SOFTWARE USERS GUIDE







NUTRIKIDS[®] Software Perpetual Inventory Users Guide April 2011 Copyright© LunchByte Systems, Inc. 550 Latona Road, Building F Rochester, New York 14626

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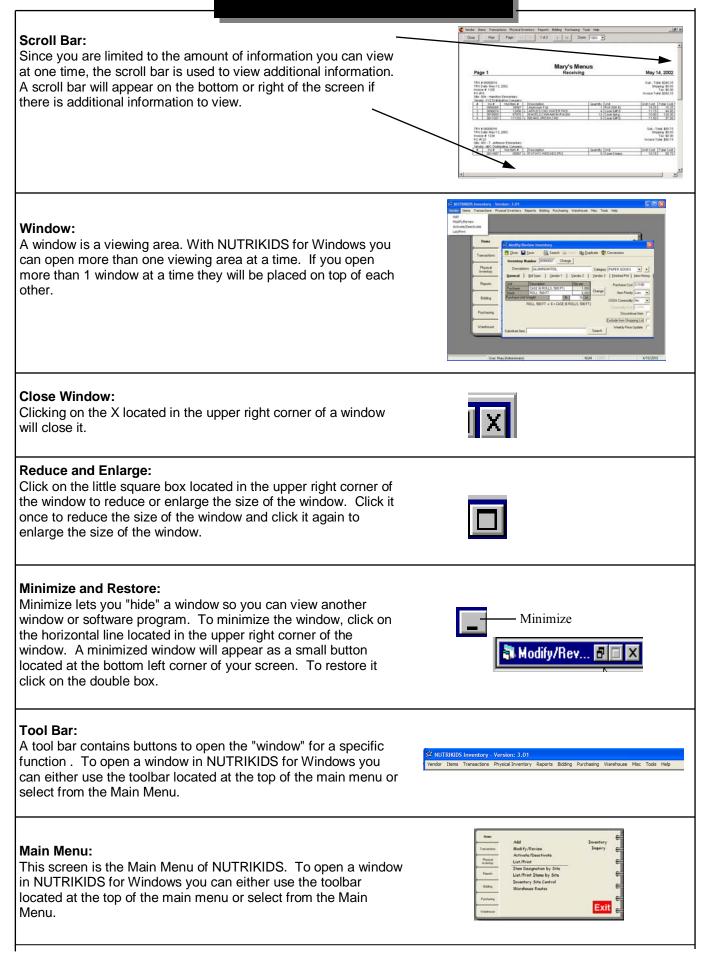
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Glossary of Terms





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

<u>Vendors</u>—"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.

List/Print	Items Transactions Physical Inventory Reports Bidding Purchasing Warehouse	Add Modify/Review Activate/Deactivate List/Print Item Designation by Site Lists/Print Site Inventory Site Control Warehouse Routes		Inventory Inquiry Exit	
	Add Vendor Close Save Vendor Name XX	Z Distributing Co. Vendor Co	de XVZ	1	

Vendor Name XYZ Distributing Co.	Vendor Code XYZ
General Information Notes/Special Instructions	Customer Information
Address 1 550 Latona Road	Contact 1 Kathy Fredericks
Address 2	Contact 2
City Rochester	Contact 3
State NY Zip Code 14626	E-Mail Send E-Mail
Phone (585) 227-6740 Ext	wwwG0
Fax (585) 227-8594	🥅 Administrator Only
	Delivery Days
Minimum Delivery Delivery Amount \$	days Sun Mon Tue Wed Thr Fri Sat

ITEMS

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

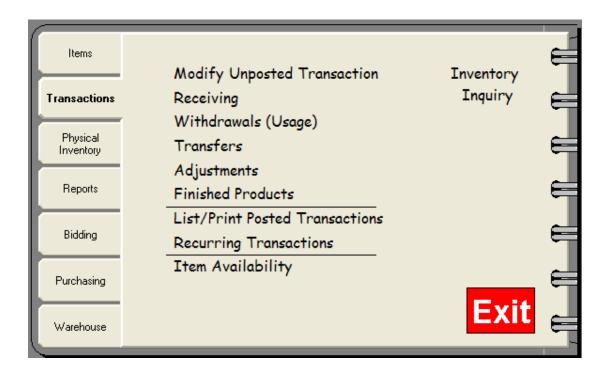


🛱 Add Invent	ргу	X
📮 <u>C</u> lose 层	ave 📅 Conversions	
Inventory N	umber 00000059	
Descriptions	Corn, Canned Category VEGETABL	ES 🔻 +
<u>G</u> eneral	Bid Spec Vendor 1 Vendor 2 Vendor 3 Einished F	Prd] Item History
Unit Purchase	Description Qty per Purchase Case (6/#10 Casn) 1.000	e Cost <mark>10.25</mark>
Stock	Can (#10) 6.000 Change Item F	Priority Med 💌
Purchase Unit W	Can (#10) x 6 = Case (6/#10 Casn) Commodity	Cost
		continue Item 📃 Shopping List 📃
Substitute Item	Search	Price Update 🔲

TRANSACTIONS

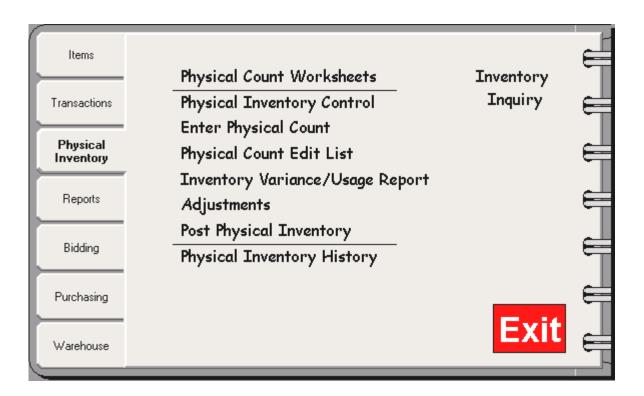
<u>**Transactions**</u>—This feature gives each building a complete record of every <u>Order (Purchase</u> <u>Order) received</u>. Schools may track inventory as it is Transferred from one site to another. Any Inventory used throughout the day can be quickly entered and automatically removed from existing 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.



PHYSICAL INVENTORY

<u>**Physical Inventory</u>**— 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.</u>



REPORTS

<u>**Reports**</u> — Various reports are generated here including shortage reports, usage reports, inventory value reports , vendor analysis reports, and withdrawal category reports.



<u>Bidding</u> — 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	Add Bidding Document	Inventory
Transactions	Modify/Review Bidding Document	Inquiry 🗲
Physical Inventory	List/Print Bidding Document Receive/Modify Vendor Bid	Ę
Reports	Bidding Worksheet Bid Ranking	E
Bidding	Bid Ranking Lists Bid Award Notifications Lists	Ę
Purchasing	Bid Award	¢
Warehouse		Exit

PURCHASING

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



WAREHOUSE

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



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 <u>required</u> 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.



	Transactions	Physical Inventory	Reports	Bidding	Purchasing	Warehouse	Misc	Tools	Help	
Add Modify/Revia Activate/Dea List/Print)								
		Items 'ransactions Physical Inventory Reports Bidding Purchasing	Act List Iter List Inv	dify/R ivate/ /Print n Desi /Print 2ntory	Deactiva	y Site y Site ntrol			Inventory Inquiry	" " " " " " " " "
		Warehouse							Exit	E

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.

	🗯 Add Vendor	×
	📮 <u>C</u> lose 📕 <u>S</u> ave	
	Vendor Name XYZ Distributing Co.	Vendor Code XYZ
	General Information Notes/Special Instructions	Customer Information
	Address 1 550 Latona Road	Contact 1 Kathy Fredericks
	Address 2	Contact 2
If checked, only	City Rochester	Contact 3
Administrators will	State NY Zip Code 14626	E-Mail Send E-Mail
be able to see and	Phone (585) 227-6740 Ext	www G0
use this Vendor	Fax (585) 227-8594	Administrator Only
		Delivery Days
	Minimum Delivery Amount \$ Delivery Lead Time 7	days Sun Mon Tue Wed Thr Fri Sat
		, , , , , , , , , , , , , , , , , , ,

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.

🛱 Add Vendor	X
🖪 <u>C</u> lose 🔚 <u>S</u> ave	
Vendor Name XYZ Distributing Co.	Vendor Code XYZ
General Information	Customer Information
Memo Call Tony on cell 555-555-5555 if truck is later than 1:00 p.m.	Special Instructions for Vendor All deliveries must unload at receiving dock. No deliveries will be accepted through the school office.

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.

🛱 Add Vende	or		X
🖳 <u>C</u> lose 📘	Save		
Vendor I	Name XYZ Distributing Co.	Vendor Code XYZ	
General Inform	nation Notes/Special Instructions	Customer Information)
	Primary Customer # WP8344		
	Site	Customer #	
	001 - T. Jefferson Elementary	WP8345	
	002 - George Washington High School	WP8346	
	003 - District Warehouse	WP8347	
	004 - Roosevelt Elementary	WP8348	
	005 - Adams Elementary		
	006 - M.L. King Jr High School		
	007 - J.F. Kennedy Elementary		
	008 - Central Kitchen		

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.

NUTRIKIDS Inve	ntory 🔀
Do you want to a	add another vendor?
Yes	No
	·

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.

🗯 Add Vendor		
📮 <u>C</u> lose 📕 <u>S</u> ave		
Vendor Name Open Vendor	Vendor Code OPEN	
General Information Notes/Special Instructions	Customer Information	
Address 1	Contact 1	
Address 2	Contact 2	
City	Contact 3	
State Zip Code	E-Mail	Send E-Mail
Phone Ext	www	GO
Fax	Administrator Only	
	Delivery Days	
Minimum Delivery Delivery Amount \$ Lead Time	days Sun Mon Tue Wed Thr	Fri Sat
	,	

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

🗿 Modify/Re	eview Vendor		
📮 <u>C</u> lose 🛛 🚘) Open		
ABC 234 PRO	ABC Distributing Company Camps Distribution Co Mansfield Produce Company		(800) 724-9853
MUR NLB SKL 123	Murray Distributing Company NLB Foods Skeldon's Foods Whits Distibutors	Daniel Larry Skeldo	(555) 222-1111 (585) 227-6740 Jon (585) 227-6740
XYZ	XYZ DISTRIBUTING COMPANY	Mr. Grocer	(585) 555-5555
🛱 Modif	y/Review Vendor		
🖪 <u>C</u> lose	📕 <u>S</u> ave 🛛 🙀 Search		
Ve	endor Name XYZ DISTRIBUTING CC	OMPANY	Vendor Code XYZ
General	Information Notes/Special In:	structions	Customer Information
Address	s 1 100 Truckline Road		Contact 1 Mr. Grocer
Address	\$ 2		Contact 2
c	ity Any Town	_	Contact 3
Sta	ate NY Zip Code 14589		E-Mail Rich.MarksXYZ@newworld.net Send E-M
Pho	ne (585) 555-5555 Ext		WWW XYZ@newworld.net G0
F	ax (585) 555-5556		Administrator Only
	D.F. D.F.		Delivery Days
	m Delivery 0 Delivery Lead Tim		days Sun Mon Tue Wed Thr Fri Sa
			, _ , _ , _ , _ , _ , _ , _ , _ , _ , _

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.

Activate/Deactivate Vendors

Manufacturer

NLB Foods

DPEN VEND

OPEN VENDOR

Skeldon's Foods

Whits Distibutors

Search For

ABC Distributing Company

Murray Distributing Company

XYZ DISTRIBUTING COMPANY

Camps Distribution Co Mansfield Produce Company

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 VENDORClick 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

ctions Physical	ry Reports Bidding Purchasing Warehouse Misc	Tools Help						
Detail	1 of 3 > >> Zoom: 100% - Exp	ort to PDF						
		nu	trikids					
	Page 1	Ve	ndor List				Oct 28	8, 2009
Vendor Code:	ABC							
Vendor Name:	ABC Distributing Company							
Contact 1:			num Delive					MEMO:
Contact 2:		D	elivery Lea					
Contact 3:			De	livery Da	ays:			
Address:	550 Latona Rd Rochester, NY 14626	Mon Tu	e Wed	Thr	Fri	Sat	Sun	
Phone:	(800) 724-9853		X					7
Fax:	(585) 227-8594	Special Inst	ructions:					
Email:		1						
WWW:	1							
Vendor Code:	234							
Vendor Name:	Camps Distribution Co							
Contact 1:	-	Minir	num Delive	ry Amt	\$0.00			MEMO:
Contact 2:			elivery Lea					
Contact 3:			De	livery Da	ays:			

	mmary	1		t rikids ndor List	Oct 28, 2009
Code	Vendor	Contact	Phone	Fax	E-Mail
Code ABC 234	ABC Distributing Company		(800) 724-9853	(585) 227-8594	
234	Camps Distribution Co				
PRO	Mansfield Produce Company				
MUR	Murray Distributing Company		(555) 222-1111	(555) 222-1212	
NLB	NLB Foods	Daniel	(585) 227-6740 Ext: 3005	(585) 227-8594	nancy@nutrikids.com
OPE	OPEN VENDER				
SKL 123	Skeldon's Foods	Larry Skeldon	(585) 227-6740		
123	Whits Distibutors				
XYZ	XYZDISTRIBUTING COMP ANY	Mr. Grocer	(585) 555-5555	(585) 555-5556	Rich.MarksXYZ@newworld.net

<u>S</u>earch

Containing Text Activate/Deact

-

Deactivate

•

Close

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.

em #	n n ind		-	L	Г	6	H		J k
	Item Description	Purchase Unit	Stock Unit Desc	Stock Unit Per Purchase	Cost	Vendor	Vendor Item #	Vendor Item Cost	Category
9876	Beef, Ground Patty 2.4 oz	Case 300ct	Patty 2.4oz	300	11.8	Sysco	9876	11.8	Frozen
24465	Beef, Ground Bulk	Case 40 LB	Roll 10 LB	4	28.88	Sysco	24465		Frozen
112202	Juice, Apple Bulk	Case 4/1gal	1 gal	4	6.78	Sysco	112202		Fruit
112204	Juice, Apple Indv	Case 72/4 oz	Carton 4 oz	72	9.88	Sysco	112204		Fruit
8424	Applesauce, canned	Case 6/#10	Can #10	6	11.02	Sysco	8424		Canned Goods
2240	Cinnamon, Ground	Jar 16 oz	Jar	1	5.78	Sysco	2240		Spice
118798	Cereal, Cheerios, Indv	Case 60/bowl pack	bowl pack	60	17.54	Sysco	118798		Breakfast
118790	Cereal, Cheerios, Bulk	Case 4/5 LB Bag	5 LB Bag	4	15.02	Sysco	118790		Breakfast
118791	Cereal, Trix, Bulk	Case 4/5 LB Bag	5 LB Bag	4	14.89	Sysco	118791		Breakfast
	112202 112204 8424 2240 118798 118790	112202 Juice, Apple Bulk 112204 Juice, Apple Indv 8424 Applesauce, canned 2240 Cinnamon, Ground 118798 Cereal, Cheerios, Indv 118790 Cereal, Cheerios, Bulk	112202 Juice, Apple Bulk Case 4/1gal 112204 Juice, Apple Indv Case 72/4 oz 8424 Applesauce, canned Case 6/#10 2240 Cinnamon, Ground Jar 16 oz 118798 Cereal, Cheerios, Indv Case 60/bowl pack 118790 Cereal, Cheerios, Bulk Case 4/5 LB Bag	112202 Juice, Apple Bulk Case 4/1gal 1 gal 112204 Juice, Apple Indv Case 72/4 oz Carton 4 oz 8424 Applesauce, canned Case 6/#10 Can #10 2240 Cinnamon, Ground Jar 16 oz Jar 118798 Cereal, Cheerios, Indv Case 60/bowl pack bowl pack 118790 Cereal, Cheerios, Bulk Case 4/5 LB Bag 5 LB Bag	112202 Juice, Apple Bulk Case 4/1gal 1 gal 4 112204 Juice, Apple Indv Case 72/4 oz Carton 4 oz 72 8424 Applesauce, canned Case 6/#10 Can #10 6 2240 Cinnamon, Ground Jar 16 oz Jar 1 118798 Cereal, Cheerios, Indv Case 60/bowl pack bowl pack 60 118790 Cereal, Cheerios, Bulk Case 4/5 LB Bag 5 LB Bag 4	112202 Juice, Apple Bulk Case 4/1gal 1 gal 6.78 112204 Juice, Apple Indv Case 72/4 oz Carton 4 oz 72 9.88 8424 Applesauce, canned Case 6/#10 Can #10 6 11.02 2240 Cinnamon, Ground Jar 16 oz Jar 1 5.78 118798 Cereal, Cheerios, Indv Case 60/bowl pack bowl pack 60 17.54 118790 Cereal, Cheerios, Bulk Case 4/5 LB Bag 5 LB Bag 4 15.02	112202 Juice, Apple Bulk Case 4/1gal 1 gal 6.78 Sysco 112204 Juice, Apple Indv Case 72/4 oz Carton 4 oz 72 9.88 Sysco 8424 Applesauce, canned Case 6/#10 Can #10 6 11.02 Sysco 2240 Cinnamon, Ground Jar 16 oz Jar 1 5.78 Sysco 118798 Cereal, Cheerios, Indv Case 60/bowl pack bowl pack 60 17.54 Sysco 118790 Cereal, Cheerios, Bulk Case 4/5 LB Bag 5 LB Bag 4 15.02 Sysco	112202 Juice, Apple Bulk Case 4/1gal 1 gal 6.78 Sysco 112202 112204 Juice, Apple Indv Case 72/4 oz Carton 4 oz 72 9.88 Sysco 112204 8424 Applesauce, canned Case 6/#10 Can #10 6 11.02 Sysco 8424 2240 Cinnamon, Ground Jar 16 oz Jar 1 5.78 Sysco 2240 118798 Cereal, Cheerios, Indv Case 60/bowl pack bowl pack 60 17.54 Sysco 118798 118790 Cereal, Cheerios, Bulk Case 4/5 LB Bag 5 LB Bag 4 15.02 Sysco 118790	112202 Juice, Apple Bulk Case 4/1gal 1 gal 4 6.78 Sysco 112202 112204 Juice, Apple Indv Case 72/4 oz Carton 4 oz 72 9.88 Sysco 112204 8424 Applesauce, canned Case 6/#10 Can #10 6 11.02 Sysco 8424 2240 Cinnamon, Ground Jar 16 oz Jar 1 5.78 Sysco 2240 118798 Cereal, Cheerios, Indv Case 60/bowl pack bowl pack 60 17.54 Sysco 118798 118790 Cereal, Cheerios, Bulk Case 4/5 LB Bag 5 LB Bag 4 15.02 Sysco 118790

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.

1 4/1 gal case or 1 case 4/1 gal

- **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.

Section 3: Developing the Items (Inventory) File Manually

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 Inventory	2	X
📮 <u>C</u> lose 🛃 <u>S</u> ave 🚆 Conversions		
Inventory Number 00000024		
Descriptions BEEF GROUND, PATTIES, 3 oz	Category BEEF PRODUCTS 💌 +	1
General Bid Spec Vendor 1 Vendor 2	Vendor 3 Einished Prd	y I
Unit Description Qty per	Purchase Cost 19.0000	-
Purchase Case (160ct) 1.000 Stock Patty (3 oz) 160.000	Change In Dial Hard	
Purchase Unit Weight 30 lb. oz.	USDA Commodity No	🛱 Items Category 🛛 🔀
Patty (3 oz) x 160 = Case (160ct	t) Commodity Cost	Category Category Description Non-Food
	Discontinue Item	BAKE BAKERY PRODUCTS
	Exclude from Shopping List	BRKFS Breakfast
	Weekly Price Update	BRKRC Breakfast recipes
Substitute Item	Search	
		COND CONDIMENTS
		DRINK FLAVORED DRINKS
		ENTRE Main dish recipes
	1	FATS MARGARINE/OIL/SHORT/SAL 🗌 💌
		Add New Rename Delete 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)



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.

🛱 Add Inventory	X
🖪 <u>C</u> lose 🔚 <u>S</u> ave 🛛 📅 Conversions	
Inventory Number 00000024	
Descriptions BEEF GROUND,PATTIES,3 oz	Category BEEF PRODUCTS 💌 🔸
<u>G</u> eneral <u>B</u> id Spec <u>V</u> endor 1 <u>V</u> endor 2	Vendor 3 Einished Prd Item History
Unit Description Qty per Purchase Case (160ct) 1.000 Stock Patty (3 oz) 160.000 Purchase Unit Weight 30 lb. oz. Patty (3 oz) x 160 = Case (160ct)	Purchase Cost 19.0000 Change Item Priority Med USDA Commodity No Commodity Cost Discontinue Item
	Exclude from Shopping List 📃
Substitute Item	Search Weekly Price Update

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 Uni	ts Per Purchase Units - Canned Green Peas				
Ex: Green	Peas— comes in a Case, containing 6/#10 Cans				
Case Can #10	Purchase Unit Description Stock Unit Description				
6	Stock Units Per Purchase Units				
Read the example backwards: There are 6, #10 Cans in a Case					

Section 3: Developing the Items (Inventory) File Manually

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* 🖪 <u>C</u>lose 🔛 <u>S</u>ave 🔂 Search 💷 Open 🖬 Duplicate 🚏 Conversions Inventory Number 00000003 Change Descriptions HAM, WATER PACKED Category PORK PRODUCTS 💌 🔸 General Bid Spec Vendor 1 Vendor 2 Vendor 3 Einished Prd Item History Unit Description Qty per Purchase Cost 11.5000 Purchase Case/10# 1.000 Change Item Priority Med 💌 Stock L B 10.000 Purchase Unit Weight 10 lb. OZ. USDA Commodity No LB x 10 = Case/10# Commodity Cost 0.0000 Discontinue Item Exclude from Shopping List Weekly Price Update Substitute Item Search

Conversions

Duplicated Inventory

Change

Search

General Bid Spec Vendor 1 Vendor 2 Vendor 3 Einished Prd Item History

Qty per

1.000

1.000

OZ.

LB x 1 = LB

Category PORK PRODUCTS - +

Purchase Cost 1.1500

USDA Commodity No

Commodity Cost 0.0000

Exclude from Shopping List 『 Weekly Price Update 『

Item Priority Med 💌

Discontinue Item

-

🔂 Search 🗇 Open

1 lb.

🛱 Modify/Review Inventory

🛱 Modify/Review Inventory

Inventory Number 00000004

LB

LB

Descriptions HAM, WATER PACKED:LB

Description

🖪 <u>C</u>lose 🔛 <u>S</u>ave

Unit

Purchase

Substitute Item

Purchase Unit Weight

Stock

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.*

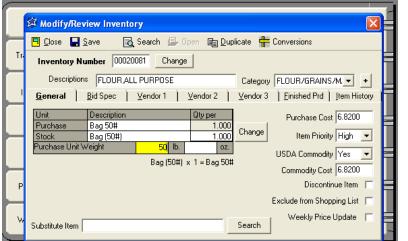
Typically, Purchase Unit and Stock Unit are

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 DescriptionBag 50#Stock Unit Description1Stock 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.

	🛱 Add Inventory 🛛 🛛 🔀
	🖳 Close 🕞 Save 🕂 Conversions
	Inventory Number 00000024
	Descriptions BEEF GROUND, PATTIES, 3 oz Category BEEF PRODUCTS 💌 +
	Unit Description Qty per Purchase Cost 19.0000
	Purchase Case (160ct) 1.000 Stock Patty (3 oz) 160.009 Item Priority Med
\langle	Purchase Unit Weight 30 lb. oz. USDA Commodity No
	Patty (3 oz) x 160 = Case (160ct) Commodity Cost
	Discontinue Item 🦷
	Exclude from Shopping List 🦷
	Substitute Item Veekly Price Update

- **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 <u>AND</u> 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.

🛱 Add Inventory
🖸 <u>C</u> lose 🔚 <u>S</u> ave 🎬 Conversions
Inventory Number 00000024
Descriptions BEEF GROUND, PATTIES, 3 oz Category BEEF PRODUCTS 💌 +
General Bid Spec Vendor 1 Vendor 2 Vendor 3 Einished Prd Item History
Brand/Product # 111788
Purchase Unit Case (160ct)
Stock Unit Patty (3 oz)
Stock Unit per Purchase Unit 160.000
Product Spec 100% Ground Beef Patties, with Grill Marks, Individually Frozen, no VPP, Gold Packer Label or better.
oduct Specifications if the Bidding 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.



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.

🗯 Add Inventory							
📮 <u>C</u> lose 🛛 🖶 <u>S</u> ave	The Conversions						
Inventory Number 00000024							
Descriptions BEEF	GROUND, PATTIES, 3 oz Category BEEF PRODUCTS 💌 +						
<u>G</u> eneral <u>B</u> id Spec	Vendor 1 Vendor 2 Vendor 3 Einished Prd Item History						
Vendor	XYZ Distributing Co. Cost per Pound						
Vnd Item #	111788 Vendor Lead Time days						
Brand/Product #	BF 4824 Bid Start 7 /23/201C ▼						
Purchase Unit	Case (160ct) Bid End 7 /31/2011						
Stock Unit	Patty (3 oz) Minimum Order Qty						
Stock Unit per Purch. Unit	160.000 Quantity Bid this Period						
Price	19.0000 Processing Fee						

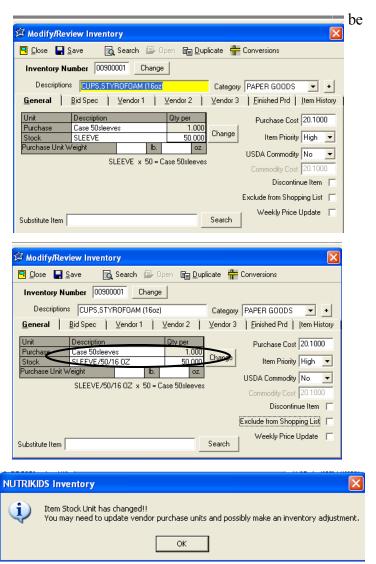
Section 3: Developing the Items (Inventory) File

Items- Modify/Review

Items	Add	Inventory
Transactions	Modify/Review	
Physical Inventory	List/Print	€
Reports	Item Designation by Site Lists/Print Site	E
Bidding	Inventory Site Control Warehouse Routes	e
Purchasing		E
Warehouse		Exit e

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 reviewed or modified
- Step 3 Make all changes to each tab as necessary
- Step 4 Click SAVE
- Step 5 Click CLOSE





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.



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	\checkmark	
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 Contair	ning Text	Activate/Deact	Close

Section 3: Developing the Items (Inventory) File

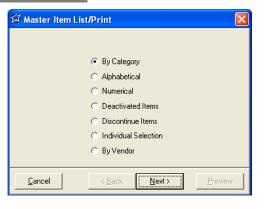
List/Print Items

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

ge:	< 1 of 4 > >>	Zoom:	100% Export to PI	DF					
				nutriki	ids				
	Page 1			Master Ite	m List		Nov 4	1,2009	
	-								
	KERY PRODUCTS		-						
Item #	Item Description	Priority	Stock U/M	Per	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		4454
00018259	ENGLISH MUFFINS	Med	Pkg (12ct)	6 per	Case (6pkg)		9.10		777760
00018350	HAMBURGER BUNS	High	Pkg (30ct)	1 per	Pkg (30ct)			MUR	6578
00000701	HOTDOG BUNS	Med	Pkg (12ct)	1 per	Pkg (12dt)		0.76	MUR	8777
00018360	TACO SHELLS	Med	Box(240ct)	1 per	Box (240ct)		6.50	ABC	08876
Category: Ri	EF PRODUCTS								
Item #	Item Description	Priority	Stock U/M	Per	Purch U/M	P.Unit Weight	Cost	Vendor	Vnd Item #
	BEEF GROUND ,80/20	Med	Chub (9#)	4 per	Case (36#)		41.40		111666
	BEEF GROUND PATTIES	Med	Case (480ct)	1 per	Case (480ct)		19.00		111788
Category: Br	e akfast		· · · ·						
Item #	Item Description	Priority	Stock U/M	Per	Purch U/M	P.Unit Weight		Vendor	Vnd Item #
00900099	AUNT JEMIMA ORIGINAL PA		EACH	144 per	CASE		24.00		
Category: Rr	e akfast recipes								
Item #	Item Description	Deineiter	Stock U/M	Per	Purch U/M	P.Unit Weight	Cast	Vendor	Vnd Item #



🛱 Master Item	List/Print	
bev brkf cat clean cond dairy	beverages breakfast catering cleaners condiments dairy	
dany dess dress fat	dessert dressings fats/oils	~
		🔲 Check All
<u>C</u> ancel	< <u>B</u> ack <u>N</u> ext>	Preview



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.

Site Inventory Deci

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

ltem #	Description	Active	Warehouse	Min	Max	Purch U/M	
00001352	Alfalfa Sprouts	✓	✓	5	2	Lb	ī
00000856	Apple Juice, canned gts	✓	✓	0	0	Case / 8 qts	
00000251	Apple School-113 ct	✓	✓	1	1	Case 113ct	
00001203	Apple Turnover-Cutie Pie, Whole Grain	✓	✓	0	0	Case/80ct	
00001333	Apples, Cnd, Sliced, Water Pkd	✓	✓	0	0	Case/6/#10	
00000253	Applesauce	✓	✓	0	- 0	Case/6/#10	
00001380	Apricots, canned	✓	✓	0	0	Case/6/#10	
00000084	Bacon Bit Imitation	✓	✓	0	0	Case/20#	
00000828	Bag, Clear Cookie	✓	✓	0	0	Case/1000 each	
00000536	Bag, Sandwich 6.5x7	✓	✓	0	0	Case/10/200	
00001176	Bagel, Blueberry-Lender	✓	✓	0	0	Case/72ct	
00000961	Bagel, Cinnamon	✓	✓	0	0	Case/76/2.5oz	
0000005	Pagel Disin			0	0	Case /76 /2 Eea	

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

Dite Inventory Designation	• 💌
Site/Building 001 - T. Jefferson Elementary Commodity No Item # 000000253 Description Applesauce Vie	w Item
Active Inventory Levels: Minimum Qty 0 Ideal Qty 0 Case/6/#10 Maximum Qty 0 Case/6/#10	Ŧ
Storage Area #1 Sequence Storage Area #2 Sequence	
Save Dos	e



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

Site #	
001	T. Jefferson Elementary
002	George Washington High School
003	
004	
005	
006	M.L. King Jr High School
007	J.F. Kennedy Elementary
008	Central Kitchen

🗯 Site Inventory	Design	ation		- • •			
	D m						
	to the selected site(s)						
	Site #	Site/Buildings	copy to	7			
	002	George Washington High School					
	003	District Warehouse					
	004	Roosevelt Elementary					
	005	Adams Elementary	✓				
	006	M.L. King Jr High School	✓				
	007	J.F. Kennedy Elementary					
	800	Central Kitchen					
			Сору	<u>C</u> lose			

Section 3: Developing the Items (Inventory) File

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.

🏂 Site Information 📃 💌
🖳 Close 🔚 Save 📃 ADD New 🍓 Print 💷 Open
Site Number 007 Sites/Buildings J.F. Kennedy Elementary
Site Information Storage Information
Site Abbreviation
Manager Name Barbara Jones
Asst. Manager Name Debbie Thomas
Phone (555) 227-2255
Fax
E-Mail
Location Type O Warehouse I Building/Site
Primary Warehouse <<< NONE >>>
Default New Items to Warehouse

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

•	🛾 🔲 Save 📄 ADD New 🖨	Print 📴 Open		
#	Sites/Buildings Description	Manager Name	Phone Number	Location Type
001	T. Jefferson Zlementary	David Sharpe		Building/Site
002	George V ashington High School	Debbie Kelly		Building/Site
003	District Warehouse	Paul Davis		Warehouse
004	Ryosevelt Elementary	John Smith		Building/Site
005	Adams Elementary	Susan Mayfield		Building/Site
026	M.L. King Jr High School	Sharon Hayes		Building/Site
007	J.F. Kennedy Elementary	Barbara Jones		Building/Site
008	Central Kitchen			Building/Site

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.

			nutrik	ids						
Make sure that all	Page 1	Master	Master Item List with_Vendors					Nov 4, 2009		
items have a cost in this column! In	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			0.0000			0.0000
have more work to		ABC	13456	9.7500	NUR		0.0000			0.0000
	00990413 APPLES, FRESH, W/SKIN	ABC	44004	0.0000			0.0000		├	0.0000
	00009020 c APPLESAUCE,CND	ABC	11234	9.0000			0.0000			0.0000
	00900099 AUNT JEMIMA ORIGINAL PANCAKES		00000	0.0000			0.0000		├	0.0000
	00009040 BANANAS 00011057 c BEANS,GREEN,CND	PRO ABC	09098	12.1000 11.1500			0.0000			0.0000
	00016103 C BEANS, GREEN, CND	ABC	111332	11.1500			0.0000			0.0000
		ABC	111990	41.4040			0.0000			0.0000

VENDOR

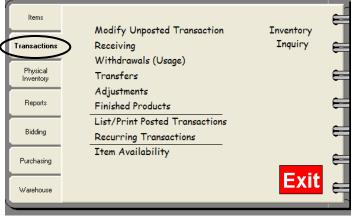
Before you can begin entering your opening inventory, you must first add a Vendor called "OPEN VENDOR". For more detailed instructions see page 9-10 of this manual.

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



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

🛱 Receiving	
🖳 Close 🔚 Save 🔿 Print 🗐 Recurring Items 🔋 Outstanding Orders	
TRX # 000010 ,	iubtotal hipping
Site 003 - District Warehouse	Тах
Vendor Open Vendor 🔽 Invoic	e Total 🛱 Recurring Transactions Items 🛛 🔀
Sort by:	Recurring Transactions Items for Receiving
Inventory # Vnd Item # Description Quantity Unit 1 -	Unit 0 Opening Inventory ABC Distributing Order Murray Distrib Order
	Select

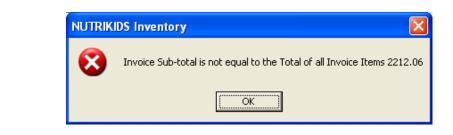
🖾 Receiving 📃 🗖 🔀									
🖳 Close 🔚 Save 🚔 Print 📃 Recurring Items 🔚 Outstanding Orders									
TBX # 000010 Date 7/23/2010 Subtotal									
Shinning Shinning									
Inv	voice # 156	87	PO # 005678						
						Tax			
	Site 003	- District War	ehouse 🚬						
,	Vendor Ope	en Vendor	•		Invoic	e Total	\$0.00		
	rendor jope	an yondor				,			
Sort by: Refresh Sort									
				Sor	t by:	-	Refresh Sort		
_	Inventoru #	Vnd Item #	Description			 Unit Cost			
7	Inventory #	Vnd Item #	Description Bread, Sandwich White	Quantity		Unit Cost	Total Cost 🧹		
7	-	Vnd Item #	Bread, Sandwich White	Quantity 9	Unit Loaf/24oz	Unit Cost 1.3500 1.5000			
	00000806	Vnd Item #		Quantity 9 4	Unit	1.3500	Total Cost /		
8 9	00000806 00000006	Vnd Item #	Bread, Sandwich White CANDIES, SEMISWEET CHOC	Quantity 9 4 8	Unit Loaf/24oz Bag 6oz	1.3500 1.5000	Total Cost / 12.15 6.00		
8	00000806 00000006 00000104	Vnd Item #	Bread, Sandwich White CANDIES, SEMISWEET CHOC Carrots, fresh	Quantity 9 4 8 7	Unit Loaf/24oz Bag 6oz Case 10#	1.3500 1.5000 15.0000	Total Cost / 12.15 6.00 120.00		
8 9 10 11	00000806 00000006 00000104 00001345	Vnd Item #	Bread, Sandwich White CANDIES, SEMISWEET CHOC Carrots, fresh Cheese Blend american	Quantity 9 4 8 7 4	Unit Loaf/24oz Bag 6oz Case 10# Case/4/5#	1.3500 1.5000 15.0000 72.8000	Total Cost / 12.15 6.00 120.00 509.60		
8 9 10	00000806 00000006 00000104 00001345 00000018	Vnd Item #	Bread, Sandwich White CANDIES, SEMISWEET CHOC Carrots, fresh Cheese Blend american Cheese, Mild Cheddar, Lowfat	Quantity 9 4 8 7 7 4 5	Unit Loaf/24oz Bag 6oz Case 10# Case/4/5# Case/4/10#	1.3500 1.5000 15.0000 72.8000 72.8000	Total Cost / 12.15 6.00 120.00 509.60 291.20		
8 9 10 11 12	00000806 0000006 00000104 00001345 00000018 00000484	Vnd Item #	Bread, Sandwich White CANDIES, SEMISWEET CHOC Carrots, fresh Cheese Blend american Cheese, Mild Cheddar, Lowfat Cheese, Parmesan/Romano Gi	Quantity 9 4 8 7 4 5 5	Unit Loaf/24oz Bag 6oz Case 10# Case/4/5# Case/4/10# Pound	1.3500 1.5000 15.0000 72.8000 72.8000 3.5700	Total Cost / 12.15 6.00 120.00 509.60 291.20 17.85		
8 9 10 11 12 13	00000806 00000006 00000104 00001345 00000018 00000484 00000508	Vnd Item #	Bread, Sandwich White CANDIES, SEMISWEET CHOC Carrots, fresh Cheese Blend american Cheese, Mild Cheddar, Lowfat Cheese, Parmesan/Romano Gi Cinnamon	Quantity 9 4 8 7 4 5 5	Unit Loaf/24oz Bag 6oz Case 10# Case/4/5# Case/4/10# Pound Container/1 lb	1.3500 1.5000 15.0000 72.8000 72.8000 3.5700 3.7000	Total Cost / 12.15 6.00 120.00 509.60 291.20 17.85 3.70		

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.

Section 4: Entering Your Opening Inventory

Step 3

- Click SAVE
- <u>A message box will appear, write down the dollar value</u>
- 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



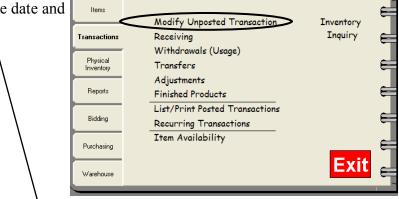
🗯 R	🛱 Receiving										
₽.	🖳 Close 🔄 Save 🖨 Print 🗐 Recurring Items 🔚 Outstanding Orders										
	TBX # 000010 Date 7/23/2010 - Subtotal 2212.06										
In	Invoice # 15687 P0 # 005678 Shipping										
	Tax										
	Site 003 - District Warehouse										
	Vendor Op	en Vendor	•			, j					
				Sor	t 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 Gi	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	~				
16	00000154		Egg, Fresh		Case/15doz	18.4700	~				



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 <u>"TRX Type" should be "Receiving"</u>)
- Click OPEN
- Continue entering your quantities



🛱 Modify/	Delete T	ransaction						
🖳 <u>C</u> lose 🧯	🚽 Open							
			ł		Sort by	Trx #	•	Refresh
TRX Type	TRX #	Site	Invoice #	Date	Vendor	Reason		Created By
Receiving	000001	007 - J.F. Kennedy Elemer	1	Jul 21,2010	ov			Craig
Transfer	000001	003 - District Warehouse		May 21,2010				FDR
Transfer	000002	003 - District Warehouse		May 24,2010				FDR
Receiving	000006	003 - District Warehouse		Jul 20,2010	USF			Craig
Receiving	000010	003 - District Warehouse	15687	Jul 23,2010	OPE			Craig

	lose 📘	🛃 <u>S</u> ave 🎒 Prir	nt 📃 Recurring Items 😑 Outs	tanding ()	rders		
	TRX #	000010	Date 7 /23/2010 💌		Su	ibtotal	2212.06
			PO # 005070		Sh	ipping	
	0100 11	15687	PU # 1005678			T === [
	Site	003 - District War	ehouse 💌		-	Tax	
	landar	(Open Vender			Invoice	Total	\$2212.06
1	renuor	open vendor	<u> </u>			,	
				Sor	t by:	•	Refresh Sort
	Invento	ry # Vnd Item #	Description	Quantity	Unit	Unit Cost	Total Cost 🔼
7	000008	:06	Bread, Sandwich White	9	Loaf/24oz	1.3500	12.15
8	000000	106	CANDIES, SEMISWEET CHOC	4	Bag 6oz	1.5000	6.00
9	000001	04	Carrots, fresh	8	Case 10#	15.0000	120.00 📃
10	000013	45	Cheese Blend american	7	Case/4/5#	72.8000	509.60
11	000000	18	Cheese, Mild Cheddar,Lowfat	4	Case/4/10#	72.8000	291.20
12	000004	.84	Cheese, Parmesan/Romano Gi	5	Pound	3.5700	17.85
13	000005	08	Cinnamon	1	Container/1 lb	3.7000	3.70
14	000000	07	Cookie, Chocolate Chip	3	case 100/2oz	25.0000	75.00
15	000006	29	Cornstarch	6	Case/25#	15.2000	91.20
16	000001	54	Egg, Fresh		Case/15doz	18.4700	×
	Inv 7 8 9 10 11 12 13 14 15	Vendor Invento 7 00000 8 00000 9 00001 10 00000 11 00000 12 00000 13 00000 14 00000 15 00000	Invoice # 15687 Site 003 - District War Vendor Open Vendor Inventory # Vnd Item # 7 00000806 8 00000006 9 0000104 10 00001345 11 0000018 12 00000484 13 00000088 14 00000007 15 00000629	Invoice # 15687 P0 # 0005678 Site 003 - District Warehouse Image: Comparison of the second secon	Invoice # 15687 P0 # 005678 Site 003 - District Warehouse Inventor Inventor <t< td=""><td>Invoice # 15687 P0 # 0005678 Sh Site 003 - District Warehouse Invoice <t< td=""><td>Invoice # 15687 P0 # 0005678 Shipping Site 003 - District Warehouse Tax Invoice Total Vendor Open Vendor Invoice Total Invoice Total Inventory # Vnd Item # Description Quantity Unit Unit Cost 8 00000806 Bread, Sandwich White 9 Loal/24oz 1.3500 8 00000006 CANDIES,SEMISWEET CHOC 4 Bag 6oz 1.5000 9 00000104 Carrots, fresh 8 Case 10# 15.0000 10 0000018 Cheese, Matterian 7 Case/4/5# 72.8000 12 00000484 Cheese, Parmesan/Romano Gi 5 Pound 3.5700 13 00000007 Cookie, Chocolate Chip 3 case 100/2oz 25.0000 14 00000007 Cookie, Chocolate Chip 3 case/25# 15.2000</td></t<></td></t<>	Invoice # 15687 P0 # 0005678 Sh Site 003 - District Warehouse Invoice Invoice <t< td=""><td>Invoice # 15687 P0 # 0005678 Shipping Site 003 - District Warehouse Tax Invoice Total Vendor Open Vendor Invoice Total Invoice Total Inventory # Vnd Item # Description Quantity Unit Unit Cost 8 00000806 Bread, Sandwich White 9 Loal/24oz 1.3500 8 00000006 CANDIES,SEMISWEET CHOC 4 Bag 6oz 1.5000 9 00000104 Carrots, fresh 8 Case 10# 15.0000 10 0000018 Cheese, Matterian 7 Case/4/5# 72.8000 12 00000484 Cheese, Parmesan/Romano Gi 5 Pound 3.5700 13 00000007 Cookie, Chocolate Chip 3 case 100/2oz 25.0000 14 00000007 Cookie, Chocolate Chip 3 case/25# 15.2000</td></t<>	Invoice # 15687 P0 # 0005678 Shipping Site 003 - District Warehouse Tax Invoice Total Vendor Open Vendor Invoice Total Invoice Total Inventory # Vnd Item # Description Quantity Unit Unit Cost 8 00000806 Bread, Sandwich White 9 Loal/24oz 1.3500 8 00000006 CANDIES,SEMISWEET CHOC 4 Bag 6oz 1.5000 9 00000104 Carrots, fresh 8 Case 10# 15.0000 10 0000018 Cheese, Matterian 7 Case/4/5# 72.8000 12 00000484 Cheese, Parmesan/Romano Gi 5 Pound 3.5700 13 00000007 Cookie, Chocolate Chip 3 case 100/2oz 25.0000 14 00000007 Cookie, Chocolate Chip 3 case/25# 15.2000

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

Step 5

- Click SAVE
- <u>A message box will appear, write down</u> <u>the dollar value</u>
- 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



۲ Re	eceiving					
	Close 📕 <u>S</u> ave 📃 De	lete 🎒 Print 📃 Recurring Iter	ms 😑 C)utstanding Orders		
	TRX # 000010	Date 7 /23/2010 💌		Si	ubtotal	3169.24
	voice # 15687	PO # 005678		Sł	nipping	0.00
		,			Тах	0.00
١	Site 003 - District Wa	rehouse		- Invoice	e Total	\$3169.24
			Sor	t by:	•	Refresh Sort
	Inventory # Vnd Item #	Description	Sor Quantity	,	_ Unit Cost	Refresh Sort
16	Inventory # Vnd Item # 00000154 080207	Description Egg, Fresh	Quantity	,	✓ Unit Cost 18.4700	
16 17			Quantity 8	Unit		Total Cost 🗸
	00000154 080207	Egg, Fresh	Quantity 8 5	Unit Case/15doz	18.4700	Total Cost A
17	00000154 080207 00000486 23200	Egg, Fresh Flour, White	Quantity 8 5 6	Unit Case/15doz 50 lb	18.4700 14.8000	Total Cost 147.76 74.00
17 18	00000154 080207 00000486 23200 00000008 098797	Egg, Fresh Flour, White Garlic, Granulated	Quantity 8 5 6 4	Unit Case/15doz 50 lb 40 oz	18.4700 14.8000 10.0000	Total Cost 147.76 74.00 60.00
17 18 19	00000154 080207 00000486 23200 00000008 098797 00000744 6555	Egg, Fresh Flour, White Garlic, Granulated Lemon Juice	Quantity 8 5 6 4 6	Unit Case/15doz 50 lb 40 oz Container/32oz	18.4700 14.8000 10.0000 2.2000	Total Cost 147.76 74.00 60.00 8.80
17 18 19 20	00000154 080207 00000486 23200 00000008 098797 00000744 6555 00000375 197626	Egg, Fresh Flour, White Garlic, Granulated Lemon Juice Macaroni Elbow	Quantity 8 5 6 4 6 8	Unit Case/15doz 50 lb 40 oz Container/32oz Case 10#	18.4700 14.8000 10.0000 2.2000 7.5000	Total Cost 147.76 74.00 60.00 8.80 45.00
17 18 19 20 21	00000154 080207 00000486 23200 00000008 098797 00000744 6555 00000375 197626 00000497 100005	Egg, Fresh Flour, White Garlic, Granulated Lemon Juice Macaroni Elbow Margarine	Quantity 8 5 6 4 6 8 7	Unit Case/15doz 50 lb 40 oz Container/32oz Case 10# Case/30/1#	18.4700 14.8000 10.0000 2.2000 7.5000 20.0400	Total Cost 147.76 74.00 60.00 8.80 45.00 160.32
17 18 19 20 21 22	00000154 080207 00000486 23200 00000008 098797 00000744 6555 00000375 197626 00000497 100005 00000015 67363	Egg, Fresh Flour, White Garlic, Granulated Lemon Juice Macaroni Elbow Margarine MARJORAM, DRIED	Quantity 8 5 6 4 6 8 7 7 5	Unit Case/15doz 50 lb 40 oz Container/32oz Case 10# Case/30/1# 1 LB container	18.4700 14.8000 10.0000 2.2000 7.5000 20.0400 2.0000	Total Cost 147.76 74.00 60.00 8.80 45.00 160.32 14.00





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.

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.

Page 1	Maste	nutrik i r Item List (ors 🖊		ork to	do beca	xample, ause we l	
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	1		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
	APC	111666	41 4000			0.0000			0.0000

VENDOR

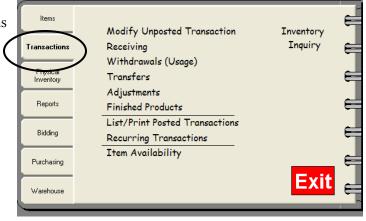
Before you can begin entering your opening inventory, you must first add a Vendor called "OPEN VENDOR". For more detailed instructions see page 9-10 of this manual.

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



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 •

	eceiving Close 🔛 Sa	ave 🎒 Prir	ıt 📃 Recurring Items 😑 Outs	tanding ()	rders		لعارف	Ľ
	TBX#	000011	Date 7 /23/2010 💌		Si	ubtotal		
	voice #		P0 #		Sł	nipping		
	Site 003	- District War	1			Tax		
,	Vendor Ope	en Vendor			Invoice	e Total	\$0.00	
				Sor	by: Description	-	Refresh So	rt
	Inventory #	Vnd Item #	Description	Sori Quantity	• •	▼	Refresh Sor Total Cost	
1	Inventory # 00000253	Vnd Item #		Quantity	Unit	Unit Cost		
1		Vnd Item #	Description Applesauce, canned BEEF GROUND,PATTIES,3 o:	Quantity 4	• •		Total Cost	_
	00000253	Vnd Item #	Applesauce, canned	Quantity 4 6	Unit Case (6/#10)	66.6600	Total Cost 266.64	_
2	00000253 00000024	Vnd Item #	Applesauce, canned BEEF GROUND, PATTIES, 3 or	Quantity 4 6 .5	Unit Case (6/#10) Case (160ct)	66.6600 19.0000	Total Cost 266.64 114.00	
2 3	00000253 00000024 00000486	Vnd Item #	Applesauce, canned BEEF GROUND,PATTIES,3 or Flour, White	Quantity 4 6 .5 5	Unit Case (6/#10) Case (160ct) 50 lb	66.6600 19.0000 14.8000	Total Cost 266.64 114.00 7.40	
2 3 4	00000253 00000024 00000486 00000026	Vnd Item #	Applesauce, canned BEEF GROUND,PATTIES,3 or Flour, White TOMATO PRODUCTS,CND,PI	Quantity 4 6 .5 5 2	Unit Case (6/#10) Case (160ct) 50 lb case 6#10	66.6600 19.0000 14.8000 20.0000	Total Cost 266.64 114.00 7.40 100.00	
2 3 4 5	00000253 00000024 00000486 00000026 00000104	Vnd Item #	Applesauce, canned BEEF GROUND,PATTIES,3 or Flour, White TOMATO PRODUCTS,CND,PI Carrots, fresh	Quantity 4 6 .5 5 2 2 .5	Unit Case (6/#10) Case (160ct) 50 lb case 6#10 Case 10#	66.6600 19.0000 14.8000 20.0000 15.0000	Total Cost 266.64 114.00 7.40 100.00 30.00	
2 3 4 5 6	00000253 00000024 00000486 00000026 00000104 000001345	Vnd Item #	Applesauce, canned BEEF GROUND,PATTIES,3 or Flour, White TOMATO PRODUCTS,CND,PI Carrots, fresh Cheese Blend american	Quantity 4 6 .5 5 2 2 .5 1	Unit Case (6/#10) Case (160ct) 50 lb case 6#10 Case 10# Case 10# Case/4/5#	66.6600 19.0000 14.8000 20.0000 15.0000 72.8000	Total Cost 266.64 114.00 7.40 100.00 30.00 36.40	
2 3 4 5 6 7	00000253 00000024 00000486 00000026 00000104 00001345 00000508	Vnd Item #	Applesauce, canned BEEF GROUND,PATTIES,3 o: Flour, White TOMATO PRODUCTS,CND,PI Carrots, fresh Cheese Blend american Cinnamon	Quantity 4 .5 5 2 .5 1 1	Unit Case (6/#10) Case (160ct) 50 lb case 6#10 Case 10# Case 10# Case/4/5# Container/1 lb	66.6600 19.0000 14.8000 20.0000 15.0000 72.8000 3.7000	Total Cost 266.64 114.00 7.40 100.00 30.00 36.40 3.70	

Step 4 Enter the Quantity On-Hand

- Click in the C
- Type the num •
- Click on the r • add your item on-hand
- Click SAVE •

NUTRIKIDS Inventory

Invoice Sub-total

	Description .				
QUANTITY FIELD 🛛 💆	Receiving				
nber of units on-hand	<u>C</u> lose 🛃 <u>S</u> ave 🖨 Prin	t 📃 Recurring Items 😑 Outs	tanding Orders		
next line and continue to	TRX# 000011	Date 7 /23/2010 💌	Ç	ubtotal	680.09
	Invoice #	P0 #	Sł	nipping	
	Site 003 - District Ware	,		Тах	
	Vendor Open Vendor	•	Invoice	e Total	\$680.09
			Sort by: Description	•	Refresh Sort
	ventory # Vnd Item #	Description	Quantity Unit	Unit Cost	Total Cost 🔼
	X 000253	Applesauce, canned	4 Case (6/#10)	66.6600	266.64
	000024	BEEF GROUND, PATTIES, 3 or	6 Case (160ct)	19.0000	114.00
	0000486	Flour, White	.5 50 lb	14.8000	7.40
l is not equal to the Total of all Invoice Items 680.1	09 000026	TOMATO PRODUCTS, CND, PI	5 case 6#10	20.0000	100.00
	0000104	Carrots, fresh	2 Case 10#	15.0000	30.00
			E O 14 154	70,0000	36.40
	0001345	Cheese Blend american	.5 Case/4/5#	72.8000	00.40
OK	0001345	Cheese Blend american Cinnamon	1 Container/1 lb	3.7000	3.70
ОК					
ОК	0000508	Cinnamon	1 Container/1 lb	3.7000	3.70

- 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.

Items		e
Transactions	Modify Unposted Transaction Receiving	Inventory Inquiry E
Physical Inventory	Withdrawals (Usage) Transfers	E
Reports	Adjustments Finished Products	E
Bidding	List/Print Posted Transactions Recurring Transactions	E
Purchasing	Item Availability	E
Warehouse		Exit 🗧

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.



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



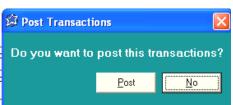
Requisitions can be created in the Purchasing Tab and then an order can be created. Skip to page 65 to see how to create a requisition or order. This allows the site manager to receive in an outstanding order without all the typing in the steps above!

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.



		Save 🖾 Prin	t 🔳 Recurring Items 🔛 Out:	standing ()	rders		
	<u>_</u>		Date 7 /23/2010 -	standing o		ubtotal	
	TRX #	000012	Date 772372010 •		5		
In	voice # 🔼	578 1109	P0 # SFS 00079		Sł	nipping	
	J.	3/01103	F0 # 1515 00075			Tax	
	Site 00)3 - District War	ehouse 🔻			i av j	
					Invoic	e Total	\$0.00
	Vendor X	r/Z Distributing (.0.			5 1 0 00 J	
				Sor	thur Description	-	Befresh S
			1		t by: Description	•	
		# Vnd Item #	Description	Quantity	Unit	Unit Cost	Total Cost
1	Inventory 1 00000024		Description BEEF GROUND,PATTIES,3 or	Quantity			Total Cost
1				Quantity 3	Unit	Unit Cost	Total Cost 57.00
	00000024		BEEF GROUND, PATTIES, 3 or	Quantity 3 5	Unit Case (160ct)	Unit Cost 19.0000	Total Cost 57.00 333.30
2	00000024 00000253		BEEF GROUND, PATTIES, 3 or Applesauce, canned	Quantity 3 5 3	Unit Case (160ct) Case (6/#10)	Unit Cost 19.0000 66.6600	Total Cost 57.00 333.30 45.00
2	00000024 00000253 00000104		BEEF GROUND, PATTIES, 3 or Applesauce, canned Carrots, fresh	Quantity 3 5 3 5	Unit Case (160ct) Case (6/#10) Case 10#	Unit Cost 19.0000 66.6600 15.0000	Total Cost 57.00 333.30 45.00 92.35
2 3 4	00000024 00000253 00000104 00000154		BEEF GROUND, PATTIES, 3 or Applesauce, canned Carrots, fresh Egg, Fresh	Quantity 3 5 3 5 5 5	Unit Case (160ct) Case (6/#10) Case 10# Case/15doz	Unit Cost 19.0000 66.6600 15.0000 18.4700	Total Cost 57.00 333.30 45.00 92.35 50.00
2 3 4 5	00000024 00000253 00000104 00000154 00000010		BEEF GROUND, PATTIES, 3 or Applesauce, canned Carrots, fresh Egg, Fresh MILK, CHOC, FLUID, COMM, LO ¹	Quantity 3 5 3 5 5 5	Unit Case (160ct) Case (6/#10) Case 10# Case/15doz case 25 each	Unit Cost 19.0000 66.6600 15.0000 18.4700 10.0000	Total Cost 57.00 333.30 45.00 92.35 50.00
2 3 4 5 6	00000024 00000253 00000104 00000154 00000010		BEEF GROUND, PATTIES, 3 or Applesauce, canned Carrots, fresh Egg, Fresh MILK, CHOC, FLUID, COMM, LO ¹	Quantity 3 5 3 5 5 5	Unit Case (160ct) Case (6/#10) Case 10# Case/15doz case 25 each	Unit Cost 19.0000 66.6600 15.0000 18.4700 10.0000	Total Cost 57.00 333.30 45.00 92.35 50.00
2 3 4 5 6 7	00000024 00000253 00000104 00000154 00000010		BEEF GROUND, PATTIES, 3 or Applesauce, canned Carrots, fresh Egg, Fresh MILK, CHOC, FLUID, COMM, LO ¹	Quantity 3 5 3 5 5 5	Unit Case (160ct) Case (6/#10) Case 10# Case/15doz case 25 each	Unit Cost 19.0000 66.6600 15.0000 18.4700 10.0000	Refresh S 57.00 333.30 45.00 92.35 50.00 50.00

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.

🛱 Withdrawals (Usage)	
🖪 <u>C</u> lose 📕 <u>S</u> ave 🖨 Print 🔳 Recurring Items	
TRX # 000007	Meal Count
Site 008 - Central Kitchen 🗨	Reason
Category Daily Usage	Menu for 2/22/10
Inventory # Vnd Item # Description	Quantity Unit
1 2	<u> </u>
3	

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.
 Withdrawals Category

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

W.A.	🗿 Witho	Irawals Category 🛛 🔀
	Category	Category Description
	BRKFS	Breakfast Usage
	CATER	Catering Usage
	DAILY	Daily Usage
	LUNCH	Lunch Usage
	MISC	Miscellaneous
	1	Add Category 🛛 🔀
	Ca	tegory Category Description
	Ad	<u>Cancel</u>



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.

🗯 Transfer	
🖳 <u>C</u> lose 🔚 <u>S</u> ave 🚑 Print 🔳 Recurring Ite	ems
TRX # 000014 Transfer out of Site # 003 - District Warehouse Receive into Site # 001 - T. Jefferson Elementar Date 7 /23/2010	Reason y Image: set will pay me back after the truck arrives.
	Sort by: Refresh Sort
Inventory # Vnd Item # Description 1 00000024 111788 BEEF GROUND, 2 3	PATTIES,3 oz 5 Case (160ct)
4	🗯 Current Inventory
6	
7 8	On Hand 17 (Case (160ct))
9	Value \$323.00
10 A Post Transactions	Avg Cost \$19.00 Last Cost \$19.00 Insactions? On Order O
Post	

Processing an ADJUSTMENT

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

Step 1 Creating an Adjustment Transaction

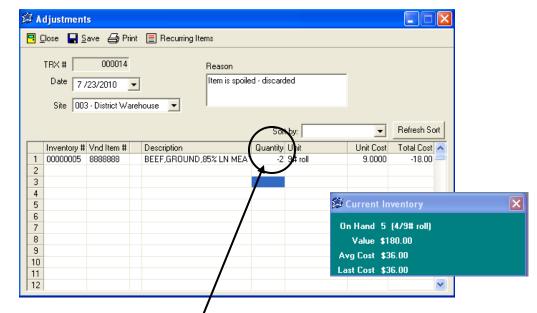
- Click TRANSACTIONS
- Click ADJUSTMENTS
- Click the down arrow to highlight and click the Site

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

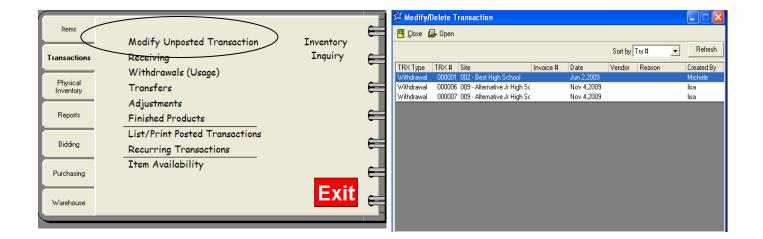
- When all items have been selected and quantities and costs have been entered for the Adjustment, click SAVE
- You will be prompted to POST the transaction by clicking POST or NO. Click POST and the inventory will be automatically be added or subtracted from the existing inventory levels. If NO, the 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.

Close 📕 Save 📃 Delete 🖨 Print 🗐 Recurring Items TRX # 000007 Meal Count Site 009 - Alternative Jr High School Reasor Category Lunch Usage • + Lunch 2/22/10 Date 2/22/2010 -Inventory # Vnd Item # Description 00018360 08876 TACO SHELLS Quantity Unit 1 Box (240ct) 00018360 08876 00000711 111666 00011252 2222 BEEF GROUND ,80/20 LETTUCE,ICEBERG,FRESH с 5 Case (36#) Bag 5# 00011529 2221 00009200 8909 TOMATOES, FRESH ORANGES, FRESH CostTransactions X 00011178 112233 c CORN,FRZN 6 Do you want to post this transactions? 8 Post <u>N</u>o

Click PRINT once again to send the Preview to the printer.

Section 5: Working with Transactions: List/Print Posted Transactions

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.

🗯 List Transactions

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

	Print	
	Receiving (from Vendors)	
	Receiving (from Transfers)	
	Transfer OUT	
	Adjustments	
	Transactions Number	
<u>C</u> anc	el < <u>B</u> ack <u>Preview</u>	
	1	
5	List Transactions	
	List Transactions	
2	Select Site	
	Select Site	
2	Select Site OU1 T. Jefferson Elementary OU2 George Washington High School OU3 District Warehouse OU4 Roosevelt Elementar Chaoses one site multiple	
	Select Site OUT T. Jefferson Elementary OU2 George Washington High School OU3 District Warehouse OU4 Roosevelt Elementar OU5 Adams Elementary Choose one site, multiple	2
2	Select Site 001 T. Jefferson Elementary 002 George Washington High School 003 District Warehouse 004 Roosevelt Elementary 005 Adams Elementary 006 M.L. King Jr High Sc 007 J.F. Kennedy Elementary 007 J.F. Kennedy Elementary	9
	Select Site 001 T. Jefferson Elementary 002 George Washington High School 003 District Warehouse 004 Roosevelt Elementar 005 Adams Elementary 006 M.L. King Jr High Sc sites, or Check All to included	5
2	Select Site 001 T. Jefferson Elementary 002 George Washington High School 003 District Warehouse 004 Roosevelt Elementary 005 Adams Elementary 006 M.L. King Jr High Sc 007 J.F. Kennedy Elementary 007 J.F. Kennedy Elementary	9

Step 2 Select the Sites to be printed

- Click each site to be included in the Printouts
- Or, Click CHECK ALL
- Click NEXT

🛱 List Transactions 🛛 🔀
Start TRX Date Mon Feb 1, 2010 End TRX Date Mon Mar 1, 2010
Cancel < Back Next > Preview

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

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

🛱 List Transact	ions	×
	C By Category	
	Summary Format	
	Oetails Format	
	One Transaction per Page	
Cancel	(< <u>Back</u> Next> Preview	v

Section 5: Working with Transactions: Recurring Transactions

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 <u>EVERY</u> item assigned to that vendor where the vendor is the primary vendor.

Description ABC Distributing Order	Type Receiving	View By:
Cleaning Products Donut/Cereal Murray Distrib Order	Withdrawal Withdrawal Receiving	C Receiving C Transfer C Withdrawal C Adjustments
		<u>A</u> dd <u>M</u> odify
		<u>R</u> emove

🛱 Recurrin	g Transa	ctions Items	×
D	escription	Snack Program Usage	
	Vendor	Skeldon's Foods Grab Ite	ems
Transa	action Type:	Withdrawal	
Inventory #	Descrip	otion	~
00000011	Apple E	Bites,1.5 oz Indiv PC	
00900156	Bread,	Wheat Hamburger Buns Sara Lee#3004	
00000006	Candy	Bar, Twix	
00000012	Candy,	M&Ms Mini's, 25 oz Bag	
00000010	Carrots	/Dip Indiv. Pack	
0000008	Cookie	,Oatmeal Raisin Bite,Indiv.	
00000007	Cookie	Vanilla Waffer,Indiv Pack	
00000014	Cracke	rs,Fish, Indiv5 oz Bag	
00000013	Pineap	ple Sticks, Indiv 1oz bags	~
<u>D</u> elete			
		Save	•

Section 5: Working with Transactions: Item Availability

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

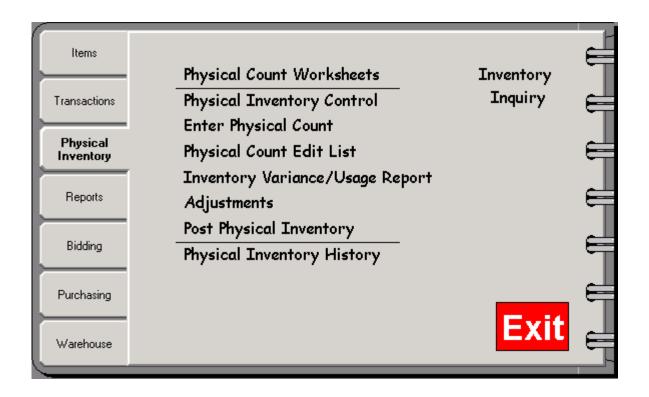
- Click TRANSACTIONS
- Click ITEM AVAILABILITY
- Type an alpha or numeric search of the item(s) you wish to view
- Click on the item The available quantities and their locations will appear in the window on the right.
- Click PRINT if you would like the list printed
- Click CLOSE when finished



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

nventory Ite	em –		1 [Availabi	ity	
Number		Description		Site #	Description	Quantity
00005060	с	CHICKEN BREAST, PRECKD		001	Middle & High School	1
00005069	с	CHICKEN DRUMSTICK, PRECKD		002	Best High School	8
00005355	с	CHICKEN NUGGETS		003	District Warehouse	43
00000005		CHICKEN PATTIES,3 0Z., 50 PER CASE		004	Leader Elementary	1
00000084		CHICKEN STOCK		005	Short Stop Elementary	1
00005360	с	CHICKEN, DICED, CKD		006	Central Ave. High Schoo	1
				007	Hill Top Elementary	1
				009	Alternative Jr High Scho	1
				010	East Valley Elementary	1
				011	West Side Elementary S	4
				0000506 Case 10	60 - CHICKEN BREAST, P #	RECKD Print

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.

0		,	
Į.	1	Y	•
$\langle \rangle$			

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.

💯 Options	×
Eocus Control <u>B</u> eset <u>I</u> opGun General Settings <u>W</u> eekly Vendors	
Automatically update item price with last received price. Use Parenthesis for Quantites on Hand Format Integrate with NUTRIKIDS Menu Planning Physical Inventory Count Method	
Current Inventory Costing Method is	
FIF0 Change	
Calculator Path	
OK Can	cel

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.



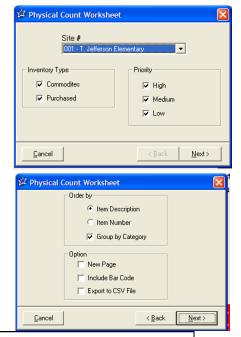
If you are maintaining quantities you may choose to print out the Inventory Value Report instead.

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



Page 1	LunchByte Inventory - Physical 001 - T. Jefferso USDA Commo	Apr 13, 2010			
No. Description BEEF PRODUCTS		Physical Count	Purchase Unit	Physical Count	Stock Unit
00000711 BEEF GROUND ,80/20	M	1	Case (36#)		Chub (9#)
00013317 BEEF GROUND, PATTIES	N	1	Case (480ct)		Case (480ct)
00005060 CHICKEN BREAST, PRECKE 00005069 CHICKEN DRUMSTICK, PRE 00005355 CHICKEN NUGGETS		1	Case 10# Case 10# Case (20#)		LB,raw wgt,w/bn LB,raw wgt,w/bn Case (20#)
			Case (10bags)		Bag (2#)
00005360 CHICKEN,DICED,CKD	H		cusc (robugs)		
· · ·	N		Box (36ct)		LB
DAIRY PRODUCTS		1			
DAIRY PRODUCTS 00001001 BUTTE R	N	1	Box (36ct)		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.

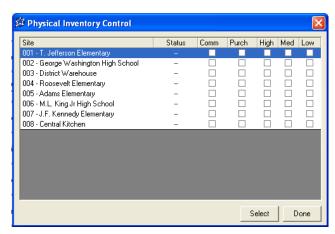
Step 1 Opening the Physical Count Process

- Click PHYSICAL INVENTORY
- Click PHYSICAL INVENTORY CONTROL
- Highlight and double click each site or High-

light and click SELECT

Step 2 Customize the focus of the Physical Count

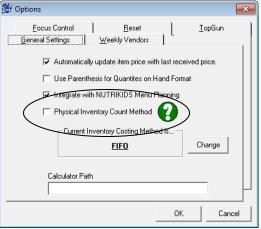
- Click OPEN within the Status box
- Inventory Type and Priority is defaulted to show all levels of inventory, click to remove any checkmarks that will not be utilized within the count.
- Click SAVE
- Repeat these steps for each Site to be counted



While a site is "open", you will be unable to do any transactions for that site.

🛱 Physical Inventory Control 🛱 Physical Inventory Control Status Comm Purch High Med Low Site Site 001 - T. Jefferson Elementary n Progres \checkmark ~ **V** T. Jefferson Elementar \checkmark 002 - George Washington High School Physical Inventory Date 67.272010 💌 003 - District Warehouse 004 - Roosevelt Elementary Priority 005 - Adams Elementary 006 - M.L. King Jr High School Close Open 🔽 High 007 - J.F. Kennedy Elementary 008 - Central Kitchen Medium Inventory Type Low Commodites Purchased Cancel Select Done

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.



INPORTANT

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.

🛱 Enter Physical Count Select a Site 001 - T. Jefferson El -🔲 Individual Item Close <u>N</u>ext > ical Count for 001 - T. Jefferson Ele Purchase Unit Case/6/#10 Physical Count Physical Count Descriptions 00001333 Apples, Cnd, Sliced, Water Pkd Can #10 M Apples, Cnd, Sliced, V M Applesauce, canned Case (6/#10) 24/1# Case 50/2.716 4/9# roll Can #10 1# 00000253 M Baking soda M BEEF,GROUND,80% LN MEAT / M BEEF,GROUND,85% LN MEAT / M Bread, Sandwich White 00000009 Patty 2.76 oz 9# roll 00000004 00000005 M BEEF JAHUUND JA5% IN MEAT / M Bread, Sandwich White M CANDIES, SEMISW/EET CHOC M Carrots, fresh M Cheese Blend american M Cheese Blend american M Cheese, Mild Cheddar, Lowfat M Cheese, Parmesar/Romano Grate M Cinnamon Loaf Bag 6oz Pounds Loaf/24oz 00000806 Loaf/24oz Bag 6oz Case 10# Case/4/5# Case/4/10# Pound Container/1 Ib 00000006 00000104 Bag 5# Loaf/10# Pound ounces 00001345 0000018 00000484 • Order by . Item Description Category ALL USDA Commodities C Item Number Search For Search Save Close

Page 17

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

Jan 27, 2003

No. Description		Physical Count	Purchase Unit	Physical Count	Stock Unit
FRUIT & FRUIT JUICE					
00009400 - APPLE JUICE,CND,UNSWT	М	4.00	Case 72ct	12.00	Carton
00009411 - APPLE JUICE,FRZN,UNSWT	м	1.00	Case 72ct	24.00	Carton
00009040 - BANANAS	м	2.00	Case 36#	1.00	LB, a/p
00009135 - GRAPE JUICE,CND	М	0	Case 72ct	0	Carton
00009131 - GRAPES,FRESH	L	0	Case 10#	0	LB, a/p
00009153 - LEMON JUICE,CND	м	0	Case (6qt)	0	QT
00009154 - LEMON JUICE,FRZN	М	0	Case (6qt)	0	QT
00009207 - ORANGE JUICE, CND	м	0	Case 72ct	0	Carton (4 fl oz)
00009200 - ORANGES,FRESH	м	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
- × 🗯 Inventory Variance/Usage Report Site Order by Item Description 001 - T. Jefferson Elementary • C Item Number Option Format C Variance Format 🔲 New Page C Summary Variance Format Exclude Items with No Activity Usage Format Exclude Items with No Variance C Export to CSV File Preview Cancel
- Click PREVIEW, click PRINT

Item # Dollar Value Subtotal 0.00 \$0.00 0.00 0.00 MISCELLANEOUS Unit Desc Ending Qty Ending Qty Ending Value Count Usage Qty Usage Qty </th <th>n 28, 2003</th> <th>Jan :</th> <th></th> <th>port 2003</th> <th>/ Usage Re Date 1/27/</th> <th></th> <th>L</th> <th>Page 4</th>	n 28, 2003	Jan :		port 2003	/ Usage Re Date 1/27/		L	Page 4
Image Dollar Value Subtotal 0.00 \$0.00 0.00 0.00 MISCELLANEOUS Ending Qty Ending Qty Ending Qty Ending Qty Ending Value Count Usage Qty Usage Qty<								MARGA
MISCELLANEOUS Unit Desc Ending Qty Ending Qty Ending Qty Usage Qty	Usage Value							Item #
tiem # Description Unit Desc Ending Qity Ending Value Count Usage Qity Usage Qity <th>\$0.00</th> <th>0.00</th> <th>0.00</th> <th>\$0.00</th> <th>0.00</th> <th>Value Subtotal</th> <th>Dollar</th> <th></th>	\$0.00	0.00	0.00	\$0.00	0.00	Value Subtotal	Dollar	
Item # Description Unit Desc. Ending Value Count Usage Oty Usage Oty <th< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td>ANFOUS</td><td>MISCEL</td></th<>							ANFOUS	MISCEL
00005299 HOTDOG,TURKEY Box S0ct 3.00 \$34.95 0.00 3.00 PAPER GOODS Item # Description CASE 0.00 \$34.95 0.00 3.00 00000006 ALUMINUM FOIL Case 50sleev 5.00 \$0.00 2.33 -2.33 00000003 FOOD TRAY (#40) Case 50sleev 5.00 \$100.50 0.00 4.00 0000003 FOOD TRAY (#40) Case 24/50ct 4.00 \$44.40 0.00 4.00 000019141 CANDIES, TWAROFAM (16oz) Case 100ct 4.00 \$44.40 0.00 4.00 00019141 CANDIES, TWARNS'PNUT Case 100ct 4.00 \$84.40 0.00 4.00 00019140 CANDIES, TWARNS'PNUT Case 100ct 4.00 \$84.00 0.00 4.00 00019142 CANDIES, TWARNON Bag 5# 1.00 \$43.32 0.00 1.00 00019132 SUGAR, RANULATED Bag (50#) 1.00 \$43.43 0.00 2.00 1.00 001933	Usage Value	Usage Qty	Count	Ending Value	Ending Qty	Unit Desc		
Dollar Value Subtotal 3.00 \$34.95 0.00 3.00 PAPER GOODS Item # Description Unit Desc Ending Oty Ending Value Count Usage Oty Usage Oty </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								
PAPER GOODS Imm # Description Unit Desc Ending Qiy Ending Value Count Usage Qiy Usage Qiy <t< td=""><td>\$34.95</td><td>3.00</td><td>0.00</td><td>\$34,95</td><td>3.00</td><td>Value Subtotal</td><td></td><td>00000200</td></t<>	\$34.95	3.00	0.00	\$34,95	3.00	Value Subtotal		00000200
Item # Description Unit Desc Ending Qty						- and a strategy l		
00000006 LLUMINUM FOIL CASE 0 000 23.0 2-3.3 0000001 Cups STYROFOAM (16oz) Case 50sleev 5.00 \$100.50 0.00 5.00 00000003 FOOD TRAY (#40) Case (24/50ct 4.00 \$44.00 0.00 4.00 SNACKS/MISC Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00019141 CANDIES, "M&MS"S"PLN Case 100ct 4.00 \$61.92 0.00 4.00 00019141 CANDIES, "M&MS"S"PLN Case 100ct 4.00 \$64.40 0.00 4.00 00019150 CANDIES, "M&MS"S"PLN Case 100ct 3.00 \$43.2 0.00 1.00 00019150 CANDIES, MWMS"SPUT Case 100ct 3.00 \$44.00 0.00 1.00 0019132 SUGAR, BROWN Bag 25# 2.00 \$14.00 0.00 2.00 0019334 SUGAR, BROWN Bag 25# 1.00 \$72.5 0.00 1.00 0019336 SUGAR, BROWN	L Deves Melow	11	I	e				
O00900001 DOID CUPS_STYROFOAM (16o2) Case 50sleev Case (24/50ct 4.00 \$44.00 0.00 4.00 DOID Case (24/50ct 4.00 \$44.00 0.00 4.00 SNACKS/MISC Item # Description Unit Desc Ending Value Count Usage Qty Us SNACKS/MISC Case 100ct 4.00 \$61.92 0.00 4.00 00019141 CANDIES, "MAM'S"PINT Case 100ct 4.00 \$64.40 0.00 4.00 00019140 CANDIES, PNUT BUTTER CUPS Case 100ct 4.00 \$43.00 0.00 1.00 00019140 CANDIES, PNUT BUTTER CUPS Case 102ct 3.00 \$40.00 1.00 00019172 GELATIN, DRY MIX Case (12 Bag 1.00 \$43.2 0.00 1.00 00019334 SUGAR, GRANULATED Bag 25# 2.00 \$14.00 0.00 2.00 00019336 SUGAR, GRANULATED Bag 25# 1.00 \$7.25 0.00 1.00 00019336 SUGAR, GRANULATED Bag	Usage Value							
Component Case (24/50ct 4.00 \$44.00 0.00 4.00 Dollar Value Subtotal 9.00 \$144.50 2.33 6.67 SNACKS/MISC Item # Description Unit Desc Ending Value Count Usage Qty Us 00019140 CANDIES, "M&MS"S"PLN Case 100ct 4.00 \$64.40 0.00 4.00 00019141 CANDIES, "M&MS"S"PLN Case 100ct 4.00 \$64.40 0.00 4.00 00019150 CANDIES, "M&MS"S"PLN Case 100ct 3.00 \$48.00 0.00 3.00 00019172 GELATIN, DRY MIX Case (12 Bag 1.00 \$43.20 0.00 1.00 00019336 SUGAR, RANULATED Bag 25# 2.00 \$14.00 0.00 2.0.00 Dollar Value Subtotal 20.00 \$20.00 2.0.00 Dollar Value Subtotal 20.00 \$20.00 2.0.00 Superption Unit Desc Ending Qty Ending Value Count								
Dollar Value Subtotal 9.00 \$144.50 2.33 6.67 SNACKS/MISC Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00019141 CANDIES, "M&MS"PLN Case 100ct 4.00 \$61.92 0.00 4.00 00019140 CANDIES, "M&MS"PLN Case 100ct 4.00 \$64.40 0.00 4.00 00019140 CANDIES, "M&MS"PLN Case 100ct 4.00 \$64.40 0.00 4.00 00019150 CANDIES, TMUT BUTTER CUPS Case 100ct 3.00 \$48.00 0.000 1.00 00019153 SUGAR, BROWN Bag 25# 2.00 \$14.00 0.00 2.00 00019336 SUGAR, GRANULATED Bag 25# 1.00 \$7.25 0.00 1.00 00019336 SUGAR, POWDERED Bag 25# 1.00 \$7.02 3.00 49.00 00019336 BARING POWDER Bescription Unit Desc Ending Qty Ending Value Count Usage Qty Us 0								
SNACKS/MISC Item # Description Unit Desc Ending Oty Ending Value Count Usage Qty Us 00019141 CANDIES, M&MS*PLN Case 100ct 4.00 \$\$61.92 0.00 4.00 00019140 CANDIES, M&MS*PLNT Case 100ct 3.00 \$\$48.00 0.00 3.00 00019150 CANDES, M&MS*PNUT Case 100ct 3.00 \$\$48.00 0.00 3.00 00019153 CANDES, M&MS*PNUT Case 100ct 3.00 \$\$48.00 0.00 3.00 00019334 SUGAR, BROWN Bag 25# 1.00 \$\$13.00 0.00 2.00 00019335 SUGAR, BROWN Bag 25# 1.00 \$7.25 0.00 1.00 00019336 SUGAR, POWDERED Bag 25# 1.00 \$7.25 0.00 1.00 Dollar Value Subtotal 0.00 \$0.00 0.00 2.00 Dollar Value Subtotal 0.00 \$0.00 0.00 2.00								00900003
Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00019141 CANDIES, "M&M'S"PLN Case 100ct 4.00 \$\$64.40 0.00 4.00 00019140 CANDIES, "MAM'S"PLNT Case 100ct 3.00 \$\$48.00 0.00 3.00 00019150 CANDIES, "MAM'S"PNUT Case 100ct 3.00 \$\$48.00 0.00 3.00 00019172 GELATIN.DRY MIX Case (12 Bag 1.00 \$\$13.00 0.00 1.00 0.0019335 SUGAR, BROWN Bag 25# 2.00 \$\$14.00 0.00 2.00 0.0019335 SUGAR, GRANULATED Bag (50#) 4.00 \$\$100 0.00 2.00 0.00 2.00 0.00 2.00 0.00 2.00 0.00 2.00 0.00 2.00 0.00 2.00 0.00 2.00 0.00 2.00 0.00 2.00 0.00 2.00 0.00 2.00 0.00 2.00 0.00 2.00 0.00 2.00 0.00 2.00	\$144.5	6.67	2.33	\$144.50	9.00	Value Subtotal	Dollar	
Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00019141 CANDIES, "M&MS"PLN Case 100ct 4.00 \$\$61.92 0.00 4.00 00019140 CANDIES, "MAMS"PNUT Case 100ct 4.00 \$\$64.40 0.00 3.00 00019150 CANDIES, "MAMS"PNUT Case 100ct 3.00 \$\$48.00 0.00 3.00 00019172 GELATIN.DRY MIX Case (12 Bag 1.00 \$\$13.00 0.00 1.00 00019335 SUGAR.ROVN Bag 25# 2.00 \$\$14.00 0.00 2.00 00019335 SUGAR.ROVN Bag 25# 1.00 \$\$7.25 0.00 1.00 00019335 SUGAR.ROVNDERED Bag (5#) 4.00 \$\$263.89 0.00 20.00 Dollar Value Subtotal 20.00 \$\$263.89 0.00 2.00 SPICES Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>S/MISC</td> <td>SNACK</td>							S/MISC	SNACK
00019141 CANDIES, "M&M'S"PLN Case 100ct 4.00 \$\$61.92 0.00 4.00 00019140 CANDIES, "NAM'S"PLN' Case 100ct 4.00 \$\$48.00 0.00 3.00 00019140 CANDIES, PNUT BUTTER CUPS Case 100ct 3.00 \$\$48.00 0.00 3.00 00019172 GELATIN, DRY MIX Case (12 Bag 1.00 \$\$1.30 0.00 1.00 00019335 SUGAR, BROWN Bag 25# 2.00 \$\$14.00 0.00 2.00 00019336 SUGAR, CANULATED Bag (50#) 4.00 \$\$1.00 0.00 2.00 00019336 SUGAR, CANULATED Bag (50#) 1.00 \$7.25 0.00 1.00 Dollar Value Subtotal 20.00 \$263.89 0.00 20.00 SUCAR, GRAVY Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00002001 ALLSPICE, GROUND Jar 52.00 \$10.920 3.00 49.00	Usage Value					Unit Desc		
Source Case 100ct 3.00 \$48.00 0.00 3.00 00019150 CANDIES,PNUT BUTTER CUPS Bag 5# 1.00 \$4.32 0.00 1.00 00019172 GELATIN,DRY MIX Case (12 Bag) 1.00 \$4.32 0.00 1.00 00019334 SUGAR,BROWN Bag 25# 2.00 \$14.00 0.00 2.00 00019335 SUGAR,GRANULATED Bag (50#) 4.00 \$51.00 0.00 4.00 00019336 SUGAR,POWDERED Bag (50#) 1.00 \$7.25 0.00 1.00 Dollar Value Subtotal 20.00 \$263.89 0.00 20.00 SUGAR, GRAVY Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00002001 ALLSPICE, GROUND Jar 52.00 \$10.60 2.00 \$10.80 2.00 \$10.80 2.00 \$10.00 \$20.00 2.00 \$100002005 Cellery SALT Jar (1#) 1.00 \$2.75						Case 100ct	CANDIES,"M&M'S"PLN	00019141
00019150 CANDIES.PNUT BUTTER CUPS Case 100ct 3.00 \$48.00 0.00 3.00 00019165 COCOA,DRY Bag 5# 1.00 \$4.32 0.00 1.00 00019172 GELATIN,DRY MIX Case (12 Bag 1.00 \$4.32 0.00 1.00 00019133 SUGAR, GRANULATED Bag (5#) 4.00 \$51.00 0.00 4.00 00019336 SUGAR, GRANULATED Bag (5#) 1.00 \$7.25 0.00 1.00 00019336 SUGAR, CRANULATED Bag (5#) 1.00 \$7.25 0.00 1.00 Dollar Value Subtotal 20.00 \$7.25 0.00 20.00 SUGAR, GRAVY Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00018309 BAKING POWDER 5# Can 2.00 \$118.60 0.00 2.00 00018309 BAKING POWDER 5# Can 2.00 \$13.82 0.00 1.00					4.00	Case 100ct	CANDIES,"M&M'S"PNUT	00019140
D00019172 GELATIN,DRY MIX Case (12 Bag D001933 1.00 \$13.00 0.00 1.00 D0019334 SUGAR,BROWN Bag 25# 2.00 \$14.00 0.00 2.00 D0019335 SUGAR,GRANULATED Bag (5#) 4.00 \$51.00 0.00 4.00 D0019336 SUGAR,RANULATED Bag (5#) 1.00 \$7.25 0.00 1.00 D00197025 SUGAR, GRAVY Dollar Value Subtotal 20.00 \$263.89 0.00 20.00 SOUP & GRAVY Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00002001 ALLSPICE, GROUND Jar 52.00 \$10.92.0 3.00 49.00 D0018372 BAKING SODA Case 12boxes 2.00 \$13.82 0.00 2.00 D0000009 CHLIP POWDER 5# Can 2.00 \$13.86 0.00 1.00 D00002001 BALLSPICE, GROUND Jar (1#) 1.00 \$2.75 0.00				\$48.00	3.00	Case 100ct		00019150
00019172 GELATIN,DRY MIX Case (12 Bag 00019335 1.00 \$13.00 0.00 1.00 00019335 SUGAR,BROWN Bag 25# 2.00 \$14.00 0.00 2.00 00019335 SUGAR,ROWN Bag 25# 1.00 \$7.25 0.00 1.00 00019336 SUGAR,POWDERED Bag 25# 1.00 \$7.25 0.00 1.00 Dollar Value Subtotal 20.00 \$7.25 0.00 1.00 SUGAR,BROWN Bag 25# 1.00 \$7.25 0.00 1.00 SUGAR,BROWN Bag 25# 1.00 \$7.25 0.00 1.00 SUGAR,BROWN Bus 200 \$7.00 \$0.00 20.00 Dollar Value Subtotal 0.00 \$0.00 0.00 0.00 SUGAR,BROWN Bag 18# Count Usage Qty Us Description Unit Desc Ending Qty Ending Value 0.00 2.00 <td>\$4.3</td> <td>1.00</td> <td>0.00</td> <td>\$4.32</td> <td>1.00</td> <td>Bag 5#</td> <td>COCOADRY</td> <td>00019165</td>	\$4.3	1.00	0.00	\$4.32	1.00	Bag 5#	COCOADRY	00019165
SUGAR,GRANULATED Bag (50#) 4.00 \$51.00 0.00 4.00 00019336 SUGAR,POWDERED Bag 25# 1.00 \$7.25 0.00 1.00 Dollar Value Subtotal 20.00 \$7.25 0.00 20.00 SOUP & GRAVY Item # Description Unit Desc Ending Oty Ending Value Count Usage Qty Us SPICES Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 000002001 All SPICES Ending Value Count Usage Qty Us Baking StoDA Case 12boxes 2.00 \$109.20 3.00 49.00 00002003 BASIL,GROUND Bottle 1# 1.00 \$2.75 0.00 1.00 00002003 BASIL,GROUND Bottle 1# 1.00 \$2.75 0.00 1.00 00002003 Clark G#) 1.00 \$2.75 0.00 1.00 <td< td=""><td></td><td></td><td></td><td></td><td></td><td>Case (12 Bag</td><td>GELATIN, DRY MIX</td><td></td></td<>						Case (12 Bag	GELATIN, DRY MIX	
00019338 SUGAR,POWDERED Bag 25# 1.00 \$7.25 0.00 1.00 Dollar Value Subtotal 20.00 \$263.89 0.00 20.00 SOUP & GRAVY Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us SPICES Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us SPICES Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us SPICES Ending Qty Ending Value Count Usage Qty Us Description Unit Desc Ending Qty Ending Value Count Usage Qty Us			0.00	\$14.00	2.00	Bag 25#	SUGAR BROWN	00019334
Dollar Value Subtotal 20.00 \$263.89 0.00 20.00 SOUP & GRAVY Description Unit Desc Ending Qty Ending Value Count Usage Qty Us Dollar Value Subtotal 0.00 \$0.00 0.00 0.00 0.00 0.00 SPICES Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us Mit Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00002001 ALLSPICE, GROUND Jar 52.00 \$108.20 3.00 49.00 00002031 BAKING POWDER 6# Can 2.00 \$13.82 0.00 2.00 00002032 BASIL, GROUND Bottle 1# 1.00 \$2.75 0.00 1.00 00002030 CELERY SALT Jar (5#) 1.00 \$15.25 0.00 1.00 00002030 GARLIC POWDER Jar (5#) 1.0			0.00	\$51.00	4.00	Bag (50#)	SUGAR, GRANULATED	00019335
SOUP & GRAVY Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us SPICES Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00002001 ALLSPICE, GROUND Jar 52.00 \$10.9.20 3.00 49.00 00018369 BAKING POWDER 5# Can 2.00 \$13.82 0.00 2.00 00002001 BASIL, GROUND Bottle 1# 1.00 \$2.68 0.00 1.00 00002003 BASIL, GROUND Bottle 1# 1.00 \$2.75 0.00 1.00 00002003 CHILI POWDER Jar (1#) 1.00 \$2.60 0.00 1.00 00002010 CINNAMON, GROUND Jar (1#) 1.00 \$2.75 0.00 1.00 00002020 GARLIC POWDER Can (6#) 1.00 \$6.75 0.00 1.00 000018375 YEAST, BAKER'S, ACTIVE DRY Case 24ct 2.00	\$7.2	1.00	0.00	\$7.25	1.00	Bag 25#	SUGAR, POWDERED	00019336
Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 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 Us 00002001 ALLSPICE, GROUND Jar 52.00 \$109.20 3.00 49.00 00018369 BAKING POWDER 5# 2.00 \$118.82 0.00 2.00 00002003 BASIL,GROUND Bottle 1# 1.00 \$2.75 0.00 1.00 00002005 CLIRNAMON,GROUND Jar (5#) 1.00 \$12.70 0.00 1.00 00002006 CHILLPOWDER Jar (5#) 1.00 \$12.52 0.00 1.00 00002007 GARLIC, GRANULATED Jar (5#) 1.00 \$15.25 0.00 1.00 00002001 GARLIC, GRANULATED Jar (5#) 1.00 \$2.75 0.00 1.00	\$263.8	20.00	0.00	\$263.89	20.00	Value Subtotal	Dollar	
Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 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 Us 00002001 ALLSPICE, GROUND Jar 52.00 \$109.20 3.00 49.00 00018352 BAKING POWDER 5# 2.00 \$13.82 0.00 2.00 00002003 BASIL,GROUND Bottle 1# 1.00 \$2.75 0.00 1.00 00002005 CLERY SALT Jar (5#) 1.00 \$12.70 0.00 1.00 00002005 CHILI POWDER Jar (5#) 1.00 \$12.75 0.00 1.00 00002006 GARLIC, GRANULATED Jar (5#) 1.00 \$15.25 0.00 1.00 00018375 YEAST, BAKER'S,ACTIVE DRY Case (5#) 1.00 \$22.35 3.00 61.00 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>GRAWY</td> <td>SOUD 8</td>							GRAWY	SOUD 8
Dollar Value Subtotal 0.00 \$0.00 0.00 0.00 SPICES Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00002001 ALLSPICE (GROLIND) Jar 52.00 \$10.9.20 3.00 49.00 00018365 BAKING POWDER 5# Can 2.00 \$13.82 0.00 2.00 00018372 BAKING SODA Case 12boxes 2.00 \$13.82 0.00 2.00 00002003 BASIL GROUND Bottle 1# 1.00 \$2.68 0.00 1.00 00002003 CHILI POWDER Jar (1#) 1.00 \$2.75 0.00 1.00 00002010 CINNAMON GROUND Jar (1#) 1.00 \$2.60 0.00 1.00 00002020 GARLIC POWDER Can (6#) 1.00 \$6.75 0.00 1.00 00002031 GARLIC POWDER Can (6#) 1.00 \$6.75 0.00 1.00 000020320 GARLIC POWDER Can (6#) 1.00<	Usage Value	Usage Qty	Count	Ending Value	Ending Qty	Unit Desc		
Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00002001 ALLSPICE, GROUND Jar 52.00 \$109.20 3.00 49.00 00018369 BAKING FOWDER 5# Can 2.00 \$13.82 0.00 2.00 00018372 BAKING SODA Case 12boxes 2.00 \$19.60 0.00 2.00 00002003 BASIL, GROUND Bottle 1# 1.00 \$2.68 0.00 1.00 00000069 CELERY SALT Jar (1#) 1.00 \$2.75 0.00 1.00 00002003 GHIL POWDER Jar (5#) 1.00 \$2.60 0.00 1.00 00002010 GARLIC POWDER Can (5#) 1.00 \$2.60 0.00 1.00 00002020 GARLIC POWDER Can (5#) 1.00 \$6.75 0.00 1.00 000018375 YEAST, BAKER'S, ACTIVE DRY Case 24ct 2.00 \$42.00 0.00 2.00 Dollar Value Subtotal	\$0.0	0.00	0.00	\$0.00	0.00	Value Subtotal	Dollar	
Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00002001 ALLSPICE, GROUND Jar 52.00 \$109.20 3.00 49.00 00018359 BAKING POWDER 5# Can 2.00 \$13.82 0.00 2.00 00018372 BAKING SODA Case 12boxes 2.00 \$13.60 0.00 2.00 00002003 BASIL, GROUND Bottle 1# 1.00 \$2.68 0.00 1.00 00000069 CELERY SALT Jar (1#) 1.00 \$2.75 0.00 1.00 00002003 GHIL POWDER Gar (5#) 1.00 \$2.60 0.00 1.00 00002010 GARLIC POWDER Can (6#) 1.00 \$2.65 0.00 1.00 00002020 GARLIC POWDER Can (6#) 1.00 \$6.75 0.00 1.00 00002037 YEAST, BAKER'S, ACTIVE DRY Case 24ct 2.00 \$42.00 0.00 2.00 VEGETABLES Item # Descripti								CDICEC
Understand Baking POWDER 6# Can 2.00 \$13.82 0.00 2.00 00018372 BAKING SODA Case 12boxes 2.00 \$13.80 0.00 2.00 00018372 BAKING SODA Case 12boxes 2.00 \$19.60 0.00 2.00 00018372 BAKING SODA Case 12boxes 2.00 \$19.60 0.00 2.00 00002003 BASIL, GROUND Bottle 1# 1.00 \$2.68 0.00 1.00 00002009 CHILI POWDER Jar (1#) 1.00 \$12.70 0.00 1.00 00002010 CINNAMON,GROUND Jar (1#) 1.00 \$15.25 0.00 1.00 00002010 GARLIC POWDER Can (6#) 1.00 \$6.75 0.00 1.00 00002010 GARLIC POWDER Can (6#) 1.00 \$6.75 0.00 1.00 00002010 GARLIC POWDER Case 24ct 2.00 \$42.00 0.00 2.00 VEGETABLES Item # Dollar Value Subtotal 64.00<	Usage Value	Usage Qty	Count	Ending Value	Ending Qty	Unit Desc	Description	
D0018359 BAKING POWDER 5# Can 2.00 \$13.82 0.00 2.00 00018372 BAKING SODA Case 12boxes 2.00 \$19.60 0.00 2.00 00018372 BAKING SODA Case 12boxes 2.00 \$19.60 0.00 2.00 00018372 BAKING SODA Case 12boxes 2.00 \$19.60 0.00 2.00 00002003 BASIL, GROUND Bottle 1# 1.00 \$2.68 0.00 1.00 00002001 CHILI POWDER Jar (1#) 1.00 \$12.70 0.00 1.00 00002010 CINNAMON,GROUND Jar (1#) 1.00 \$2.66 0.00 1.00 00002010 GARLIC POWDER Can (6#) 1.00 \$5.75 0.00 1.00 00002010 GARULC POWDER Can (6#) 1.00 \$5.75 0.00 1.00 00002010 GARULC POWDER Can (6#) 1.00 \$5.75 0.00 1.00 000018375 YEAST, BAKER'S, ACTIVE DRY Case 24ct 2.00	\$102.9	49.00	3.00	\$109.20	52.00	Jar	ALLSPICE, GROUND	00002001
00002003 BASIL,GROUND Bottle 1# 1.00 \$2.68 0.00 1.00 00002003 BASIL,GROUND Bottle 1# 1.00 \$2.75 0.00 1.00 000002005 CELERY SALT Jar (1#) 1.00 \$2.75 0.00 1.00 00002005 CHILI POWDER Jar (5#) 1.00 \$2.75 0.00 1.00 00002002 CINILAMON,GROUND Jar (1#) 1.00 \$2.60 0.00 1.00 00002002 GARLIC POWDER Can (6#) 1.00 \$6.75 0.00 1.00 00009017 GARLIC, GRANULATED Jar (5#) 1.00 \$6.75 0.00 1.00 00018375 YEAST,BAKERS,ACTIVE DRY Case 24ct 2.00 \$42.00 0.00 2.00 VEGETABLES tem# Description Unit Desc Ending Value Count Usage Qty Us 00016043 BEANS,PINTO,DRY Box 20# 3.00 \$23.25 0.00 3.00 00011124			0.00	\$13.82		5# Can	BAKING POWDER	00018369
00000069 CELERY SALT Jar (#) 1.00 \$2.75 0.00 1.00 00000069 CHILI POWDER Jar (#) 1.00 \$12.70 0.00 1.00 00002010 CHILI POWDER Jar (5#) 1.00 \$12.70 0.00 1.00 00002010 CINNAMON (GROUND Jar (1#) 1.00 \$2.60 0.00 1.00 00002010 GARLIC POWDER Can (6#) 1.00 \$15.25 0.00 1.00 00008017 GARLIC ARANULATED Jar (5#) 1.00 \$6.75 0.00 1.00 00018375 YEAST,BAKER'S,ACTIVE DRY Case 24ct 2.00 \$42.00 0.00 2.00 Dollar Value Subtotal 64.00 \$227.35 3.00 61.00 VEGETABLES Item # Description Unit Desc Ending Value Count Usage Qty Us 00016043 BEANS,PINTO,DRY Box 20# 3.00 \$22.25 0.00 3.00 <td< td=""><td></td><td></td><td></td><td>\$19.60</td><td>2.00</td><td>Case 12boxes</td><td>BAKING SODA</td><td>00018372</td></td<>				\$19.60	2.00	Case 12boxes	BAKING SODA	00018372
00002009 CHIL POWDER Jar (5#) 1.00 \$12.70 0.00 1.00 00002010 CINNAMON,GROUND Jar (1#) 1.00 \$2.60 0.00 1.00 00002010 CINNAMON,GROUND Jar (1#) 1.00 \$2.60 0.00 1.00 00002020 GARLIC POWDER Can (6#) 1.00 \$15.25 0.00 1.00 000002020 GARLIC, GRANULATED Jar (5#) 1.00 \$6.75 0.00 1.00 00018375 YEAST, BAKER'S, ACTIVE DRY Case 24ct 2.00 \$42.00 0.00 2.00 VEGETABLES Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00011043 CELERY, FRESH Bag 1# 8.00 \$2.2.25 0.00 3.00 00011124 CARROTS, FRESH Bag 1# 8.00 \$6.24 0.00 8.00 00011124 CELERY, FRESH Case 2.00 \$54.00 0.00 12.00	\$2.6	1.00	0.00	\$2.68	1.00	Bottle 1#	BASIL, GROUND	00002003
00002009 CHILI POWDER Jar (5#) 1.00 \$12.70 0.00 1.00 00002010 CINNAMON,GROUND Jar (1#) 1.00 \$2.60 0.00 1.00 00002010 GARLIC POWDER Can (6#) 1.00 \$2.60 0.00 1.00 00002020 GARLIC, GRANULATED Jar (5#) 1.00 \$15.25 0.00 1.00 00018375 YEAST, BAKER'S, ACTIVE DRY Case (4#) 1.00 \$6.75 0.00 1.00 VEGETABLES Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00011124 CARROTS, FRESH Bag 1# 8.00 \$2.22, 25 0.00 3.00 00011124 CARROTS, FRESH Bag 1# 8.00 \$6.24 0.00 8.00 000111252 LETTUCE, ICEBERG, FRESH Bag 5# 12.00 \$37.80 0.00 12.00 00011252 CHATOS, FRESH LB 9.00 \$7.02 0.00 9.00 <td></td> <td></td> <td></td> <td></td> <td></td> <td>Jar (1#)</td> <td></td> <td></td>						Jar (1#)		
00002010 CINNAMON GROUND Jar (1#) 1.00 \$2.60 0.00 1.00 00002020 GARLIC POWDER Can (6#) 1.00 \$15.25 0.00 1.00 000030017 GARLIC POWDER Can (6#) 1.00 \$6.75 0.00 1.00 00018375 YEAST, BAKER'S, ACTIVE DRY Case 24ct 2.00 \$42.00 0.00 2.00 VEGETABLES Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00016043 BEANS, PINTO, DRY Box 20# 3.00 \$23.25 0.00 3.00 00011124 CARCTS, FRESH Bag 1# 8.00 \$2.24 0.00 8.00 00011143 CELERY, FRESH Case 2.00 \$54.00 0.00 2.00 00011124 CHERY, FRESH Case 2.00 \$54.00 0.00 2.00 000111252 LETTUCE, ICEBERG, FRESH Bag 5# 12.00 \$37.80 0.00 <td></td> <td></td> <td></td> <td></td> <td></td> <td>Jar (5#)</td> <td>CHILI POWDER</td> <td></td>						Jar (5#)	CHILI POWDER	
00002020 GARLIC POWDER Can (6#) 1.00 \$15.25 0.00 1.00 00090017 GARLIC,GRANULATED Jar (6#) 1.00 \$6.75 0.00 1.00 0018375 YEAST,BAKERS,ACTIVE DRY Case 24ct 2.00 \$42.00 0.00 2.00 Dollar Value Subtotal 64.00 \$227.35 3.00 61.00 VEGETABLES Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00016037 BEANS,PINTO,DRY Box 20# 3.00 \$22.25 0.00 3.00 00011124 CARROTS,FRESH Bag 1# 8.00 \$8.24 0.00 8.00 00011125 LETTUCE,ICEBERG,FRESH Bag 5# 12.00 \$37.80 0.00 12.00 00011252 LETTUCE,ICEBERG,FRESH Bag 5# 12.00 \$7.02 0.00 9.00 00011282 ONIONS,FRESH LB 9.00 \$7.02 0.00 16.00						Jar (1#)		
00090017 GARLIC,GRANULATED Jar (5#) 1.00 \$6.75 0.00 1.00 00018375 YEAST,BAKER'S,ACTIVE DRY Case 24ct 2.00 \$42.00 0.00 2.00 Dollar Value Subtotal 64.00 \$227.35 3.00 61.00 VEGETABLES Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00016043 BEANS,PINTO,DRY Box 20# 3.00 \$6.24 0.00 3.00 00011143 CELERY,FRESH Bag 1# 8.00 \$6.24 0.00 8.00 00011143 CELERY,FRESH Case 2.00 \$54.00 0.00 2.00 00011252 LETTUCE,ICEBERG,FRESH Bag 5# 12.00 \$37.80 0.00 12.00 00011252 TOMATOES,FRESH LB 9.00 \$7.02 0.00 9.00				\$15.25				
00018375 YEAST,BAKER'S,ACTIVE DRY Case 24ct 2.00 \$42.00 0.00 2.00 Dollar Value Subtotal 64.00 \$227.35 3.00 61.00 VEGETABLES Item # Description Unit Desc Ending Oty Ending Value Count Usage Qty Us 00011024 CARROTS,FRESH Bag 1# 8.00 \$2.24 0.00 8.00 00011124 CELERY,FRESH Bag 5# 12.00 \$37.80 0.00 12.00 000111252 LETTUCE,ICEBERG,FRESH Bag 5# 12.00 \$37.80 0.00 12.00 00011252 ONIONS,FRESH LB 9.00 \$7.02 0.00 9.00 00011242 ONIONS,FRESH LB 9.00 \$7.02 0.00 9.00	\$6.7	1.00	0.00	\$6.75	1.00	Jar (5#)	GARLIC.GRANULATED	00090017
Dollar Value Subtotal 64.00 \$227.35 3.00 61.00 Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00016043 BeANS,PINTO,DRY Box 20# 3.00 \$223.25 0.00 3.00 00011124 CARROTS,FRESH Bag 1# 8.00 \$8.24 0.00 8.00 00011125 CELERY,FRESH Case 2.00 \$\$4.00 0.00 12.00 00011252 LETTUCE,ICEBERG,FRESH Bag 5# 12.00 \$\$7.02 0.00 12.00 00011282 ONIONS,FRESH LB 9.00 \$10.72 0.00 16.00	\$42.0	2.00	0.00	\$42.00	2.00	Case 24ct	YEAST, BAKER'S, ACTIVE DRY	
Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00016043 00016043 BEANS,PINTO,DRY Box 20# 3.00 \$23.25 0.00 3.00 00011124 CARROTS,FRESH Bag 1# 8.00 \$6.24 0.00 8.00 00011124 CELERY,FRESH Case 2.00 \$54.00 0.00 2.00 00011252 LETTUCE,ICEBERG,FRESH Bag 5# 12.00 \$37.80 0.00 12.00 00011282 ONIONS,FRESH LB 9.00 \$7.02 0.00 9.00 00011527 TOMATOES,FRESH LB 16.00 \$10.72 0.00 16.00	\$221.0	61.00	3.00	\$227.35	64.00	Value Subtotal		
Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us 00016043 00016043 BEANS,PINTO,DRY Box 20# 3.00 \$23.25 0.00 3.00 00011124 CARROTS,FRESH Bag 1# 8.00 \$6.24 0.00 8.00 00011124 CELERY,FRESH Case 2.00 \$54.00 0.00 2.00 00011252 LETTUCE,ICEBERG,FRESH Bag 5# 12.00 \$37.80 0.00 12.00 00011282 ONIONS,FRESH LB 9.00 \$7.02 0.00 9.00 00011527 TOMATOES,FRESH LB 16.00 \$10.72 0.00 16.00								
00016043 BEANS,PINTO,DRY Box 20# 3.00 \$23.25 0.00 3.00 00011124 CARROTS,FRESH Bag 1# 8.00 \$6.24 0.00 8.00 00011143 CELERY,FRESH Case 2.00 \$54.00 0.00 2.00 00011143 CELERY,FRESH Case 2.00 \$54.00 0.00 2.00 00011252 LETTUCE,ICEBERG,FRESH Bag 5# 12.00 \$37.80 0.00 12.00 00011282 ONIONS,FRESH LB 9.00 \$7.02 0.00 9.00 00011529 TOMATOES,FRESH LB 16.00 \$10.72 0.00 16.00	Usage Value	Usage Otu	Court I	Ending Value	Ending Otu	Linit Doco		
00011124 CARROTS,FRESH Bag 1# 8.00 \$6.24 0.00 8.00 00011143 CELERY,FRESH Case 2.00 \$54.00 0.00 2.00 00011252 LETTUCE,ICEBERG,FRESH Bag 5# 12.00 \$37.80 0.00 12.00 00011282 ONIONS,FRESH LB 9.00 \$7.02 0.00 9.00 00011529 TOMATOES,FRESH LB 16.00 \$10.72 0.00 16.00								
00011143 CELERY,FRESH Case 2.00 \$54.00 0.00 2.00 00011252 LETTUCE,ICEBERG,FRESH Bag 5# 12.00 \$37.80 0.00 12.00 00011282 ONIONS,FRESH LB 9.00 \$7.02 0.00 9.00 00011529 TOMATOES,FRESH LB 16.00 \$10.72 0.00 16.00								
00011252 LETTUCE,ICEBERG,FRESH Bag 5# 12.00 \$37.80 0.00 12.00 00011282 ONIONS,FRESH LB 9.00 \$7.02 0.00 9.00 00011529 TOMATOES,FRESH LB 16.00 \$10.72 0.00 16.00								
00011282 ONIONS,FRESH LB 9.00 \$7.02 0.00 9.00 00011529 TOMATOES,FRESH LB 16.00 \$10.72 0.00 16.00							LETTLICE ICEBERG ERESH	
00011529 TOMATOES,FRESH LB 16.00 \$10.72 0.00 16.00								
								00011529
Item # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us	Usage Value	Liegan Otre	Count	Ending Volue	Ending Ob-	Linit Door	Description	lte er di
ttem # Description Unit Desc Ending Qty Ending Value Count Usage Qty Us Dollar Value Grand Total 535.50 \$4742.82 17.25 518.25								item #

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 Repor	rt 🔀
Site O01 - T. Jefferson Elementary	Order by Them Description Them Number
Option New Page Exclude Items with No Activity Exclude Items with No Variance	Format Variance Format Summary Variance Format Usage Format Export to CSV File
	Preview Cancel

ige 15 EGETABLES (continued)				Inver Inve	ntory Varia	ystems, ance Repo e 1/27/200 on Element	ort 3			Jar	28, 20
	Be	eginning	+ Purchase	+ Trans In	- Trans Out	- Withdrawal	+/- Adjust	= Ending	Physical Count	Variand	e
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 Valu	ue Subtotal	\$0.00	\$139.03	\$0.00	\$0.00	\$0.00	\$0.00	\$139.03	\$0.00	\$139.03	0.00%
	Ве	eginning	+ Purchase	+ Trans In	- Trans Out	- Withdrawal	+/- Adjust	= Ending	Physical Count	Varian	ce
	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

🗯 Post Physic	al Invento	ory 🔀
Site		
001 - T. Jeffers	on Elementa	iry 🔽
	Go	Cancel

NUTRIKID	05 Inventory
?	Post Physical Inventory will adjust all items Quantities on Hand and Current Values to the new physical count values. Prior to this Post option, you should review the Variance Report to assure that all entries are correct? Do you wish to continue and Post the current entries?
	Yes No

PHYSICAL INVENTORY HISTORY

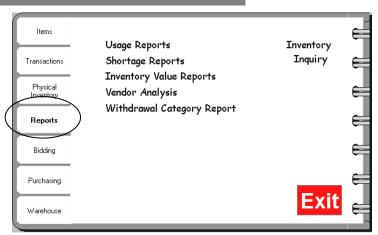
Step 1 Physical Inventory History

- 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

Physical Inventory History			
🖻 <u>C</u> lose 🔛 Open			
Site III Site/Buildings 001 T. Jefferson Elementary 002 George Washington High School 003 Ditrict Warehouse 004 Roosevel Elementary 005 MLL King Ji High School 006 MLL King Ji High School 007 Ji King Ji High School 008 Central Kitchen	S ² Physical Inventory History Close SP Print Sie 001 T. Jefferson Elementary	Posted by poul Inventory Variance/Usage Repo Site ODI - T. Jefferson Elementary	rt Croter by Croter by C Item Description C Item Number Format O Variance Format
	L	New Page Exclude Items with No Activity Exclude Items with No Variance	C Summary Variance Format Usage Format Export to CSV File
			Preview Cancel

age 9						ystems, ance Repo				Ma	r 31, 2
age 5						e 3/31/200				IVIA	101, 1
						on Elemen					
				001-	I. Jellels		lary				
CEREAL (continued))										
		Beginning	+ Purchase	+ Trans In	- Trans Out	- Withdrawal	+/- Adjust	= Ending	Physical Count	Varian	ce
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	100.0
CEREAL, SMACK	S	\$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	100.0
CEREALS, RICE	KRISPIES	\$0.00	\$23.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.00	\$0.00	\$23.00	
Di	ollar Value Subtotal	\$0.00	\$297.78	\$0.00	\$0.00	\$0.00	\$0.00	\$297.78	\$0.00	\$297.78	100.00
CHICKEN & TURKE	Y	Beginning	+ Purchase	+ Trans In	- Trans Out	- Withdrawal	+/- Adjust	= Ending	Physical Count	Varian	ce
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, Turk	ey Jumbo State Fair	\$0.00	\$125.91	\$0.00	-\$27.98	-\$27.98	\$0.00	\$69.95	\$0.00	\$69.95	
D	ollar Value Subtotal	\$0.00	\$125.91	\$0.00	-\$27.98	-\$27.98	\$0.00	\$69.95	\$0.00	\$69.95	100.0

Section 7: Generating Reports



REPORTS- Usage Reports

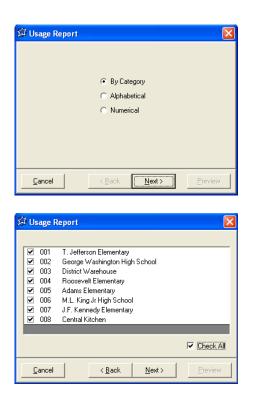
Step 1 Generating the Usage Report

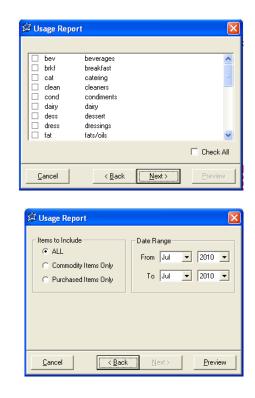
- Click REPORTS
- Click USAGE REPORTS
- Select to print By Category, Alphabetically or Numerically
- Click NEXT
- If the "By Category" option was selected, click each Category to be included or click Check All

-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

🛱 Shortag	e Reports	
Select Site		
 001 002 003 004 005 006 007 008 009 	T. Jefferson Elementary Best High School District Warehouse Leader Elementary Short Stop Elementary Central Ave. High School Hill Top Elementary Hamilton Elementary Alternative Jr High School	
		🔽 Check All
Sort by C Ven	dor One 💿 Category	
	nimum Inventory Level, Check ive Quantity On Hand.	Preview Cancel

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

Section 7: Generating Reports

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

Ρ	age 1	unchByte S Inventory Valu 1 - T. Jefferson	e Report		Apr 13,	2010
FRUIT & FR						
Item #	Description		Purchase Unit	Qty	Stock Unit	Current Value
00009400	APPLE JUICE, CND, UNSWT	5	Case 72 ct		Carton	48.75
	c APPLESAUCE,CND	2	Case 6/#10	7/8	Case 6/#10	25.50
00009131	GRAPES, FRE SH	6	Case 10#		LB, a/p	43.50
00009236	PEACHES, FRESH	T & FRUIT JUICE	Case 120ct \$227.75		medium 4/lb	110.00
PAPE R GO				01		
Item #	Description	Qty	Purchase Unit	Qty	Stock Unit	Current Value
00900001	CUPS,STYROFOAM (16oz)	7	Case 50 sleeves		SLEEVE/50/16 OZ	140.70
	Tota	I PAPER GOODS	\$140.70			
SPICE S			-		-	
Item #	Description	Qty	Purchase Unit	Qty	Stock Unit	Current Value
00002001	ALLSPICE, GROUND	22	Jar		Jar (10oz)	46.20
00002009	CHILI POWDER	Total SPICES	Jar (5#) \$58.90		Jar (5#)	12.70
				T	otal Inventory Value	\$427.35
	Commodity Subtotal Food Subtotal Non Food Subtotal Total Value			\$25.50 \$261.13 \$140.70 \$427.33	5	

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

		Lu	nchByte Systems	i					eldon's Foods iits Distibutors
age 1		Sumn	nary Vendor Analysis by Invoid 11/1/2009 thru 4/13/2010	ce		Apr 13,	2010		el 🧹
	ng Company		104-	OutTate1	Ohio	T [Total	-	
Date 11/3/2009	P O # 000004	Invoice #	Site	SubTotal 428.68	Ship 0.00	Tax 0.00	Total 428.68	💯 Vendo	or Analysis
11/4/2009	F S2009- 00014	ABC-087145	004 Leader Elementary 009 Alternative Jr High School	1025.38	0.00	0.00	1025.38	001	T. Jefferson E
11/9/2009	000009		001 T. Jefferson Elementary	12.60	0.00	0.00	12.60	001	
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	✓ 003	
11/10/2009			011 West Side Elementary Sch	87.00	0.00	0.00	87.00	005	
11/11/2009	000011		005 Short Stop Elementary	70.60	0.00	0.00	70.60	☑ 006	
11/11/2009	000014		005 Short Stop Elementary	207.00	0.00	0.00	207.00	☑ 007	
11/11/2009	000017		005 Short Stop Elementary	184.82	0.00	0.00	184.82	✓ 008	
11/12/2009	000019		005 Short Stop Elementary	329.00	0.00	0.00	329.00	✓ 009	Alternative Jr I
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	Cance	H .
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	1971	
	90	45	003 District Warehouse	322.25		0.00 Subtotal	322.25 \$3,369.37	🗯 Vendo	or Analysis
ansfield Prod	90 uce Company	45 PRO				Subtotal	\$3,369.37	🗯 Vendo	or Analysis
ansfield Prod	90 uce Company P 0 #	45 PRO Invoice #	Site	SubTotal	Ship	Subtotal Tax	\$3,369.37 Total	🛱 Vendo	o <mark>r Analysis</mark> From
ansfield Prod Date 11/9/2009	90 uce Company P 0 # SFS 00091	45 PRO	Site 008 Hamilton Elementary	SubTotal 10.40	Ship 0.00	Subtotal Tax 0.00	\$3,369.37 Total 10.40	🗯 Vendo	From
ansfield Prod Date 11/9/2009 11/12/2009	90 uce Company P 0 # SFS 00091 000022	45 PRO Invoice #	Site 008 Hamilton Elementary 005 Short Stop Elementary	SubTotal 10.40 21.99	Ship 0.00 0.00	Tax 0.00 0.00	\$3,369.37 Total 10.40 21.99	🗯 Vendo	From Sun No
ansfield Prod Date 11/9/2009 11/12/2009 11/12/2009	90 P O # SFS 00091 000022 000020	45 PRO Invoice #	Site 008 Hamilton Elementary 005 Short Stop Elementary 007 Hill Top Elementary	SubTotal 10.40 21.99 132.90	Ship 0.00 0.00 0.00	Tax 0.00 0.00 0.00	\$3,369.37 Total 10.40 21.99 132.90	🖉 Vendo	From
ansfield Prod Date 11/9/2009 11/12/2009 11/12/2009 11/17/2009	90 P O # SFS 00091 000022 000020 000024	45 PRO Invoice #	Site 008 Hamilton Elementary 005 Short Stop Elementary 007 Hill Top Elementary 005 Short Stop Elementary	SubTotal 10.40 21.99 132.90 12.10	Ship 0.00 0.00 0.00 0.00	Tax 0.00 0.00 0.00 0.00 0.00	\$3,369.37 Total 10.40 21.99 132.90 12.10	<u>بالم</u> والم	From Sun No To
ansfield Prod Date 11/9/2009 11/12/2009 11/12/2009	90 P O # SFS 00091 000022 000020	45 PRO Invoice #	Site 008 Hamilton Elementary 005 Short Stop Elementary 007 Hill Top Elementary	SubTotal 10.40 21.99 132.90	Ship 0.00 0.00 0.00 0.00 0.00	Tax 0.00 0.00 0.00 0.00 0.00 0.00	\$3,369.37 Total 10.40 21.99 132.90 12.10 10.36	<u>نې</u> Vendo	From Sun No To
ansfield Prod Date 11/9/2009 11/12/2009 11/12/2009 11/17/2009 11/18/2009	90 P O # SF S 00091 000022 000020 000024 000034	45 PRO Invoice # Man09-6755	Site 008 Hamilton Elementary 005 Short Stop Elementary 007 Hill Top Elementary 005 Short Stop Elementary	SubTotal 10.40 21.99 132.90 12.10	Ship 0.00 0.00 0.00 0.00 0.00	Tax 0.00 0.00 0.00 0.00 0.00	\$3,369.37 Total 10.40 21.99 132.90 12.10	않 Vendo	From Sun No To
ansfield Prod Date 11/9/2009 11/12/2009 11/17/2009 11/17/2009 11/17/2009	90 P O # SFS 00091 000022 000020 000024	45 PRO Invoice # Man09-6755	Site 008 Hamilton Elementary 005 Short Stop Elementary 007 Hill Top Elementary 005 Short Stop Elementary	SubTotal 10.40 21.99 132.90 12.10 10.36	Ship 0.00 0.00 0.00 0.00 0.00	Tax 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Subtotal	\$3,369.37 Total 10.40 21.99 132.90 12.10 10.36 \$187.75	🔁 Vendo	From Sun No To
ansfield Prod Date 11/9/2009 11/12/2009 11/12/2009 11/17/2009 11/17/2009 11/178/2009 11/178/2009 Lurray Distribu Date	90 P 0 # SFS 00091 000022 000024 000024 000034 ting Company P 0 #	45 PRO Invoice # Man09-6755	Site 008 Hamilton Elementary 005 Short Stop Elementary 007 Hill Top Elementary 005 Short Stop Elementary 005 Short Stop Elementary Site	SubTotal 10.40 21.99 132.90 12.10 10.36 SubTotal	Ship 0.00 0.00 0.00 0.00 0.00 Ship	Tax	\$3,369.37 Total 10.40 21.99 132.90 12.10 10.36 \$187.75 Total	🖄 Vendo	From Sun No To
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✓ 002	Best High School	
✓ 003	District Warehouse	
✓ 004	Leader Elementary	
☑ 005	Short Stop Elementary	
✓ 006	Central Ave. High School	
☑ 007	Hill Top Elementary	
✓ 008	Hamilton Elementary	
✓ 009	Alternative Jr High School 🛛 🖌	
	Check All	
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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		١	Withdrawal Category Report 11/3/2010 thru 4/9/2011		Apr 9, 201	1
Catering Usage						
Site #	Date	Item #	Description	Qty	Unit	Cost
003 - WHRHS 003 - WHRHS	3/25/2011	00001352	Alfalfa Sprouts	1	Lb	7.57
UU3 - WHRHS	3/24/2011	1 00000253	Applesauce Catering Usage Withdrawals - Subtotal	1	Case/6/#10	20.65
laihyUsage 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
unch Usage						
Site #	Date	Item #	Description	Qty	Unit	Cost
003 - WHRHS	3/20/2011	00000406		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 Strawberry Whole	5	Container/6LB Case/120ct/8#	60.06 0.00
	3/20/2011 3/20/2011	00000431			Case/1/25#	53,84
	3/20/2011	00000431	Sugar, brown Lunch Usage Withdrawals - Subtotal	5	Case/1/25#	53.84 173.99
		00000431	Sugar, brown		Case/1/25#	53.84
003 - WHRHS 003 - WHRHS		00000431	Sugar, brown Lunch Usage Withdrawals - Subtotal		Case/1/25#	53.84 173.99

💯 Withdray	wal Category Report		X
001	T. Jefferson Elementary		
002	George Washington High School		
003	District Warehouse		
004	Roosevelt Elementary		
005	Adams Elementary		
006	M.L. King Jr High School		
007	J.F. Kennedy Elementary		
008	Central Kitchen		
		Check Al	I
Cancel	< <u>B</u> ack <u>Next</u> >	Preview	

🖉 Withdrawal Category Report	×
Format ⓒ Detailed ⓒ Summary Date Range: Start Date: 4/9/2011 ▼ End Date: 4/9/2011 ▼	
Cancel CBack Next> Preview	

Section 8: Inventory Inquiry

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

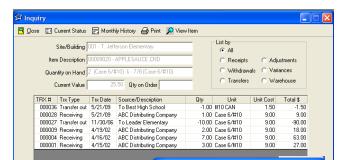
• Click the CURRENT STATUS icon

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

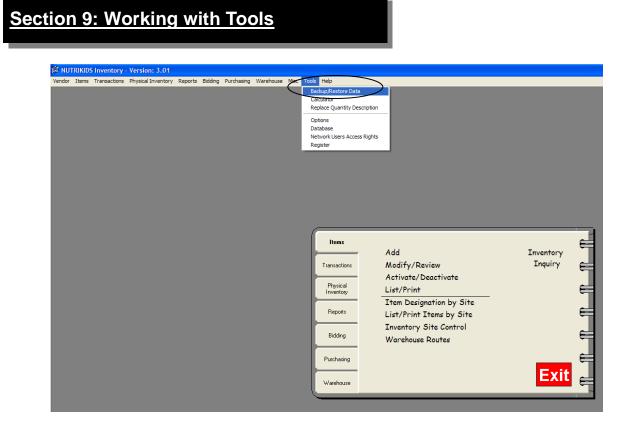
10					
Receiving	Transfers In	Transfers Out	Withdrawals Usage	+/- Adjustments	Variance
72.000	0.000	0.000	0.000	0.000	0.000
0.000	0.000	-60.000	0.000	0.000	0.000
6.000	0.000	-1.000	0.000	0.000	0.000
	Receiving 72.000 0.000	Receiving Transfers In 72.000 0.000 0.000 0.000	Receiving Transfers In Transfers Out 72.000 0.000 0.000 0.000 0.000 -60.000	Receiving Transfers In Transfers Out Withdrawals Usage 72.000 0.000 0.000 0.000 0.000 0.000 -60.000 0.000	Receiving Transfers In Transfers Out Withdrawals Usage +/- Adjustments 72.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000

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T. Jeffersor	Elementary					
Item #	Description	Quantities on Hand	Current Value	Qty on Order	Qty Committed	
00002001	ALLSPICE, GROUND	22 (Jar)	\$46.20			
00900007	ALUMINUM FOIL		\$0.00			
00000011	Apple Bites, 1.5 oz Indiv PC		\$0.00			
00009400	APPLE JUICE, CND, UNSWT	5 (Case 72ct)	\$48.75			
00990413	APPLES, FRESH, W/SKIN		\$0.00			
00009020 c	APPLESAUCE, CND	2 (Case 6/#10) & 7/8 (Case 6/#10	\$25.50			
00000018 c	APPLESAUCE, CND test		\$0.00			
00000020 c	APPLESAUCE, CND test		\$0.00			
00000019 c	APPLESAUCE, CND test 2		\$0.00			
00900099	AUNT JEMIMA ORIGINAL PANC		\$0.00			
00009040	BANANAS		\$0.00			
00011057 c	BEANS, GREEN, CND	7 (Case 6/#10)	\$78.05			
00016103 c	BEANS, REFRIED, CND	5 (Case 6/#10)	\$59.00			





	Receiving	Transfers In	Transfers Out	Withdrawals Usage	+/- Adjustments	Variance
4/2002	\$108.00	0.00	0.00	0.00	. 0.00	0.0
11/2006	\$0.00	0.00	-90.00	0.00	0.00	0.0
5/2009	\$9.00	0.00	-1.50	0.00	0.00	0.0



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

Purchase Unit Description 1 LB container 11 oz 12/3# 13 oz 20# 24/1# 25# 25.92 oz 4/1 gal 4/9# roll 40 oz 5# 50 lb List by Purchase Unit Description Stock Unit Description 	🛱 Replace Quantity Description	X
Bag 10#	1 LB container 11 oz 12/3# 13 oz 20# 24/1# 25# 25.92 oz 4/1 gal 4/9# roll 40 oz 5# 50 lb 8 ct	Clist by Purchase Unit Description Stock Unit Description Replace I LB container I LB container <u>Replace</u>

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

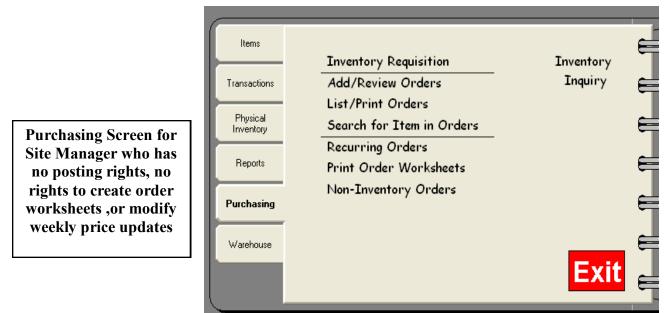
- Click TOOLS from the Tool Bar
- Click REPLACE QUANTITY DESCRIPTION
- Highlight the Item
- Edit the Purchase Unit or Stock Unit Description
- Click REPLACE, Click CLOSE

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.





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

Section 9: Tools: User Rights (cont.)

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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							- 64	
				kepla	ace Quantity Descr	iption	- 11	
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			0	Datab	Dase		- 11	
			P	Vetw	ork Users Access P	Rights		
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User Name jamie		word mygirl2	410		🔲 Administrator			
User Name jamie	Pass	,	_	Sites	,			
User Name jamie Access Rights Description	Pass	cess Rights	^	Num	Site Description	Access	Transfer	
User Name jamie Access Rights Description -Bidding Tab	Pass	,	^	Num 001	Site Description Middle & High School			
User Name jamie Access Rights Description -Bidding Tab Purchasing	Passi Ac Ac	cess Rights cess Denied	^	Num 001 002	Site Description Middle & High School Best High School		 	
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Section 9: Tools: User Rights Definitions cont.

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

<u>REPORTS</u>

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.

Section 9: Tools: User Rights Definitions cont.

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

Section 10: Purchasing (Program Administrator) Weekly Price Updates

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.

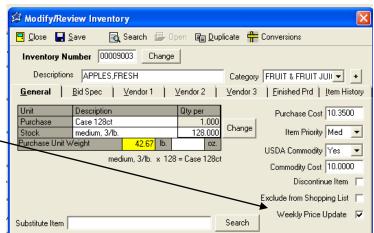
- 1. **Items**—Weekly Price Update within the item must be selected (see #1 below)
- 2. **Vendors** must be selected within the Physical Inventory options (see #2 below)

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.





Tools Help

Calculator

Options

Database

Dedictor

Backup/Restore Data

Replace Quantity Description

Network Users Access Rights

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.

Register	
🛱 Options	×
Eocus Control <u>R</u> eset <u>I</u> opGun <u>G</u> eneral Settings <u>W</u> eekly Vendors	
Weekly Price Update Vendors	
Vendor 1 Mansfield Produce Company	
Vendor 2	
Vendor 3 ABC Distributing Company Camps Distribution Co Craig's Shipping	
Mansfield Produce Company Murray Distributing Company NLB Foods OPEN VENDOR	
OK Cancel	

Section 10: Purchasing (Program Administrator) Weekly Price Updates

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

Items	Weekly Price Updates	Inventory	J.
Transactions	Inventory Requisition Add/Review Orders	Inquiry	=
Physical Inventory	List/Print Orders		∈
Reports	Post Orders Search for Item in Orders		e
Bidding	Recurring Orders Add/Modify Order Worksheets		E
Purchasing	Print Order Worksheets Non-Inventory Orders		6
Warehouse		Exit	Ē

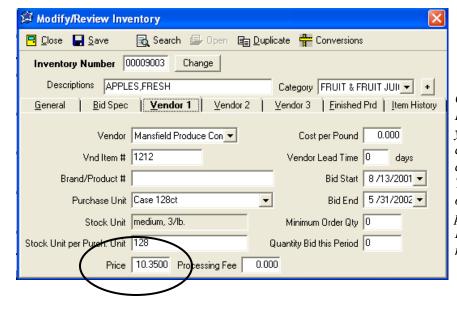
Weekly Price Updates

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

24	🕈 Weekly	Price Updates				
					\frown	
	ltem #	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	
					Print	Done





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.

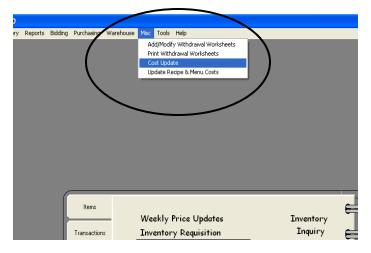
Section 10: Purchasing (Program Administrator) Weekly Price Updates

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



Item #	Product #	Item Description	Vendor Cost	Unit Description	Vendor One Desc	^	Im f.t.t. wi
00009003	1212	APPLES,FRESH	11.0000	Case 128ct	Mansfield Produce (Fo
00990413		APPLES,FRESH,W/SKIN	20.0000	Case 138 ct	Mansfield Produce (80
00009040	09098	BANANAS	12.1000	Case 36#	Mansfield Produce (00
00011112	2121	CABBAGE,RED,FRESH	18.5000	Case 24ct	Mansfield Produce (
0011124	5656	CARROTS,FRESH	0.7800	Bag 1#	Mansfield Produce (
0011143	6677	CELERY,FRESH	27.0000	Case	Mansfield Produce (
0009131	66554	GRAPES,FRESH	7.2500	Case 10#	Mansfield Produce (
0011252	2222	LETTUCE, ICEBERG, FRESH	3.1500	Bag 5#	Mansfield Produce (
0011282	22223	ONIONS,FRESH	0.6600	LB	Mansfield Produce (
00009200	8909	ORANGES,FRESH	10.3600	Case 138ct	Mansfield Produce (
0009236	22215	PEACHES,FRESH	11.0000	Case 120ct	Mansfield Produce (
0009252	8324	PEARS,FRESH	8.6000	Case 100ct	Mansfield Produce (-	
00011333	9657	PEPPERS,SWT,GREEN,RAW	1.6500	LB	Mansfield Produce (
00011674	7454	POTATOES,FRESH	9.1000	Case 50#	Mansfield Produce (~	

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

Section 10: Purchasing (Program Administrator) Inventory Requisition

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

Items	Weekly Price Updates	Inventory	E
Transactions	Inventory Requisition Add/Review Orders	Inquiry	E
Physical Inventory	List/Print Orders		E
Reports	Post Orders Search for Item in Orders		€
Bidding	Recurring Orders Add/Modify Order Worksheets		€
Purchasing	Print Order Worksheets Non-Inventory Orders	_	E
Warehouse		Exit	Ē

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

🛱 Invento	ry Requisit	ion				
🖪 <u>C</u> lose (🚽 Open 🗐	Add New				
Req #		Site		Date Submitted	Request by	Delivery Date
	🛱 Inventory F	Requisition				
	🖪 <u>C</u> lose 🔛 🤮	à ve 🖨 Print 💽 Creat	e Order 🛛 📃 Recurring (Orders		
	Requisition #	000001	Delivery Date 🛛 🖉 /14/2	2010 💌		
	Site 00	1 - T. Jefferson Elementa 💌	Request by Mary	Da	ate Submitted: 4/13/201	D
	Item	Description		endor Quantity		▲
	1 00001001			3C 2	Box (36ct)	
		EGGS,FRESH	AE	3C 6	Dozen	
	3					
	4					
	5					
	6					
	8					
	9					
	10					
	11					
	12					
	13					
	14					~



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

Section 10: Purchasing (Program Administrator) Modifying a Requisition

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

🗯 Inventory	y Requisition			
🖪 <u>C</u> lose 📮	Open 📄 Add New			
Req #	Site	Date Submitted	Request by	Delivery Date
000001 00	01 T. Jefferson Elementary	4/13/2010	Mary	4/13/2010

🗿 In	ventory R	equisition							
<mark>न</mark> <u>c</u>	🖳 <u>C</u> lose 🔛 <u>S</u> ave 🚑 Print 🔣 Create Order 📃 Recurring Orders								
Requisition # 000001 Delivery Date 4 /13/2010 💌									
Site 001 - T. Jefferson Elementa Request by Mary Date Submitted: 4/13/2010									
	Item	Description			Vendor	Quantity	Unit	~	
1	00001001	BUTTER			ABC	2	Box (36ct)		
2	00001123	EGGS,FRESH			ABC	6	Dozen		
3	00018036	BREAD, MXD-GRAIN			ABC		Loaf		
4		•							
5									
6									
7									
8		Added Bre	ead to the or	der					
9									
10									
11									
12									
13									
14								~	

F.Y.Z.

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!

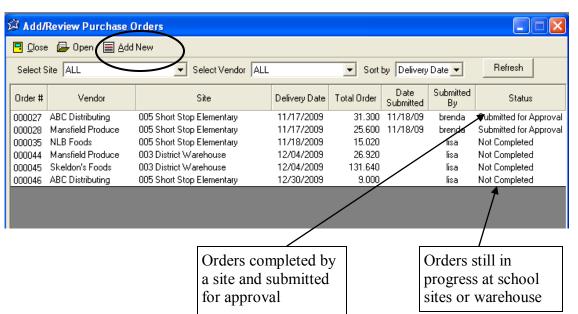
Section 10: Purchasing (Program Administrator) Adding a Purchase Order

Add/Review Orders

Step 1 Adding an Order

- Click PURCHASING
- Click ADD/REVIEW ORDERS
- Click ADD NEW



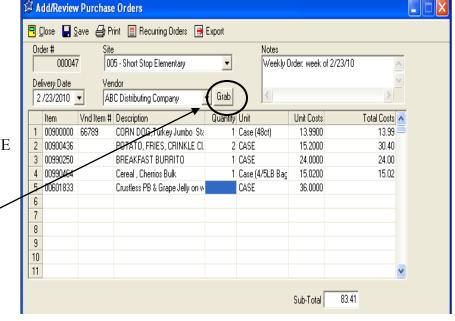


Add/Review Orders

Step 2 Adding an Order

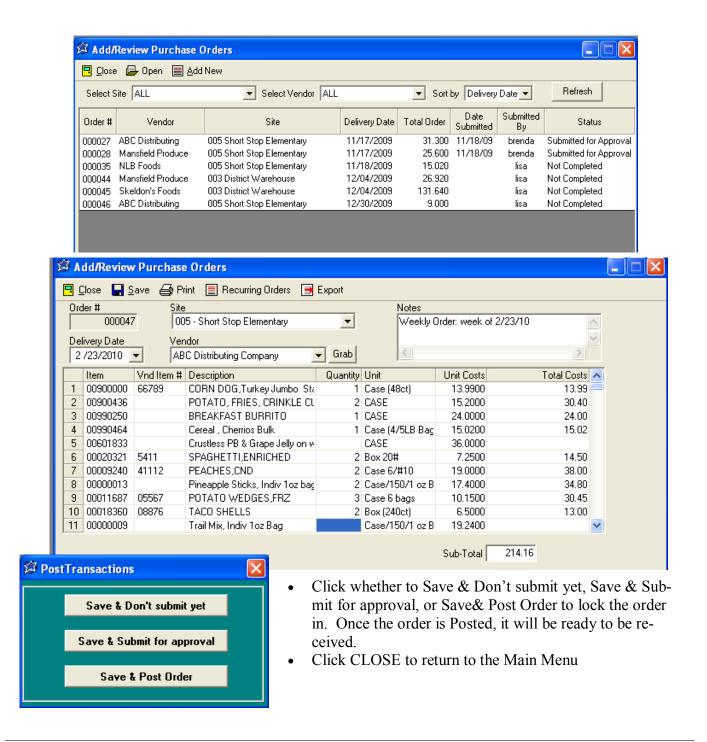
- Select the DELIVERY DATE
- Select the SITE
- Select the VENDOR
- Enter the items and quantities
- When complete click SAVE
- Click PRINT to print the Order

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



Section 10: Purchasing (Program Administrator) Exporting to Vendors

Step 4 Export an Order (FOR ON-LINE ORDERING)

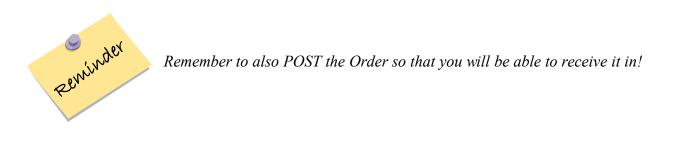
- Click ADD/REVIEW ORDERS
- Select the order
- Click EXPORT
- Select the location where you would like to save the file
- Click SAVE

	ite 🗛 Open 📄 Add	Select Vendor ALI		▼ Sort	by Order #	¥	Refresh		Clos
Order #	Vendor	Site	Delivery Date	Total Order	Date Submitted	Submitted By	Status		Delive
	US Food Hiland Dairy Company	001 T. Jefferson Elementary 001 T. Jefferson Elementary	07/21/2010 07/21/2010	42.340 60.000		Craig Craig	Not Completed Not Completed	F	1 00
									2 00
									4 5
									6
									8
									9 10
									11

<u>C</u>	lose 🚽 S	jave 🎒 Pr	int 📃 Delete 📃 Recurri	ng Dirders 🛛	🗃 Export)	
Drd	er #	Site			Notes	/	
	000001	1 00	1 - T. Jefferson Elementary				~
) eli	very Date	Ver	idor				\sim
7,	/21/2010	 US 	Food	Grab	<		>
	Item	Vnd Item #	Description	Quantity	Unit	Unit Costs	Total Costs 🔥
1	00000806	0476	Bread, Sandwich White	4	Loaf/24oz	1.3500	5.40
2	00000154	080207	Egg, Fresh	2	Case/15doz	18.4700	36.94
3							
4							
5							
6							
7							
8							
9							
0							
1							~

Save As					<u>?</u> ×
Save in:	🔁 NutriKids Inve	entory	💌 🔶 🖬	* 🎟 •	
History Desktop My Documents	■ error.txt ■ NKInvver.txt				
My Computer	 File name: Save as type:	P0000005 Text (Tab delimited) (*.txt) Text (Tab delimited) (*.txt) ST2 USFood (Fixed Width) (*.	ST2)	▼ Sav	_

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.



Section 10: Purchasing (Program Administrator) List/Print Orders

List/Print Orders

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

Items	Weekly Price Updates	Inventory	e
Transactions	Inventory Requisition Add/Review Orders	Inquiry	=
Physical Inventory	List/Print Orders		=
Reports	Post Orders Search for Item in Orders		=
Bidding	Recurring Orders Add/Modify Order Worksheets		=
Purchasing	Print Order Worksheets Non-Inventory Orders		=
Warehouse		Exit	Ē

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

🛱 List/Print Orders	
	🗯 List/Print Orders 🛛 🗙
Format	□ 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 □ 009 Alternative Jr High School
	Check All
-	Cancel < Back Next > Preview
✓ List/Print Orders ✓ ABC Distributing Company ABC ✓ Camps Distribution Co 234 ✓ Mansfield Produce Company PRD ✓ Murray Distributing Company MUR ✓ NLB Foods NLB OPEN VENDOR OPE ✓ Skeldon's Foods SKL ✓ Whits Distributing COMPANY XYZ ✓ ZDISTRIBUTING COMPANY XYZ	 Sort By Site Vendor Delivery Date From: 1/19/2010 Posted Posted Both
	<u>C</u> ancel <u>Next</u> ≥ <u>Preview</u>

Section 10: Purchasing (Program Administrator) List/Print Orders (cont.)

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

Ø.	.ist/Pri	nt Order	S					×
	Order #	Vendor	Site	Delivery Date	Total Order	Date Submitted	Submitted By	Status
	000047	ABC	005 Short Stop Elementary	2/23/10	214.16		lisa	Posted
								🔲 Check All
	<u>C</u> ancel			< <u>B</u> ack	<u>N</u> ext >			<u>P</u> review

Detail View is shown below

Nutrikids Page 1 All Orders Fel							
Site:005Sl Vendor:AB OrderStatu SubmittedB	te: February 23 hort Stop Elem 3C Distributing s : Posted	entary Company					
Inv #	∨nd 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	
00000000		BREAKFAST BURRITO	1	CASE	24.0000	24.00	
00990250							
00990250		Cereal , Cherrios Bulk	1	Case (4/5LB Bag)	15.0200	15.02	
	5411	Cereal , Cherrios Bulk SPAGHETTI,ENRICHED	1	Case (4/5LB Bag) Box 20#	15.0200 7.2500	15.02 14.50	
00990464	5411 41112			· · · · · ·			
00990464 00020321		SPAGHETTI,ENRICHED	2	Box 20#	7.2500	14.50	
00990464 00020321 00009240		SPAGHETTI,ENRICHED PEACHES,CND	2	Box 20# Case 6/#10	7.2500	14.50 38.00	
00990464 00020321 00009240 00000013	41112	SPAGHETTI,ENRICHED PEACHES,CND Pineapple Sticks, Indiv 1oz bags	2 2 2 2	Box 20# Case 6 #10 Case/150/1 oz Bag	7.2500 19.0000 17.4000	14.50 38.00 34.80	

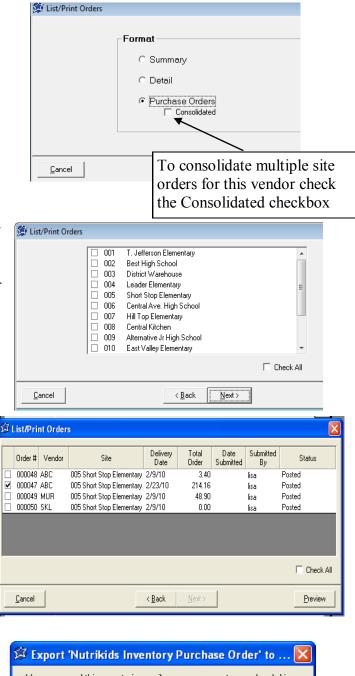
Section 10: Purchasing (Program Administrator) Email Orders to Vendor

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

🗯 List/Print Orders			
	ABC Distributing Company Camps Distribution Co Mansfield Produce Company Murray Distributing Company NLB Foods OPEN VENDOR Skeldon's Foods White Distributors XrZ DISTRIBUTING COMPANY	ABC 234 PRO MUR OPE SKL 123 XYZ	
			Check All
Cancel	< <u>B</u> ack	<u>N</u> ext >	
00 RC15 - [Pi iventory Repoi	ts Bidding Purchasing Warehous) ikide
🗯 Export	'Nutrikids Inventory P	urchase Order	' to 🔀
You can s Send To:	end this report via email or sa and attach the PDF file	ive a copy to your l to your email.	hard drive
Isanderson	88@gotoworldnet.com		
• Email	C Save a Copy	\langle	Send
🗖 GroupW	/ise		Cancel



You can send this report via email or sav and attach the PDF file t		
File Name:		
C:\Program Files\NutriKids Inventory\NKI	nvP0.pdf	
C Email 💿 Save a Copy	Browse	Þ
🔽 GroupWise	Cancel	

Post Orders

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



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.

Items			E
	Weekly Price Updates	Inventory	- 1
Transactions	Inventory Requisition	Inquiry	E
	Add/Review Orders		- 1
Physical Inventory	List/Print Orders		
	Post Orders		- 1
Reports	Search for Item in Orders		E
	Recurring Orders		
Bidding	Add/Modify Order Worksheets		
	Print Order Worksheets		
Purchasing	Non-Inventory Orders		
Warehouse		Exit	E

Ø Post Orders	 002 Be 003 Di 004 Le 005 Sł 006 Ce 007 Hi 008 Ce 009 Al 	liddle & High School est High School istict Warehouse eader Elementary hort Stop Elementary entral Ave. High School ill Top Elementary entral Kichen Iternative Jr High School ast Valley Elementary	Check All		🚰 Post Orders	ABC Distributing C Campo Distribution Mansfield Produce Murray Distributing NLB Foods DFEN VENDOR Skeldon's Foods Whits Distributors XYZ DISTRIBUTIN	Co Company Company	ABC 234 PRO MUR NLB OPE SKL 123 XYZ	F	Check All	٥	3
Cancel		< <u>B</u> ack <u>N</u> ext	>	Post	Cancel		< <u>B</u> ack	<u>N</u> ext >	>		Post	
Sort By-		- Delivery Date Range]		ost Orders Order # Vendor 000048 ABC	Site 005 Short Stop Elementary	Delivery Date 2/9/10	Total Order 3.40	Date Submitted	Submitted By lisa	Status Not Complete	3

☑ 000049 MUR

<u>C</u>ancel

☑ 000050 SKL

005 Short Stop Elementary 2/9/10

005 Short Stop Elementary 2/9/10

< <u>B</u>ack

48.90

0.00

From:

To:

2 / 1 /2010

3/2/2010

< Back

•

•

<u>N</u>ext>

C Site

Cancel

Vendor

C Delivery Date

Not Complete

Not Complete

Check All

Post

lisa

Section 10: Purchasing (Program Administrator) Search for Items on Orders

Search for Item in Orders

Step 1

 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 Ø Search for Item in Orders Placing a checkmark 	Items Transactions Physical Inventory Reports Bidding Purchasing Warehouse	Weekly Price Updates Inventory Requisition 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	Inventory Inquiry Exit	
Fracing a checkmark in "Containing Text" will bring up any item containing the word "apples" Containing Text apples Search Cancel 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	00009003	for Item in Orders 3 c APPLES,FRESH 3 APPLES,FRESH,W/SKIN 0 c APPLESAUCE,CND	FRL FRL FRL	ЛТ
	Conta	for 00009020 APPLESAUCE,CND	Sea	
Nutrik Page 1 Item in Item Searched: 00009020 APPLESAUCE,CN PO Vendor Site Deliv 000046 ABC 005 Short Stop Elementary 12/3	PO D /ery.Dat Star	Feb 9, 2010 tus Completed]	

Section 10: Purchasing (Program Administrator) Recurring Orders

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



🛱 Recurring Orders		🛱 Recurring	Orders	X
Description Wk 1, Cycle 1	dd 		cription Produce Order Vendor XYZ Distributing Co.	Grab Items
	Close			Save Close



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.

Section 10: Purchasing (Program Administrator) Modifying a Recurring Order

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

Crders Grders	l.
Description	
Produce Order	
Wk 1, Cycle 1	
	Add
	<u>M</u> odify
	<u>R</u> emove
	Close

🛱 Recurrin	g Orders 🛛 🔀
Purchase D	escription Produce Order Vendor XYZ Distributing Co. Grab Items
Inventory #	Description
00000104	Carrots, fresh
00000014	ONIONS,RAW
<u>D</u> elete	
	Save Close

Section 10: Purchasing (Program Administrator) Order Worksheets

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

Items	Weekly Price Updates	Inventory	Ę
Transactions	Inventory Requisition	Inquiry	
	Add/Review Orders		- 1
Physical Inventory	List/Print Orders		E
	Post Orders		- 1
Reports	Search for Item in Orders		F
	Recurring Orders		
Bidding	Add/Modify Order Worksheets		
	Print Order Worksheets		
Purchasing	Non-Inventory Orders		
Warehouse		Exit	Ę

🛱 Order Worksheets 🛛 🛛 🔀	🛱 Order Worksheets	X
Num Description 00001 Produce Order-XYZ Dist. Add Modify Bernove	Worksheet Num 00001 Order Worksheets Produce Order XYZ Dist. Inventory # Description 00000104 Carrots, fresh 00000014 ONIONS,RAW 00000026 TOMATO PRODUCTS,CND,PUREE,W0/SALT 00000016 OREGAND LEAVES,DRIED 000000480 Peaches, canned 000000480 Peaches, canned	
	<u>D</u> elete	
Close	Save	Close

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

Section 10: Purchasing (Program Administrator) Print Order Worksheets

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



🗯 Print Order Worksheets 🛛 🔀	🛱 Print Order Worksheets	🛱 Print Order Worksheets 🛛 🗙
Order by C Item Description C Item Number C Vendor C By Category	Select Sites Image: Construct of the select site of the select site of the select se	Select Orders Worksheets Image: market of the set of t
Include Bar Code	Check All	🗌 Check All
Cancel < Back Next> Preview	Cancel < Back	Cancel < Back Next> Preview
		·

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.

Page 1 US	DA Commodity 001 T. Jeffe	te Systems / - Order Workshe rson Elementary	ets	Apr 13, 2010
BEEFPRODUCTS	Vendor Code		Quantity Req	uested
00000711 BEEF GROUND ,80/20	ABC	Case (36#)	CI	nub (9#)
00013317 BEEF GROUND, PATTIES	ABC	Case (480ct)	Ca	ase (480d)
Breakfast recipes	Vendor Code	Quantity Requested		
00990250 BREAKFAST BURRITO	NO VEND	CASE	EA	ACH
CHICKEN & TURKEY	Vendor Code		Quantity Req	uested
00005060 CHICKEN BREAST, PRECKD	ABC	Case 10#	LB	i,raw wgt,w/bn
00005069 CHICKEN DRUM STICK, PRECKD	ABC	Case 10#	LB	i,raw wgt,w/bn
00005355 CHICKEN NUGGETS	ABC	Case (20#)	Ca	ase (20#)

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



🛱 Non-Inventory Orders		
📮 Close 📮 Open 📄 Add New		
Select Site ALL Select Vendor ALL	Sort by Delivery Date Refresh	
Order # Vendor Site	Delivery Date Total Order Date Submitted By Status	
	🛱 Non-Inventory Orders	
	🖻 <u>C</u> lose 🔚 <u>S</u> ave 🚑 Print	
	Order # Site Notes 900000 005 - Short Stop Elementary	
	Delivery Date Vendor	
	2 / 9 /2010 Whits Distibutors Description Quantity	Unit Costs Total Costs
	1 Combi-oven 1 oven	1599.0000 1599.00
	3 4	
Lists Posted Non-Inventory Orders	5	
	7	
🛱 Non-Inventory Orders		
🖳 Close 🖨 Open 📄 Add New		
Select Site ALL Select Vendor A	LL Sort by Delivery Date Refresh	Sub-Total 1599.00
Order# Vendor Site	Delivery Date Total Order Date Submitted By Status	
900000 Whits Distibutors 005 Short Stop Elementary	02/09/2010 1599.000 lisa Not Completed	
	🛱 Non-Inventory Orders	
	🖻 <u>C</u> lose 🔚 <u>S</u> ave 🔿 Print	
	Order # Site Notes 900000 005 - Short Stop Elementary	
	Delivery Date Vendor 2 / 9 /2010 Vendor	
	2 / 9 /2010 Vhits Distibutors	Unit Costs Total Costs
	1 Combi-oven 1 oven	1599.0000 1599.00
	3 4	
Lists Posted Non-Inventory Orders	5 6	
	7	
	8 9	
	8	

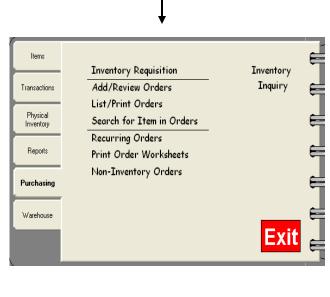
Section 11: Purchasing (Site Manager) Main Menu

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.

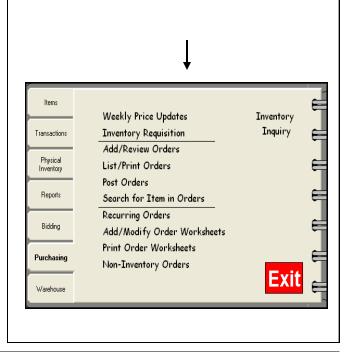
Items			⋹
	Weekly Price Updates	Inventory	
Transactions	Inventory Requisition	Inquiry	e
	Add/Review Orders		
Physical Inventory	List/Print Orders		⋹
	Post Orders		
Reports	Search for Item in Orders		ę
	Recurring Orders		
Bidding	Add/Modify Order Worksheets		
	Print Order Worksheets		ᆋ
Purchasing	Non-Inventory Orders		
Warehouse		Exit	⋹

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.



Section 11: Purchasing (Site Manager) Add Inventory Requisitions

Purchasing/Inventory Requisitions—Sites

enter orders here for submission to Administrator

Step 1 Add a Requisition

- Click INVENTORY REQUISITION
- Click ADD NEW



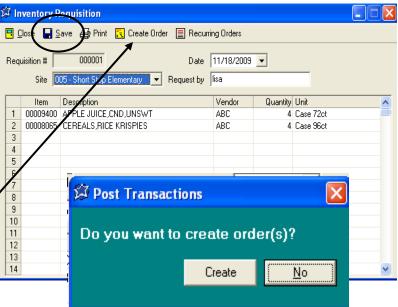
Step 2 Add a Requisition

- 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



Select 9	ite ALL	New Select Vendor ALL		▼ Sort b	y Delivery	Date 🔻	Refresh
Order #	Vendor	Site	Delivery Date	Total Order	Date Submitted	Submitted By	Status
000023	ABC Distributing	005 Short Stop Elementary	11/17/2009	12.750	11/18/09	brenda	Submitted for Approva
000024	Mansfield Produce	005 Short Stop Elementary	11/17/2009	12.100	11/18/09	brenda	Submitted for Approva
000025	Murray Distributing	005 Short Stop Elementary	11/17/2009	11.300	11/18/09	brenda	Submitted for Approve
000027	ABC Distributing	005 Short Stop Elementary	11/17/2009	31.300	11/18/09	brenda	Submitted for Approv
000028	Mansfield Produce	005 Short Stop Elementary	11/17/2009	25.600		brenda	Not Completed
000029	Murray Distributing	005 Short Stop Elementary	11/17/2009	60.000		brenda	Not Completed
000032	ABC Distributing	005 Short Stop Elementary	11/18/2009	85.000		brenda	Not Completed
000036	NLB Foods	005 Short Stop Elementary	11/18/2009	15.020		brenda	Not Completed

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

Select S	ite ALL	Select Vendor ALL		▼ Sort I	by Delivery	Date 💌	Refresh
Order #	Vendor	Site	Delivery Date	Total Order	Date Submitted	Submitted By	Status
000025	Murray Distributing	005 Short Stop Elementary	11/17/2009	11.300	11/18/09	brenda	Submitted for Approv
000027	ABC Distributing	005 Short Stop Elementary	11/17/2009	31.300	11/18/09	brenda	Submitted for Approv
000028	Mansfield Produce	005 Short Stop Elementary	11/17/2009	25.600		brenda	Not Completed
000029	Murray Distributing	005 Short Stop Elementary	11/17/2009	60.000		brenda	Not Completed
000032	ABC Distributing	005 Short Stop Elementary	11/18/2009	85.000		brenda	Not Completed
000036	NLB Foods	005 Short Stop Elementary	11/18/2009	15.020		brenda	Not Completed

- Make any additional changes
- Click SAVE
- Choose to Save
- Click Save & Submit for Approval

Tech I	Ϋ́Α	dd/Reviev	v Purchas	e Orders						X
	<mark>.</mark> 0	jose 📘	Dave 🖨 P	rint 📃 Dele	ete 🔳 F	Recurring Orders 📑 Export				
	Ord	ler # 00002	B OC	e)5 - Short Sto	🗯 Post	Transactions				
		ivery Date /17/2009		ndor ansfield Produ		Save & Don't submit yet			>	
		Item	Vnd Item #	Description		Save & Submit for approval		ats	Total Costs 🔼	
	1	00011252	2222	LETTUCE,			-	þo	18.90 💻	
	2	00011529	2221	TOMATOE				00	6.70	
	3									
	4									
	5									
	6									
	7									
	8									

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

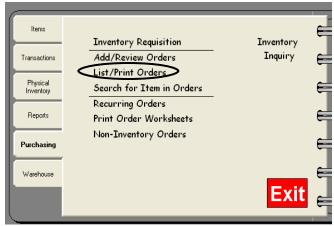
As the site manager, you will be able to watch this order's progress under ADD/REVIEW ORDERS. If your order is not on this screen, it has already been posted by the Administrator.

PURCHASING: List/Print ORDERS

All requisitions and orders can be found under LIST/PRINT Orders

Step 1 List/Print a Requisition/Order

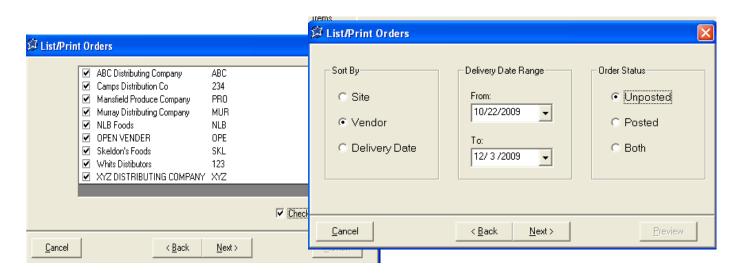
- Click LIST/PRINT ORDERS
- Select a Format, either Summary, Detail or whether you want to print the Purchase Order
- Click NEXT
- Select a Site(s), or CHECK ALL
- Click NEXT
- Select a Vendor(s), or CHECK ALL
- Click NEXT
- Select to sort the Requisitions by Site, Vendor or Delivery Date, (If selecting Delivery Dates, you need to set a date



range) Also choose whether you want to see Unposted Orders, Posted Orders or Both.

• Click NEXT

ltems ∯List/Print Orders		🛱 List/Print Orders 🛛 🔀
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 Ave. High School 009 Alternative Jr High School 010 East Valley Elementary	Check All	C Summary C Detail C Purchase Orders C Consolidated
Cancel < Back Next >	Preview	Cancel < Back Next> Preview



Section 11: Purchasing (Site Manager) List/Print Orders Cont.

Purchasing: List/Print Orders

Step 2 List/Print a Requisition/Order

- Select Requisition/Order(s) or CHECK ALL
- Click PREVIEW
- Click PRINT to print

Ø	.ist/Pri	nt Order	5					×
	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 Al	I
	<u>C</u> ancel		< <u>B</u> ack	<u>N</u> ext >		<u>P</u> re	view	

		Nutrik		_		
Page 1		Unposted	Orders	>		,
Site:005 SI Vender:AB	te: November 1 hort Stop Elem C Distributing s : Not Comple	entary Compa ny				
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
Site:005SI Vendor:Ma Order Statu Submitted E	te: November 1: hort Stop Elem insfield Produc s : Not Comple By : IIsa	entary e Company ted				
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



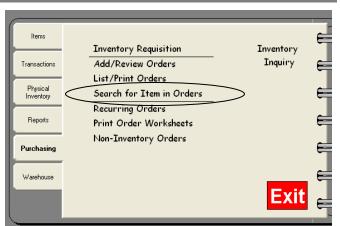
Note that in this example, the orders are unposted orders and the order status is "not complete". They are in essence still requisitions. Other printouts could say, "posted orders" with its appropriate status or even "all orders" with the status.

Section 11: Purchasing (Site Manager) Search for Items on 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



🛱 Search for Item in Orders 🛛 🛛 🔀	🛱 Search for Item in Orders 🛛 🗙
Placing a checkmark in <i>"Containing Text"</i> will bring up any item containing the word "apples"	00990413 APPLES,FRESH,W/SKIN FRUIT 00009020 c APPLESAUCE,CND FRUIT
Containing Text	Containing Text Search Search for 00009020 APPLESAUCE,CND
SearchCancel	

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	
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

Page 1

Section 11: Purchasing (Site Manager) Recurring 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

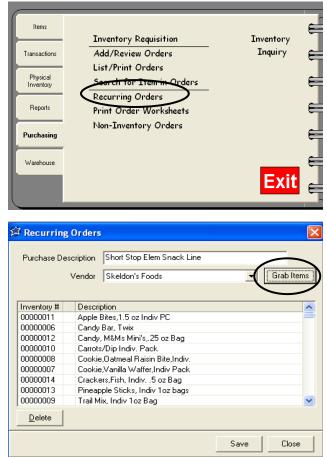
will help eliminate confusion over what is on the order. Ex. See the window below that uses the name of the vendor in the description.

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

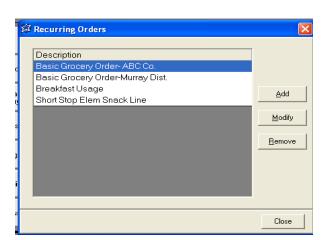


HUGE

TIME SAVER!

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



Reminder

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



🛱 Non-Inventory Orders		
🖳 <u>C</u> lose 🕞 <u>S</u> ave 🚑 Print		
Order # Site 900000 005 - Short Stop Elementary Delivery Date Vendor 11/12/2009 OPEN VENDER Description 1 2 3	Notes Quantity Unit Unit Unit Unit Votes Total Costs Votes Votes	
4 5 6 7 8 9	Close Save Print Order Site 900000 Delivery Date Vendor 11/12/2009 OPEN VENDER Description 1 combioven	Votes
11	2 3 4 5 6 7 7 8 9 10 11	Sub-Total 1599.00

Section 12: Warehouse (Administrator) Main Menu

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

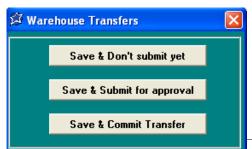
You may add a transfer from the warehouse to another site, or review warehouse transfers entered at a manager's site. You may also set-up the Recurring Items feature to save time in creating transfers. See page 102 for instructions on setting up Recurring Items.

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

		Warehouse ve 🔳 Deleti	Transfers e 🔳 Recurring Items	Committed	: 70 LOA : 0.00 LO : 70 LOA	AF	
	TRX	:# 0	00012		: 0.00 LO		
			rrict Warehouse		Descript delivery	tion) 12.5.09	
	Transfer Da	ate 11/30/20					
		ate 11/30/20	Description		Quantity	Unit	
1		, 		Sara Lee#3004		Unit Bag (30 ct)	
2	Inventory #	Vnd Item #	Description Bread, Wheat Hamburger Buns S BREAD, MXD-GRAIN		24		
	Inventory # 00900156	Vnd Item # HB 1223	Description Bread, Wheat Hamburger Buns S		24 24	Bag (30 ct)	
2 3 4	Inventory # 00900156 00018036 00000015	Vnd Item # HB 1223	Description Bread, Wheat Hamburger Buns S BREAD, MXD-GRAIN		24 24 1	Bag (30 ct) Loaf	
2 3 4 5	Inventory # 00900156 00018036 00000015 00018259 00018350	Vnd Item # HB 1223 4454	Description Bread, Wheat Hamburger Buns S BREAD, MXD-GRAIN Donut, Super Proball, Indiv Wrap		24 24 1 1	Bag (30 ct) Loaf Case/250/2 oz	
2 3 4 5 6	Inventory # 00900156 00018036 00000015 00000015	Vnd Item # HB 1223 4454 777760	Description Bread, Wheat Hamburger Buns S BREAD, MXD-GRAIN Donut, Super Proball, Indiv Wrap ENGLISH MUFFINS		24 24 1 1 0	Bag (30 ct) Loaf Case/250/2 oz Case (6pkg)	
2 3 4 5 6 7	Inventory # 00900156 00018036 00000015 00018259 00018350	Vnd Item # HB 1223 4454 777760 6578	Description Bread, Wheat Hamburger Buns S BREAD, MXD-GRAIN Donut, Super Proball, Indiv Wrap ENGLISH MUFFINS HAMBURGER BUNS		24 24 1 1 0	Bag (30 ct) Loaf Case/250/2 oz Case (6pkg) Pkg (30ct)	
2 3 4 5 6 7 8	Inventory # 00900156 00018036 00000015 00018259 00018350	Vnd Item # HB 1223 4454 777760 6578	Description Bread, Wheat Hamburger Buns S BREAD, MXD-GRAIN Donut, Super Proball, Indiv Wrap ENGLISH MUFFINS HAMBURGER BUNS		24 24 1 1 0	Bag (30 ct) Loaf Case/250/2 oz Case (6pkg) Pkg (30ct)	
2 3 4 5 6 7	Inventory # 00900156 00018036 00000015 00018259 00018350	Vnd Item # HB 1223 4454 777760 6578	Description Bread, Wheat Hamburger Buns S BREAD, MXD-GRAIN Donut, Super Proball, Indiv Wrap ENGLISH MUFFINS HAMBURGER BUNS		24 24 1 1 0	Bag (30 ct) Loaf Case/250/2 oz Case (6pkg) Pkg (30ct)	

• Choose whether to Save & Don't submit yet, Save & Submit for approval, or 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.

Section 12: Warehouse (Administrator) Review/Commit a Transfer

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

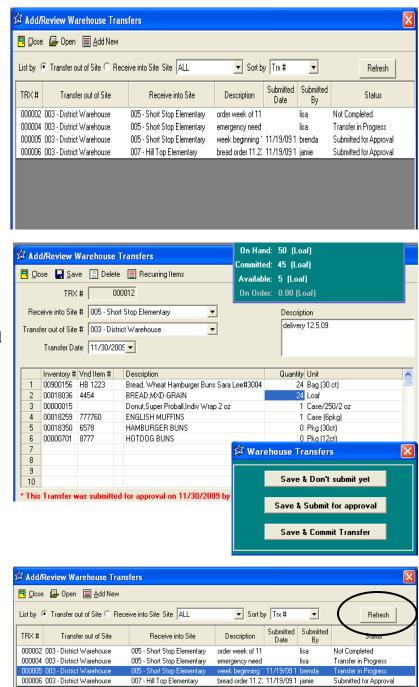
Step 2 Review/Modify the Transfer

- 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

1 State	🖥 List/Print Transfer				×	
, r	Warehouse Transfer					
	Trx Site Out of S	ite Into	Trx Date Prin	ład	_	
1	✓ 00004 003 District Wareho 0					
		·				
, i l	Check All					
	🔲 Order by Category		Dia I	C .		
	🔲 Include Zero Quantities		Print	Cance		
DC40 [D]						
RC40 - [Preview]	urchasing Warehouse Misc Tools Help					
	Zoom: 100% Export to PDF					
	Nu	ıtrikids				
Page 1	Invento	ry Pull Sheet				
, i i i i i i i i i i i i i i i i i i i						
TRX #4		emergency need	l for cere al			
TRX Date: Novembe						
Transfer Out: 003-D						
Status: Transfer in F	Short Stop Elementary					
	rod # Description			Qtγ	Unit	
		IES		1	Case 96ct	
The status i	is printed right on the r	eport!				
The status i	is printed right on the r	eport!				

Section 12: Warehouse (Administrator) Commit Transfer

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)

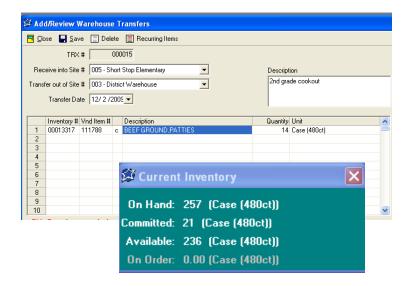
- Click COMMIT TRANSFER
- Double Click a Transfer
- Click COMMIT



		mmit T	ransfer				
Г	War	ehouse 1	Fransfer				
		Trx	Site Out of	Site Into	Trx Date	Printed	Status
		00002	003 District Wareho	005 Short Stop Eler	11/18/09	Not Printe	Not Completed
							Submitted for Approval
		Check All	1				
							ommit Cancel



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.



Section 12: Warehouse (Administrator) Create Purchase Order

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

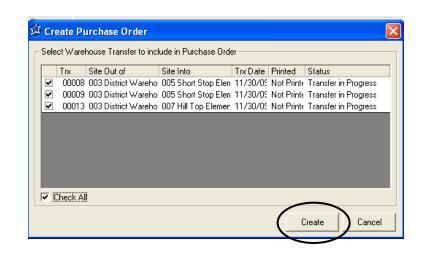
- Click CREATE PURCHASE ORDER
- Use the DROP DOWN to choose the Warehouse
- Choose the Delivery Date Range needed for the Purchase Order
- Click NEXT

ltems	Add/Review Transfer	Inventory	Ę
Transactions	List/Print Transfer Commit Transfer	Inquiry	E
Physical Inventory	Create Purchase Order		⊨
Reports	Print Delivery Route Sheets Post Transfers		⋹
Bidding	Add/Modify Transfer Worksheets Print Transfer Worksheets		Ę
Purchasing	Recurring Warehouse Transfer Search for Item in Warehouse Transfer		Ę
Warehouse	Warehouse Committed Reports	Exit	⋹

🛱 Create Purchase	i Urder	
	Create PD for: 003 - District Warehouse	
	Delivery Date Range: From: Mon. Nov, 30, 2009 ▼	
	To: Fri Dec, 18, 2009 💌	
<u>C</u> ancel	Ne	xt>

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

Items	Weekly Price Updates	Inventory	Ę
Transactions	Inventory Requisition	Inquiry	E
Physical Inventory	Add/Review Orders		⊨
Reports	Post Orders Search for Item in Orders		⋹
Bidding	Recurring Orders Add/Modify Order Worksheets		╘
Purchasing	Print Order Worksheets Non-Inventory Orders		€
Warehouse		Exit	E

G List/Print Orders			
© Summary © Detail © <u>Purchase Orders</u> ☐ Consolidated <u>Cancel</u> < <u>Back</u> <u>Next</u> >	Sort By C Site C Vendor C Delivery Date	Delivery Date Range From: 11/ 9 /2009 • To: 12/21/2009 •	Order Status C Unposted Posted Both
	Cancel	< <u>B</u> ack	Preview

- Choose the ORDERS to view or CHECK ALL
- The order can now be PRINTED or EXPORTED to PDF

1	٦ I	.ist/Pri	nt Order	S						X
		Order #	Vendor	Site	Delive Date		Date Submitted	Submitted By	Status	
	•	000053	ABC	012 Warehouse 1	3/5/10	406.20		lisa	Not Complete	
	✓	000054	MUR	012 Warehouse 1	3/5/10	219.64		lisa	Not Complete	
	✓	000055	SKL	012 Warehouse 1	3/5/10	91.80		lisa	Not Complete	
									Check.	All
		<u>C</u> ancel			< <u>B</u> ack	. <u>N</u> ext >			<u>P</u> review	,



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.

🧯 Delivery Route

- **Click WAREHOUSE**
- **Click DELIVERY ROUTE SHEET**

Denvery Route Sneets		
AREHOŬSE ELIVERY ROUTE SHEETS	ID Route Name 001 Elem Route 003 High Route 002 Secondary Route	Report Formats Individual Site Sheets Consolidated Route Sheets
Set up Delivery Routes under		 Consolidated Site Side by Side Sheet Consolidated Route Side by Side Sheets
Items, Warehouse Routes.		Select Unit for Side by Side Report
Delivery Route Sheets can only be printed for committed		C Stock Unit
transfers.	Delivery Date From 4 / 9 /2011 ▼ To 4 / 9 /2011 ▼	Item Description Item Number Storage Location
	Include Signature Lines	Print Close

- Delivery Route Sheets can only be printed for committ 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 ٠
- 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 •

🖉 Delivery Route	
ID Route Name	Report Formats
O01 Elem Route O03 High Route O02 Secondary Route	 Individual Site Sheets Consolidated Route Sheets Consolidated Site Side by Side Sheet Consolidated Route Side by Side Sheets Select Unit for Side by Side Report Purchase Unit
Delivery Date From 4 / 9 /2011 💌 To 4 / 9 /2011 💌	Stock Unit Order By Item Description Item Number Storage Location Print Close

- 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.

Page 1 Individual Site Sheets						
		Delivery Date	from Nov 19, 2009 to Nov 26, 20	09		
TRX #4 - N	X #4 - Nov 19, 2009 Route Name: Elementary Route					
Transfer Ou	t: 003 - District V	Warehouse				
Transfer In:	005 - Short S	top Elementary	Description: emerger	cy need f	or cereal	
Inv #	Prod #	Description			Qty	Unit
00008065	565760	CEREALS,RICE KR	RISPIES		1	Case 96ct

Page 2		Individua	l Site Sheets		
		Delivery Date from Nov	v 19 , 2009 to Nov 26 , 2009		
TRX #5 - N	lov 23, 2009		Route Name: Elementary R	oute	
Tran sfer Out	t: 003 - District Y	Narehouse			
Tran sfer In:	005 - Short S	top Elementary	Description: week beginning	j 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)
)river Signat	ure	Manager	Signature		

Page 3	3 Individual Site Sheets					
		Delivery Date	from Nov 19, 2009 to Nov 26, 2009			
TRX #6 - Nov 26, 2009			Route Name: Elementa	ry Rout	е	
ransfer Ou	t: 003 - District '	Warehouse				
ran sfer In:	007 - Hill Top	Elementary	Description: bread orde	r 11.23	.09	
Inv #	Prod #	Description			Qty	Unit
00018036	4454	BREAD, MXD-GRA	IN		4	Loaf
00018259	777760	ENGLISH MUFFIN	S		2	Case (6pkg)
00018350	6578	HAMBURGER BUN	٧S		10	Pkg (30ct)
00000701	8777	HOTDOG BUNS			6	Pkg (12ct)

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

age 4		Consolidated Route Sheets		
		Delivery Date from Nov 19, 2009 to Nov 26, 2009		
oute Name:	Elementary Rou	ute		
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)

A side by side comparison by site is pictured below.

Page 1	Consolid	ated Site Side by Sid	le Sheet		
	D-livery D-t	- fram New 40, 2000 to Ne			
Deute Nere		e from Nov 19,2009 to No	¥ 26, 2009		
	e: Elementary Route				
	ιρ Elementary Stop Elementarγ				
Inv #	Description	Purch Unit	Total Qty	007	00
00018036	-	Loaf	14	4	1
00008065	CEREALS,RICE KRISPIES	Case 96ct	1		
00018259	ENGLISH MUFFINS	Case (6pkg)	22	2	2
00018350	HAMBURGER BUNS	Pkg (30ct)	25	10	1
00000701	HOTDOG BUNS	Pkg (12ct)	26	6	2
		1	1 1	I	
	p Elementary - Manager Signature				
JO5 - Short	Stop Elementary - Manager Signature				



A side by side comparison of delivery routes is also an available printout

Section 12: Warehouse (Administrator) Edit Committed Transfer

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

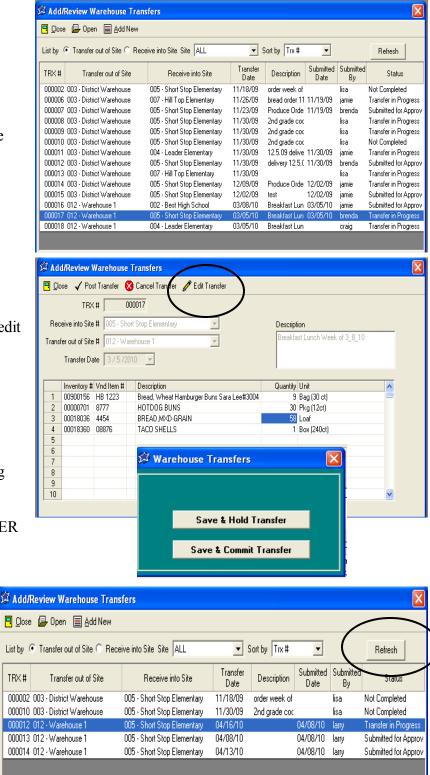
- Click EDIT TRANSFER
- Click in the QUANTITY FIELD to edit
- Type the new number
- Click SAVE

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.



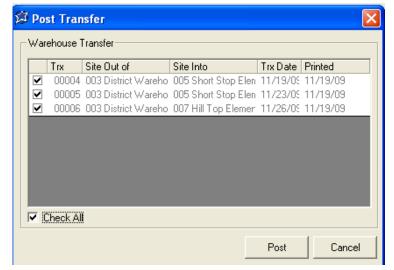
Post Transfer

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.



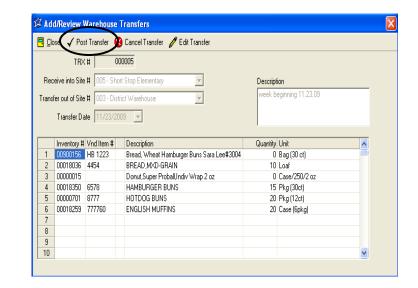
Wait until all deliveries have been made and hard copies of the deliveries have been returned, before POSTING. Discrepancies should be attended to BEFORE POSTING (see the previous page for instructions). Since POSTING does the math, any changes that happened between the warehouse loading dock and site 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

💯 Recurring	Transfers & Worksheets 🗾 🗾
Worksh Worksheet De	neet Num 00001 escription <mark>Cleaning Stuff/Paper</mark>
Inventory #	Description
00000512	Maximum Laundry Soap
00001067	Vinegar, White Distilled
00000187	Napkin 15.17 2ply
<u>D</u> elete	•
	Save 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 Works	heets		
			em Description em Number endor		
	□ Incli <u>C</u> ance	ude Bar Code	<u>3</u> ack	Er	eview
🗊 Print Tra	nsfer \	Norksheets			
Select Orders	Workshi				
Select Orders	Worksh All Items		read Order		×
Select Orders	Worksh All Items	eets	read Order		
Select Orders	Worksh All Items	eets	read Order	☐ Cher	CK All

Page 1 00	Transfer 5 Short S	t rikids Worksheets Stop Elementary	
BAKERY PRODUCTS			
Description	Vendor Code	Quar	ntity 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)	P kg (12ct)
00000701 HOTDOG BUNS	MUR	Pkg (12ct)	Pkg (12ct)
Breakfast Description	Vendor Code	Qua	ntity Requested
	ABC	Case/250/2 oz	Each 2 oz

Recurring Warehouse Transfer

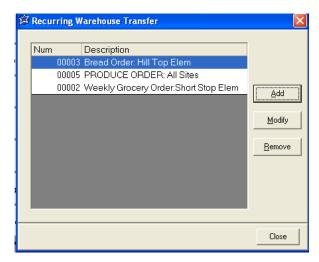
Establishing recurring transfers from the Warehouse can prove to be very time saving for Site Managers. It keeps them from having to manually enter items every time they order. They may be general or site specific for daily, weekly, or other scheduled transfers.

- 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.

Add/Review Warehouse Transfers	
🖳 <u>C</u> lose 🔚 <u>S</u> ave 📃 Recurring Items	
TRX # 000016	
Receive into Site # 005 - Short Stop Elementary	Description
Transfer out of Site # 003 - District Warehouse	Recurring Transactions Items
Transfer Date 12/8/2005 💌	Recurring Warehouse Transfer Bread Order: All Elem Schools
Inventory # Vnd Item # Description	PRODUCE ORDER: All Sites Snack Program: All Sites Weekly Grocery Order:Short Stop Elem
6 7 8	Select Cancel
9	



Section 12: Warehouse (Administrator) Search for Item in Warehouse Transfer

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.

~		
Items		_ .
	Add/Review Transfers	Inventory Inquiry
Transactions	List/Print Transfers Commit Transfers	Tudon.A
Physical	Create Purchase Order	
Inventory	Print Delivery Route Sheets	
Reports	Post Transfers	
<u> </u>	Recurring Transfers & Worksheets	
Bidding	Print Recurring Transfers & Works	neets
·	Warehouse Committed Report	
Purchasing	Search for Item in Transfers	
Warehouse		Exit
🗯 Search for It	tem in Warehouse Transfers	
	Warehouse Transferred From:	
	003 - District Warehouse	
⊢ Transfer D)ate Range:	
- Transfer D	Date Range:	
Transfer D		-
		•
		•
		•
Start Da	te: 4/9/2011 v End Date: 4/9/2011	
		▼ Next>
Start Da	te: 4/9/2011 End Date: 4/9/2011 Back	
Start Da	te: 4/9/2011 v End Date: 4/9/2011	
Start Da	te: 4/9/2011 End Date: 4/9/2011 Back Item in Warehouse Transfers	Next >
Start Da	te: 4/9/2011 End Date: 4/9/2011 Back	Next >
Start Dai	te: 4/9/2011 End Date: 4/9/2011 Back Back Item in Warehouse Transfers Apple Juice, canned qts Apple School-113 ct Apple Turnover-Cutie Pie, Whole Grain	Next >
Start Dai	te: 4/9/2011 End Date: 4/9/2011 Back Back Item in Warehouse Transfers Apple Juice, canned qts Apple School-113 ct Apple School-113 ct Apples, Cnd, Sliced, Water Pkd	Next >
Start Dai	te: 4/9/2011 End Date: 4/9/2011 Back Back Item in Warehouse Transfers Apple Juice, canned qts Apple School-113 ct Apple Turnover-Cutie Pie, Whole Grain	Next >
Start Dai	te: 4/9/2011 End Date: 4/9/2011 Back Back Item in Warehouse Transfers Apple Juice, canned qts Apple School-113 ct Apple School-113 ct Apples, Cnd, Sliced, Water Pkd	Next >
Start Dai	te: 4/9/2011 End Date: 4/9/2011 Back Back Item in Warehouse Transfers Apple Juice, canned qts Apple School-113 ct Apple School-113 ct Apples, Cnd, Sliced, Water Pkd	Next >
Start Dai	te: 4/9/2011 End Date: 4/9/2011 Back Back Item in Warehouse Transfers Apple Juice, canned qts Apple School-113 ct Apple School-113 ct Apples, Cnd, Sliced, Water Pkd	Next >
Start Dai	te: 4/9/2011 End Date: 4/9/2011 Back Back Item in Warehouse Transfers Apple Juice, canned qts Apple School-113 ct Apple School-113 ct Apples, Cnd, Sliced, Water Pkd	Next >
Start Dai	te: 4/9/2011 End Date: 4/9/2011 Back Back Item in Warehouse Transfers Apple Juice, canned qts Apple School-113 ct Apple School-113 ct Apples, Cnd, Sliced, Water Pkd	Next >
Start Date Cancel Search for 00000856 00001203 00001333 00000253	te: 4/9/2011 C End Date: 4/9/2011 Back Back Item in Warehouse Transfers Apple School-113 ct Apple School-113 ct Apples, Cnd, Sliced, Water Pkd Applesauce	Next >
Start Dai	te: 4/9/2011 C End Date: 4/9/2011	Next >
Start Date Cancel Search for 00000856 00001203 00001333 00000253	te: 4/9/2011 C End Date: 4/9/2011 Back Back Item in Warehouse Transfers Apple School-113 ct Apple School-113 ct Apples, Cnd, Sliced, Water Pkd Applesauce	Next >
Start Date Cancel Search for 00000856 00001203 00001333 00000253	te: 4/9/2011 C End Date: 4/9/2011 Back Back Item in Warehouse Transfers Apple School-113 ct Apple School-113 ct Apples, Cnd, Sliced, Water Pkd Applesauce	Next >

NutriKids

Pa	je i		m in Warehou 3/1/2011 thru 4		Apr 9, 2011
Sito out of	: 003 - District '	Warohouso			
	ched: 0000025				
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
				•	

Items

Transactions

Physical Inventory

Reports

Bidding

Purchasing

Warehouse

Add/Review Transfers

Create Purchase Order

Print Delivery Route Sheets

Recurring Transfers & Worksheets

Warehouse Committed Report

Print Recurring Transfers & Worksheets

List/Print Transfers

Commit Transfers

Post Transfers

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

🐉 Warehouse Committed Reports	X
Items Committed From: 003 - District Warehouse	Items to Include C ALL C Commodity Items Only C Purchased Items Only C Shortages Only
Order By:	Linclude Transfers Submitted for Approval but Not Yet Approved
<u>C</u> ancel	Preview

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

Pa	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 gts	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		
		- u.a.aaa						

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.

E

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Inventory

Inquiry

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
- P

			· · · ·			
ess	ENTER	to sele	ct each item			
Ad	d/Review V	Varehouse	a Transfers			
. <u>C</u> k	ose 🛃 <u>S</u> av	re 📃 Reci	urring Items			
	TBX	+	000016			
	164	# J	500018			
Rec	eive into Site:	# 005 · Sh	ort Stop Elementary 📃 💌	Descript	ion	
Frans	for out of Site	# 002 Di				
	rer out or site	# 003 · DR	strict Warehouse 🔹 🔹			
		te 12/8/2				
	Transfer Da	te 12/8/2		Quantitu	Unit	
	Transfer Da Inventory #	te 12/8/2	005 v	Quantity		
1	Transfer Da Inventory # 00990413	te 12/8/2 Vnd Item #	Description APPLES,FRESH,W/SKIN	Quantity	138 cnt	
	Transfer Da Inventory # 00990413 00009040	te 12/8/2	Description APPLES,FRESH,W/SKIN BANANAS	Quantity	138 ont Case 36#	
1	Transfer Da Inventory # 00990413 00009040 00011124	te 12/8/2 Vnd Item # 09098	Description APPLES,FRESH,W/SKIN	Quantity	138 cnt	
1 2 3	Transfer Da Inventory # 00990413 00009040 00011124 00011143	te 12/ 8 /2 Vnd Item # 09098 5656	Description APPLES,FRESH,W/SKIN BANANAS CARROTS,FRESH	Quantity	138 cnt Case 36# Bag 1#	
1 2 3 4	Transfer Da Inventory # 00990413 0009040 00011124 00011143 00009131	te 12/ 8 /2 Vnd Item # 09098 5656 6677	Description APPLES,FRESH,W/SKIN BANANAS CARROTS,FRESH CELERY,FRESH	Quantity	138 cnt Case 36# Bag 1# Case	
1 2 3 4 5	Transfer Da Inventory # 00990413 00009040 00011124 00011143 00009131 00011252	te 12/ 8 /2 Vnd Item # 09098 5656 6677 66554	Description APPLES,FRESH,W/SKIN BANANAS CARROTS,FRESH CELERY,FRESH GRAPES,FRESH	Quantity	138 cnt Case 36# Bag 1# Case Case 10#	
1 2 3 4 5 6	Transfer Da Inventory # 009090413 00009040 00011124 00011143 0000131 00011252 00011282	te 12/ 8 /2 Vnd Item # 09098 5656 6677 66554 2222	Description APPLES,FRESH,W/SKIN BANANAS CARROTS,FRESH CELERY,FRESH CELERY,FRESH LETTUCE,ICEBERG,FRESH	Quantity	138 cnt Case 36# Bag 1# Case Case 10# Bag 5#	
1 2 3 4 5 6 7	Transfer Da 00990413 0009040 00011124 00011143 0000131 00011252 00011282 00009200	te 12/ 8 /2 Vnd Item # 09098 5656 6677 66554 2222 22223	Description APPLES,FRESH,W/SKIN BANANAS CARROTS,FRESH CELERY,FRESH GRAPES,FRESH LETTUCE,ICEBERG,FRESH ONIONS,FRESH	Quantity	138 cnt Case 36# Bag 1# Case Case 10# Bag 5# LB	



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.



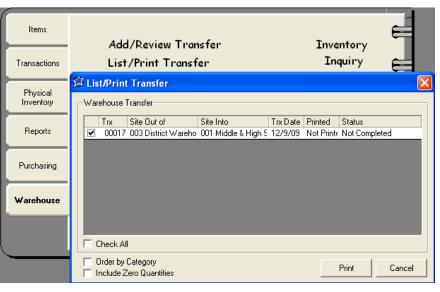
	🛱 Add/	Review Wzrehouse Trans	fers					X
e	🖪 <u>C</u> lose	e 📴 Opeo 📄 Add New)					
	List by (Transfer out of Site C Receiption	ive into Site Site ALL	 Sort by 	/ Trx #	•	Refresh	
	TRX #	Transfer out of Site	Receive into Site	Description	Submitted Date	Submitted By	Status	
	000004	003 · District Warehouse	005 - Short Stop Elementary	emergency need		lisa	Transfer in Progress	
	000005	003 - District Warehouse	005 - Short Stop Elementary	week beginning "	11/19/091	brenda	Transfer in Progress	
)	000006	003 - District Warehouse	007 · Hill Top Elementary	bread order 11.2%	11/19/091	jamie	Transfer in Progress	

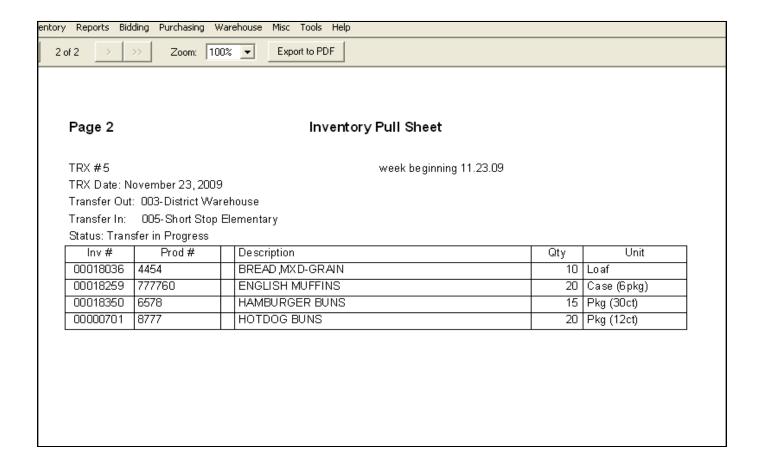
List/Print Transfer Requests

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





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	♀ Print Transfer Worksheets Select Sites	Select Orders Worksheets Image: Select Orders Worksheets Image: Select Orders Worksheets Image: Select Order Stop Elementary Bread Order
<u>Cancel</u> < <u>B</u> ack <u>Next ></u>	<u>Cancel</u> < <u>B</u> ack	Check All Cancel C

D 1		trikids		
3		Worksheets		
00:		Stop Elementary		
	Dare			
AKERY PRODUCTS				
	Vendor		Questille Barriesterl	
	Code		Quantity Requested	
0000701 HOTDOG BUNS	MUR	Pkg (12d)	P kg (12ct)	
0018036 BREAD,MXD-GRAIN	ABC	Loaf	Slice (1oz)	
0018259 ENGLISH MUFFINS	ABC	Case (6pkg)	P kg (12ct)	
10900156 Bread, Wheat Hamburger Buns Sara Lee#3004	SKL	Bag (30 ct)	Bag (30 ct)	
		1	ł	
reaktast				
Description	Vendor Code		Quantity Requested	
10000015 Donut,Super Proball,Indiv Wrap 2 oz	ABC	Case/250/2 oz	Each 2 oz	
	1			

Section 13: Warehouse (Site Manager) Recurring Warehouse Transfers

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

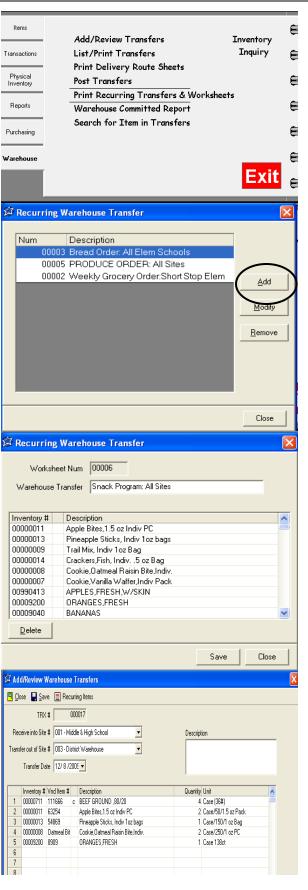
- To modify a recurring transfer format, highlight the format you want to edit
- Click on MODIFY
- Make the necessary changes
- Click SAVE
- Click CLOSE

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.

Current	l Inventory	
	(Inventory	
On Hand:	257 (Case (480ct))	
Committed:	21 (Case (480ct))	
Available:	236 (Case (480ct))	
On Order:	0.00 (Case (480ct))	



Section 13: Warehouse (Site Manager) Search for Item in Warehouse Transfer

Items

Transactions

Physical Inventory

Reports

Purchasing

Warehouse

Add/Review Transfers

Print Delivery Route Sheets

Print Recurring Transfers & Worksheets

-

Next >

FRUIT

brkf

fruit

fruit

Search

Search

< Back

ehouse Committed Report

Search for Item in Transfers

List/Print Transfers

Post Transfers

🗯 Search for Item in Warehouse Transfers

Transfer Date Range

🏂 Search for Item in Warehouse Transfers

Applesauce

Apple School-113 ct

Apple Turnover-Cutie Pie, Whole Grain

Search by Code or #

Apples, Cnd, Sliced, Water Pkd

<u>C</u>ancel

00000251

00001203

00001333

00000253

Containing Text

Cancel

Warehouse Transferred From

Start Date: 4 / 9 /2011 - End Date: 4 / 9 /2011 -

Inventory

Inquiry

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.

Page 1			m in Warehou: 3/1/2011 thru 4		Apr 9, 2011
Site out of	003 - District	i i di ono dio o			
	ched: 0000025				
Trx	Site Into	Transfer Date	Commit Date	Quantity	Status
Trx 000088	Site Into 001 -	Transfer Date	03/24/2011	2 Case/6/#10	Transfer in Progress
Trx 000088 000096	Site Into 001 - 001 -	Transfer Date 03/23/2011 03/24/2011	03/24/2011 03/24/2011	2 Case/6/#10 2 Case/6/#10	Transfer in Progress Transfer in Progress
Trx 000088 000096 000095	Site Into 001 - 001 - 001 -	Transfer Date 03/23/2011 03/24/2011 03/24/2011	03/24/2011	2 Case/6/#10 2 Case/6/#10 2 Case/6/#10	Transfer in Progress Transfer in Progress Transfer in Progress
Trx 000088 000096 000095 000092	Site Into 001 - 001 - 001 - 001 - 001 -	Transfer Date 03/23/2011 03/24/2011 03/24/2011 03/24/2011	03/24/2011 03/24/2011	2 Case/6/#10 2 Case/6/#10 2 Case/6/#10 1 Case/6/#10	Transfer in Progress Transfer in Progress Transfer in Progress Submitted for Approval
Trx 000088 000096 000095	Site Into 001 - 001 - 001 -	Transfer Date 03/23/2011 03/24/2011 03/24/2011	03/24/2011 03/24/2011	2 Case/6/#10 2 Case/6/#10 2 Case/6/#10	Transfer in Progress Transfer in Progress Transfer in Progress
Trx 000088 000096 000095 000092	Site Into 001 - 001 - 001 - 001 - 001 -	Transfer Date 03/23/2011 03/24/2011 03/24/2011 03/24/2011	03/24/2011 03/24/2011	2 Case/6/#10 2 Case/6/#10 2 Case/6/#10 1 Case/6/#10	Transfer in Progress Transfer in Progress Transfer in Progress Submitted for Approval

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

,	
🕅 Warehouse Committed Reports	×
Items Committed From:	Items to Include • ALL C Commodity Items Only
Transfer Date Range: Start Date: 2/1 /2011 - End Date: 4/9 /2011 -	C Purchased Items Only C Shortages Only
Order By:	Approval but Not Yet Approved
<u>C</u> ancel	Preview

Items

Transactions

Physical Inventory

Reports

Purchasing

Warehouse

Add/Review Transfers

Print Delivery Route Sheets

Warehouse Committed Report

Print Recurring Transfers & Worksheets

List/Print Transfers

for Tta

Post Transfers

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

Pa	-	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 gts	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		
		a						

E

E

Inventory

Inquiry



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

🛱 Modif	🗊 Modify/Review Bidding Document								
🖪 <u>C</u> lose	📙 <u>S</u> ave	e 🝙 Duplicate	🗙 Delete						
Doc Num	Doc Num 0001 Begin Date 2 / 1 /2010 -								
Desc	Paper Bi	d	End D	ate 7 /31/20	11 🗸				
ltems-		[_]							
Ite	m #	Item Description		Category	Purchase Unit	Estimate QTY 🔥			
	00001333	Apples, Cnd, Sliced	, Water Pkd	fruit	Case/6/#10	0			
	00000253	Applesauce, canne	d	fruit	Case/6/#10	0			
	00000009	Baking soda		misc	24/1#	0			
	00000004	BEEF,GROUND,80	1% LN MEAT	MEATS	Case 50/3oz	0			
	00000005	BEEF, GROUND, 85	3% LN MEAT	MEATS	4/9# roll	0			
	00000806	Bread, Sandwich W	/hite	grain	Loaf/24oz	0			
	00000006	CANDIES, SEMISW	EET CHOC	dess	Bag 6oz	0			
	00000104	Carrots, fresh		veg	Case 4/5#	0			
	00001345	Cheese Blend amer	ican	dairy	Case/4/10#	0 🔽			
		Order by			Search for				
	:k ALL	C Item #	Description	n C Category		<u>S</u> earch			

Section 14: Bidding

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

🛱 Modify	🛱 Modify/Review Bidding Document								
🖪 <u>C</u> lose	🖳 Close 🕼 Open								
Doc Num	Description	Begin Date	End Date						
0002	Paper Goods 2010-2011	4/1/2010	7/31/2011						
0001	Dairy Bid 2006-2007	9/19/2005	8/19/2006						
1									

-	A Modify/Review Bidding Document																	
ł	🖻 <u>C</u> lose 🔚 <u>S</u> ave 🝙 Duplicate 🗙 Delete																	
	Doc Num 0002 Begin Date 4 / 1 /2010 -																	
I		De	sc	Paper G	oodsi	2010	-201	1		EndD	ate	7 /31/20	11 🔻					
	Г	Items																7
I			Item	n#	Item	Desc	oriptie	on			Categ	jory	Purc	hase Unit	Estimat	e QTY	^	
L			0	0000049	CUP	S,ST	YRC)FOAM	1 (16c)z)	PAPE	R	Case	50sleeves		0	-	
ł			0	0000050	CUP	S,ST	YRC	JFOAM	1 (16c)z)	PAPE	R	Case	50sleeves		0		
L			0	0000051	CUP	S,ST	YRC)FOAM	1 (16c)z)	PAPE	R	Case	e 50sleeves		0		
L			0	0000052	CUP	S,ST	YRC)FOAM	1 (16c)z)	PAPE	R	Case	e 50sleeves		0		
ł			0	0000053	CUP	S,ST	YRC	JFOAM	1 (16c)z)	PAPE	R	Case	50sleeves		0		
L			0	0000058	CUP	S,ST	YRC	JFOAM	1 (16c)z)	PAPE	R	Case	50sleeves		0	-	
L			0	0900001	CUP	S,ST	YRC	JFOAM	1 (16c)z)	PAPE	R	Case	50sleeves		1200.0		
			0	0900004	SAR.	AN V	VRA	P.			PAPE	R	ROL	L 50ft		280.0		
			0	10900007	ALUI	MINU	JM F	OIL			PAPE	R	CAS	E (6 ROLLS,		288.0	~	
	I		heck	< ALL			der b Iter		De	scriptio	n @	Category	9 	Search for		<u>S</u> earch		

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.

	🛱 Bidding Document Print		🗯 в	Bidding Do	ocument Print	ż	
	Select the bidding document Doc Num Description 0002 Paper Goods 2010-2011 0001 Dairy Bid 2006-2007	xt > <u>B</u> review			Alphabetic Numerical Category /endor Number Export Electronic Larger Product S kategory	New page Category	
Page 1 Pa						Apr 13,	
Page 1		4/1/2010 th	ru 7/31/201	1			
Cat.	Item Description Brand/Product #	4/1/2010 thi Product Spec	Purchase Unit	Estimate Qty	Quote Per Purchase Unit	Total	Changes/Notes
Cat.			Purchase Unit CASE (6 ROLLS, 500	Estimate		Total	Changes/Notes
Cat. Item #	Brand/Product #	Product Spec	Purchase Unit CASE (6	Estimate Qty		Total	Changes/Notes

Section 14: Bidding

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

🛱 Receive Bidding Document			
Document Number 0002 - Paper Goods 2010 💌 Vendor 🔼 BC Distributing Company 💌	Cancel Enter Bid		
	Receive Bidding Document		
	Document Number: 0002 - Paper Goods 2010-2011 Vendor: ABC Distributing Company	Oustager	
	00900007 ALUMINUM FOIL PAPER CASE (6 ROLLS 28		
	00900001 CUPS,STYR0F0AM (16oz) PAPER Case 50sleeves 120 00900004 SARAN WRAP PAPER ROLL 50h 28		A Receive Bid Document Print
			Items with no bid only
			Sort by
			Alphabetical
	Order by C Item # C Description C Category Search for	Search	C Numerical Preview
			C Category

ge 1	e 1 Receive Bid Document: 0002 Paper Goods 2010-2011 Vendor: ABC Distributing Company							Apr 13,	
Cat.	Item #	Vend #	Item Description (Brand/Product #)	Purchase Unit	E stimate Q ty	Quote Per Purch Unit	Total	Changes / Notes	Product Spec
PAPER	00900007		ALUMINUM FOIL	CASE (6 ROLLS, 500 FT)	288	3.1100	895.68		Heavy Duty, w/serrated edge
PAPE R	00900001	CSS 100	CUPS,STYROFOAM (16oz) (3221)	Case 50sleeves	1200	8.9000	10680.00		3221 4mm styro 100 cups per sleeve
PAPE R	00900004	SW 50	SARAN WRAP (Saran Wrap)	ROLL 50ft	280	0.8000	224.00		Heavy Duty, Anti-Cling, serrated edge
							11799.68		
11799.68									

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

<u>Please have the vendor call 800-724-9853 for assistance downloading the program from our web site</u> and bringing the file into the program

🛱 Bidding Document Print 🛛 🔀	🛱 Bidding Document Print 🛛 🔀
Select the bidding document Doc Num Description 0002 Paper Goods 2010-2011 0001 Dairy Bid 2006-2007	Sort by Alphabetical Numerical Category New page for each Category Include Vendor Number Export Electronic Bid Files Larger Product Spec Column
<u>C</u> ancel < <u>B</u> ack <u>Next</u> ≥ <u>P</u> review	Cancel Cancel Next> Preview

📇 NutriKids Inventory				<u>_ ×</u>		
File Edit View 🌺 🖓 Back 🕶	🔿 👻 📄 🔞 Search 🛛 🖓 Folders	$\mathfrak{G} \models \mathfrak{P} \times \times$	n ≣ .	10		
Address 🗋 C:\Program Files\NutriKids Inventory						
	Name 🛆	Size	Туре	Modified		
	🔊 DocNum 0001 ABC bid lists.nbd	70 KB	NBD File	5/10/2004 2:47 PM		
	🚽 🖻 DocNum 0001 MUR bid lists.nbd	70 KB	NBD File	5/10/2004 2:47 PM		
NutriKids Inventory	DocNum 0001 PRO bid lists.nbd	70 KB	NBD File	5/10/2004 2:47 PM		
		E VB.	T 10			
32 object(s)	<u>†</u>	24.8 MB	📃 My	Computer		

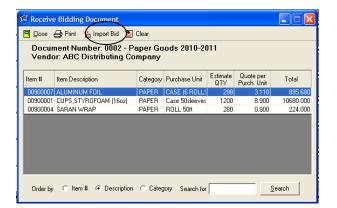
Option 2 (cont'd.)

<u>Receive/Modify Vendor Bid</u> (using Vendor Bid Program)

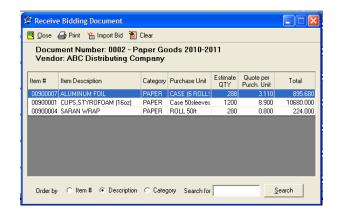
You should have a file from each vendor that is bidding on this document received either by e-mail or on disk.

- 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.

🛱 Receive Bidding Document	
Document Number 0002 - Paper Goods 201C 💌	Cancel
Vendor ABC Distributing Company 💌	Enter Bid



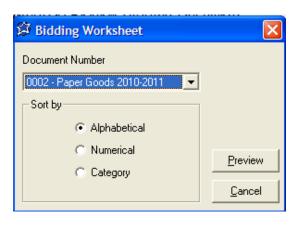
Open			? ×
Look in:	🔁 Nutrikids Ver	ndor Bid 🔹 🔶 🖆 📰 -	
E History History Desktop	ABC.nkd		
My Documents			R
My Computer	File name:	ABC.nkd	Open
	Files of type:	nkd files	Cancel
My Network P		Open as read-only	11



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



		Bidding Worl					
Page 1		Paper Goods	3 2010-2011			Ар	r 13, 201
Item #	Description	Brand / Product Requested					_
Vendor	Vend Item#	Vendor Bid	Purchase Unit	Bid	S/U Price	Changes/Notes	
00900007	ALUMINUM FOIL	Heavy Duty, w/serrated edge					1
ABC			CASE (6 ROLLS, 500 FT)	3.11	0.518		
00900001	CUPS,STYROFOAM (16oz)	3221 4mm styro 100 cups per sleeve	r				-
ABC	CSS 100	3221	Case 50sleeves	8.90	0.178]
00900004	SARAN WRAP	Heavy Duty, Anti-Cling, serrated					-
00300004		edge					
ABC	SW 50	Saran Wrap	ROLL 50ft	0.80	0.800		1

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

🛱 Bid Ran	king				🛱 Bid Rank	sing			
Doc Num	Description	Begin Date	End Date		Doc Num	0002 Desc Paper	Goods 2010-2011		Auto Rank
0002	Paper Goods 2010-2011	4/1/2010	7/31/2011		Item #	Item Description	Category	Purchase Unit	Estimate Qty
0001	Dairy Bid 2006-2007	9/19/2005	8/19/2006	1	00900007	ALUMINUM FOIL	PAPER	CASE (6 ROLLS	288
					00900001	CUPS,STYROFOAM (16oz)	PAPER	Case 50sleeves	1200
					00900004	SARAN WRAP	PAPER	ROLL 50ft	280
					Order by	○ Item #	Category Search for		<u>S</u> earch
		0	pen []					Select	

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 Ranki	ing					🗯 Bid Rai	nking		
Doc Num	0002 Desc	Paper Goods	2010-2011	_	Auto Rank	Doc Num	0002	Desc	Paper Goods 2010-2011
	Item Description		Category	Purchase Unit	Estimate Qty	lterer	00900001	Desc	CUPS,STYROFOAM (16o
	ALUMINUM FOIL		PAPER	CASE (6 ROLLS	288	ltem	100300001	Desc	
	CUPS,STYROFOAM (1) SARAN WRAP	Goz)	PAPER PAPER	Case 50sleeves ROLL 50ft	1200 280	Stock Unit	SLEEVE/50/	16 OZ	
						Vendor	Vendor Bid		Stock per P.U. Purchase U
						ABC	3221		50 Case 50slee
	C Item ♯ ● Descri				Search				
order by		plot is cally	Jos Jealonn	·	00000				
				<u>Select</u>	Close				

<u>C</u>lose

Notes

Bid Price Unit Price Rank 8.900 0.1781

<u>S</u>ave

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	X
Document Number	
0002 - Paper Goods 2010-2011 📃 💌	
Sort by	
Alphabetical	
C Numerical	
C Category	
Rank	Preview
Include Rank ALL 💌	
	<u>C</u> ancel

Page 1		LunchByte Bid Ranking Paper Goods	Lists 0002	S			Apr	13, 2010
	Description Vend Item#	Brand / Product Requested Vendor Bid	Purchase Unit	Bid	S/U Price		Changes/Notes	
				010	0/0 / 100			
	ALUMINUM FOIL	Heavy Duty, w/serrated edge						
ABC			CASE (6 ROLLS, 500 FT)	3.11	0.518	1		
00900001	CUPS, STYROFOAM (16oz)	3221 4mm styro 100 cups per sleeve	r		 		 [
	CSS 100	3221 4mm styro 100 cups per sieeve	Case 50sleeves	8.90	0.178	1		
							·	
00900004	SARAN WRAP	Heavy Duty, Anti-Cling, senated edge						
ABC	SW 50	Saran Wrap	ROLL 50ft	0.80	0.800			

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

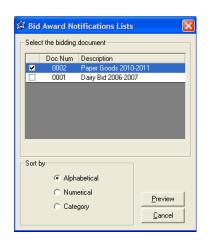
🛱 Bid Award		
Search for the two l vendor informatio		
Document Number	102 - Paper Goods :	2010-2011 💌
	Award	Cancel
	Award	Cancel

Page 1	0002 - Pa		-		AD	P 1 4 70				
	0002 - Pa	Award 0002 - Paper Goods 2010-2011					Apr 13, 2010			
		iper Good	15 20 10-20 1	1						
	Vendor One		Vendor One		ndor Two	Ven	dor Three			
Item Num Descrption		Vendor	Product Num	Vendor	Product Num	Vendor	P roduct Nun			
00900007 ALUMINUM FOIL		ABC				 				
00900001 CUPS,STYROFOA	AM (160Z)	ABC	CSS 100			i				

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



		Lunch	Byte Systems				
Page 1	Award List ABC - ABC Distributing Company						Apr 13, 2
0002-Paper Goods 2010-2011	4/1/10 thru 7/31/11						
				Estimate			
Item # Description		Vendor Bid	Purchase Unit	Qty	Bid	S/U Price	Total
00900007 ALUMINUM FOIL			CASE (6 ROLLS, 500 FT)	288	3.11	0.518	895.68
		CSS 100 3221	Case 50sleeves	1200	8.90	0.178	10680.00
00900001 CUPS,STYROFO	VM (16oz)						

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

<u>After updating print out any report(s) needed for each</u> <u>site</u>

You must make a backup of your data!

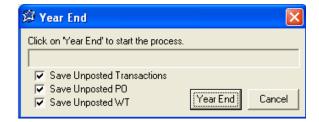
- In the top tool bar click TOOLS
- Click BACKUP/RESTORE DATA
- Click NEXT
- Select BACKUP THE DATA
- Browse to the location you would like save the backup file to
- Click BACKUP
- Click YES to test the Backup
- At "Backup Successful" click OK

Perform the Year End function

- In the top tool bar click TOOLS
- Click OPTIONS
- Select the RESET tab
- Click YEAR END



🛱 Optio	ons	Þ
-	general Settings <u>W</u> eekly Vendors icus Control <u>R</u> eset <u>I</u> opGun	ì
	Reset Null Reset Fifo Inventory	
	Synchronize DB	
	Reset Purchase Orders	
	Reset Warehouse Year End	
	OK Cano	el



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.

