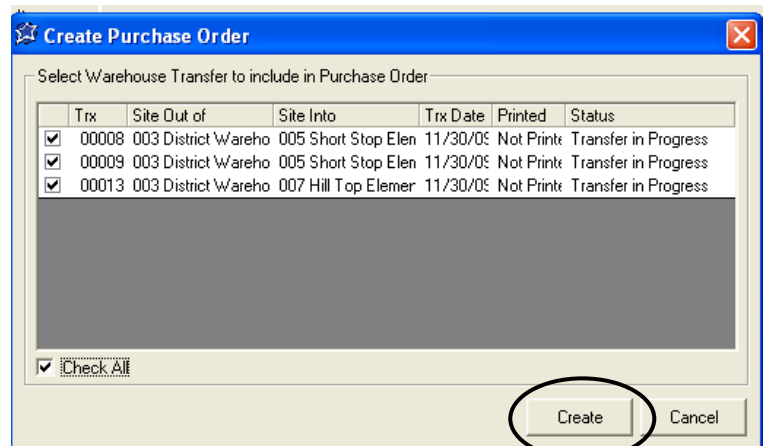
Step 1   Create A Purchase Order
- Click CREATE PURCHASE ORDER
- Use the DROP DOWN to choose the Warehouse
- Choose the Delivery Date Range needed for the Purchase Order
- Click NEXT
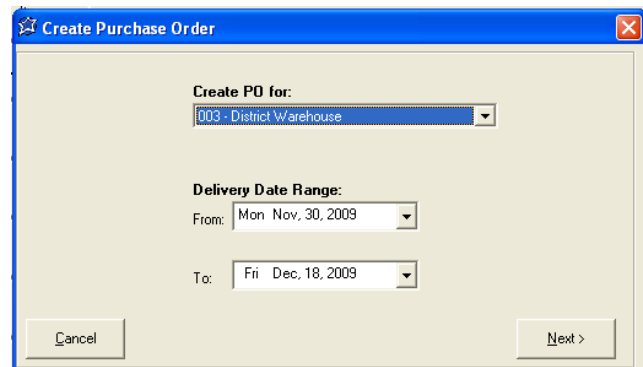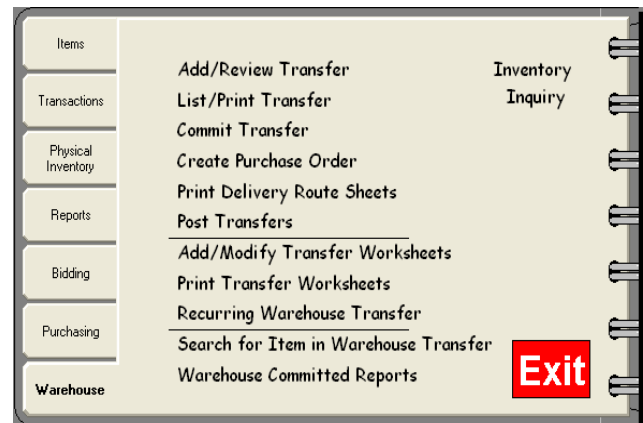
Step 2   Choose Transfer to Include
- Double Click each transfer to include on the Purchase order or Click CHECK ALL
- Click CREATE

Only "Transfers in Progress" (committed transfers) will show up on this screen

Step 3   Locate Warehouse Purchase Order

Once a Purchase Order has been created by the Warehouse, the order can be found under the Purchasing Tab, Add/Review Orders or List/Print Orders.

For Printing the Purchase order or exporting to a PDF file:
- Click PURCHASING
- Click LIST/PRINT ORDERS
- Choose PURCHASE ORDERS
- Click NEXT
- Choose DISTRICT WAREHOUSE
- Click NEXT
- Choose the VENDOR or CHECK ALL
- Choose the SORT BY, DELIVERY DATE AND ORDER STATUS DESIRED
- Click NEXT
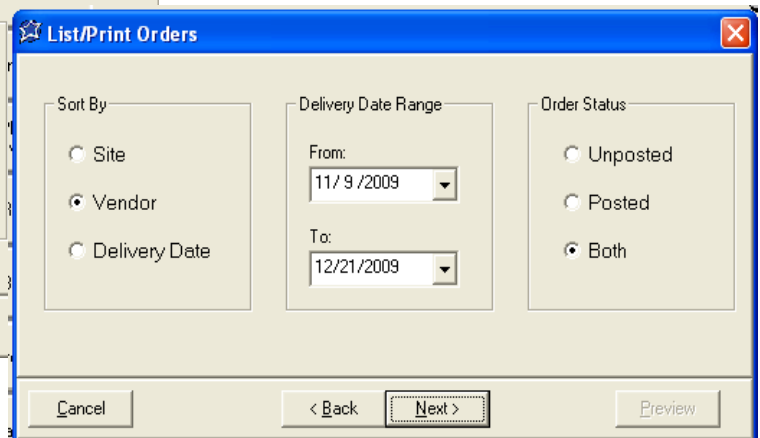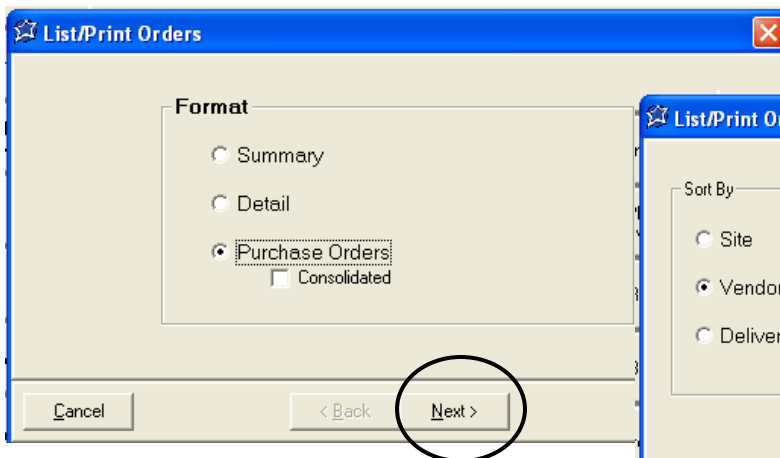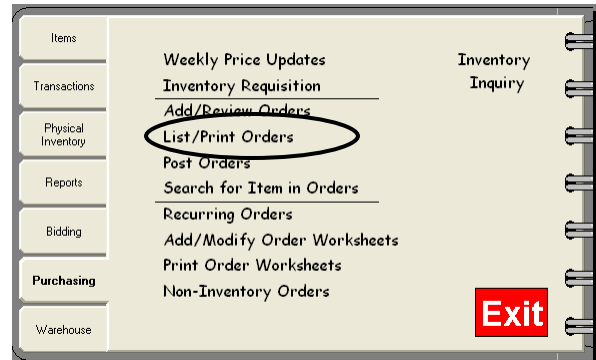
- Choose the ORDERS to view or CHECK ALL
- The order can now be PRINTED or EXPORTED to PDF

Reminder
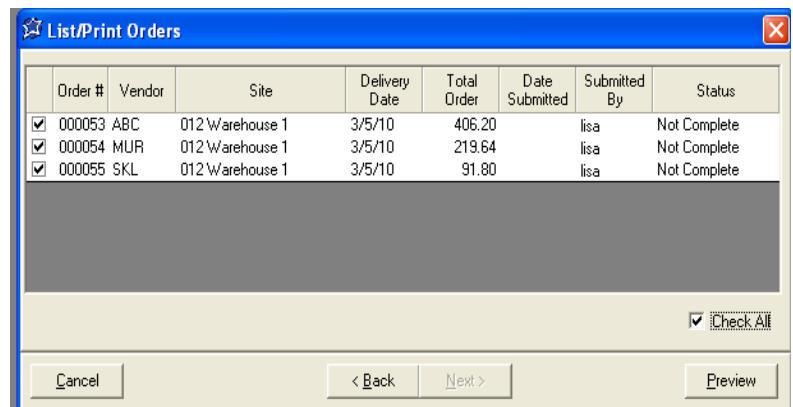
Don't forget! If the orders are ready to go to the Vendor, they should be POSTED so that they can no longer be edited.   This is done on the PURCHASING TAB under POST ORDERS.

Print Delivery Route Sheets

Print Delivery Route Sheets for warehouse personnel in a variety of different formats, including by site, consolidated, or side by side comparisons with the quantities needed.

Step 1 Print Delivery Route Sheets
- Click WAREHOUSE
- Click DELIVERY ROUTE SHEETS

Set up Delivery Routes under Items, Warehouse Routes.

Delivery Route Sheets can only be printed for committed transfers.

- Double Click the Route Name(s) to be included in the printouts
- Using the DROP DOWN ARROW, choose the beginning and ending delivery dates
- If you need a Driver and Manager's Signature Line added, click the box
- Select any/all formats desired
- Select whether to print purchase units or stock units
- Select to Order by Item Description, Item Number, or Storage Location

- Click PRINT
- Click PRINT or EXPORT TO PDF
- Click CLOSE

Example of individual Site Delivery Sheets for multiple locations. These delivery sheets can also be exported to PDF and emailed.

Nutrikids

Page 1   Individual Site Sheets

Delivery Date from Nov 19, 2009 to Nov 26, 2009

TRX #4 - Nov 19, 2009   Route Name: Elementary Route

Transfer Out: 003 - District Warehouse

Transfer In: 005 - Short Stop Elementary   Description: emergency need for cereal

Inv #	Prod #	Description		Qty	Unit
00008065	565760	CEREALS,RICE KRISPIES		1	Case 96ct

Driver Signature_____   Manager Signature_____

Nutrikids

Page 2   Individual Site Sheets

Delivery Date from Nov 19, 2009 to Nov 26, 2009

TRX #5 - Nov 23, 2009   Route Name: Elementary Route

Transfer Out: 003 - District Warehouse

Transfer In: 005 - Short Stop Elementary   Description: week beginning 11.23.09

Inv #	Prod #	Description		Qty	Unit
00018036	4454	BREAD,MXD-GRAIN		10	Loaf
00018259	777760	ENGLISH MUFFINS		20	Case (6pkg)
00018350	6578	HAMBURGER BUNS		15	Pkg (30ct)
00000701	8777	HOTDOG BUNS		20	Pkg (12ct)

Driver Signature_____   Manager Signature_____

Nutrikids

Page 3   Individual Site Sheets

Delivery Date from Nov 19, 2009 to Nov 26, 2009

TRX #6 - Nov 26, 2009   Route Name: Elementary Route

Transfer Out: 003 - District Warehouse

Transfer In: 007 - Hill Top Elementary   Description: bread order 11.23.09

Inv #	Prod #	Description		Qty	Unit
00018036	4454	BREAD,MXD-GRAIN		4	Loaf
00018259	777760	ENGLISH MUFFINS		2	Case (6pkg)
00018350	6578	HAMBURGER BUNS		10	Pkg (30ct)
00000701	8777	HOTDOG BUNS		6	Pkg (12ct)

Driver Signature_____   Manager Signature_____

This is what the report would look like consolidated for the individual sites pictured on the previous page.

Nutrikids

Page 4

Consolidated Route Sheets

Delivery Date from Nov 19, 2009 to Nov 26, 2009

Route Name: Elementary Route

Inv #	Prod #			Qty	Unit
00018036	4454	BREAD,MXD-GRAIN		14	Loaf
00008065	565760	CEREALS,RICE KRISPIES		1	Case 96ct
00018259	777760	ENGLISH MUFFINS		22	Case (6pkg)
00018350	6578	HAMBURGER BUNS		25	Pkg (30ct)
00000701	8777	HOTDOG BUNS		26	Pkg (12ct)

Driver Signature_____   Manager Signature_____

A side by side comparison by site is pictured below.

Nutrikids

Page 1

Consolidated Site Side by Side Sheet

Delivery Date from Nov 19, 2009 to Nov 26, 2009

Route Name: Elementary Route
007 - Hill Top Elementary
005 - Short Stop Elementary

Inv #	Description	Purch Unit	Total Qty	007	005
00018036	BREAD,MXD-GRAIN	Loaf	14	4	10
00008065	CEREALS,RICE KRISPIES	Case 96ct	1		1
00018259	ENGLISH MUFFINS	Case (6pkg)	22	2	20
00018350	HAMBURGER BUNS	Pkg (30ct)	25	10	15
00000701	HOTDOG BUNS	Pkg (12ct)	26	6	20

007 - Hill Top Elementary - Manager Signature_____
005 - Short Stop Elementary - Manager Signature_____

F.Y.I.   *A side by side comparison of delivery routes is also an available printout*

From time to time transfers that have already been committed might need to be edited. Discrepancies between what the Warehouse shows it sent and what a site says it received might need to be reconciled. Since POSTING the transfers does the math in the software, it is important that any discrepancies be edited BEFORE POSTING, otherwise an adjustment will be necessary.

Step 1 Find the Transfer

- Click WAREHOUSE
- Click ADD/REVIEW TRANSFER
- Highlight the specific Transfer in Progress that needs to be edited
- Click OPEN (or just double-click the transfer)

Step 2 Edit the Transfer

- Click EDIT TRANSFER
- Click in the QUANTITY FIELD to edit
- Type the new number
- Click SAVE

Step 3 Save Options

- Click SAVE & HOLD TRANSFER (this will change the status to waiting for approval
- -OR-
- Click SAVE & COMMIT TRANSFER (this transfer will still need to be POSTED)

A new message is displayed with the current status. This is viewable by all site Manager's. Clicking the REFRESH button allows the Managers to leave this screen up and "watch" the status of their request.

Post Transfer

After everything has been delivered to the school sites and confirmed by the signature of the manager as having been received, the last step is to POST the transfers. POSTING the transfer does the math. The inventory will be withdrawn from the Warehouse and added to the appropriate individual sites. **The sites do not have to do anything in their software to receive the inventory in. It is ALL done from the Warehouse Administrator.**

Wait until all deliveries have been made and hard copies of the deliveries have been returned, before POSTING. Discrepancies should be attended to BEFORE POSTING (see the previous page for instructions). Since POSTING does the math, any changes that happened between the warehouse loading dock and site delivery that have not been edited before POSTING will need to be treated as an adjustment after POSTING.

- Click POST TRANSFER
- Place a check mark in front the transfer(s) to Post, or CHECK ALL
- Click POST

POST Transfer is also available under Add/ Review Transfer.

- Click WAREHOUSE TAB
- Click ADD/REVIEW TRANSFER
- Double Click on a transaction with a status of "Transfer in Progress"
- Click POST TRANSFER

Add/Modify Transfer Worksheets

Transfer Worksheets can be created per site, with the ability to modify the worksheet and add or remove item(s). These worksheets are used for sites that do not have NUTRIKIDS Perpetual Inventory and are to be manually filled out.

- Click on RECURRING TRANSFERS & WORKSHEETS
- Click on ADD
- Enter the Description of Transfer Worksheet (ex: Short Stop Elementary Bread Order)
- Add the items that you would like on the worksheet
- Click SAVE
- Click CLOSE

- To Modify a worksheet, Select the worksheet you want to edit
- Click on MODIFY
- Make necessary changes
- Click SAVE
- Click CLOSE

Print Transfer Worksheets

You may print out Transfer Worksheets to give to school sites without the Perpetual Inventory program. The worksheets can be manually filled out, and sent to the warehouse to be entered.

- Click on PRINT RECURRING TRANSFERS & WORKSHEETS

- Choose the Order of your printout whether by Item Description, Item Number or by Vendor
- To include a Bar Code, check the box
- Click NEXT
- Choose the school site(s) or click CHECK ALL
- Click NEXT
- DOUBLE CLICK the desired worksheet or click CHECK ALL
- Click PREVIEW

Print Transfer Worksheets

Order by
- ● Item Description
- ○ Item Number
- ○ Vendor

☐ Include Bar Code

Cancel   < Back   Next >   Preview

Print Transfer Worksheets

Select Orders Worksheets

☐ ----- All Items
☑ 00004 Short Stop Elementary Bread Order

☐ Check All

Cancel   < Back   Next >   Preview

Nutrikids

Page 1

Transfer Worksheets
005 Short Stop Elementary
Date _____

BAKERY PRODUCTS

Description	Vendor Code	Quantity Requested	
00900156 Bread, Wheat Hamburger Buns Sara Lee#3004	NO VEND	case(30ct./2oz)	case (30ct./2.011oz)
00018036 BREAD,MXD-GRAIN	ABC	Loaf	Slice (1oz)
00018259 ENGLISH MUFFINS	ABC	Case (6pkg)	Pkg (12ct)
00000701 HOTDOG BUNS	MUR	Pkg (12ct)	Pkg (12ct)

Breakfast

Description	Vendor Code	Quantity Requested	
00000015 Donut,Super Proball,Indiv Wrap 2 oz	ABC	Case/250/2 oz	Each 2 oz

Recurring Warehouse Transfer

Establishing recurring transfers from the Warehouse can prove to be very time saving for Site Managers. It keeps them from having to manually enter items every time they order. They may be general or site specific for daily, weekly, or other scheduled transfers.

- Click on RECURRING TRANSFERS & WORK-SHEETS
- Click ADD
- Enter a description for transfer (i.e.: Daily Breakfast Transfer)
- Select the item(s) for the transfer
- Click SAVE
- Click CLOSE
- To modify a recurring transfer, click on RECURRING TRANSFERS & WORKSHEETS
- Highlight the transfer you want to edit
- Click on MODIFY
- Make the necessary changes
- Click SAVE
- Click CLOSE
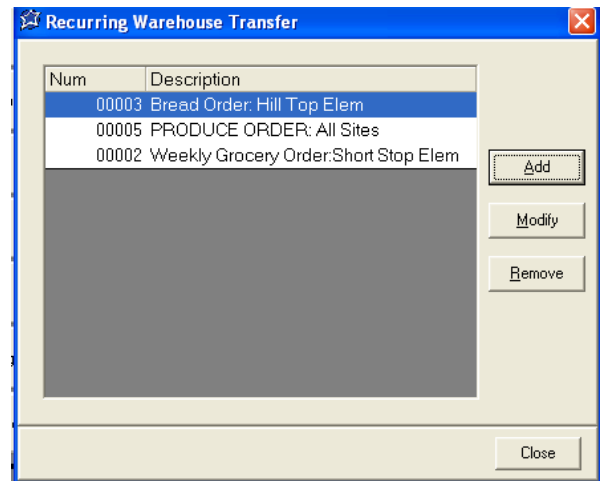
Sites would then go to:
- ADD/REVIEW TRANSFER
- Click ADD NEW and then RECURRING ITEMS. They would choose the transaction they want rather than typing in each item on that order.
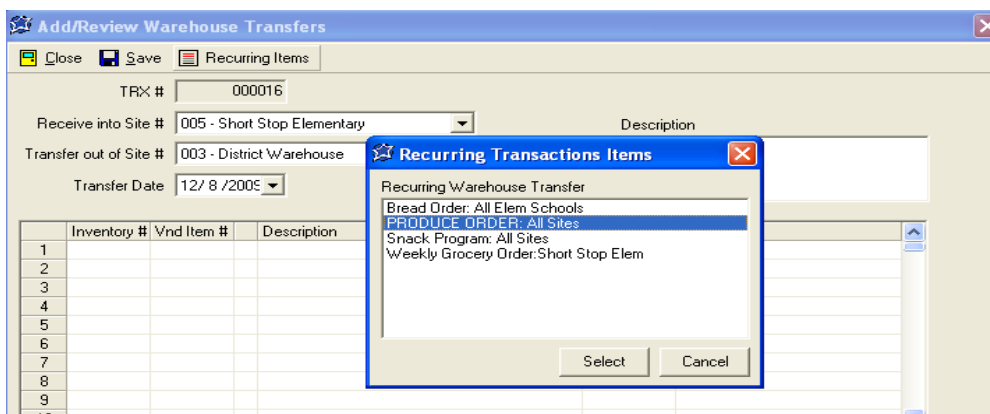
For quick visibility of specific items that have been requested to be transferred or that are already in the process of being transferred from the Warehouse, use "Search for Item in Warehouse Transfer".
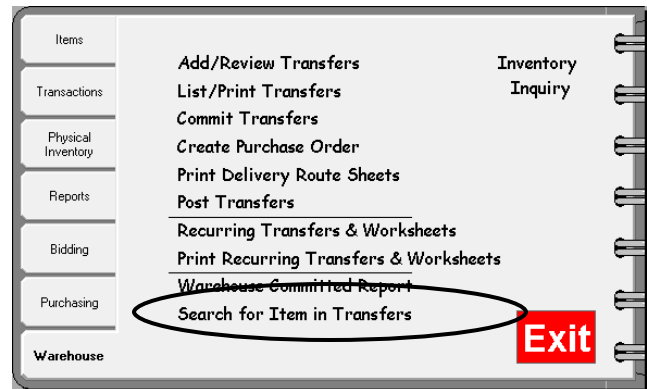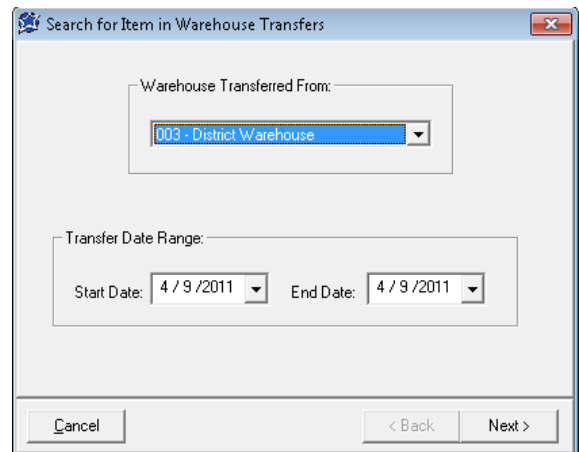
Step 1 Find the Transfer

- Click the WAREHOUSE TAB
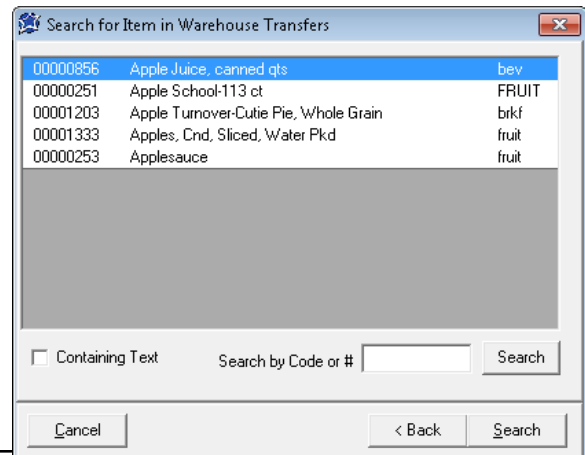- Click SEARCH FOR ITEM IN WAREHOUSE TRANSFER

Step 2 Select a Site and a Date

- Select the location you are transferring out of and then select a date range you would like to search in.

Step 3 Find the Item

- Type the first few letters of the item you want to find or the item number in the Yellow field
- Click SEARCH or PRESS ENTER
- Highlight the correct item from the list
- Click Search at the bottom or Press ENTER

Step 4 View or Print

- A report showing the item, site receiving the item, the amount being transferred and the status is available for viewing or printing.

NutriKids

	Page 1	Item in Warehouse Transfer		Apr 9, 2011
		3/1/2011 thru 4/9/2011		

Site out of: 003 - District Warehouse
Item Searched: 00000253 Applesauce

Trx	Site Into	Transfer Date	Commit Date	Quantity		Status
000088	001 -	03/23/2011	03/24/2011	2	Case/6/#10	Transfer in Progress
000096	001 -	03/24/2011	03/24/2011	2	Case/6/#10	Transfer in Progress
000095	001 -	03/24/2011	03/24/2011	2	Case/6/#10	Transfer in Progress
000092	001 -	03/24/2011		1	Case/6/#10	Submitted for Approval
000093	001 -	03/24/2011		2	Case/6/#10	Submitted for Approval
000090	002 -	03/24/2011	03/24/2011	1	Case/6/#10	Transfer in Progress
000091	001 -	03/31/2011		1	Case/6/#10	Submitted for Approval
			Quantity Total	11	Case/6/#10	

Items that the Warehouse has committed to transfer are also available on a report

Step 1 Choose the order of the report

- Click WAREHOUSE TAB
- Click WAREHOUSE COMMITTED REPORTS
- Choose whether to print the report by category, alphabetical or numerical
- Click NEXT
- Type in the appropriate ranges for the order of the report you wanted. (i.e., alpha range, numeric range, categories to include)
- Click NEXT

Step 2 Choose the contents of the Report

- Choose whether to include ALL items, Commodity Only, or Purchased Only. Choose the site the items have been committed FROM.
- Click PREVIEW

Page 1   Warehouse Committed Report   Apr 9, 2011
2/1/2011 thru 4/9/2011
Items Committed from 003 - District Warehouse

| Item #	Description	Purchase Unit	Qty on Hand	Qty Committed	Qty Available	Qty Short	Qty On Order
00001352	Alfalfa Sprouts	Lb	6	4	2		
00000856	Apple Juice, canned qts	Case / 8 qts	10	2	8		
00000251	Apple School-113 ct	Case 113 ct	0	2		-2	
00001203	Apple Turnover-Cutie Pie, Whole Grai	Case/80ct	0	2		-2	
00001333	Apples, Cnd, Sliced, Water Pkd	Case/6/#10	5	14		-9	
00000253	Applesauce	Case/6/#10	66	54 1/4	11 7/8		
00001380	Apricots, canned	Case/6/#10	4	1	3		
00000084	Bacon Bit Imitation	Case/20#	4	2	2		
00000828	Bag, Clear Cookie	Case/1000 each	4	5		-1	

Step 3 View or Print the Report
- A report showing the Quantity on Hand, Qty on Order, Qty Committed and Qty Available can be viewed or printed.

Add Transfer

Enters the items you want transferred from the Warehouse to your site

- Click on ADD/REVIEW TRANSFER
- Click ADD NEW
- Select the site to transfer INTO (your site)
- Select the Warehouse to transfer OUT of
- Select the transfer date
- Add Description (i.e.: Weekly Transfer)
- Enter the items by inventory item number or entering the first 3 or 4 letters of item
- Press ENTER to select each item
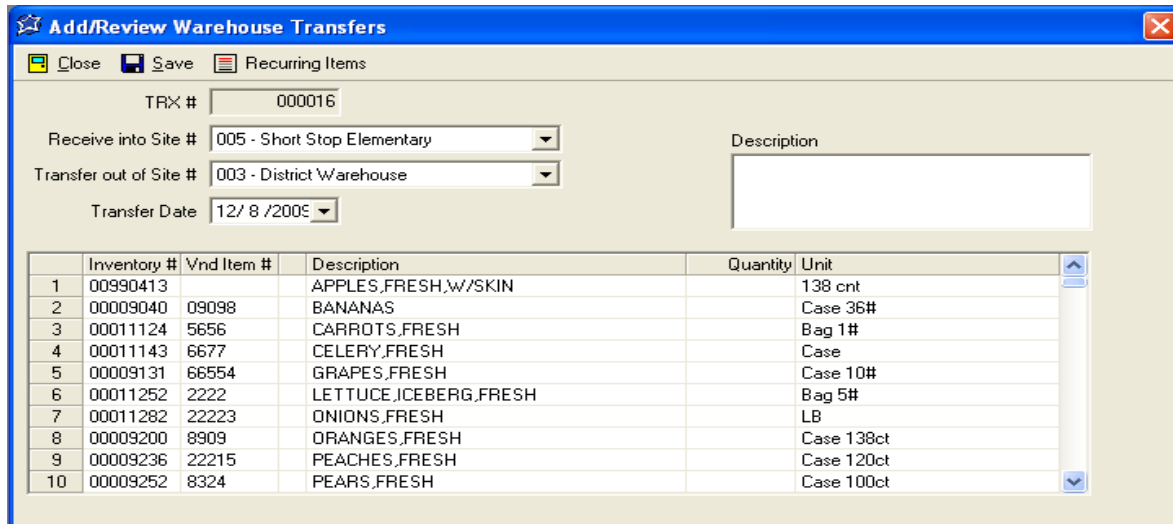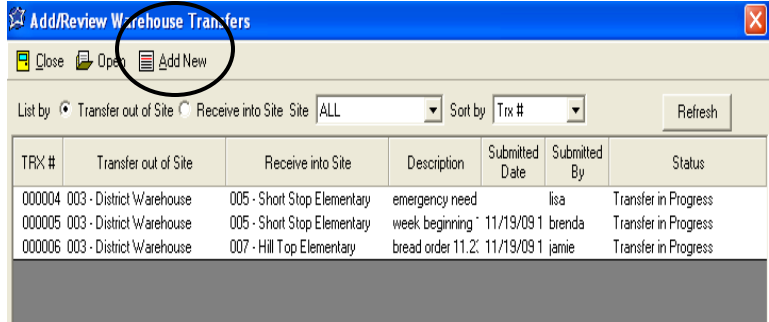
If Recurring Warehouse Transfers have been set up, click Recurring Items to save time with data-entry!

- Enter the quantity for each item needed
- The program will default to the Purchase Unit description. If you want to transfer stock units, click the line and use the down arrow after purchase unit, select the stock unit description.
- When all items are entered, click on SAVE
- Choose whether to SAVE & DON'T SUBMIT YET or SAVE & SUBMIT FOR APPROVAL

This Warehouse Transfer request will now be listed under WAREHOUSE TAB, Add/Review Transfer with the current status. To see an update on the status, click the REFRESH button.
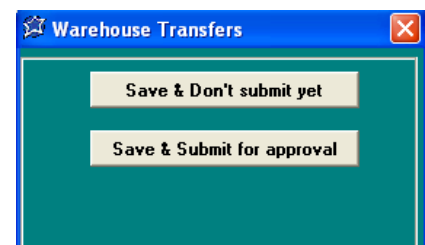
List/Print Transfer Requests

Transfers can be printed for hard-copy reference.
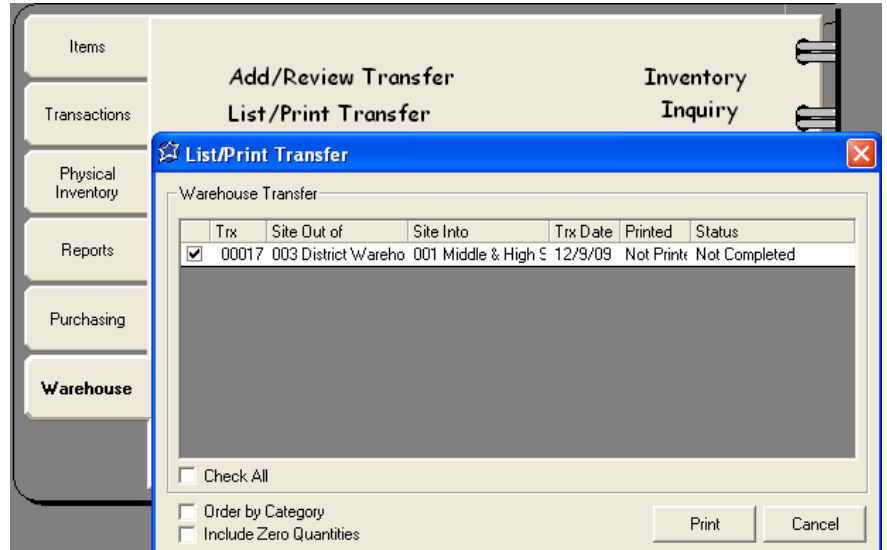
Step 1   List/Print Transfer
- Click List/Print Transfer
- Check Transfer(s) you want to print or Check All
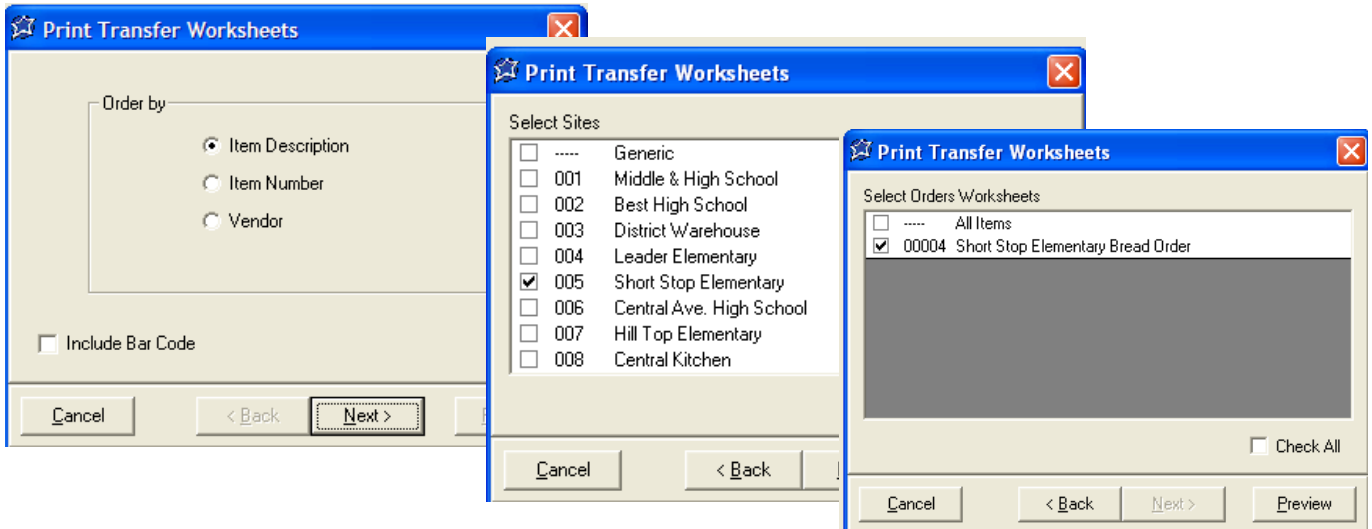- Check box if you want the transfer by Category or to Include Zero Quantities
- Click Print

| Items | Add/Review Transfer | Inventory |
| | List/Print Transfer | Inquiry |

List/Print Transfer

Warehouse Transfer

	Trx	Site Out of	Site Into	Trx Date	Printed	Status
☑	00017	003 District Wareho	001 Middle & High S	12/9/09	Not Printe	Not Completed

☐ Check All

☐ Order by Category
☐ Include Zero Quantities

Print   Cancel

---

entory   Reports   Bidding   Purchasing   Warehouse   Misc   Tools   Help

2 of 2   >   >>   Zoom: 100% ▼   Export to PDF

Page 2   Inventory Pull Sheet

TRX #5   week beginning 11.23.09

TRX Date: November 23, 2009
Transfer Out: 003-District Warehouse
Transfer In: 005-Short Stop Elementary
Status: Transfer in Progress

Inv #	Prod #	Description	Qty	Unit
00018036	4454	BREAD,MXD-GRAIN	10	Loaf
00018259	777760	ENGLISH MUFFINS	20	Case (6pkg)
00018350	6578	HAMBURGER BUNS	15	Pkg (30ct)
00000701	8777	HOTDOG BUNS	20	Pkg (12ct)

Print Transfer Worksheets

- Transfer worksheets can be printed to hand-fill and then send to the warehouse. Enter the requested items into the system under RECURRING TRANSFERS & WORKSHEETS

- Select PRINT RECURRING TRANSFERS & WORKSHEETS
- Click an "order by" option
- Click NEXT
- Double Click a School Site or CHECK ALL
- Click NEXT
- Double Click a Worksheet (worksheets are entered at the Administrator level)
- Click PREVIEW

Print Transfer Worksheets

Order by
- ● Item Description
- ○ Item Number
- ○ Vendor

☐ Include Bar Code

Cancel < Back Next >

Print Transfer Worksheets

Select Sites
☐	-----	Generic
☐	001	Middle & High School
☐	002	Best High School
☐	003	District Warehouse
☐	004	Leader Elementary
☑	005	Short Stop Elementary
☐	006	Central Ave. High School
☐	007	Hill Top Elementary
☐	008	Central Kitchen

Cancel < Back

Print Transfer Worksheets

Select Orders Worksheets
☐	-----	All Items
☑	00004	Short Stop Elementary Bread Order

☐ Check All

Cancel < Back Next > Preview

Nutrikids

Page 1

Transfer Worksheets
005 Short Stop Elementary
Date _____

BAKERY PRODUCTS

Description	Vendor Code	Quantity Requested	
00000701 HOTDOG BUNS	MUR	Pkg (12ct)	Pkg (12ct)
00018036 BREAD,MXD-GRAIN	ABC	Loaf	Slice (1oz)
00018259 ENGLISH MUFFINS	ABC	Case (6pkg)	Pkg (12ct)
00900156 Bread, Wheat Hamburger Buns Sara Lee#3004	SKL	Bag (30 ct)	Bag (30 ct)

Breakfast

Description	Vendor Code	Quantity Requested	
00000015 Donut,Super Proball,Indiv Wrap 2 oz	ABC	Case/250/2 oz	Each 2 oz

---

Recurring Warehouse Transfer

Add in any recurring list of items to transfer. This will save valuable time in ordering because it keeps you from having to manually type the list of transfer items each time you need something from the warehouse.

CAUTION: This list will be visible by all users, so be very descriptive in your naming convention. For example, if the transfer is specific to just your school site, use your school name in the description so that others don't get confused.

- Click on RECURRING TRANSFERS & WORK-SHEETS
- Click ADD
- Enter a description for transfer (ex: Daily Breakfast Transfer:ABC School)
- Select the item(s) for the recurring transfer (even if the item isn't ordered every time.)
- Click SAVE
- Click CLOSE

Modifying a Recurring Transfer Format
- To modify a recurring transfer format, highlight the format you want to edit
- Click on MODIFY
- Make the necessary changes
- Click SAVE
- Click CLOSE

Create a Transfer using Recurring Transfer:
- Click ADD/REVIEW TRANSFER
- Click ADD NEW
- Click RECURRING ITEMS
- Select the Transfer Option by highlighting it
- Click on SELECT
- Enter the quantities for each item
- You may modify the Transfer by adding or removing items and changing quantities
- Click SAVE

The amount already committed by the warehouse is viewable as well as the amount available.

For quick visibility of specific items that have been requested to be transferred or that are already in the process of being transferred from the Warehouse, use "Search for Item in Warehouse Transfer".

Items

Transactions

Physical Inventory

Reports

Purchasing

Warehouse

Add/Review Transfers
List/Print Transfers
Print Delivery Route Sheets
Post Transfers
Print Recurring Transfers & Worksheets
Warehouse Committed Report
Search for Item in Transfers

Inventory
Inquiry

Exit

Step 1 Find the Transfer

- Click the WAREHOUSE TAB
- Click SEARCH FOR ITEM IN WAREHOUSE TRANSFER

Step 2 Select a Site and a Date

- Select the location you are transferring out of and then select a date range you would like to search in.

Search for Item in Warehouse Transfers

Warehouse Transferred From:
003 - District Warehouse

Transfer Date Range:
Start Date: 4 / 9 /2011   End Date: 4 / 9 /2011

Cancel   < Back   Next >

Step 3 Find the Item

- Type the first few letters of the item you want to find or the item number in the Yellow field
- Click SEARCH or PRESS ENTER
- Highlight the correct item from the list
- Click Search at the bottom or Press ENTER

Search for Item in Warehouse Transfers

00000856	Apple Juice, canned qts	bev
00000251	Apple School-113 ct	FRUIT
00001203	Apple Turnover-Cutie Pie, Whole Grain	brkf
00001333	Apples, Cnd, Sliced, Water Pkd	fruit
00000253	Applesauce	fruit

☐ Containing Text   Search by Code or #   Search

Cancel   < Back   Search

Step 4 View or Print

- A report showing the item, site receiving the item, the amount being transferred and the status is available for viewing or printing.

NutriKids

Page 1   Item in Warehouse Transfer   Apr 9, 2011
3/1/2011 thru 4/9/2011

Site out of: 003 - District Warehouse
Item Searched: 00000253 Applesauce

Trx	Site Into	Transfer Date	Commit Date	Quantity		Status
000088	001 -	03/23/2011	03/24/2011	2	Case/6/#10	Transfer in Progress
000096	001 -	03/24/2011	03/24/2011	2	Case/6/#10	Transfer in Progress
000095	001 -	03/24/2011	03/24/2011	2	Case/6/#10	Transfer in Progress
000092	001 -	03/24/2011		1	Case/6/#10	Submitted for Approval
000093	001 -	03/24/2011		2	Case/6/#10	Submitted for Approval
000090	002 -	03/24/2011	03/24/2011	1	Case/6/#10	Transfer in Progress
000091	001 -	03/31/2011		1	Case/6/#10	Submitted for Approval
			Quantity Total	11	Case/6/#10	

Items that the Warehouse has committed to transfer are also available on a report

Step 1 Choose the order of the report

- Click WAREHOUSE TAB
- Click WAREHOUSE COMMITTED REPORTS
- Choose whether to print the report by category, alphabetical or numerical
- Click NEXT
- Type in the appropriate ranges for the order of the report you wanted. (i.e., alpha range, numeric range, categories to include)
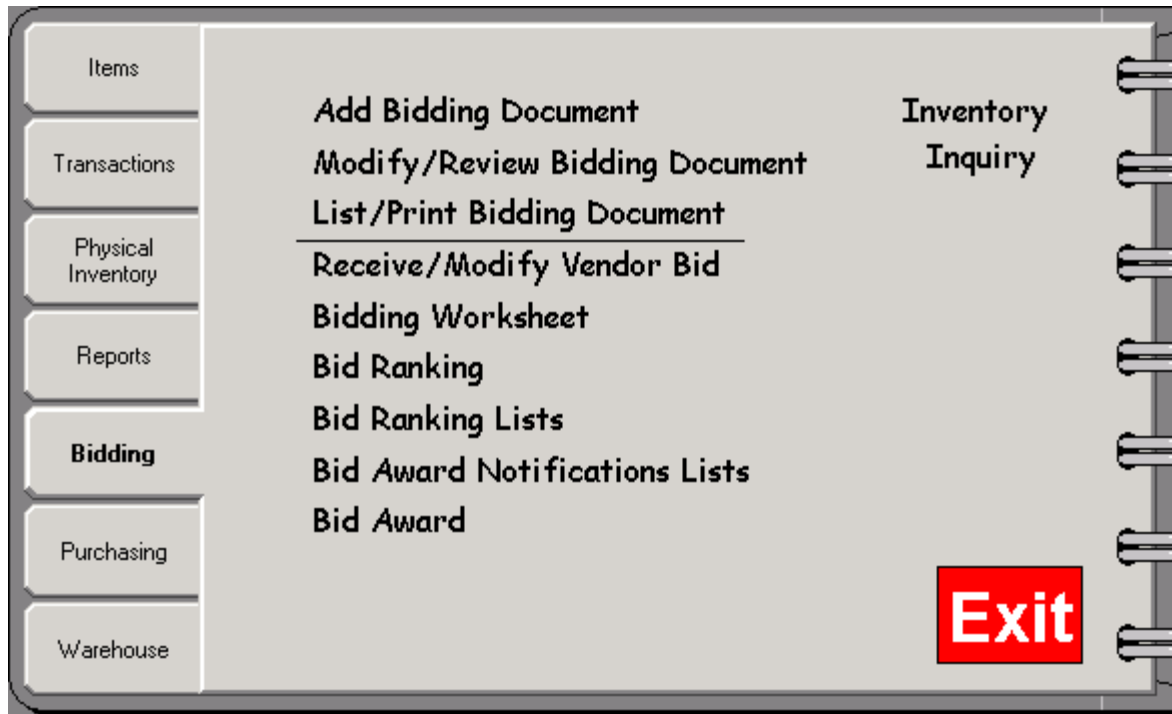- Click NEXT

Step 2 Choose the contents of the Report

- Choose whether to include ALL items, Commodity Only, or Purchased Only. Choose the site the items have been committed FROM.
- Click PREVIEW

Page 1	Warehouse Committed Report 2/1/2011 thru 4/9/2011 Items Committed from 003 - District Warehouse							Apr 9, 2011
Item #	Description	Purchase Unit	Qty on Hand	Qty Committed	Qty Available	Qty Short	Qty On Order	
00001352	Alfalfa Sprouts	Lb	6	4	2			
00000856	Apple Juice, canned qts	Case / 8 qts	10	2	8			
00000251	Apple School-113 ct	Case 113ct	0	2		-2		
00001203	Apple Turnover-Cutie Pie, Whole Grai	Case/80ct	0	2		-2		
00001333	Apples, Cnd, Sliced, Water Pkd	Case/6/#10	5	14		-9		
00000253	Applesauce	Case/6/#10	66	54 1/4	11 7/8			
00001380	Apricots, canned	Case/6/#10	4	1	3			
00000084	Bacon Bit Imitation	Case/20#	4	2	2			
00000828	Bag, Clear Cookie	Case/1000 each	4	5		-1		

BIDDING

Before adding a bidding document to the Perpetual Inventory program, information MUST be entered under Bid Spec tab (Items, Modify/Review, select item, click on Bid Spec tab) . Fill in any Product Specification, Purchase unit, etc.

Add Bidding Document

When adding in a bid document, it is NOT vendor specific – the document will be created and then sent to each vendor you want to bid on the items.

- *Description* – name the bid document (ex:Paper Bid Sept 2010-July 2010)
- *Bid Date* – enter beginning and ending dates for the document. These dates reflect the first day the cost will go into effect (after bid award) and the last day awarded bids are good
- *Items* – select the item(s) to be included in the document by double-clicking on them. A checkmark will appear in front of the item. If all items will be included in this document, click CHECK ALL. After selecting an item, make sure the purchase unit is there, and enter the estimated quantity in the last column
- When completed click SAVE
- Click CLOSE

Modify/Review Bidding Document

Use the Modify/Review Bidding Document feature to view or modify each bid document created

- Click MODIFY/REVIEW BIDDING DOCUMENT
- Select the Bidding Document by clicking on it, and click OPEN
- Preview the document by Item #, Description, or Category, make any necessary modifications
- Click SAVE
- Click CLOSE
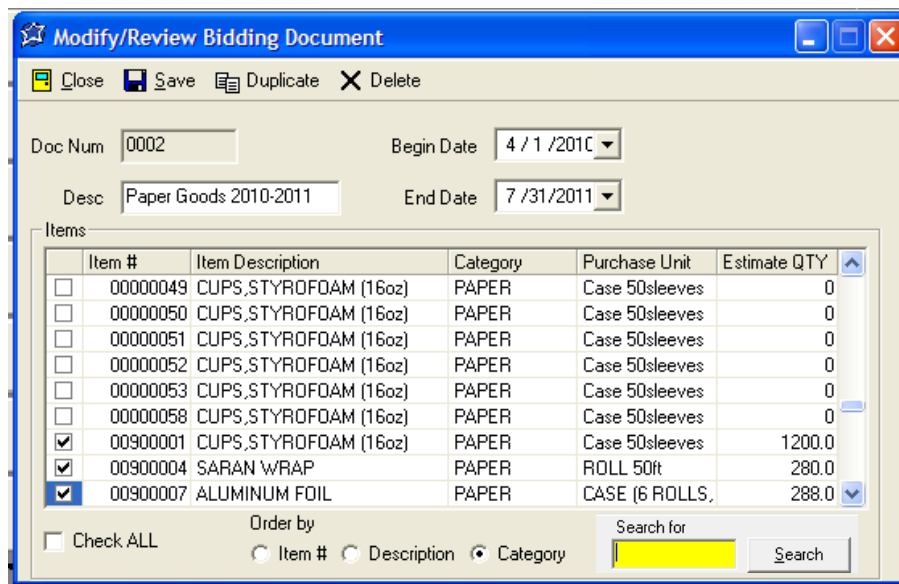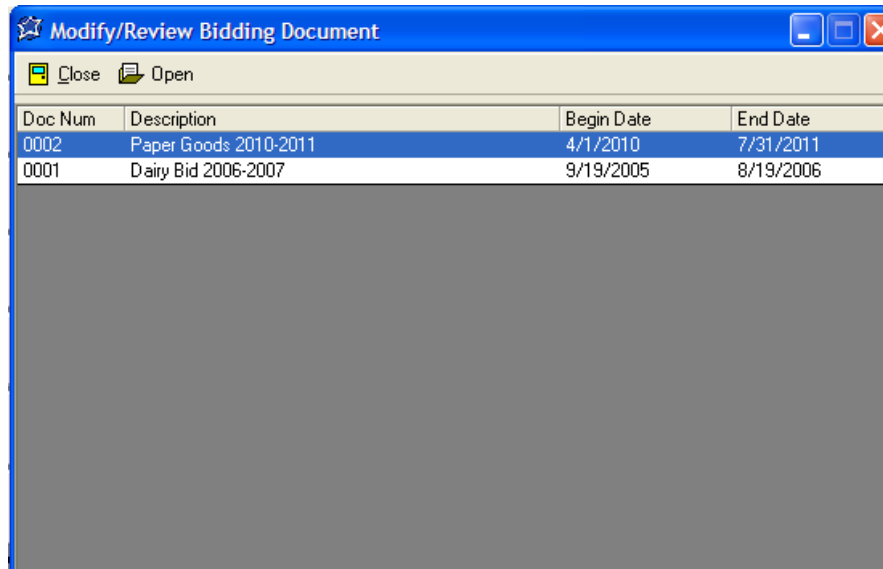
There are 2 options for sending a bid document to a vendor – print out the document(s) and mail or fax to each vendor, or create an electronic file to e-mail to each vendor. We will provide a program to the vendor free of charge allowing them to download and enter information for each item they would like to bid on.

Option 1

List/Print Bidding Document
You may print the Bid Document to mail or fax to a vendor, or to keep a hard copy for your records.

- Click LIST/PRINT BIDDING DOCUMENT
- Select the Bidding Document you would like to print
- Click NEXT
- Select how you would like the bid document sorted Alphabetically, Numerically or by Category
- Click PREVIEW
- Click PRINT

The document can also be emailed or saved via the "Export to PDF" option at the top of the page.

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4/1/2010 thru 7/31/2011

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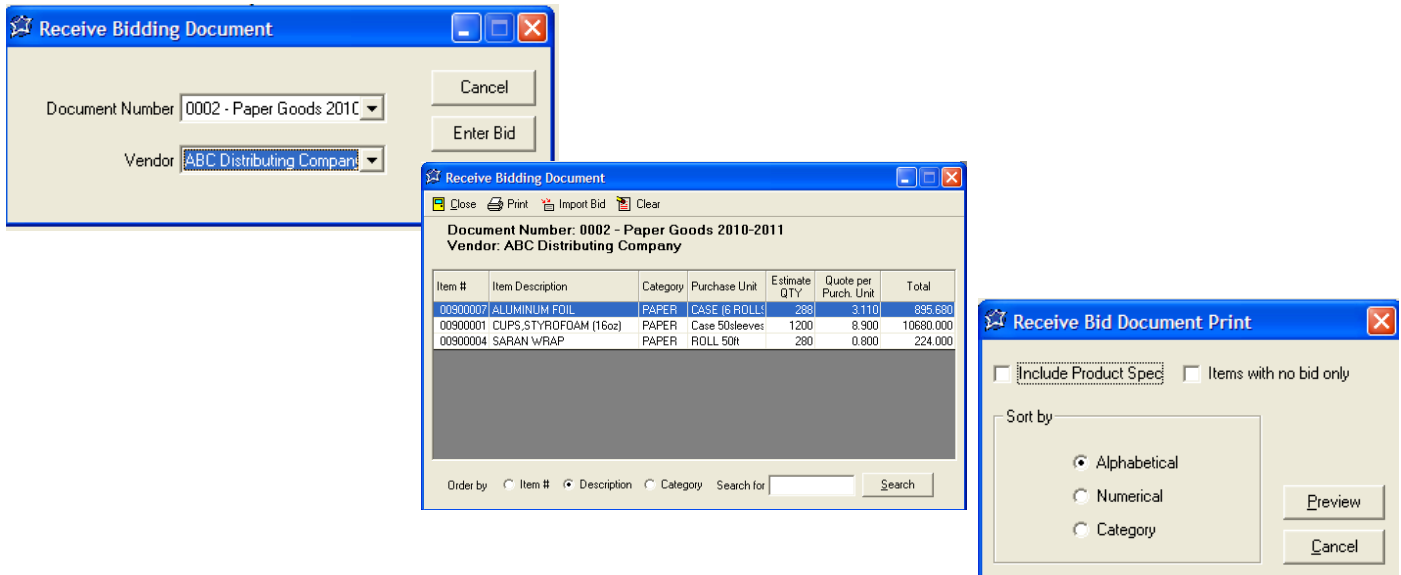| Cat. Item #	Item Description Brand/Product #	Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
PAPER 00900007	ALUMINUM FOIL	Heavy Duty, w/serrated edge	CASE (6 ROLLS, 500 FT)	288			
PAPER 00900001	CUPS,STYROFOAM (16oz) 3221	4mm styro 100 cups per sleeve	Case 50 sleeves	1200			
PAPER 00900004	SARAN WRAP	Heavy Duty, Anti-Cling, serrated edge	ROLL 50ft	280			Purchase Unit has changed!

Option 1 (cont'd.)

Receive/Modify Vendor Bid

When you receive bid information from a vendor(s), enter the information for the bid .

- Click RECEIVE/MODIFY VENDOR BID
- Select the Bid Document using the down arrow
- Select the Vendor using the down arrow
- Click ENTER BID
- For each item this vendor has bid on, double click on that item and enter the information
- Click SAVE
- Repeat for each item this vendor has bid on
- When finished with the entry for this vendor click CLOSE or PRINT
- Follow the steps above for the same Bid Document selecting the next Vendor that has sent you a bid

Option 2: Using the Vendor Bid Program

You **MUST** have the information entered in the Bid Spec tab of each item you are including in the bid document. You can verify this by going to *Items, Modify/Review, open the item and review the Bid Spec tab for purchase unit, production specifications, etc.* Refer to page 20.

 List/Print Bidding Document
This feature provides the ability to print out the bid document and/or create a file to be e-mailed to each vendor

- Click LIST/PRINT BIDDING DOCUMENT
- Select the Bid Document
- Click NEXT
- Select how you would like the Bid Document sorted Alphabetically, Numerically or by Category
- Select Export Electronic Bid Files
- Click PREVIEW
- Document files will automatically save to *C:\Program Files\NUTRIKIDS Inventory*
- A file is created for EACH vendor using an abbreviated vendor name
- Attach these files to the corresponding vendors e-mail

Please have the vendor call 800-724-9853 for assistance downloading the program from our web site and bringing the file into the program
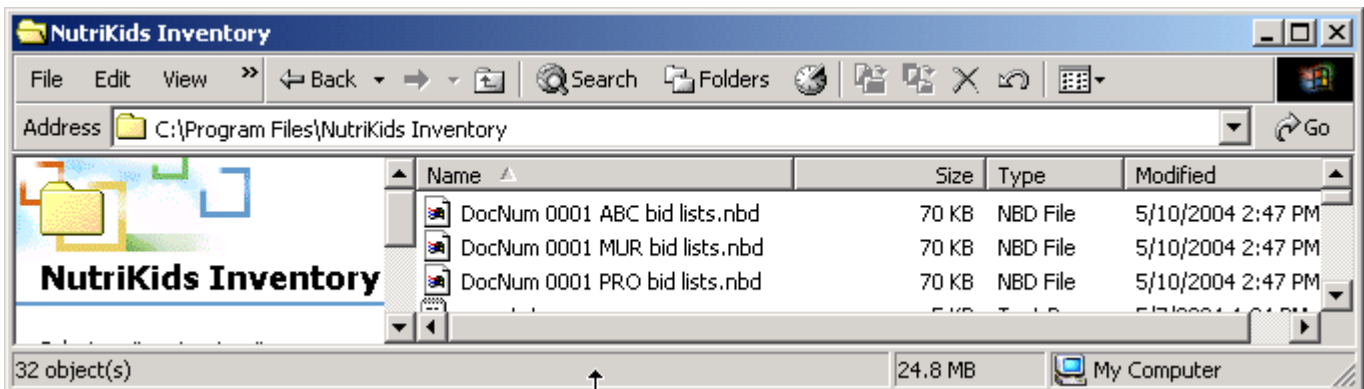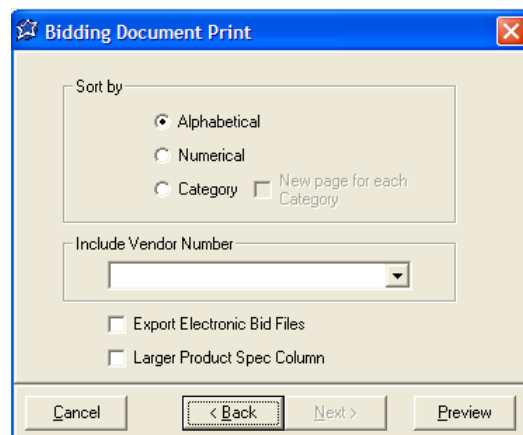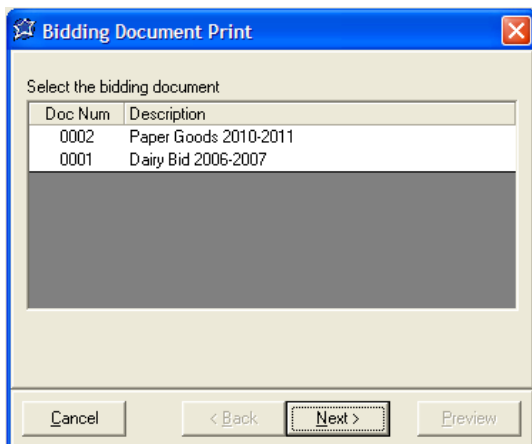
Option 2 (cont'd.)

Receive/Modify Vendor Bid (using Vendor Bid Program)

You should have a file from each vendor that is bidding on this document received either by e-mail or on disk.

- Click RECEIVE/MODIFY VENDOR BID
- Select the Bid Document
- Select the Vendor
- Click ENTER BID
- Click IMPORT BID
- At "Look In", click on the down arrow and select the location of the file (D: drive, desktop,etc.) Follow the steps above to bring in each vendor bid for this document
- When complete, continue with the instructions for Bidding Worksheet on the following page to complete the bid process and award the bid.
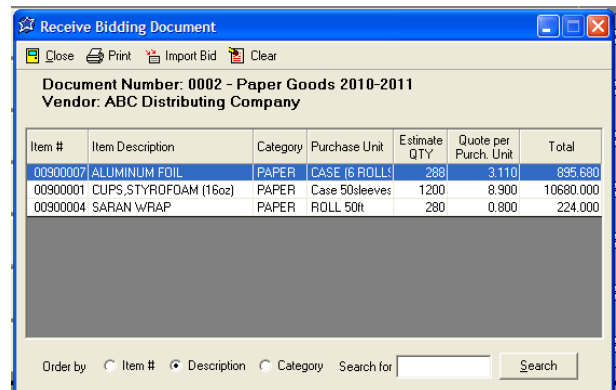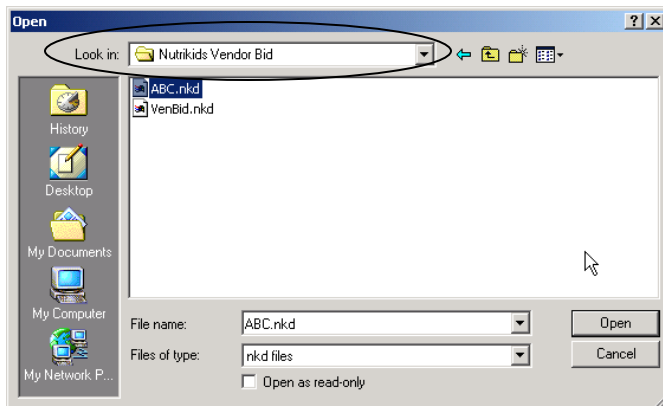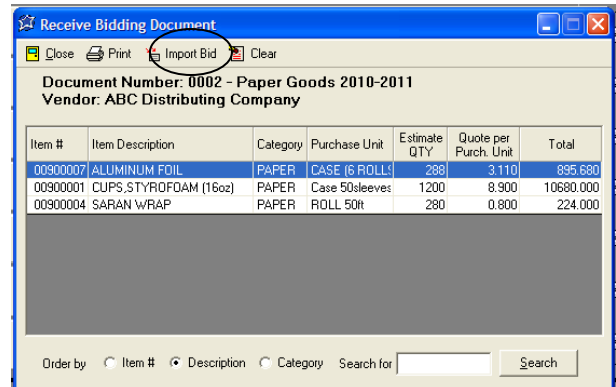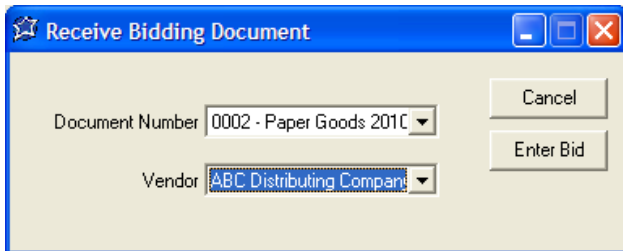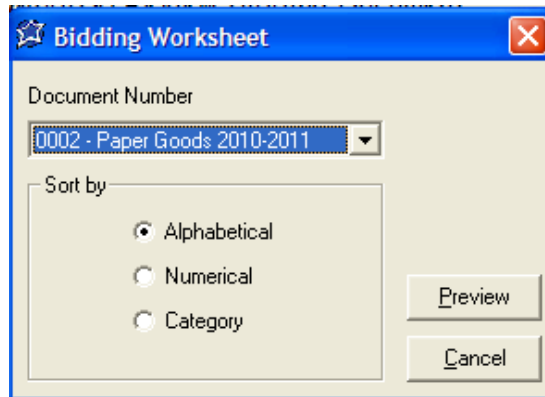
Bidding Worksheet

You may Preview or Print Bidding Worksheets alphabetically, numerically or by category. This worksheet shows Vendor, Item Description, Purchase unit, Bid Cost by Purchase Unit and Stock Unit for each vendor that has bid on item in the Bid Document

- Click BIDDING WORKSHEET
- Select the Bid Document worksheet using the down arrow
- Click PREVIEW
- Click PRINT

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Bidding Worksheet 0002
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| Item # Vendor	Description Vend Item#	Brand / Product Requested Vendor Bid	Purchase Unit	Bid	S/U Price	Changes/Notes
00900007 ABC	ALUMINUM FOIL	Heavy Duty, w/serrated edge	CASE (6 ROLLS, 500 FT)	3.11	0.518	
00900001 ABC	CUPS,STYROFOAM (16oz) CSS 100	3221 4mm styro 100 cups per sleeve 3221	Case 50sleeves	8.90	0.178	
00900004 ABC	SARAN WRAP SW 50	Heavy Duty, Anti-Cling, serrated edge Saran Wrap	ROLL 50ft	0.80	0.800	

* - Ranked by auto rank.

Bid Ranking

Bid ranking allows for the choice of how to rank the bids received by vendor. Bid Ranking includes an *Autorank* feature as well as *Line by Line ranking*.

Autorank – After receiving in all vendor bids for the document, you can "autorank" them. This feature will award the bid to lowest cost vendor and they will become Vendor #1 for that item. The next lowest cost will become Vendor 2, etc.

- Select BID RANKING
- Select the Bid Document to rank
- Click OPEN
- Select Autorank in upper right hand corner
- Click CLOSE
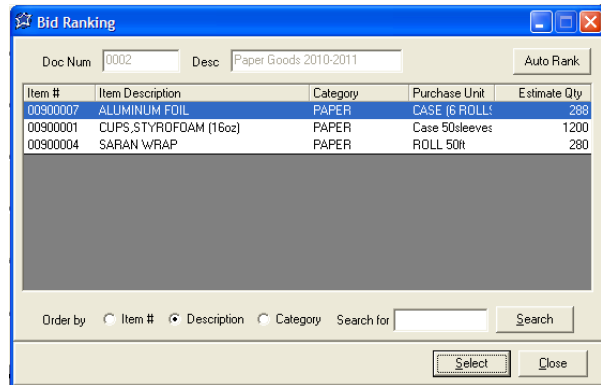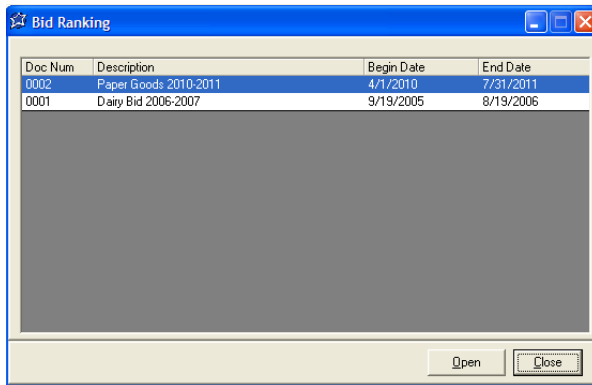
Line by Line Ranking – Offers the ability to compare the vendor bids for each item and rank them individually. By 1st, 2nd, 3rd, etc.

- Select BID RANKING
- Select the Bid Document to rank
- Click OPEN
- Double-click on each item to open it and enter the appropriate number 1, 2 or 3 in the rank column with 1 being the lowest cost vendor, or the vendor you want to make Vendor 1 for that item
- Click SAVE for each item
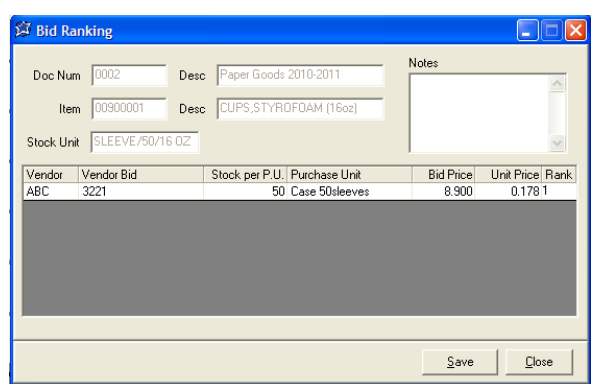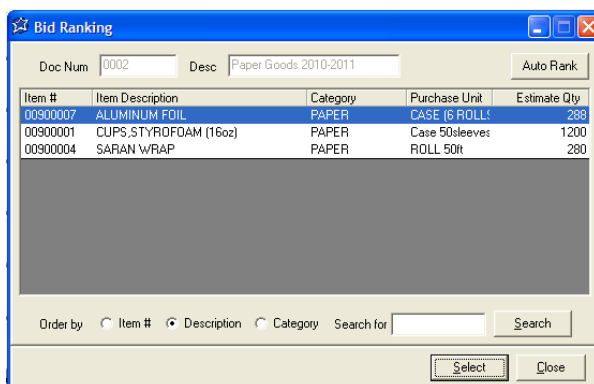
Bid Ranking List

 Print list of items on document with vendor information, showing rank of each vendors bid

- Click BID RANKING LIST
- Select the Bid Document by using the down arrow
- Select how you want to sort the document Alphabetically, Numerically or Categorically
- You may also select the rank, or select ALL
- Click PREVIEW
- Click PRINT

Bid Ranking Lists

Document Number

0002 - Paper Goods 2010-2011

Sort by
- ⦿ Alphabetical
- ○ Numerical
- ○ Category

Rank

Include Rank ALL

Preview

Cancel

LunchByte Systems
Bid Ranking Lists 0002
Paper Goods 2010-2011

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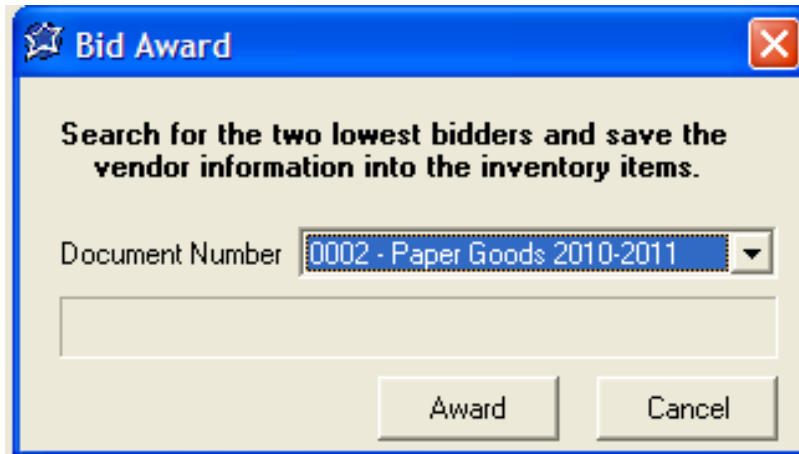| Item # Vendor	Description Vend Item#	Brand / Product Requested Vendor Bid	Purchase Unit	Bid	S/U Price		Changes/Notes
00900007 ABC	ALUMINUM FOIL	Heavy Duty, w/serrated edge	CASE (6 ROLLS, 500 FT)	3.11	0.518	1	
00900001 ABC	CUPS, STYROFOAM (16oz) CSS 100	3221 4mm styro 100 cups per sleeve 3221	Case 50 sleeves	8.90	0.178	1	
00900004 ABC	SARAN WRAP SW 50	Heavy Duty, Anti-Cling, serrated edge Saran Wrap	ROLL 50ft	0.80	0.800		

* - Ranked by auto rank.

Bid Award

Awarding the bid will save all ranked item information to that item in the corresponding Vendor tab

- Select BID AWARD
- Select the Bid Document by using the down arrow
- Click AWARD
- A list will appear showing each item awarded (on this bid document) with vendor information
- Click on PRINT

Bid Award Notification List

Print out a list of items awarded to each vendor for your records or to send to the vendor(s) to reflect the items awarded to them

- Click on BID AWARD NOTIFICATION LIST
- Select the Bid Document
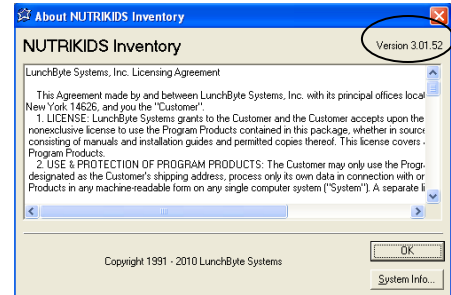- Click PREVIEW
- Click PRINT

PERPETUAL INVENTORY YEAR END PROCEDURE

## You must be on Version 2.1.7 or higher!
- In the top tool bar click HELP
- Click ABOUT NUTRIKIDS INVENTORY
- Verify that your version number is 2.1.7 or ABOVE , if it is not, contact LunchByte Systems at 1.800.724.9853 to update

**After updating print out any report(s) needed for each site**

You must make a backup of your data!
- In the top tool bar click TOOLS
- Click BACKUP/RESTORE DATA
- Click NEXT
- Select BACKUP THE DATA
- Browse to the location you would like save the backup file to
- Click BACKUP
- Click YES to test the Backup
- At "Backup Successful" click OK
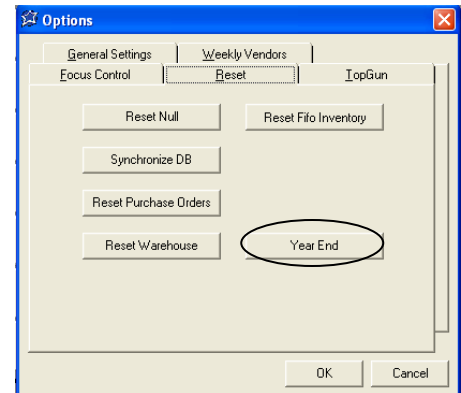
Perform the Year End function
- In the top tool bar click TOOLS
- Click OPTIONS
- Select the RESET tab
- Click YEAR END
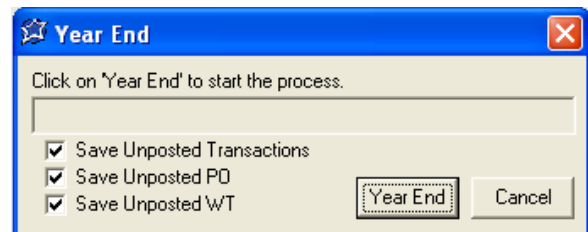
This will save a backup file of Perpetual Inventory history and date it for the day you created it. The Year End process will remove the history of each item (transfers, receipts, withdrawals, etc) – and start the new school year with the current quantity on hand and the value.