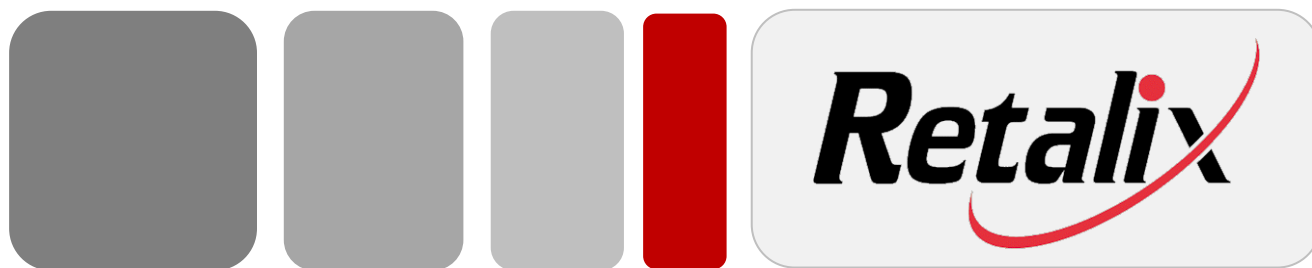


# Power Sell v5.1.2.0

## *Inventory Manager*

### User Guide



## Document Version History

Change Description	Version	Release Date
Updated for version 5.1.2.0	5.1.2.0	08/26/2011

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# Chapter 1

## Introduction

Welcome to the *Power Sell Inventory Manager v5.1.1.0 User Guide*. This user guide provides procedures and reference information for using Power Sell's Inventory Manager module to track inventory.

This chapter contains an overview to introduce you to the application.



## User Guide Overview

This section describes who should read this document, what type of information is included, and how to use the information in this user guide.

The Inventory Manager module provides options for managing your inventory and your customer's inventory using the Power Sell system.

This user guide contains information to help you set up the inventory process as well as procedures and information about printing inventory worksheets and reports.

## Audience

This user guide is for company managers and supervisors at the inventory location. If you are a sales rep using Inventory Manager to provide inventory services for your customers, use this information to set up the inventory environment for your customers.

You must understand your company or your customer's company to identify accurate departments, locations, and inventory items. You should have a basic understanding of a Windows environment to navigate through the application and send and receive data.

### Additional Documentation

This user guide references other Power Sell documentation. Following is a list of documentation to refer to when using this *Power Sell Inventory Manager v4.2.8.0 User Guide*.

## User Guide Organization

Below is a description of each chapter of this user guide:

Chapter	Description
1 Introduction	Provides instructions on how to use information in this user guide.
2 Getting Started	Provides an overview of the Inventory Manager application.
3 Inventory Manager Setup	Contains procedures and information about setting up the Inventory Manager application.
4 Update Inventory Lists	Contains procedures for updating items on inventory lists.
5 Inventory Manager Pricing Options	Contains procedures for updating and recalculating item pricing.
6 Set Up and Manage Conversions	Contains procedures for converting inventory items to the units of measure associated with item storage location.
7 Inventory Planning	Contains procedures for updating item pricing to current and clearing item quantities prior to taking inventory.

8 Inventory Input	Contains procedures and information about entering inventory quantities.
9 Inventory Manager Maintenance	Contains procedures to update and maintain the Inventory Manager application.

## Conventions Used in this User Guide

This section describes conventions used in this document and throughout all Retalix documentation to ensure consistent, clear delivery of information.

### Text Conventions

#### **bold**

Indicates the name of an item on a page or box, such as a button name, menu, menu option, or tab.

Example: Select **Print** from the **File** menu.

#### Courier

Indicates the output from the system, specific text or command that you should type, or exact words from the system.

Example: Type `call retalixlist` in the box.

#### *Italics*

Indicates the title of a document.

Example: For more information, see the *Retalix Power Sell Inventory Manager User Guide*.

#### numbered lists

Indicates steps in a procedure.

Example:

1. Select the Windows Start button.
2. Select All Programs on the Windows Start menu.
3. Select Internet Explorer.

#### single steps

Indicates a procedure with only one step, or a list of items.

Example:

- Select the Windows Start button.

#### ALL CAPS

Indicates the name of a specific key on your keyboard.

Example: Press ENTER to save changes.

## Notes, Cautions, and Warnings

### Note, Caution, and Warning Box Conventions

Throughout the *Power Sell Inventory Manager User Guide*, additional information about the procedures is provided. Additional information displays in a box with an information type label and a color.

The bold label at the top of each box indicates the type of information in the box to allow you to determine the type of information if you have printed the user guide in black and white and cannot distinguish the color of each box.

Additional information appears in the following categories:

Blue boxes indicate **Note** information.

#### **Note:**

Note boxes contain information text to provide related information.

Yellow boxes indicate **Caution** information.

#### **Caution:**

Caution boxes provide information about potential problems that might occur if the procedure is not performed correctly.

Red boxes indicate **Warning** information.

#### **Warning!**

Warning boxes contain information vital to the procedure. Failure to follow the information may lead to loss of data or damage to the database, hardware, or software.

## **Chapter 2**

# **Getting Started**

This chapter explains how to begin using the Power Sell Inventory Manager application, including an overview of the Power Sell desktop.

## Product Overview

If you are new to the Inventory Manager application, use the information in this section to become familiar with the main window, menus, and options. This section contains information to help you log on to Power Sell, view application change information and version information, and open the Inventory Manager window.

### Note:

Power Sell default options are used in explanations and examples throughout this user guide. Some windows and procedures in this document may differ from your Power Sell application.

## Launch the Power Sell Application

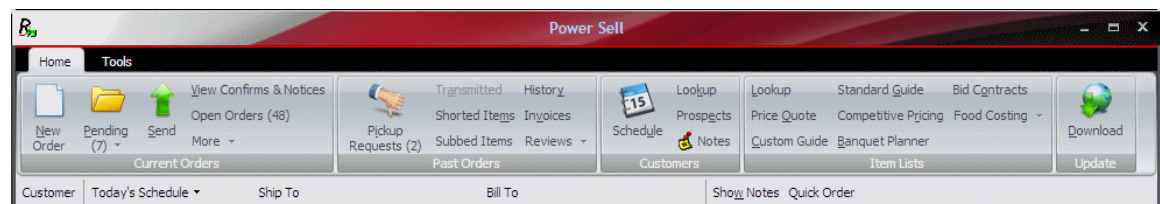
You need to open Power Sell to access Inventory Manager. This section contains procedures to start and stop the Power Sell application.

### Start Power Sell and Inventory Manager

1. Double-click the Power Sell shortcut on your workstation's desktop.



2. The main Power Sell window displays.



3. You are now ready to access Inventory Manager. For details, see “Open Inventory Manager” on page 18.

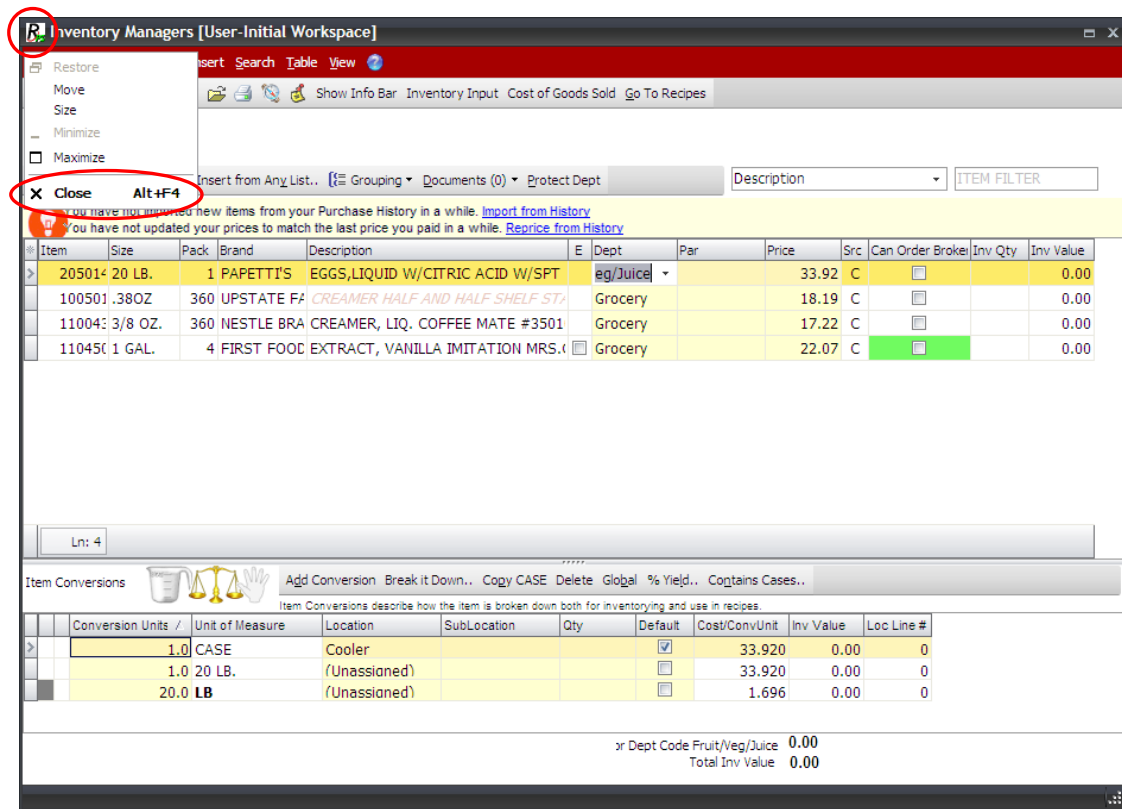
### Close Power Sell

1. On any Power Sell window:

Press ALT+F4.

—OR—

Click the Power Sell icon in the upper left and click **Close**.

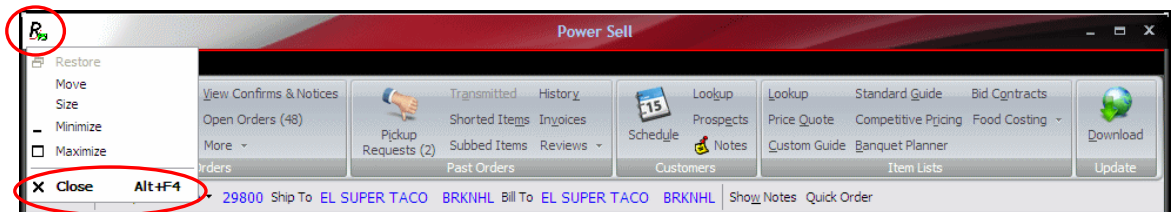


2. The Power Sell window closes and you return to the main Power Sell window.

3. Click **Exit**.

—OR—

Click **File** and click **Exit**.



4. The Power Sell application closes.

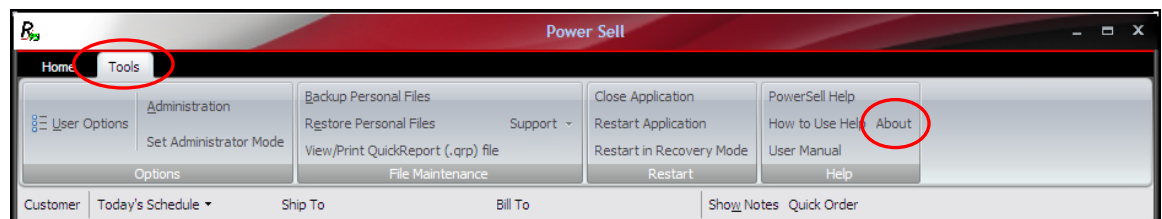
## Using Help

In addition to this user guide, Power Sell includes release notes and version information. This section contains information about accessing online information from the **Help** menu.

### View Version Information

If you call Retalix Tech Support for help with Power Sell, you will need to find your Power Sell version. Use this procedure to locate Power Sell version information.

1. Click **Tools**, and click **About**.



2. The About box displays Power Sell version information.

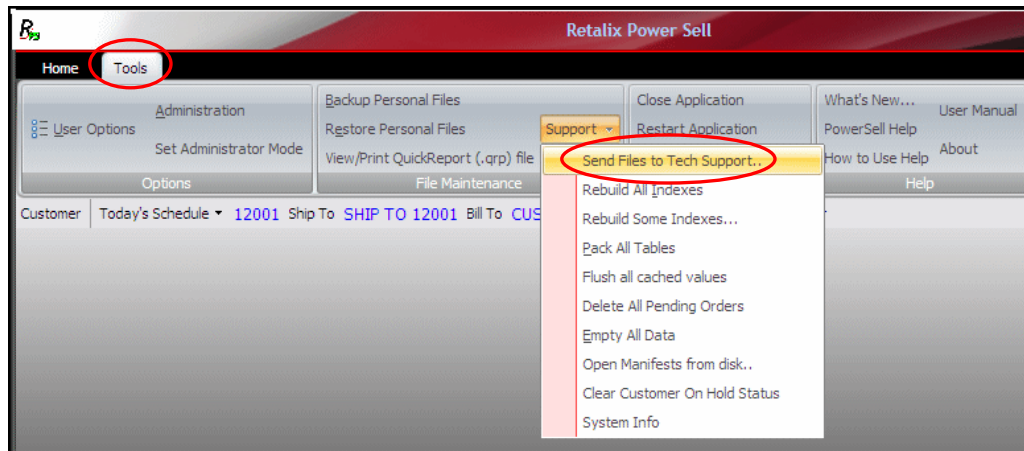


3. Click **OK** to close the About box.

### Send Files to Tech Support

Use this procedure if you need help with Power Sell and Retalix Tech Support asks you to send files to help diagnose a problem.

1. On the main Power Sell window, click **Tools > Support > Send Files to Tech Support**. If this option does not display, see your system administrator.

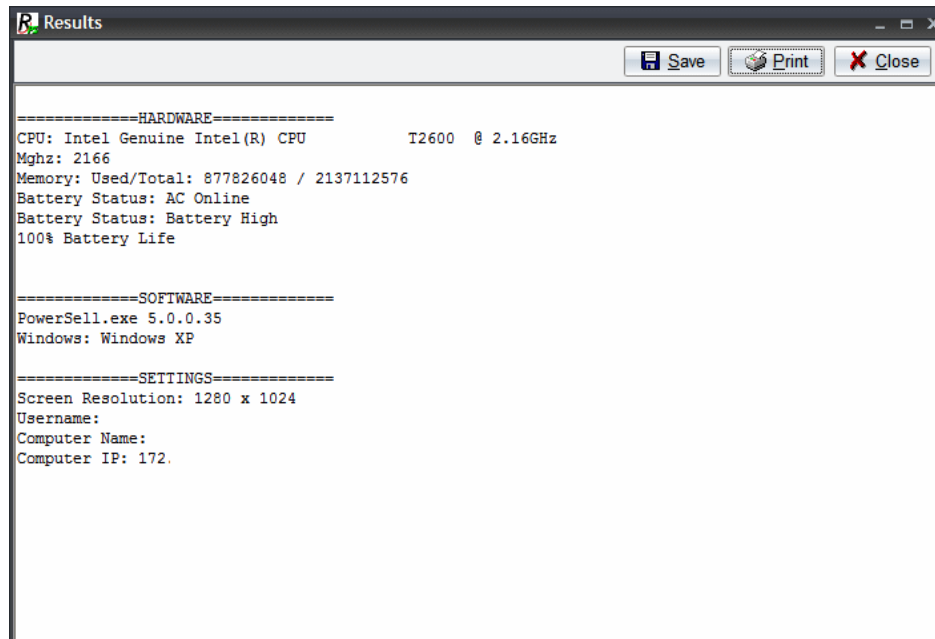


2. The Tech Support box displays. If Tech support requests information about your system, click **View System Info** or press ALT+V.





3. The Results box displays. Click **Save** to save the information or click **Print** to print the information.



4. Click **Close** to return to the Tech Support box.
5. Follow Tech Support's instructions to determine which files to select. Type additional information in the **Comments to Tech Support** field if necessary.



**Tech Support**

Use this if you are experiencing problems and Tech Support has requested your data to help diagnose the issue. Do not send unsolicited data.

**Include Files**

- ☒ Logs (Startup, Battery, Errors, etc)
- ☒ Configuration Files (Admin and User settings, etc)
- ☐ Clipboard Image (screenshot)
- ☐ Pending Order, Sent Order, Receipt and Pickup Files
  - ☐ Include Indexes (only if instructed)
- ☐ Personal Data (Custom Guides, Banquet Planner, etc)
  - ☐ Include Indexes (only if instructed)
- ☐ Server Data (Items, Standard Guides, Pricing, etc)
- ☒ Price Trace Files

Comments to Tech Support (optional):

[View System Info](#) **Send** [Cancel](#)

After sending data to Tech Support, the program will restart itself.

6. Click **Send** to transmit the information to Tech Support.

**Note:**

After you send files to Tech Support, the Power Sell application closes and restarts.

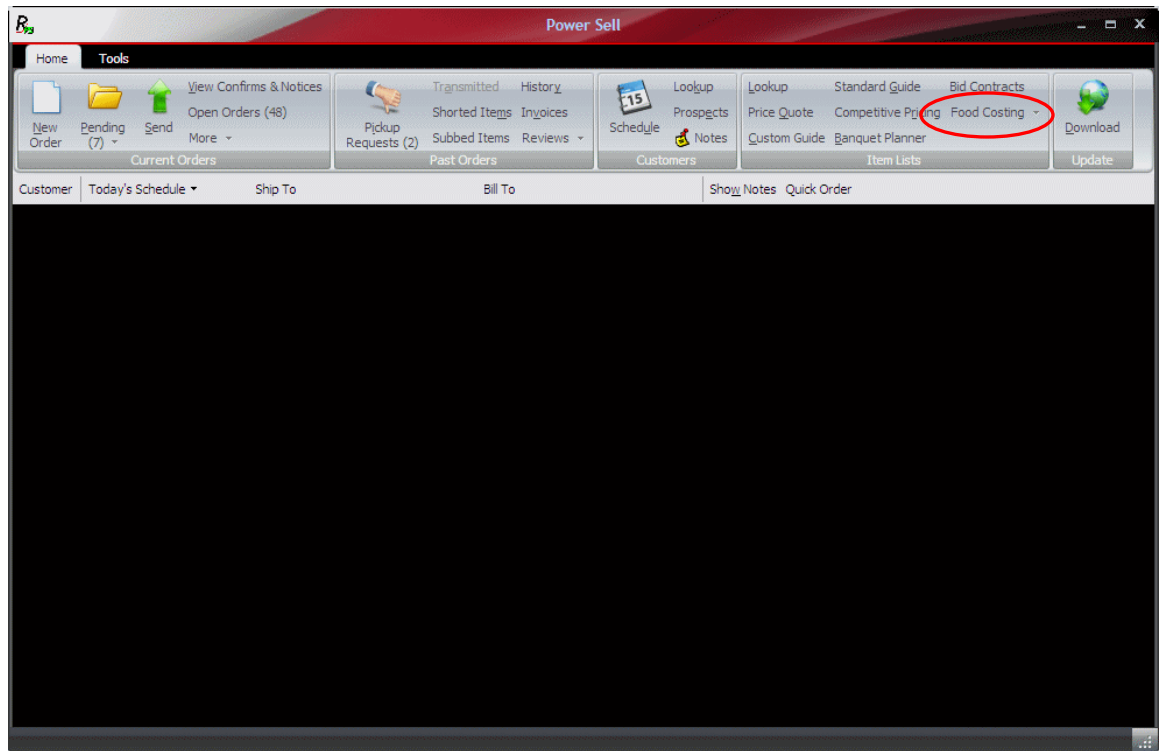
## Open and View Inventory Manager

This section contains information about opening Inventory Manager and viewing information on the Inventory Manager window.

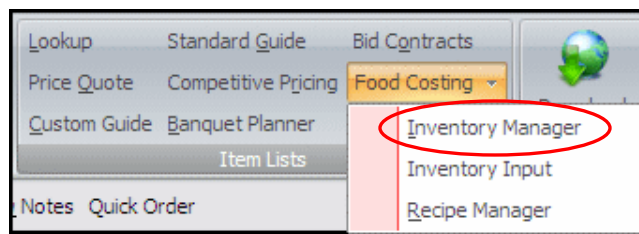
### Open Inventory Manager

Use this procedure to open the Inventory Manager window.

1. This procedure begins on the main Power Sell window.



2. Click **Food Costing**.



3. Select **Inventory Manager**. The Inventory Manager window displays.

**Inventory Managers [User-Initial Workspace]**

Inventory Manage Edit Insert Search Table View

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Your list of inventory items is empty. [Load from History](#) or [Import prepared inventory from file.](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broken	Inv Qty	Inv Value
205014	20 LB.	1	PAPETTI'S	EGGS, LIQUID W/CITRIC ACID W/SPT		Fruit/Veg/Ju		33.92	C	<input type="checkbox"/>			0.00
100501	.38OZ	360	UPSTATE FA	CREAMER HALF AND HALF SHELF ST		Grocery		18.19	C	<input type="checkbox"/>			0.00
110043	3/8 OZ.	360	NESTLE BRA	CREAMER, LIQ. COFFEE MATE #3501		Grocery		17.22	C	<input type="checkbox"/>			0.00
110450	1 GAL.	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.		Grocery		22.07	C	<input type="checkbox"/>			0.00

Ln: 4

Item Conversions Add Conversion Break it Down.. Copy CASE Delete Global % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Cooler			<input checked="" type="checkbox"/>	33.920	0.00	0
1.0 20 LB.		(Unassigned)			<input type="checkbox"/>	33.920	0.00	0
20.0 LB		(Unassigned)			<input type="checkbox"/>	1.696	0.00	0

yr Dept Code Fruit/Veg/Juice 0.00  
Total Inv Value 0.00

- The Inventory Manager window displays for the last customer you worked with.
- To work with another customer's inventory, use the procedure in the following section.

### Select a Customer from the Inventory Manager Window

Use this procedure to select a customer in Inventory Manager.

- This procedure begins on the Inventory Manager window.

Inventory Managers [User-Initial Workspace]

Inventory Manage Edit Insert Search Table View

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

Workspace Insert from Any List.. Grouping Documents (0) Protect Dept Description ITEM FILTER

Your list of inventory items is empty. [Load from History](#) or [Import prepared inventory from file.](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order Broker	Inv Qty	Inv Value
205014	20 LB.	1	PAPETTI'S	EGGS, LIQUID W/CITRIC ACID W/SPT		Fruit/Veg/Ju		33.92	C	<input type="checkbox"/>		0.00
100501	.38OZ	360	UPSTATE FA	CREAMER HALF AND HALF SHELF ST		Grocery		18.19	C	<input type="checkbox"/>		0.00
110043	3/8 OZ.	360	NESTLE BRA	CREAMER, LIQ. COFFEE MATE #3501		Grocery		17.22	C	<input type="checkbox"/>		0.00
110450	1 GAL.	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.		Grocery		22.07	C	<input type="checkbox"/>		0.00

Ln: 4

Item Conversions

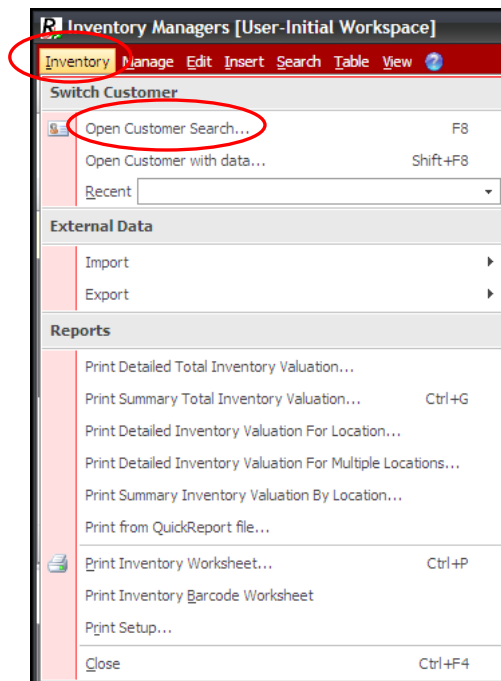
Add Conversion Break it Down.. Copy CASE Delete Global % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0	CASE	Cooler			<input checked="" type="checkbox"/>	33.920	0.00	0
1.0	20 LB.	(Unassigned)			<input type="checkbox"/>	33.920	0.00	0
20.0	LB	(Unassigned)			<input type="checkbox"/>	1.696	0.00	0

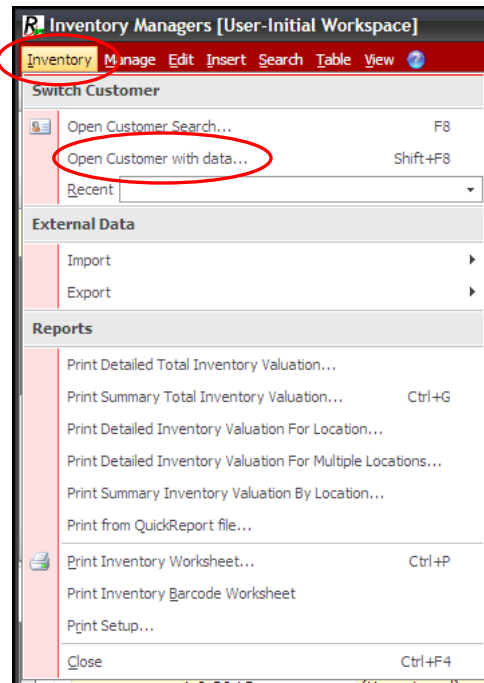
Dept Code Fruit/Veg/Juice 0.00  
Total Inv Value 0.00

- To select a customer from the Select a Customer box, click **Inventory** and click **Open Customer Search** or press F8.

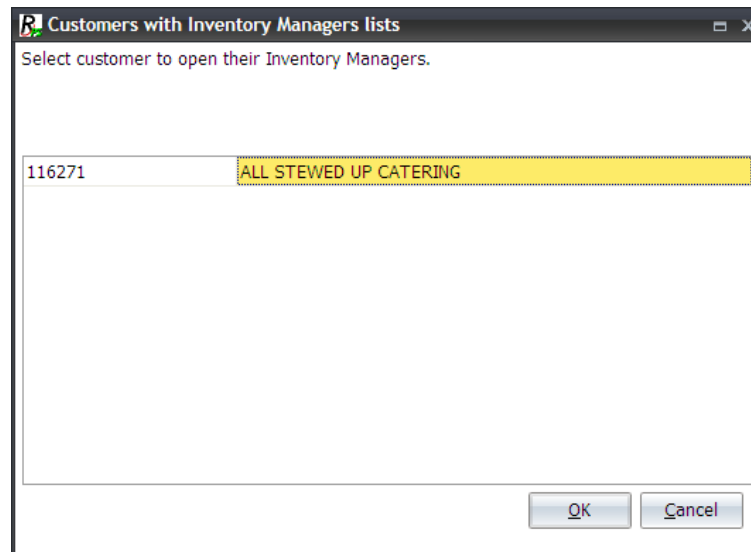


—OR—

To work with a customer with an existing list of inventory items, click **Inventory** and click **Select Customer with data.**



3. The Customers with Inventory Managers lists box displays. Select a customer and click **OK**.



**Note:**

The Customers with Inventory Managers lists box displays only if your company has Inventory Manager set up as a multi-customer environment.

4. The Inventory Manager box displays for the customer you selected.

**Inventory Managers [User-Initial Workspace]**

Inventory Manage Edit Insert Search Table View

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

**116271** **ALL STEWED UP CATERING**

1 1 1 1 1

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description  ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broke	Inv Qty	Inv Value
111352	1 GAL.	4	KATHERINE	DRS, COLE SLAW SALAD DRS. BASE :	<input checked="" type="checkbox"/>	Grocery		11.60		<input type="checkbox"/>			0.00

Ln: 1

Item Conversions Add Conversion Break it Down... Copy GAL Delete Global % Yield... Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0	CASE	Cooler			<input checked="" type="checkbox"/>	11.600	0.00	0
4.0	GAL	(Unassigned)			<input type="checkbox"/>	2.900	0.00	0

UOM Description: Gallon  
Alternates: GL,GALL,GALLON,GALLONS

Total for Dept Code Grocery **0.00**  
Total Inv Value **0.00**

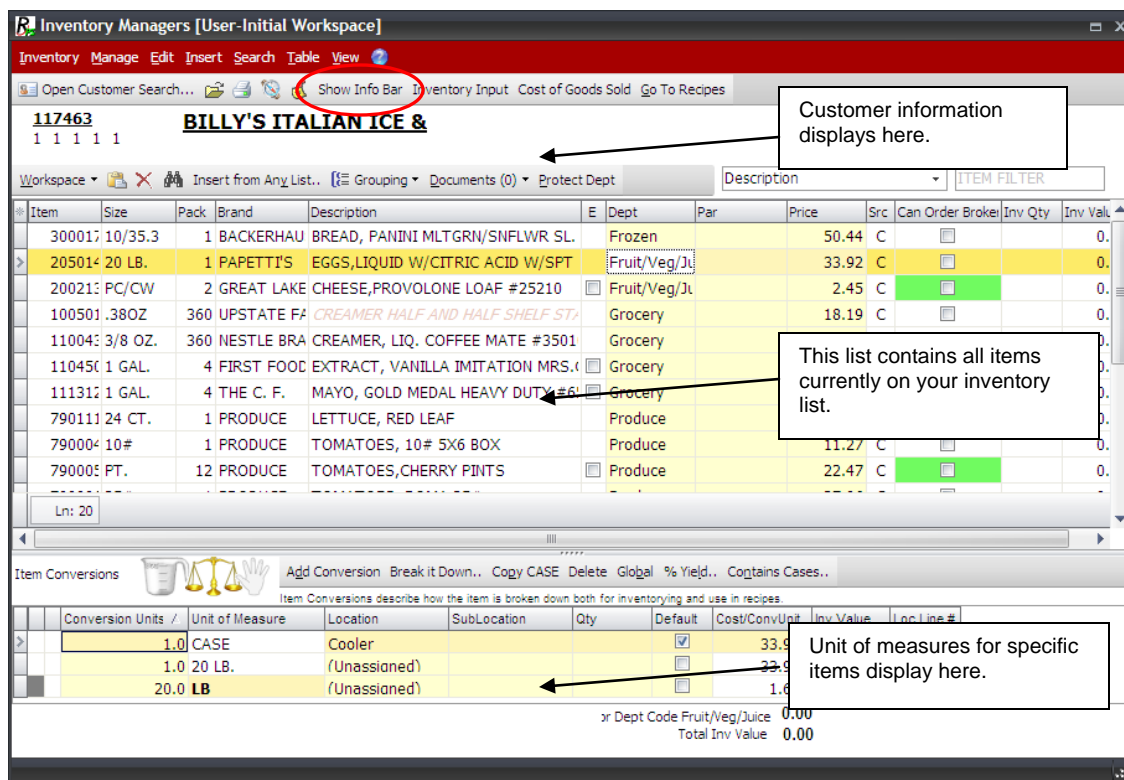
## View Inventory Manager Information

The Inventory Manager window has three main sections:

- Top section – customer information
- Main section – inventory item list for the selected customer.
- Bottom section – Conversion information

Use this procedure to view and understand information on the Inventory Manager window.

1. This procedure begins on the Inventory Managers window.

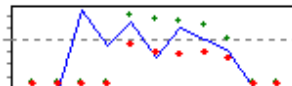


- Customer information for the currently selected customer displays in the top section of the Inventory Manager window.
- To view additional customer information, click **Show Info Bar**.

<b>Bill To:</b> ATTN: DAN TRAY 40TH N SPRINGSON AZ 39764 (751) 914-1510	<b>Ship To:</b> 40TH N SPRINGSON AZ 39764 (751) 914-1510
--	--

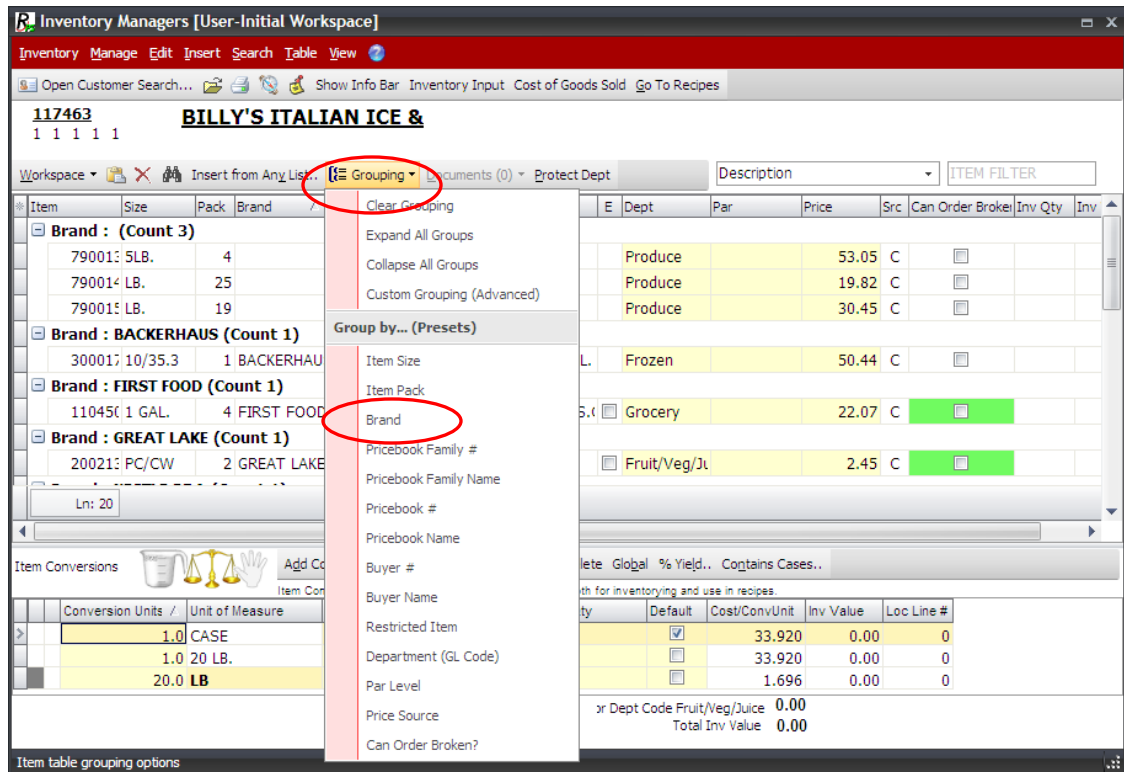
- Additional customer information displays:  
**Bill To** – Displays the selected customer’s Bill to name and address.  
**Ship To** – Displays the selected customer’s Ship to name and address.
- Select the **Status** check box to display the following information:

<input checked="" type="checkbox"/> <b>Status:</b>	<b>Total Due...:</b> \$830.68	<b>Terms...:</b> COD
	<b>Current Due:</b> \$848.38	<b>Last Pmt:</b> 6/10/2011
	<b>Past Due...:</b> (\$17.70)	<input checked="" type="checkbox"/> <b>Customer Only</b>

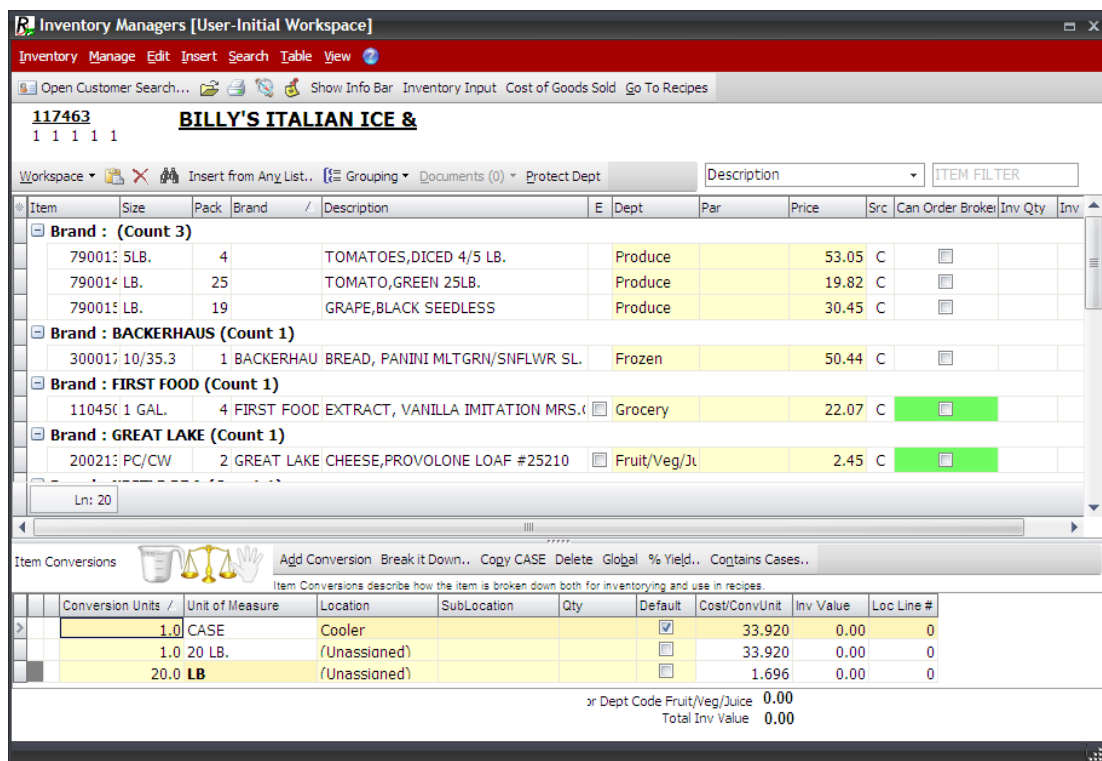


- To organize the list of items by a specific item group, click **Grouping**.





7. Select an item group option from the **Grouping** menu. In this example, we selected to group the inventory item list by **Brand**.




8. Each item displays only once on the Inventory List even if you assign the item to multiple locations. Items include products from your distributor and additional products not included in the Power Sell system such as items included in a recipe such as water or products from another distributor.
9. The Inventory List section contains some or all of the following information.

Field	Description
Item	Displays the item's identification number.
Pack	Displays the number of individual units in a pack of the item.
Size	Displays the quantity of product in one unit of the item.
Brand	Displays the item's brand name.
Description	Displays the label associated with the item's identification number.
E	If the E field is shaded green, the item is a broken case item.
Dept	Indicates the general ledger (GL) or department code assigned to an item. An item has only one GL or department code, which remains the same regardless of conversion or storage location.
Price	Indicates the price you pay for this item from your distributor or a value you define if the item is a non-database item. Typically this is your cost.
Src	Indicates the item's pricing source.
Can Order Each	If this box is selected you can order the item in eaches as well as by the case. The item must be a broken case item.
Par	Displays the item's par quantity, which is the quantity of the item you want to keep on hand.
Inv Quant	Displays the inventory quantity.
Inv Value	Displays the item's value. $\text{Inv Value} = \text{Price} * \text{Inv Quant}$ .

10. The Item Conversion section displays conversions associated with a selected item.

Item Conversions



Add Conversion Break it Down.. Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

	Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
>	1.0	CASE	(Unassigned)			<input checked="" type="checkbox"/>	27.200	0.00	0
	4.0	3 LITER	(Unassigned)			<input type="checkbox"/>	6.800	0.00	0
	12000.0	ML	(Unassigned)			<input type="checkbox"/>	0.002	0.00	0
Total for Dept Code							Total Inv Value		
							0.00		

11. The Item Conversion section contains the following information:

Field	Description
Conversion Units	Factor used to divide a case to accomplish a conversion. The factor is always 1 . 0 for a case. For items packed by the dozen the factor is 12, for six-packs the factor is 6, etc. Standard conversions and custom conversions display in this field.
Unit of Measure	The counting unit used to inventory the item. Each item must have one conversion with case as the unit of measure. For weighted items, conversions with other units of measure are created as needed.
Location	The physical location associated with this conversion.
SubLocation	The physical sub-location associated with this conversion, if applicable.
Qty	Number of units in the specified unit of measure (i.e., not necessarily eaches or cases) of the item at the location and sub-location.
Default	If this field is selected, indicates the default unit of measure other units of measure are based on.
Cost/Conv Unit	Displays the dollar amount of cost per unit of the selected conversion.
Inv Value	Displays the dollar amount associated with this item using quantities entered in the Inventory Input window.
Loc Line #	Displays the item's location line number.

## Chapter 3

# Inventory Manager Setup

Setting up where and what you inventory is vital for accurate inventory results. This chapter contains information about defining your inventory environment in the Inventory Manager application and provides examples to help you get started.

# Inventory Setup Overview

Before you begin setting up the Inventory Manager module to track your company's items, review the information in this section to become familiar with Inventory Manager concepts, terms, and options.

## Setup Options

The Inventory Manager module provides two methods to set up your inventory environment to track item quantities:

- Automated inventory setup
- Manual inventory setup

### Automated Inventory Setup

Use this procedure if you are unsure of the best way to define locations, departments, and item auto-assignments for your company.

1. Read the *Plan Location Structure* section below to understand locations, departments, and item auto-assignments.
2. Use the Inventory Setup wizard to create common locations, department, and item auto-assignments.

### Manual Inventory Setup

Use this procedure if you know how to organize your company's item inventory.

1. Read the *Plan Location Structure* section below to understand locations, departments, and item auto-assignments.
2. Load items from History to bring items a customer previously ordered into the inventory item list.
3. Use the Dept/GL Code Maintenance, Manage Dept & Location Auto-Assignment for Items in Classes and Price Books, and Locations and Sub-Locations windows to set up locations, departments, and auto-assignments.

## Plan Location Structure

Use information in this section to help identify how to set up your inventory environment. Whether you use the Inventory Setup wizard or go directly to options in the **Manage** menu to create your own locations, departments, and auto-assignments for items, review this section to become familiar with Inventory Manager module concepts.

This section provides some basic inventory structures that may help you start using Inventory Manager depending on your company's size and organization.

### Basic Location and Sub-Location Structure

Locations are physical areas in your inventory environment. The **Location Name** column defines actual places to go to perform an inventory. The **SubLocation** column contains specific locations within each location. Following is an example of locations and sub-locations in an inventory environment such as a warehouse or grocery store:

Location Name	Sub-Location Name
Dry Storage	Level 1
	Level 2
	Level 3
Walk-in Cooler	Meats
	Dairy
	Shelf 1
	Shelf 2
Wine Cellar	Floor
	Bins 1-10
	Bins 11-20
Freezer	Left side
	Right side
Cooks Line	Pantry
	Broiler

### Inventory Locations within Multiple Business Units

In this example, the **Location** column contains names of departments of a company. The **SubLocation** column defines a specific location for part of the company. Use this method if your company uses multiple locations to separate inventory totals for profit centers within your company.

Location Name	Sub-Location Name
Main Dining Room	Walk-in Cooler
	Dry Storage
	Cooks Line
Gazebo Grill	Refrigerator
	Dry Storage
	Grill
Deli/Retail Counter	Salesroom
	Dry Storage

### Inventory Locations by Product Type

In this example, the **Location** column groups inventory locations by item types. The **SubLocation** column indicates the physical location of the product type.

Location Name	Sub-Location Name
Food	Walk-in Cooler
	Dry Storage
	Cooks Line
	Freezer
Paper Goods	Dry Storage
	Off-site Storage
Bar supplies	Stockroom
	Bar

### Department Codes

Department codes organize and group inventory areas. You can customize or edit default department codes and add new department codes.

In this example, the table column headings are the department codes and the items below each heading are price book headings and classes.

Full-Service Restaurant	Fine Dining	Fast Food
Canned/Dry	Premium Meat	Beef Patty
Meat	Other Meat	Chicken Patty
Seafood	Seafood	Fish Patty
Poultry	Dry	French Fries
Cheese	Cheese	Cheese Slices
Other Dairy	Other Dairy	Other Dairy
Bread	Bakery	Buns/Bread
Produce	Produce	Fry Oil
Shortening/Oil	Refrigerated Items	Produce
Desserts	Desserts	Pre-packaged Desserts
Beverages	Beverages	Beverages

# Initial Inventory Setup

This section contains information about setting up inventory for the first time.

## Inventory Setup Wizard

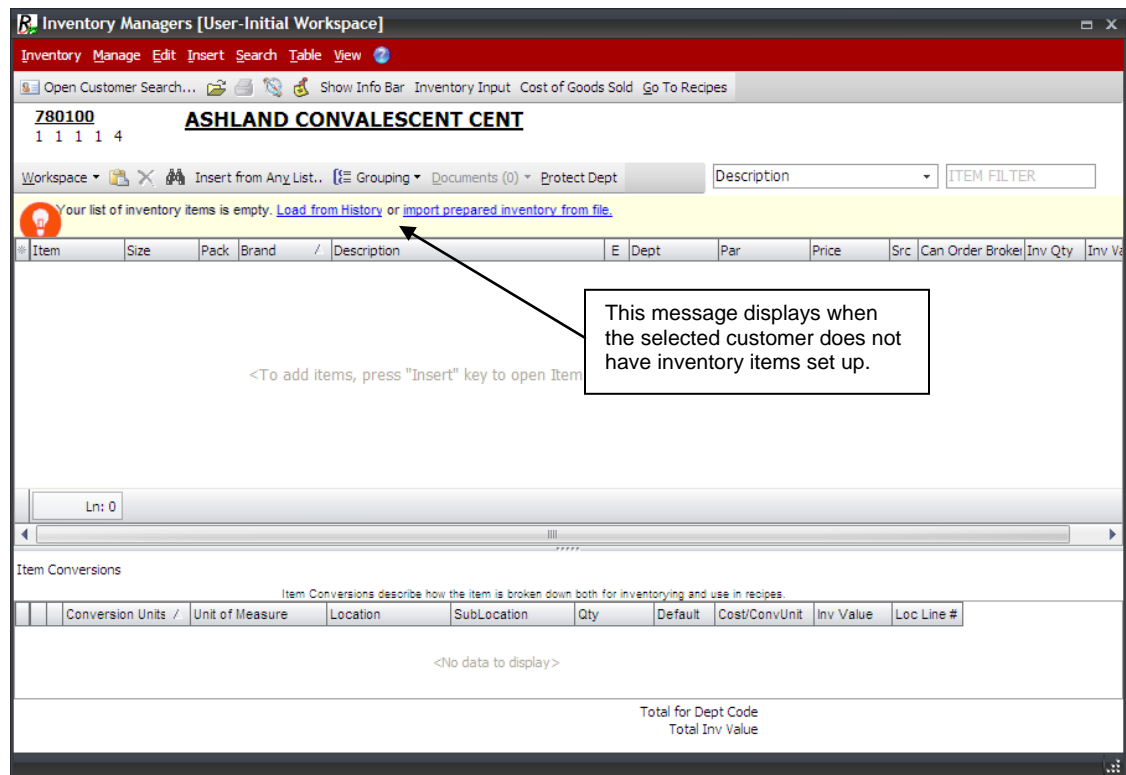
Use this procedure to run the Inventory Setup wizard.

**Note:**

The Inventory Setup Wizard is not a one-time operation. If you skip a step in the wizard, you can return to the wizard or select a corresponding option from the Manage menu to access the skipped step.

### Start the Inventory Setup Wizard

1. This procedure begins on the Inventory Manager window.
2. Select a customer.
3. If the customer does not have inventory items, the message *Your list of inventory items is empty* displays in a yellow box above the empty inventory item list.



4. If this is the first time you opened the Inventory Manager application, the **Start Wizard** link displays in the yellow box above the empty inventory item list.

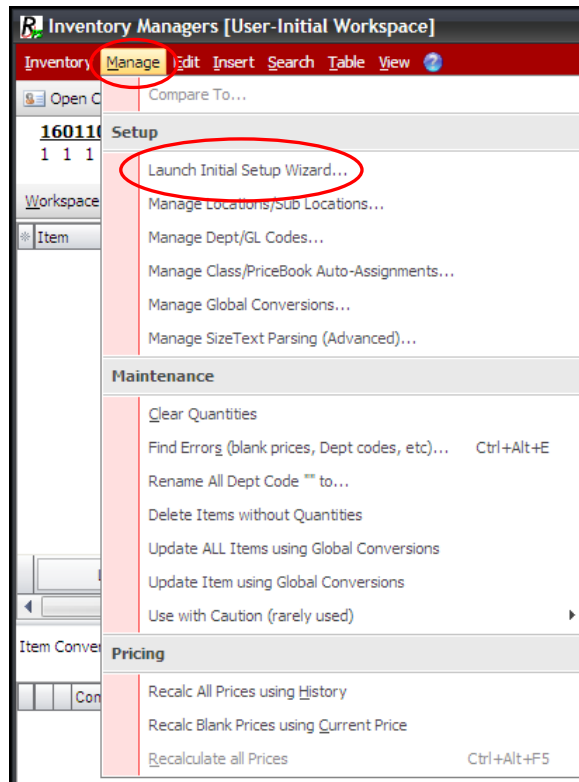
Click **Start the Wizard** to run the Inventory Setup wizard.



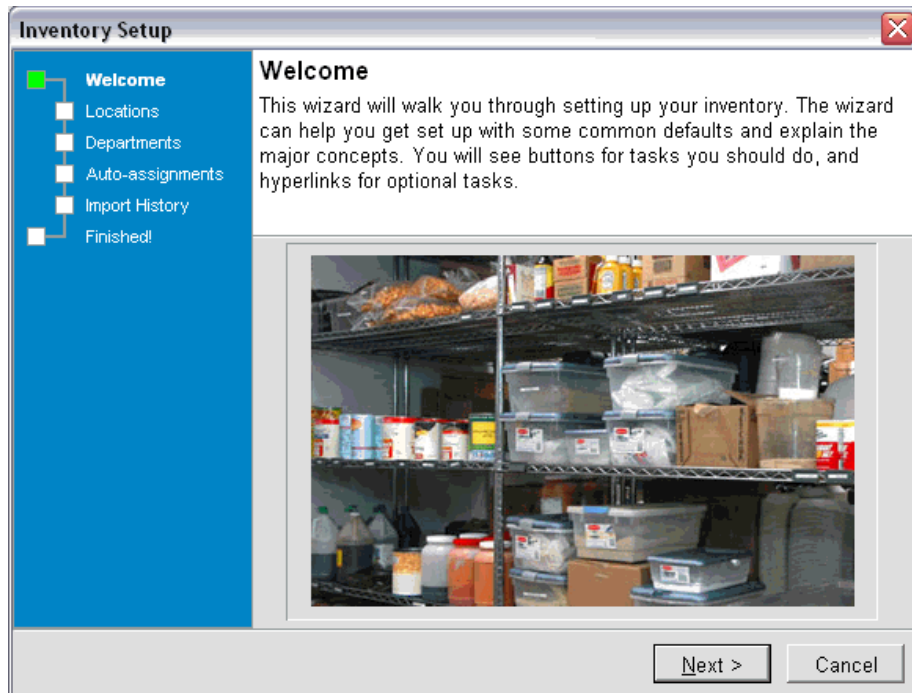
—OR—

If you previously accessed Inventory Manager, the **Start Wizard** link does not display in the yellow box above the empty inventory item list.

To run the Inventory Setup wizard, click **Manage** and click **Launch Initial Setup Wizard**.



5. The Welcome box displays.



6. Click **Next**. The Inventory Setup – Locations box displays.

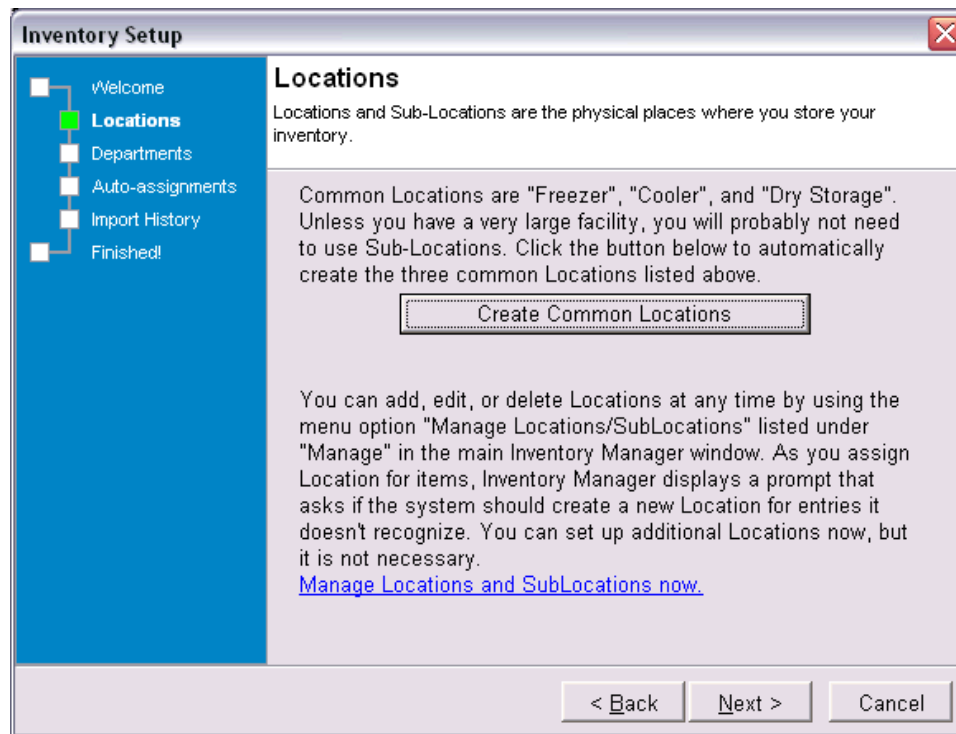
### Define Inventory Locations

This procedure defines how to use the Locations set up using the Inventory Setup Wizard.

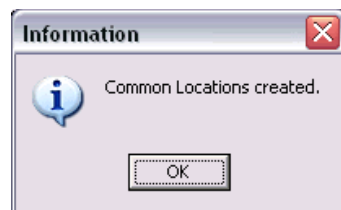
**Note:**

You can return to the Locations & Sub-Locations box to make inventory location and sub-location changes after you run the Inventory Setup Wizard. Select **Manage > Manage Locations/Sub Locations**.

1. This procedure begins on the Inventory Setup Locations box.



2. To create common locations such as Freezer, Cooler, and Dry Storage, click **Create Common Locations**.
3. The Information pop-up box displays a message confirming you created the three common locations. Click **OK** to close the box.



4. To view and manage existing locations and sub-locations, click **Manage Locations and SubLocations now**.
5. The Locations and Sub-Locations box displays. View the information and click **Close** to exit.

**Locations and Sub-Locations**

Location

Location Name	Sequence
Freezer	0
Cooler	0
Dry Storage	0
(Unassigned)	99999999

<|<|>|>|+|-|✓|✗

Sub-Locations in Location Freezer

Sub-Location Name	Sequence
<No sub-locations set up, to add one, click the + below>	

<|<|>|>|+|-|✓|✗

Delete Unused Locations and Sub-Locations Close

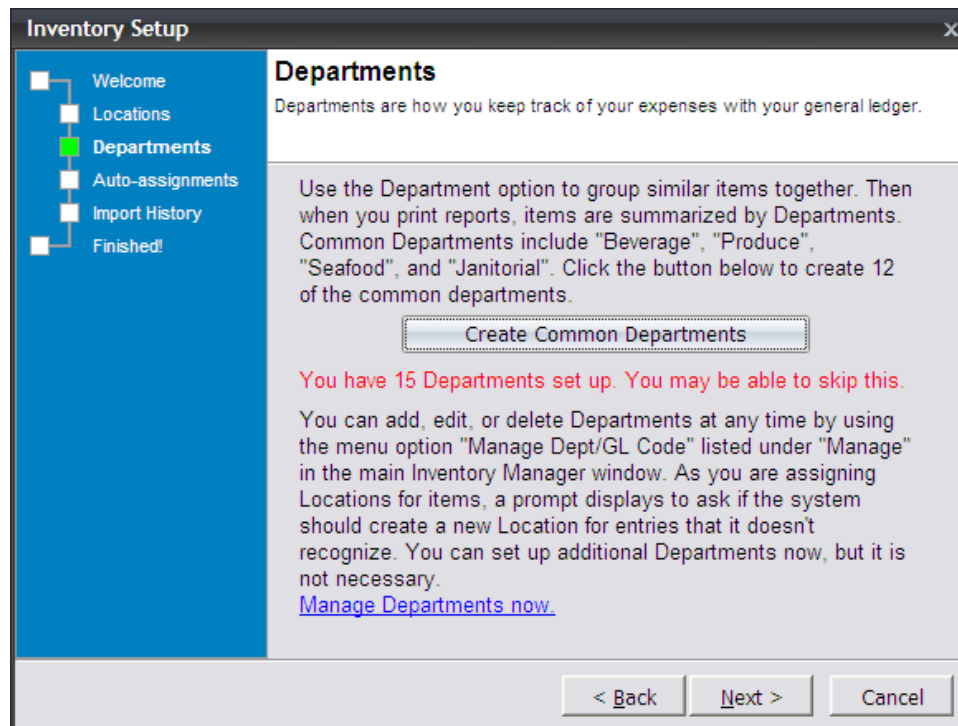
**Note:**

You can add, edit, or delete locations and sub-locations later. When you are ready to do this, go to the Inventory Manager window, click **Manage**, and click **Manage Locations/Sublocations** to get started. See the *Set Up Inventory Locations* section on page 51.

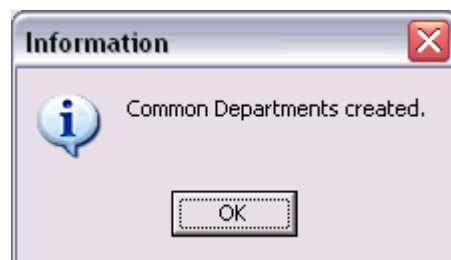
6. Click **Next**. The Departments box displays.

**Define Departments**

1. This procedure begins on the Inventory Setup Departments box.



2. To create 12 common departments, click **Create Common Departments**.
3. The Information pop-up box displays confirming you created the 12 common departments. Click **OK** to close the box.



4. If you have existing departments defined, a message displays in red text indicating the number of existing departments. To view and manage existing departments, click **Manage Departments now**.
5. The Dept/GL Code Maintenance box displays. View the information and click **Close** to exit.

**Dept/GL Code Maintenance**

File

These values are used for the drop-down in Inventory Manager.

Auto Create Purchase entry: Dept Code will automatically be added when entering a new invoice into Purchases screen (can still be removed and others can be added). Greyed "Exclude From COGS" checks mean that neither Yes nor No has been selected.

You will want to "Exclude From COGS" items which will appear on your invoices but which you are not tracking sales for the items. It allows you to balance your invoices, but not have the totals show on COGS reports. Common Example: "Janitorial Supplies"

Dept/GL Code	Target FC %	Auto Create Purch Entry	Exclude From COGS
Beef		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Beverage		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemicals		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dairy		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disposable		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dry Goods		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frozen		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fruit/Veg/Juice		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grocery		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Janitorial		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Class/PB Nums Refresh from IM Close

**Note:**

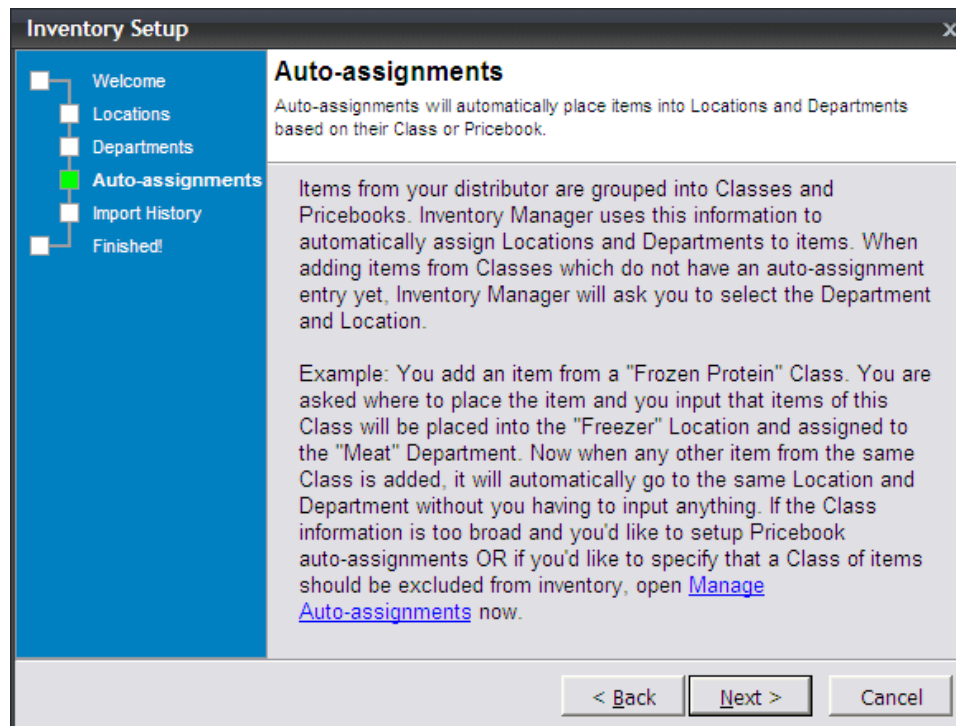
If the 12 common departments do not match your environment, you can add, delete, and edit them later.

6. Click **Next**. The Auto-Assignments box displays.

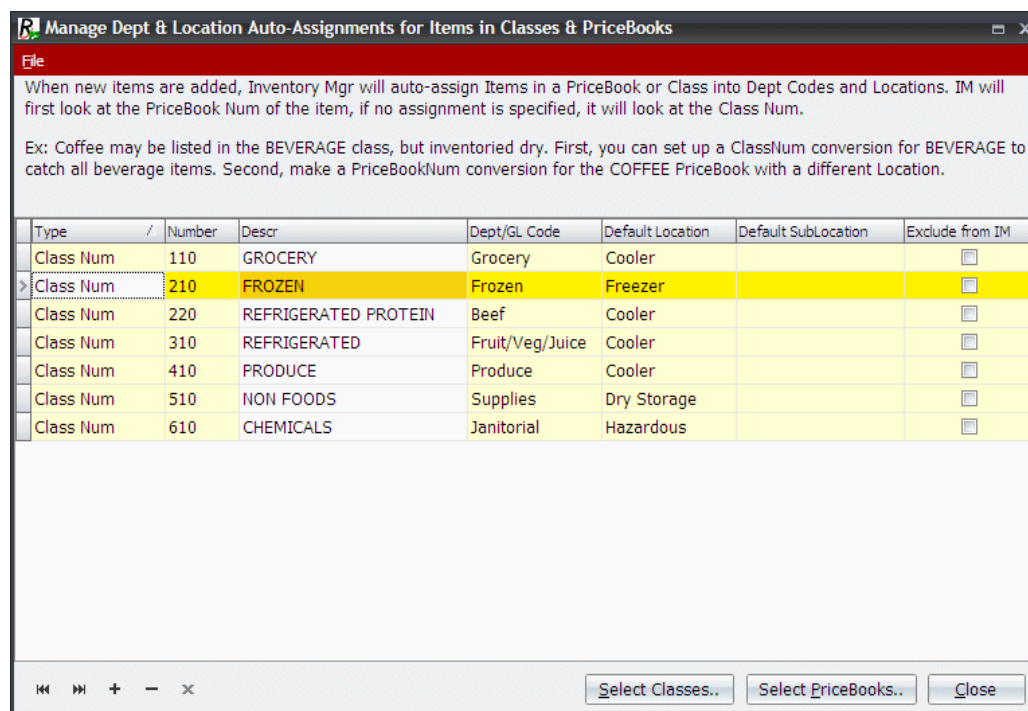
**Auto-Assign Items**

Auto-assignments allow you to define location and departments so you can add items and have them assigned to the correct inventory location automatically.

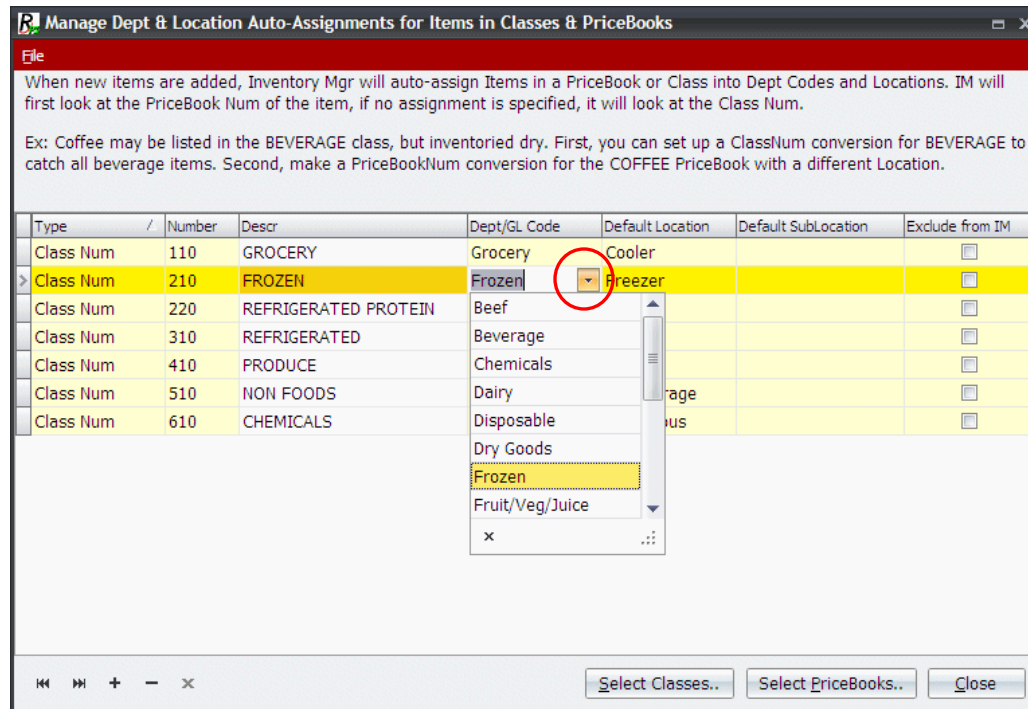
1. This procedure begins on the Inventory Setup Auto-assignments box.



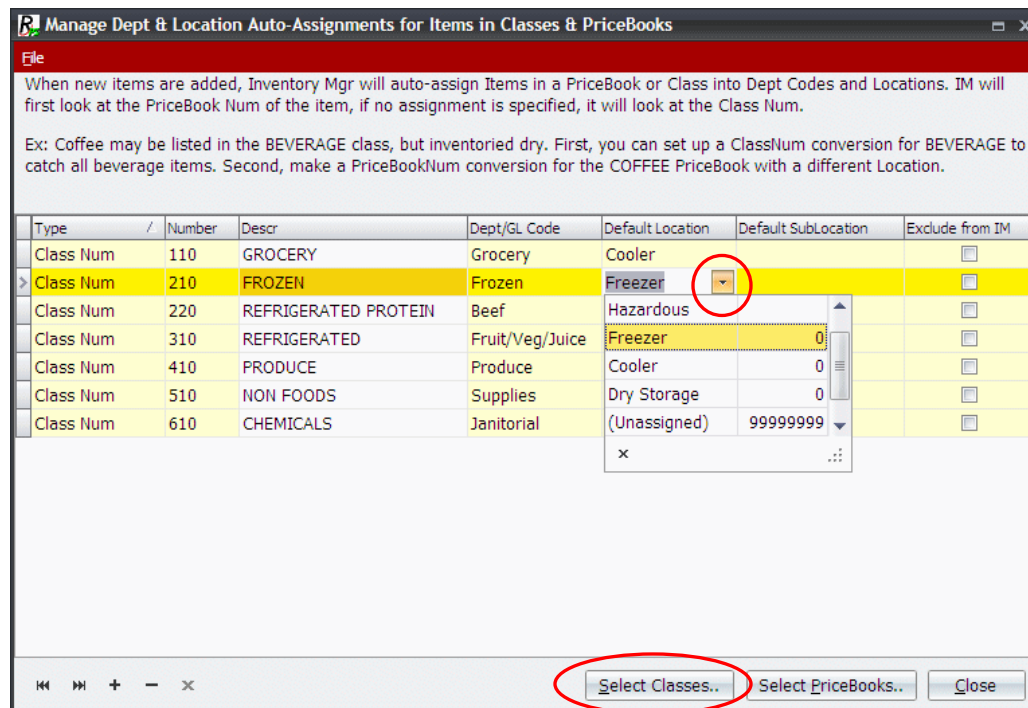
2. Click **Manage Auto-assignments**. The Manage Dept & Location Auto-Assignments for Items in Classes & Price Books box displays.



3. For each item listed, select a department or GL code and default location.

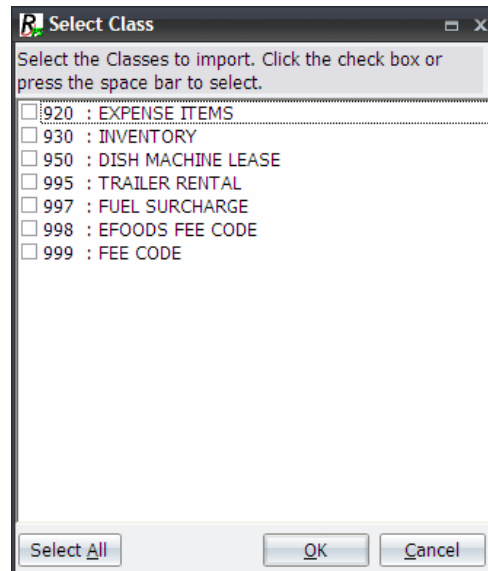


4. Select a specific department/GL code from the **Dept/GL Code** drop-down menu.



5. Select a default location from the **Default Location** drop-down menu.
6. Click **Select Classes**. The Select Class box displays.

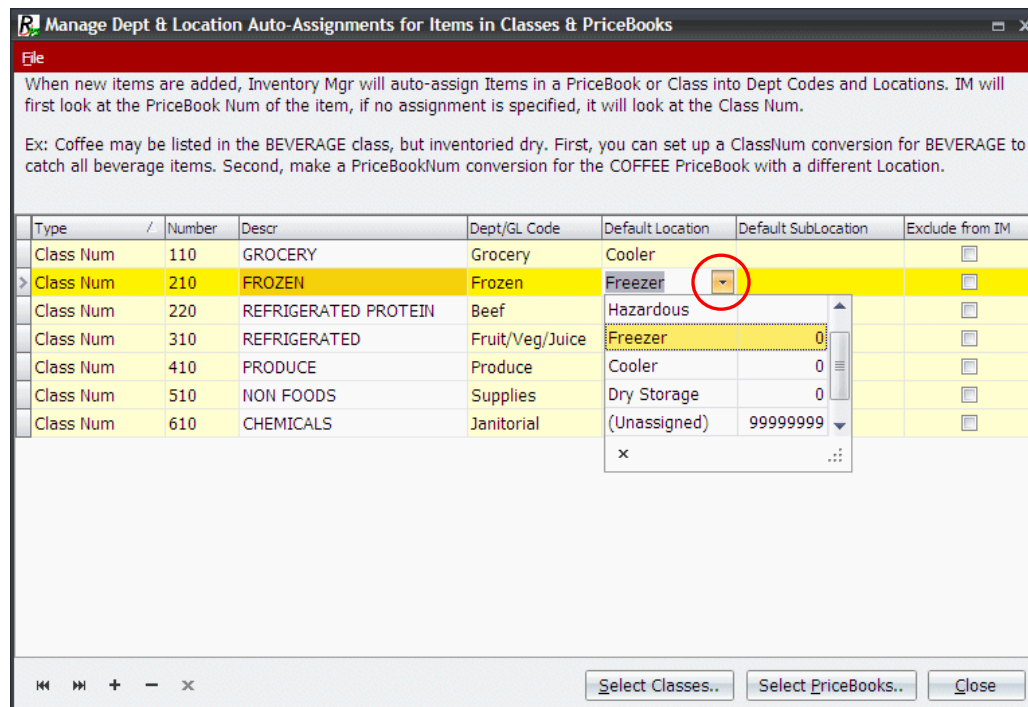




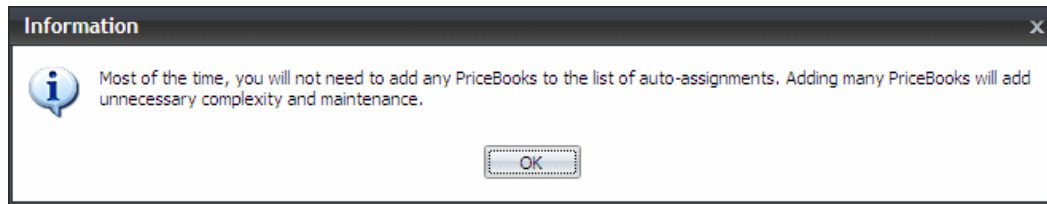
7. Select classes to import and click **OK** to close and return to the Manage Dept & Location Auto-Assignments for Items in Classes & PriceBooks.

—OR—

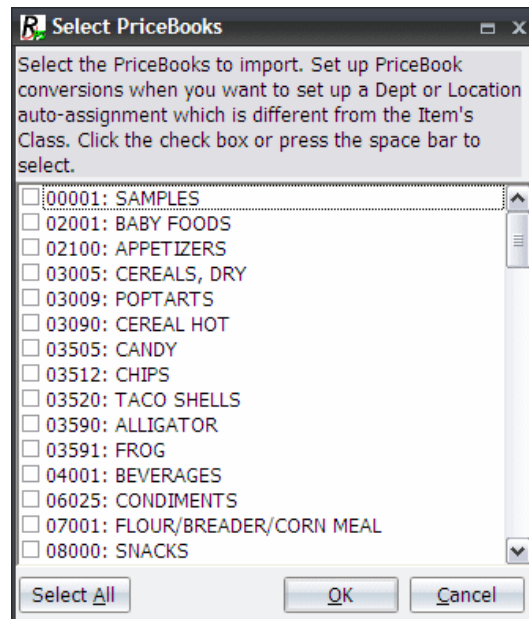
To import all classes, click **Select All** and click **OK** to close.



8. If applicable for your inventory process, click **Select PriceBooks** to add items to inventory by pricebook title. A message box displays.



9. Click **OK**. The Select PriceBooks box displays.



10. To import all price books, click **Select All** and click **OK** to close.

—OR—

Select price books to import and click **OK** to close.

**Manage Dept & Location Auto-Assignments for Items in Classes & PriceBooks**

**File**

When new items are added, Inventory Mgr will auto-assign Items in a PriceBook or Class into Dept Codes and Locations. IM will first look at the PriceBook Num of the item, if no assignment is specified, it will look at the Class Num.

Ex: Coffee may be listed in the BEVERAGE class, but inventoried dry. First, you can set up a ClassNum conversion for BEVERAGE to catch all beverage items. Second, make a PriceBookNum conversion for the COFFEE PriceBook with a different Location.

Type	Number	Descr	Dept/GL Code	Default Location	Default SubLocation	Exclude from IM
Class Num	110	GROCERY	Grocery	Cooler		<input type="checkbox"/>
> Class Num	210	FROZEN	Frozen	Freezer		<input type="checkbox"/>
Class Num	220	REFRIGERATED PROTEIN	Beef	Cooler		<input type="checkbox"/>
Class Num	310	REFRIGERATED	Fruit/Veg/Juice	Cooler		<input type="checkbox"/>
Class Num	410	PRODUCE	Produce	Cooler		<input type="checkbox"/>
Class Num	510	NON FOODS	Supplies	Dry Storage		<input type="checkbox"/>
Class Num	610	CHEMICALS	Janitorial	Hazardous		<input type="checkbox"/>

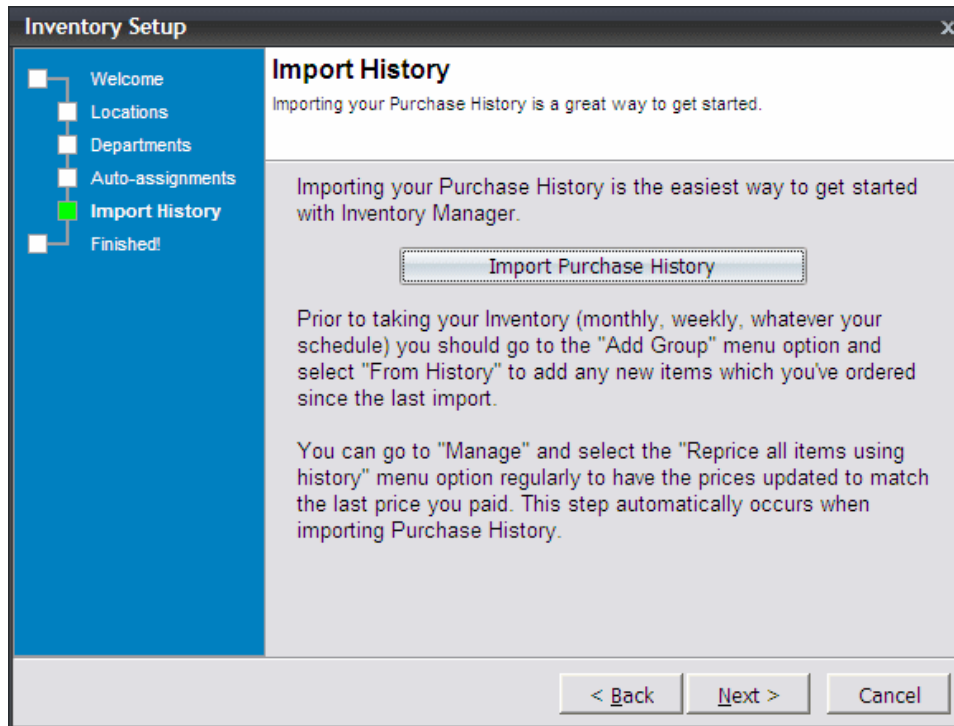
⏪ ⏩ + - ✕

Select Classes.. Select PriceBooks.. Close

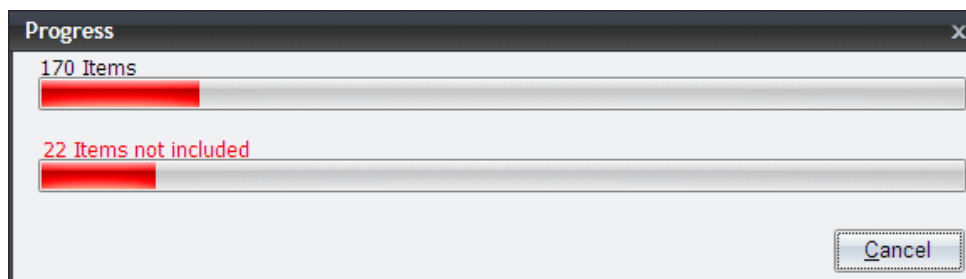
11. Click **Close** to exit the Manage Dept & Location Auto-Assignments for Items in Classes & PriceBooks box and return to the Inventory Setup wizard box.
12. Click Next.

### Import History

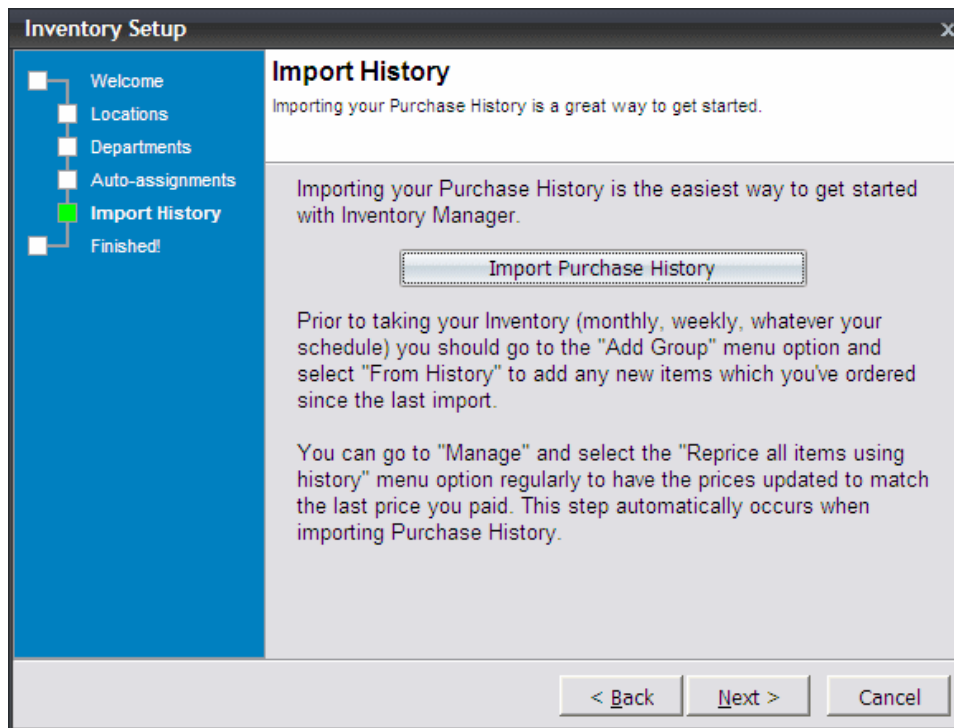
1. This procedure begins on the Inventory Setup Import History box.



2. Click **Import Purchase History**. A progress bar displays.



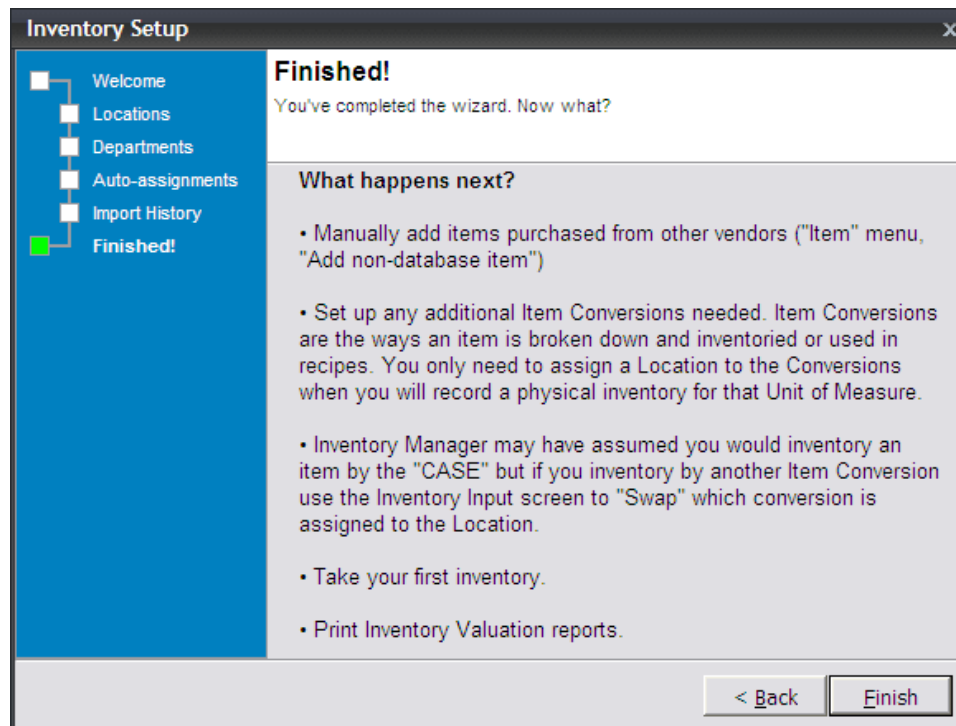
3. The items from the selected customer's ordering history are importing into Inventory Manager.



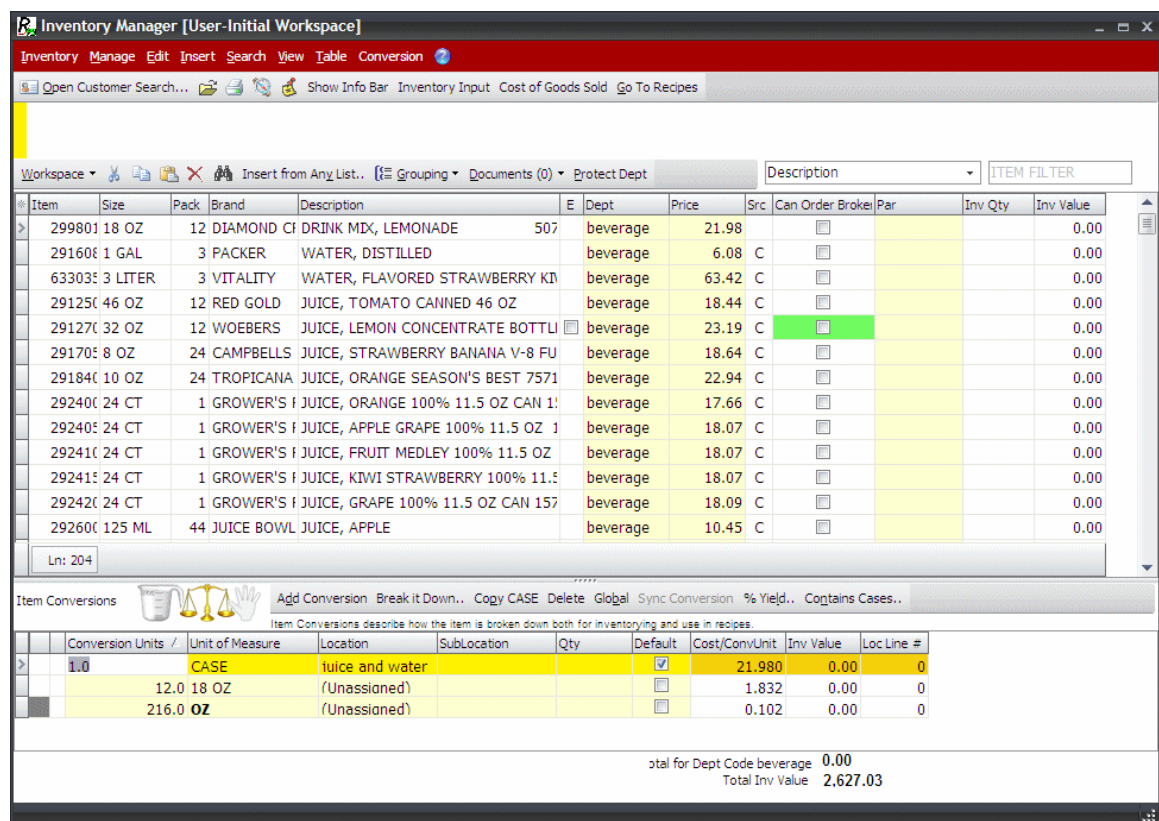
4. Click **Next**. The Inventory Setup Finished box displays.

### **Finish the Inventory Wizard Process**

1. This procedure begins on the Inventory Setup Auto-assignments box.



2. Click **Finish**. The Inventory Setup wizard box closes. The Inventory Manager window displays.



3. The Inventory Manager item list is organized by the locations, departments, and auto-assignments. If you want to return one of the Inventory Setup wizard steps you can:

Select **Manage** and select **Launch Initial Setup Wizard** and run through the Inventory Setup Wizard again.

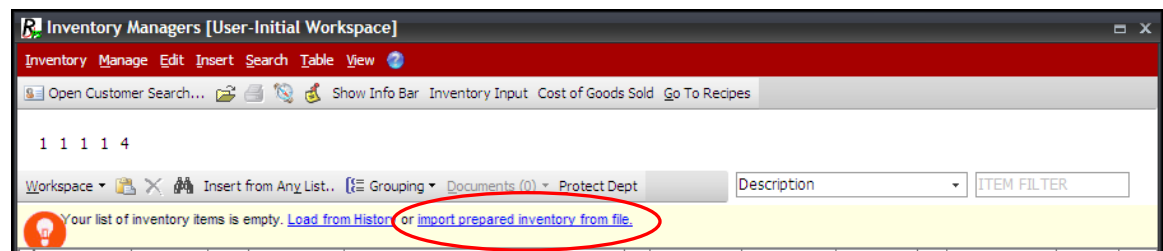
## Manual Inventory Setup

If you know how you want to set up and assign locations, departments, and item classes, use the procedures in this section to bypass the Inventory Setup wizard and directly access the location, department, and auto-assign maintenance windows.

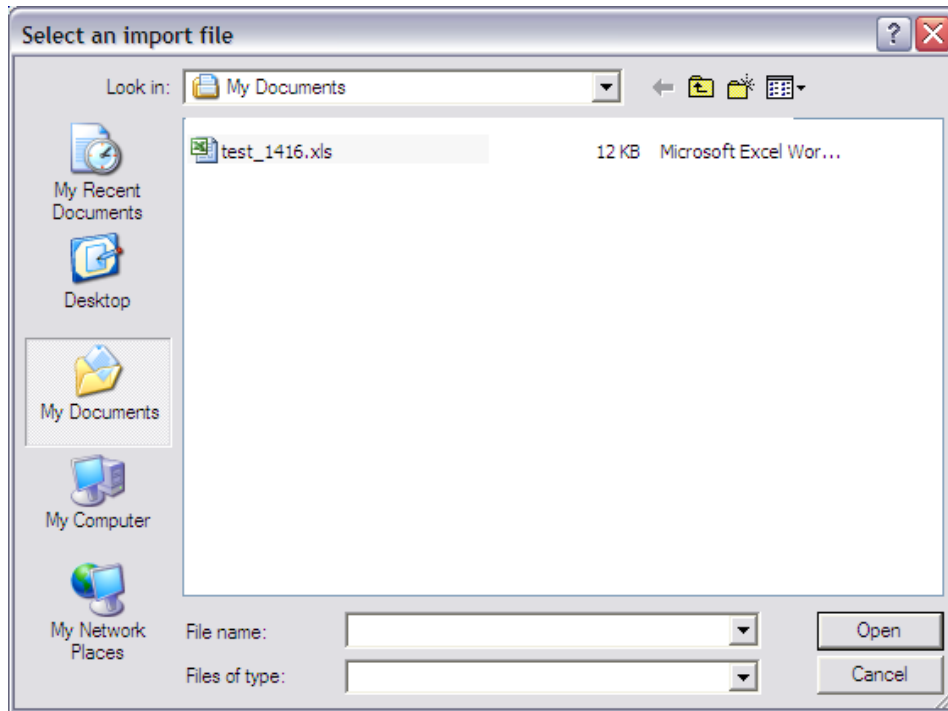
### Import Items from an Inventory File

Use this procedure to load items from an inventory file on your laptop.

1. This procedure begins on the main Inventory Manager window.
2. Select a customer who has not started an inventory yet.
3. The Inventory Manager window displays for the customer you selected. Click **import prepared inventory from file**.



4. Select an inventory file to import and click **Open**.



5. As inventory items are imported, create auto-assignments to place items in specific classes into the correct departments and locations.

**Note:**

Refer to steps 5-8 in the following *Load Items from History* section for information about placing classes of items into departments and locations.

**Load Items from History**

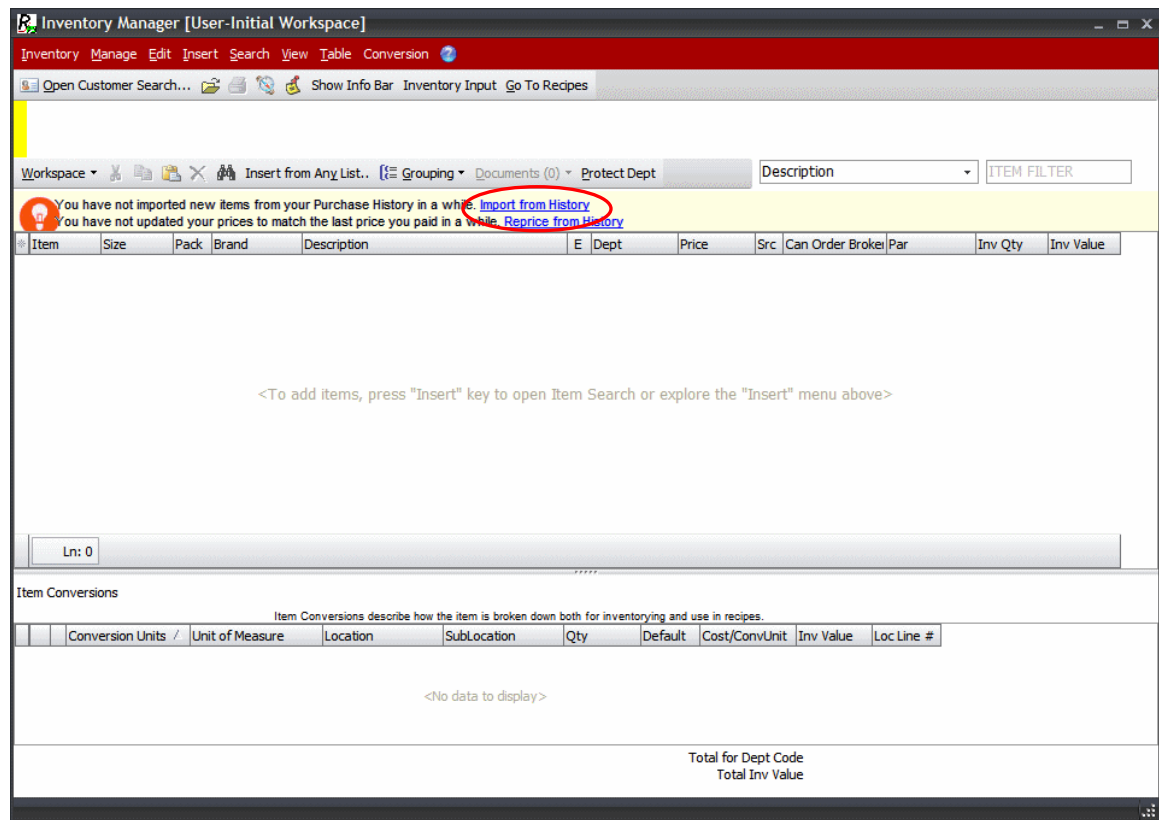
Use this procedure if you do not want to run the Inventory Setup wizard and want to load items your customer has previously ordered.

**Note:**

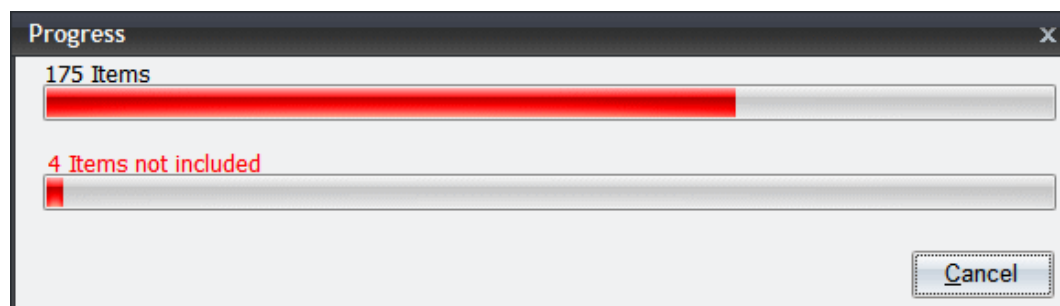
You must initially set up the Inventory Manager module before you can use the Load Items from History option.

1. This procedure begins on the main Inventory Manager window when a message displays: Load from History.

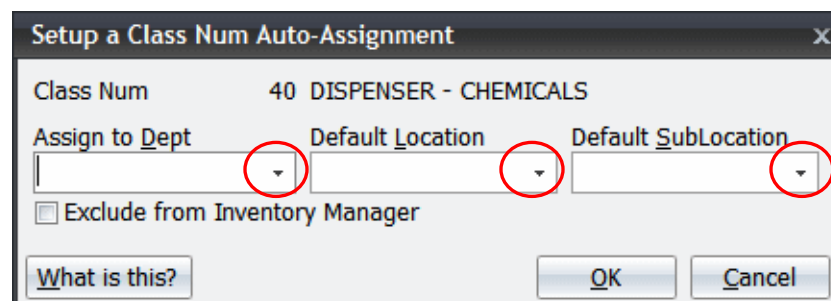




2. The Inventory Manager window displays for the customer you selected. Click **Load from History**. The progress box displays during the file download process.



3. The Setup a Class Num Auto-Assignment box displays for the first class of items.



4. Select a department or GL code from the **Assign to Dept** drop-down menu.

5. Select a location name from the **Default Location** drop-down menu.
6. If necessary, select a sub-location name from the **Default SubLocation** drop-down menu.

**Setup a Class Num Auto-Assignment**

Class Num 40 DISPENSER - CHEMICALS

Assign to Dept Janitorial

Default Location equipment

Default SubLocation

☐ Exclude from Inventory Manager

What is this? OK Cancel

7. Click **OK**. The progress box displays.

**Progress**

175 Items

4 Items not included

Cancel

8. The Setup a Class Num Auto-Assignment box displays for the next class of items. Follow steps 5-10 to assign departments and locations to all item classes.
9. The Completed box displays when all department and locations are assigned to items.

**Completed**

165 Items added. Save Copy OK

Item	Description
<b>Problem : Duplicate (Count = 8)</b>	
525401	SOUR CREAM, ORIGINAL 00110
100205	FLOUR, SELF RISING GOLD MEDAL 14318
189300	SAUCE, CHEESE MILD CHEDDAR
240430	DRESSING, RANCH NF146
910090	BEANS, PORK & BEANS
884130	LETTUCE, ICEBERG CELLO WRAP
885715	CARROTS, FRESH MINI SMALL BABY
892050	GRAPES, RED SEEDLESS
<b>Problem : Proprietary (Count = 1)</b>	
691521	TORTILLA, FLOUR 8"
<b>Problem : Restricted (Count = 1)</b>	
608365	BROWNIES, BAKED PRECUT UNICED 8517

Total Not Added = 10

- After all item classes are assigned to departments and locations, the Inventory Manager window displays.

The screenshot shows the 'Inventory Manager [User-Initial Workspace]' window. It features a menu bar (Inventory, Manage, Edit, Insert, Search, View, Table, Conversion) and a toolbar with icons for opening customer searches, showing info bars, inventory input, and going to recipes. Below the toolbar is a workspace area with a table of items. The table has columns for Item, Size, Pack, Brand, Description, Dept, Price, Src, Can Order, Broken, Par, Inv Qty, and Inv Value. The items listed include various food products like filters, coleslaw, potatoes, catfish, and shrimp. Below the main table is a section for 'Item Conversions' which includes a table with columns for Conversion Units, Unit of Measure, Location, SubLocation, Qty, Default, Cost/ConvUnit, Inv Value, and Loc Line #. This section also includes a summary of conversions for the selected item and a total for the department code.

Item	Size	Pack	Brand	Description	E Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
120145	22 LB	1	HOL-N-ONE	FILTER, POWDER HOMESTYLE 34101	Janitorial	63.69		<input type="checkbox"/>				0.00
882225	5 LB	1	FRESH	COLESLAW, KIT FRESH	Produce	10.99		<input type="checkbox"/>				0.00
894430	50 LB	1	IDAHO	POTATOES, 6 OZ IDAHO #2 CARTON	Produce	18.45		<input type="checkbox"/>				0.00
894450	50 LB	1	IDAHO	POTATOES, 10 OZ #2 IDAHO CARTON	Produce	29.97		<input type="checkbox"/>				0.00
894455	50 LB	1	FRESH	POTATOES, 10 OZ IDAHO #2 PAPER I	Produce	24.95		<input type="checkbox"/>				0.00
826820	15 LB	1	SUPERIOR	CATFISH, FILLET 5-7 OZ	Seafood	4.96		<input type="checkbox"/>				0.00
826825	15 LB	1	SUPERIOR	CATFISH, FILLET 3-5 OZ IQF	Seafood	4.96		<input type="checkbox"/>				0.00
832780	2 LB	5	OCEAN HOR	SHRIMP, P&D 21-25 RAW TAIL ON	Seafood	7.16		<input type="checkbox"/>				0.00
832790	2 LB	5	OCEAN HOR	SHRIMP, P&D 16-20 RAW TAIL ON	Seafood	9.20		<input type="checkbox"/>				0.00
836050	10 LB	1	XIHE	TILAPIA, 3-5 FILLETS IQF	Seafood	2.85		<input type="checkbox"/>				0.00
347100	1 EACH	1	CRESTWARI	SHEET PAN, 1/4 SIZE 9X13	chemical	4.75		<input type="checkbox"/>				0.00

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	equipment	(Unassigned)			<input checked="" type="checkbox"/>	63.690	0.00	0
1.0 22 LB	(Unassigned)				<input type="checkbox"/>	63.690	0.00	0
22.0 LB	(Unassigned)				<input type="checkbox"/>	2.895	0.00	0

total for Dept Code Janitorial 0.00  
Total Inv Value 0.00

**Note:**

Items loaded from history are based on a time period your system administrator specifies in Power Sell's **Admin** options. Orders are typically purged from archives after six months, but your company's archive time period may differ. Contact your system administrator for more information.

## Set Up Inventory Locations

If you did not use the Inventory Setup wizard, use the procedures in this section to manually set up your inventory locations, departments, and auto-assignments. Continue to use the procedures in this section to manage your inventory environment.

### View Inventory Locations

Use this procedure to view Locations and Sub-Locations box contents.

- This procedure begins on the Inventory Manager window.

**Inventory Managers [User-Initial Workspace]**

Inventory Manage Edit Insert Search Table View

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

**117463** **BILLY'S ITALIAN ICE &**  
1 1 1 1 1

Workspace Insert from Any List.. Grouping Documents (0) Protect Dept Description ITEM FILTER

Your list of inventory items is empty. [Load from History](#) or [import prepared inventory from file.](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broken	Inv Qty	Ir
<b>Brand : (Count 3)</b>													
79001:	5LB.	4		TOMATOES,DICED 4/5 LB.		Produce		53.05	C	<input type="checkbox"/>			
79001:	LB.	25		TOMATO,GREEN 25LB.		Produce		19.82	C	<input type="checkbox"/>			
79001:	LB.	19		GRAPE,BLACK SEEDLESS		Produce		30.45	C	<input type="checkbox"/>			
<b>Brand : BACKERHAUS (Count 1)</b>													
30001:	10/35.3	1	BACKERHAU	BREAD, PANINI MLTGRN/SNFLWR SL.		Frozen		50.44	C	<input type="checkbox"/>			
<b>Brand : FIRST FOOD (Count 1)</b>													
11045:	1 GAL.	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.		Grocery		22.07	C	<input type="checkbox"/>			
<b>Brand : GREAT LAKE (Count 1)</b>													
20021:	PC/CW	2	GREAT LAKE	CHEESE,PROVOLONE LOAF #25210		Fruit/Veg/Ju		2.45	C	<input type="checkbox"/>			
Ln: 20													

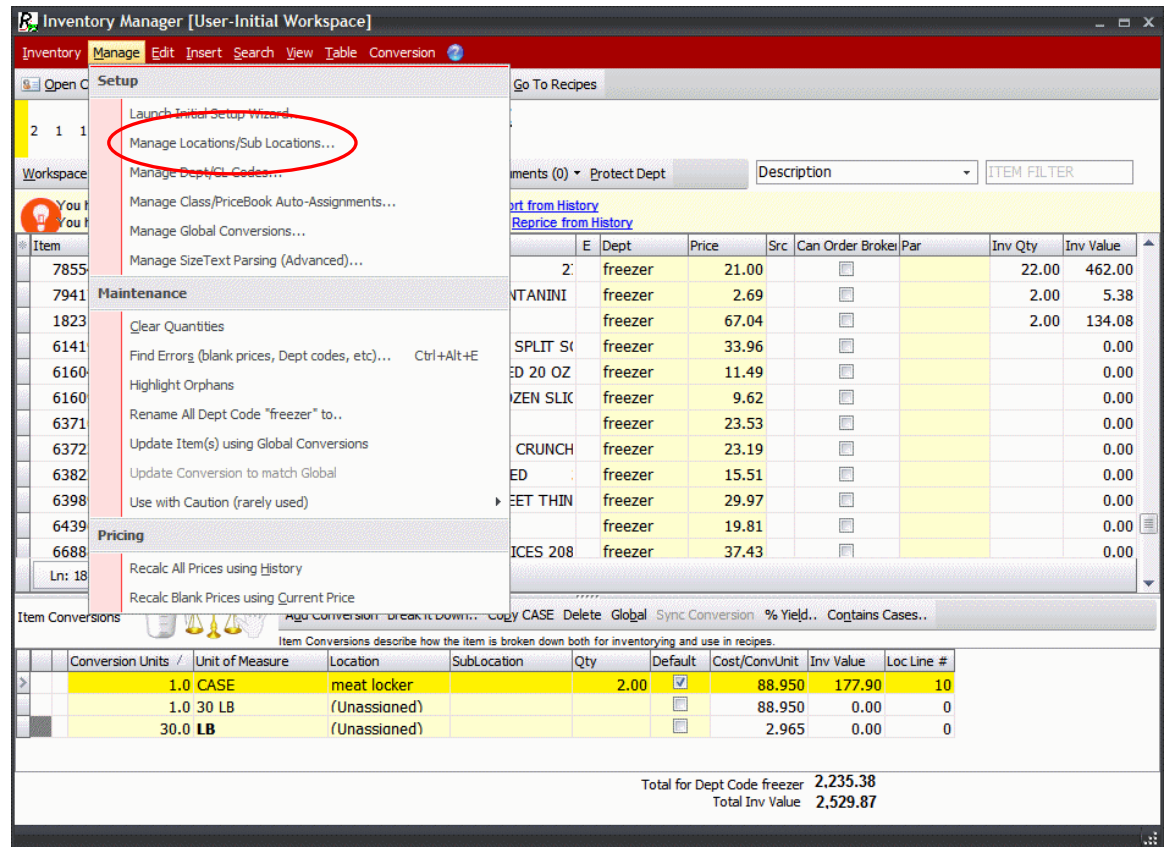
Item Conversions Add Conversion Break it Down... Copy CASE Delete Global % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

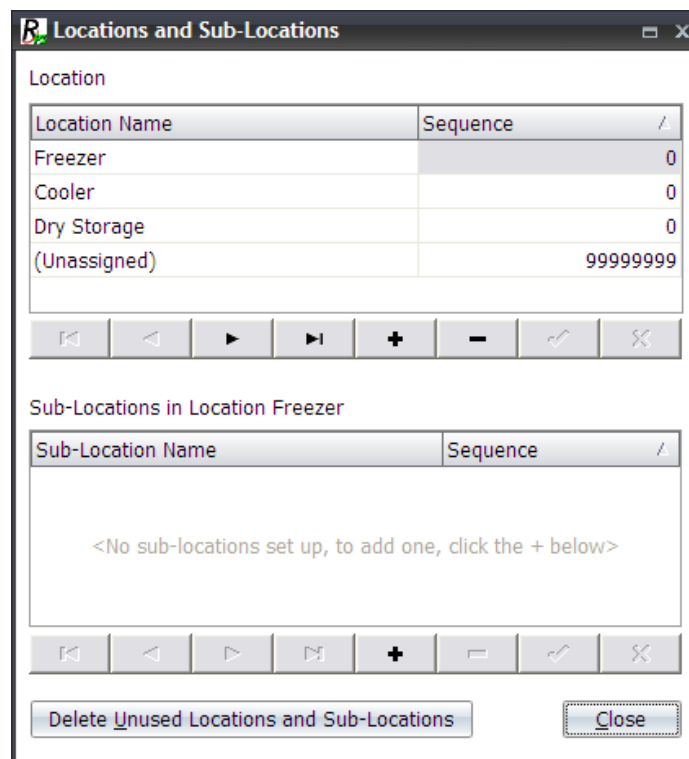
Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0	CASE	Cooler			<input checked="" type="checkbox"/>	53.050	0.00	0
4.0	5LB.	(Unassioned)			<input type="checkbox"/>	13.263	0.00	0
20.0	LB	(Unassioned)			<input type="checkbox"/>	2.653	0.00	0

Total for Dept Code Produce **0.00**  
Total Inv Value **0.00**

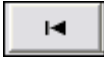



- Click **Manage** and click **Manage Locations/SubLocations**.



- The Locations and Sub-Locations box displays.



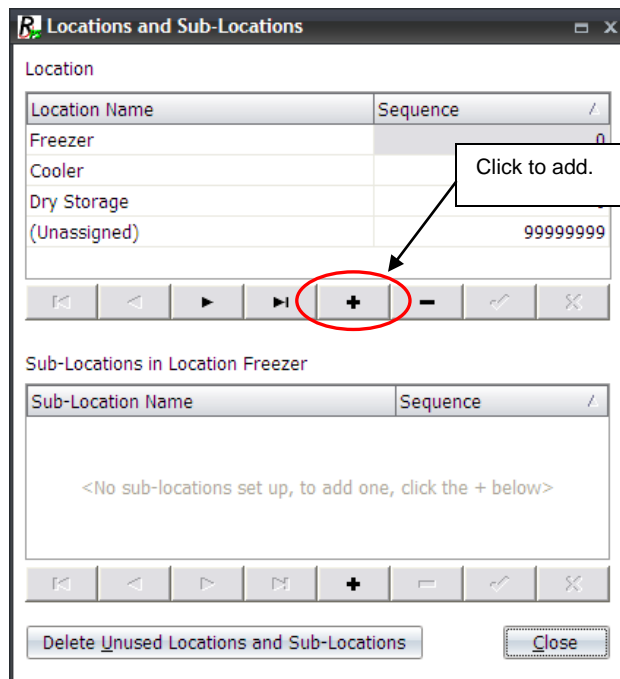
4. A list of locations displays in the Location section in the **Location Name** column.
5. To view sub-locations, select a location. Sub-locations defined for that location display in the **Sub-Location Name** column.
6. Use the arrow buttons to navigate through a long location or sub-location list.

Arrow	Name	Action
	First	Click the <b>First</b> arrow to move to the first location in the list.
	Previous	Click the <b>Previous</b> arrow to move to the previous location in the list.
	Next	Click the <b>Next</b> arrow to move to the next location in the list.
	Last	Click the <b>Last</b> arrow to move to the last location in the list.

### Add a Location

Use this procedure to add a new inventory location to Inventory Manager.

1. This procedure begins on the Locations and Sub-Locations box.



2. In the location section, click **Add**. A data entry line displays.
  - Type the new location name in the **Location Name** field.
  - Type a sequence number in the **Sequence** field.

**Note:**

Sequence numbers identify the order locations and sub-locations display on the list.

**Locations and Sub-Locations**

Location

Location Name	Sequence
Freezer	0
Cooler	0
Dry Storage	0
(Unassigned)	99999999

Sub-Locations in Location

Sub-Location Name	Sequence
<No sub-locations set up, to add one, click the + below>	

Delete Unused Locations and Sub-Locations Close

- The location you added displays in sequence order.

**Locations and Sub-Locations**

Location

Location Name	Sequence
Hazardous	
Freezer	0
Cooler	0
Dry Storage	0
(Unassigned)	99999999

Sub-Locations in Location

Sub-Location Name	Sequence
<No sub-locations set up, to add one, click the + below>	

Delete Unused Locations and Sub-Locations Close

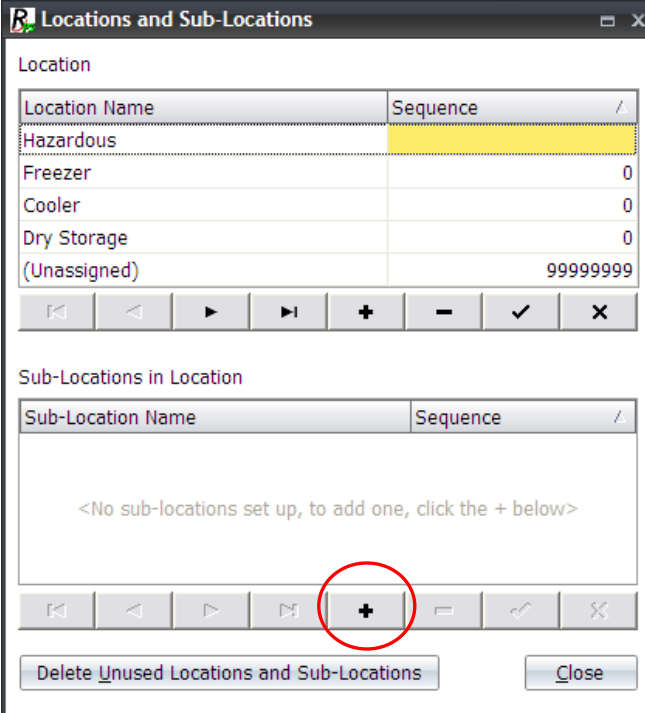
- To add more locations, repeat steps 2 and 3.

- When you are done adding locations, click **Close** to exit.

### Define Sub-Locations

Use this procedure to specify areas within a location. For example, you can partition your freezer into sections according to product type with **Location Name** freezer and **Sub-Location Names** meat, potatoes, other produce, and desserts.

- This procedure begins on the Locations and Sub-Locations box.



**Locations and Sub-Locations**

Location

Location Name	Sequence
Hazardous	
Freezer	0
Cooler	0
Dry Storage	0
(Unassigned)	99999999

Sub-Locations in Location

Sub-Location Name	Sequence
<No sub-locations set up, to add one, click the + below>	

Buttons: [Previous], [Previous], [Next], [Next], [Add], [Remove], [Check], [Close]

Buttons: [Previous], [Previous], [Next], [Next], [Add], [Remove], [Check], [Close]

Buttons: [Delete Unused Locations and Sub-Locations], [Close]

- Select a location in the **Location Name** column.
- In the Sub-Locations in Location section, click **Add**.



**Locations and Sub-Locations**

Location

Location Name	Sequence
Hazardous	
Freezer	0
Cooler	0
Dry Storage	0
(Unassigned)	99999999

Sub-Locations in Location Hazardous

Sub-Location Name	Sequence

Buttons: [Previous], [Previous], [Next], [Next], [Add], [Remove], [Confirm], [Cancel]

Buttons: [Delete Unused Locations and Sub-Locations], [Close]

4. A data entry line displays.
  - Type the new sub-location name in the **Sub-Location Name** field.
  - Type a sequence number in the **Sequence** field.

**Locations and Sub-Locations**

Location

Location Name	Sequence
Hazardous	
Freezer	0
Cooler	0
Dry Storage	0
(Unassigned)	99999999

Sub-Locations in Location Hazardous

Sub-Location Name	Sequence
bug spray	
cleaning supplies	

Buttons: [Previous], [Previous], [Next], [Next], [Add], [Remove], [Confirm], [Cancel]

Buttons: [Delete Unused Locations and Sub-Locations], [Close]

Click to confirm your entry.

5. Click **Add** to continue adding sub-locations.
6. When you finish adding items, click inside the grid or click **Confirm**.
7. Sub-locations you added display in order of sequence.
8. To add sub-locations for other locations, repeat steps 2-6.
9. Click **Close** to exit.

### Delete Locations

If you use a standardized set of locations to set up inventory for customers, you need to remove locations and sub-locations that do not apply to specific customers. You can remove unused locations and locations not associated with inventory items.

Use this procedure to delete a location.

1. This procedure begins on the Locations and Sub-Locations box.

**Locations and Sub-Locations**

**Location**

Location Name	Sequence
> Hazardous	
test	
Freezer	0
Cooler	0
Dry Storage	0

Sub-Locations in Location Hazardous

Sub-Location Name	Sequence
> cleaning supplies	
bug spray	

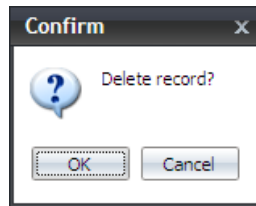
Buttons: [Previous], [Previous], [Next], [Next], [Add (+)], [Minus (-)], [Confirm (checkmark)], [Cancel (X)]

Buttons: [Delete Unused Locations and Sub-Locations], [Close]

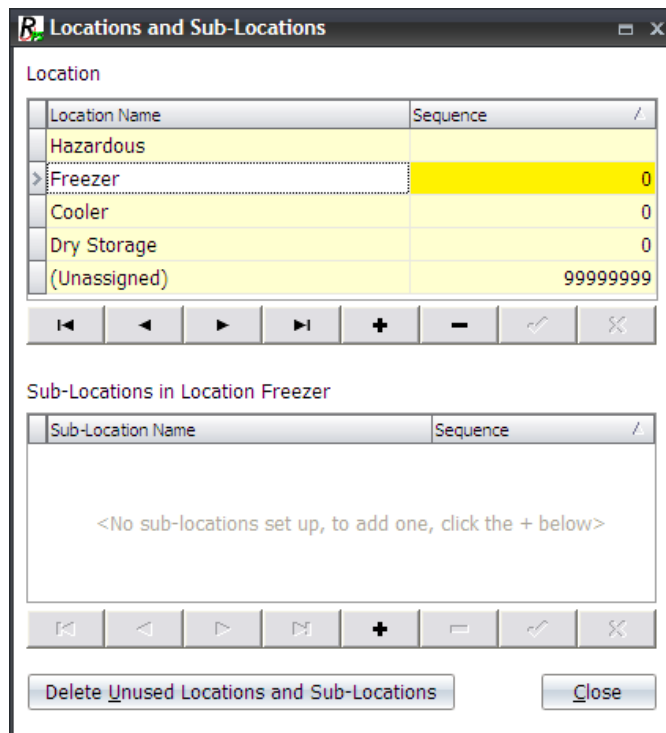
2. Select a location in the **Location Name** column. In the Location section, click **Minus**.
3. The Confirm box displays. Click **Cancel** to cancel the delete.

—OR—

Click **OK** to delete the location.



4. The location is removed from the list.

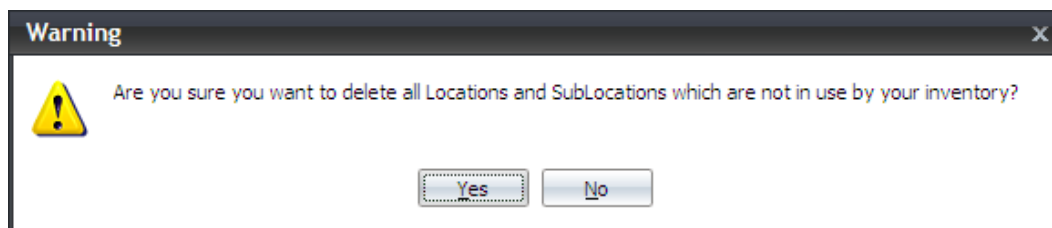


5. Repeat steps 2-5 to delete additional locations.

–OR–

To delete all locations and locations not associated with items in your inventory, click **Delete Unused Locations and Sub-Locations**.

6. The Warning box displays to confirm the delete action. Click **Yes**.



7. All locations and sub-locations not associated with inventory items are deleted.
8. Click **Close** to exit.

## Set Up Department Code Names

You need to identify main item groups after you identify inventory locations.

Department codes allow you to group items together to manage them easily. Department codes typically define the part of your company associated with the items. For example, if your company has its own bakery, you may have a Bakery department code that groups all bakery items together.

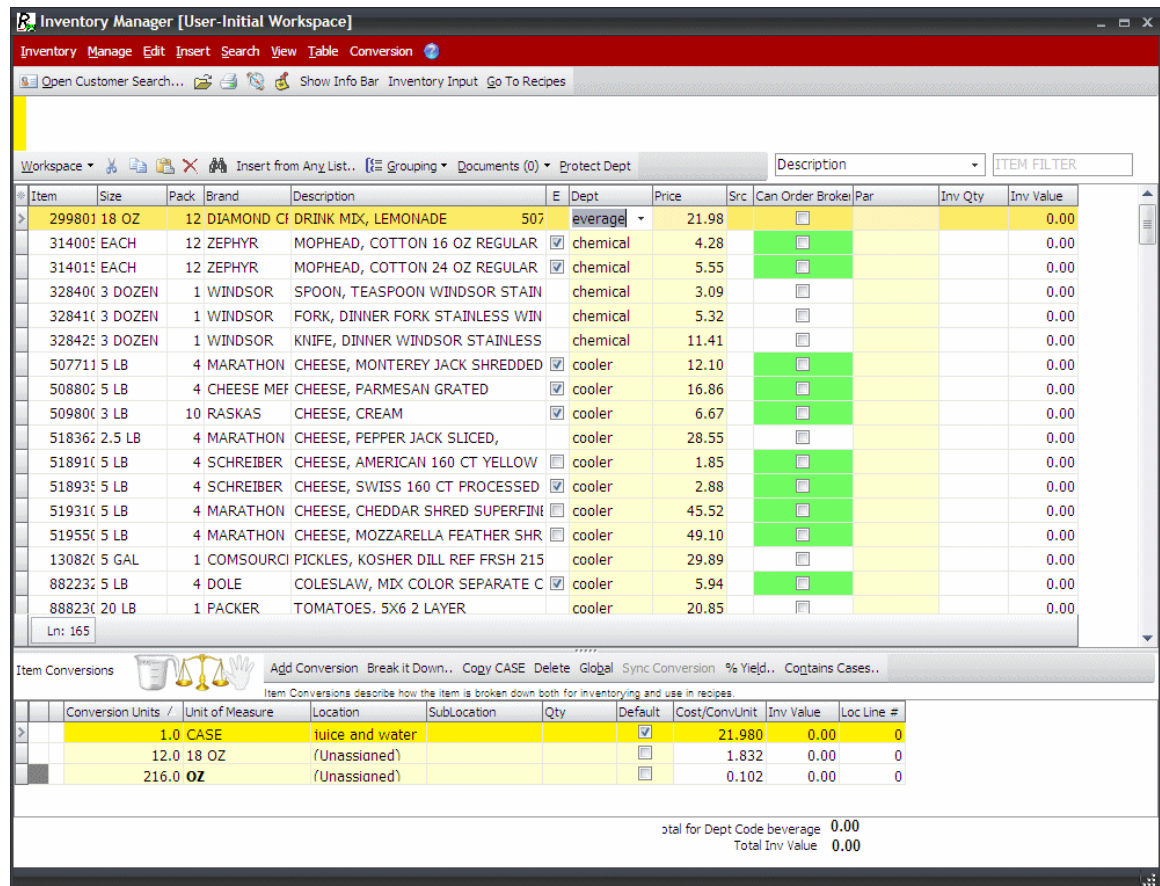
Department codes identify item groups by mapping price book headings and classes in your ordering system. Inventory Manager department codes identify specific groups of items within a location or sub-location.

If you copied items from order history, most of your department codes were defined during that process. From time to time you need to edit existing department codes. You may need to add new department codes if you add a new area to your store or expand a product line.

### Add a Department Code Name

Use this procedure to add a new department code name.

1. This procedure begins on the Inventory Manager window.



The screenshot shows the 'Inventory Manager [User-Initial Workspace]' window. The main table lists items with columns for Item, Size, Pack, Brand, Description, E, Dept, Price, Src, Can Order, Broken, Par, Inv Qty, and Inv Value. The 'Dept' column is highlighted, showing various department codes like 'average', 'chemical', and 'cooler'.

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
299801	18 OZ	12	DIAMOND CF	DRINK MIX, LEMONADE	507	average	21.98		<input type="checkbox"/>				0.00
314001	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28		<input type="checkbox"/>				0.00
314011	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55		<input type="checkbox"/>				0.00
328401	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09		<input type="checkbox"/>				0.00
328411	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00
328421	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41		<input type="checkbox"/>				0.00
507711	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10		<input type="checkbox"/>				0.00
508801	5 LB	4	CHEESE MEF	CHEESE, PARMESAN GRATED		cooler	16.86		<input type="checkbox"/>				0.00
509801	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67		<input type="checkbox"/>				0.00
518361	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55		<input type="checkbox"/>				0.00
518911	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85		<input type="checkbox"/>				0.00
518931	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88		<input type="checkbox"/>				0.00
519311	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINI		cooler	45.52		<input type="checkbox"/>				0.00
519551	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10		<input type="checkbox"/>				0.00
130821	5 GAL	1	COMSOURC	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89		<input type="checkbox"/>				0.00
882231	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94		<input type="checkbox"/>				0.00
888231	20 LB	1	PACKER	TOMATOES, 5X6 2 LAYER		cooler	20.85		<input type="checkbox"/>				0.00

Ln: 165

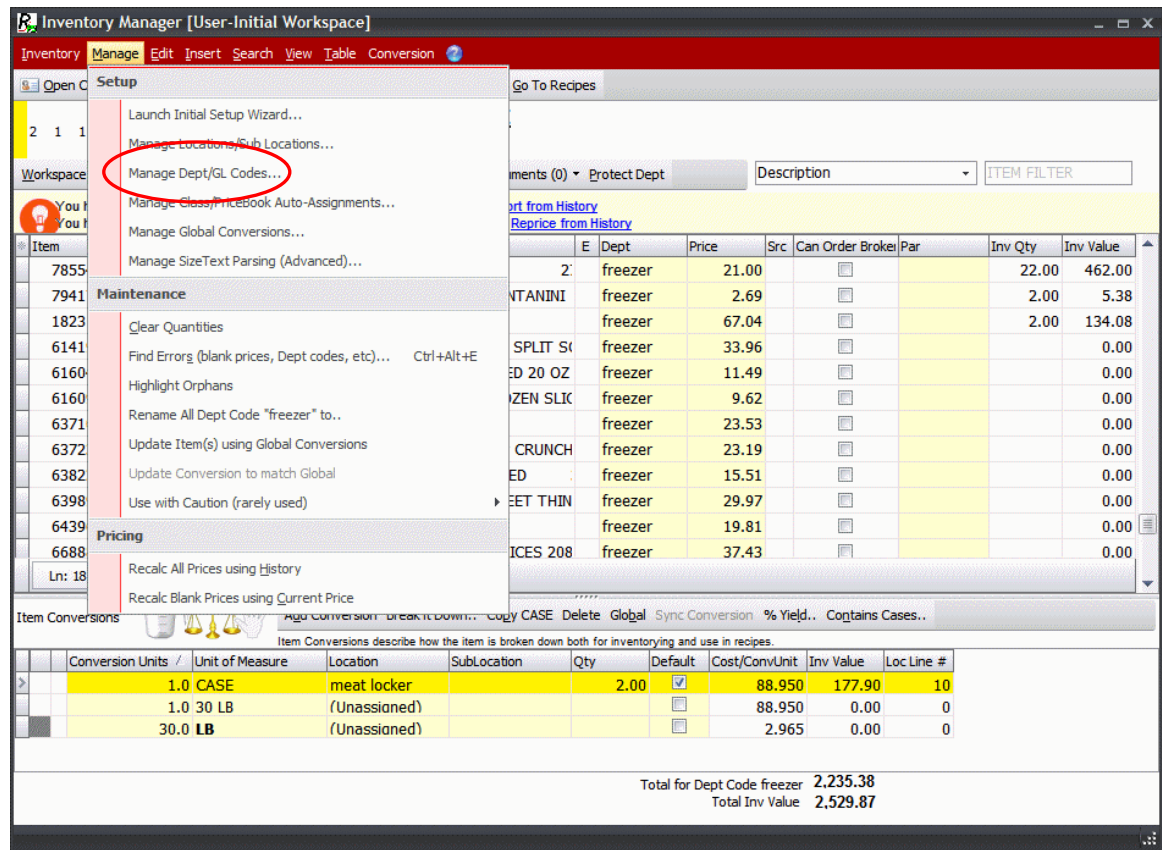
Item Conversions: Add Conversion Break it Down.. Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

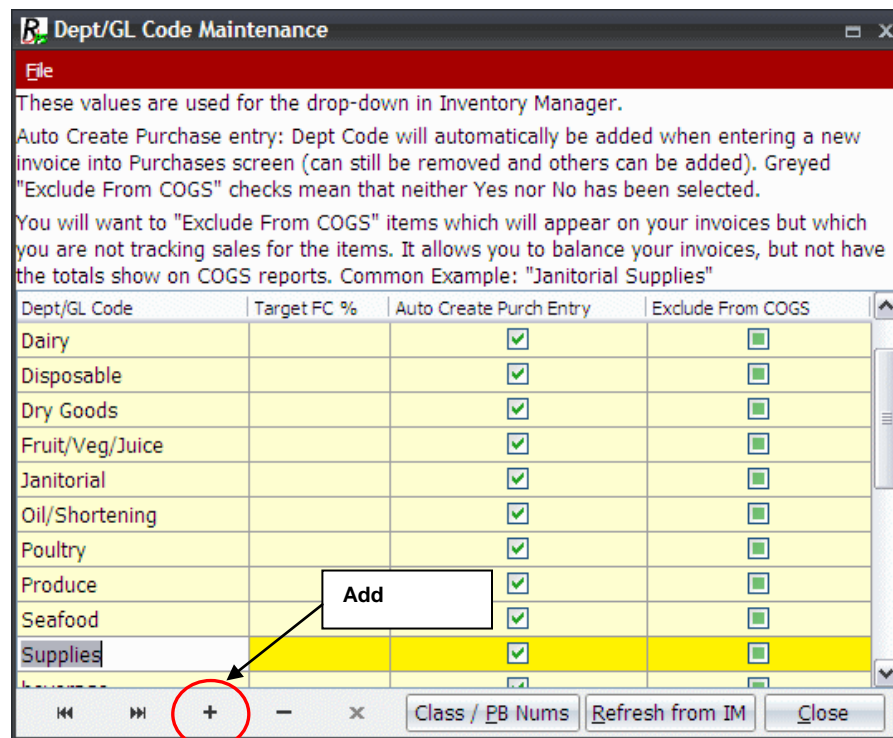
Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	juice and water				<input checked="" type="checkbox"/>	21.980	0.00	0
12.0 18 OZ	(Unassigned)				<input type="checkbox"/>	1.832	0.00	0
216.0 OZ	(Unassigned)				<input type="checkbox"/>	0.102	0.00	0

Total for Dept Code beverage: 0.00  
Total Inv Value: 0.00

2. Click **Manage** and click **Manage Dept/GL Codes**.



- The Dept/GL Code Maintenance box displays. Click **Add**.



- A data entry line displays.

Dept/GL Code Maintenance

File

These values are used for the drop-down in Inventory Manager.

Auto Create Purchase entry: Dept Code will automatically be added when entering a new invoice into Purchases screen (can still be removed and others can be added). Greyed "Exclude From COGS" checks mean that neither Yes nor No has been selected.

You will want to "Exclude From COGS" items which will appear on your invoices but which you are not tracking sales for the items. It allows you to balance your invoices, but not have the totals show on COGS reports. Common Example: "Janitorial Supplies"

Dept/GL Code	Target FC %	Auto Create Purch Entry	Exclude From COGS
Dairy		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disposable		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dry Goods		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fruit/Veg/Juice		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Janitorial		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Oil/Shortening		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poultry		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Produce		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seafood		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplies		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Class / PB Num Refresh from IM Close

- Type the new department code in the **Dept/DL Code** field. Click outside of the new field to save the new department code. The new department code is added to the list.

Dept/GL Code Maintenance

File

These values are used for the drop-down in Inventory Manager.

Auto Create Purchase entry: Dept Code will automatically be added when entering a new invoice into Purchases screen (can still be removed and others can be added). Greyed "Exclude From COGS" checks mean that neither Yes nor No has been selected.

You will want to "Exclude From COGS" items which will appear on your invoices but which you are not tracking sales for the items. It allows you to balance your invoices, but not have the totals show on COGS reports. Common Example: "Janitorial Supplies"

Dept/GL Code	Target FC %	Auto Create Purch Entry	Exclude From COGS
Dairy		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disposable		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dry Goods		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fruit/Veg/Juice		<input checked="" type="checkbox"/>	<input type="checkbox"/>
test2		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Janitorial		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Oil/Shortening		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poultry		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Produce		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seafood		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplies		<input checked="" type="checkbox"/>	<input type="checkbox"/>

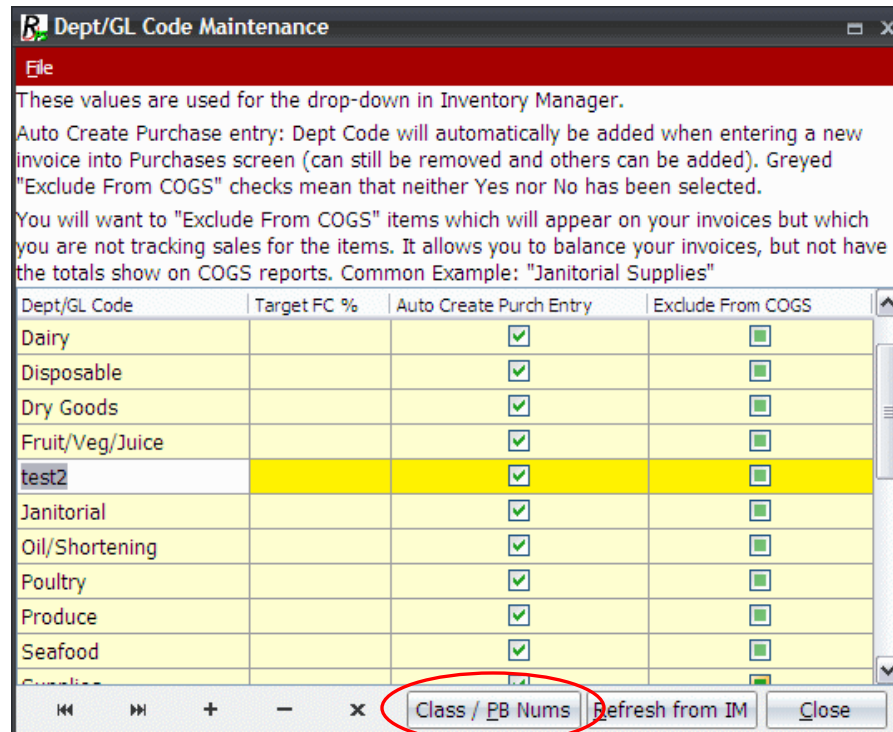
Class / PB Num Refresh from IM Close

- Department codes display in alphabetical order. To add another department code, repeat steps 4-5.

### Update Department Codes and Locations after Adding a New Department Code

Use this procedure to update department codes and locations for item classes after you add a new department code.

- This procedure begins on the Dept /GL Code Maintenance box.



- Click **Class/PB Nums**. The Manage Dept & Location Auto-Assignments for Items in Classes & Price Books window displays.

In this example, **dry goods** incorrectly displays in the **Dept/GL Code** field for the **Seafood** class.



**Manage Dept & Location Auto-Assignments for Items in Classes & PriceBooks**

File

When new items are added, Inventory Mgr will auto-assign Items in a PriceBook or Class into Dept Codes and Locations. IM will first look at the PriceBook Num of the item, if no assignment is specified, it will look at the Class Num.

Ex: Coffee may be listed in the BEVERAGE class, but inventoried dry. First, you can set up a ClassNum conversion for BEVERAGE to catch all beverage items. Second, make a PriceBookNum conversion for the COFFEE PriceBook with a different Location.

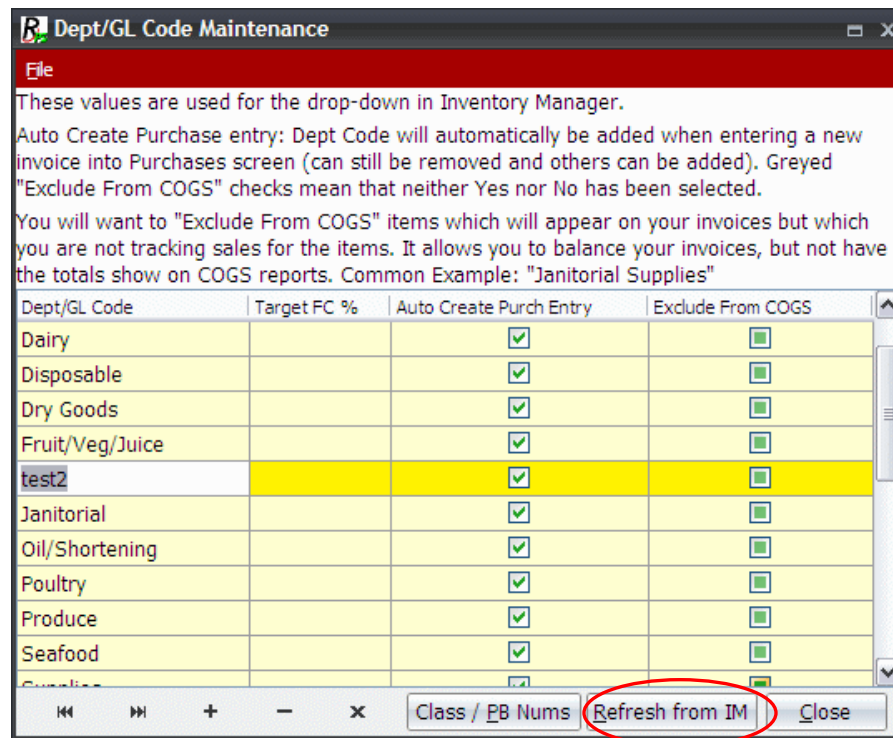
Type	Number	Descr	Dept/GL Code	Default Location	Default SubLocation	Exclude from IM
Class Num	1	MEATS	cooler	meat locker		<input type="checkbox"/>
Class Num	10	PRODUCE - FRESH	Produce	middle shelf		<input type="checkbox"/>
Class Num	11	SEAFOOD	Dry Goods	seafood shelf		<input type="checkbox"/>
Class Num	15	DAIRY & COOLER	Dry Goods	shelf		<input type="checkbox"/>
Class Num	25	BOX BEEF, PORK & POULTRY	Fruit/Veg/Juice	locker		<input type="checkbox"/>
Class Num	27	NWA MEAT & POULTRY SALE	Janitorial	locker		<input type="checkbox"/>
Class Num	3	CANNED & DRY FOOD	Oil/Shortening	ds		<input type="checkbox"/>
Class Num	30	RESTAURANT SUPPLY & EQL	Poultry	ent		<input type="checkbox"/>
Class Num	4	FROZEN FOOD	Produce			<input type="checkbox"/>
Class Num	40	DISPENSER - CHEMICALS	Seafood	ent		<input type="checkbox"/>
Class Num	41	DISPENSER - BEVERAGES	Supplies	d water		<input type="checkbox"/>
Class Num	5	CLEANING SUPPLIES		ent		<input type="checkbox"/>
Class Num	6	PAPER & PLASTIC PRODUCT	paper product	equipment		<input type="checkbox"/>
Class Num	80	(invalid entry)				<input type="checkbox"/>

« » + - x

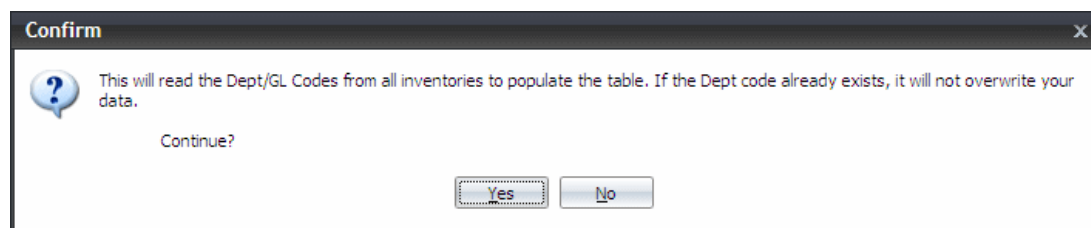
Select Classes.. Select PriceBooks.. Close

- To correct the department codes, click on the incorrect department code. The department codes list displays.
- Select the correct department code. In this example, Seafood was assigned to the dry goods department.
- Select the correct department from the drop-down list. In this example, Seafood is selected.
- The corrections you made display. Click **Close** to exit.
- Click **Refresh from IM** to refresh Inventory Manager with your changes.





8. The Confirm box displays. Click **Yes**.



9. Click **Close** to exit the Dept/GL Code Maintenance box and return to the Inventory Manager window.

### Add a Department Code or Create a New Department Code from Inventory Manager

Use this procedure to bypass the Dept/GL Code Maintenance box and add an existing department code name or create a new department code name directly on the Inventory Manager window.

1. This procedure begins on the Inventory Manager window.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List.. Grouping Documents (0) **Protect Dept** Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
120145	22 LB	1	HOL-N-ONE	FILTER, POWDER HOMESTYLE 34101		Janitorial	63.69		<input type="checkbox"/>				0.00
882225	5 LB	1	FRESH	COLESLAW, KIT FRESH		Produce	10.99		<input type="checkbox"/>				0.00
894430	50 LB	1	IDAHO	POTATOES, 6 OZ IDAHO #2 CARTON		Produce	18.45		<input type="checkbox"/>				0.00
894450	50 LB	1	IDAHO	POTATOES, 10 OZ #2 IDAHO CARTON		Produce	29.97		<input type="checkbox"/>				0.00
894455	50 LB	1	FRESH	POTATOES, 10 OZ IDAHO #2 PAPER		Produce	24.95		<input type="checkbox"/>				0.00
826820	15 LB	1	SUPERIOR	CATFISH, FILLET 5-7 OZ		Seafood	4.96		<input type="checkbox"/>				0.00
826825	15 LB	1	SUPERIOR	CATFISH, FILLET 3-5 OZ IQF		Seafood	4.96		<input type="checkbox"/>				0.00
832780	2 LB	5	OCEAN HOR	SHRIMP, P&D 21-25 RAW TAIL ON		Seafood	7.16		<input type="checkbox"/>				0.00
832790	2 LB	5	OCEAN HOR	SHRIMP, P&D 16-20 RAW TAIL ON		Seafood	9.20		<input checked="" type="checkbox"/>				0.00
836050	10 LB	1	XIHE	TILAPIA, 3-5 FILLETS IQF		Seafood	2.85		<input type="checkbox"/>				0.00
347100	1 EACH	1	CRESTWARI	SHEET PAN, 1/4 SIZE 9X13		chemical	4.75		<input type="checkbox"/>				0.00

Ln: 86

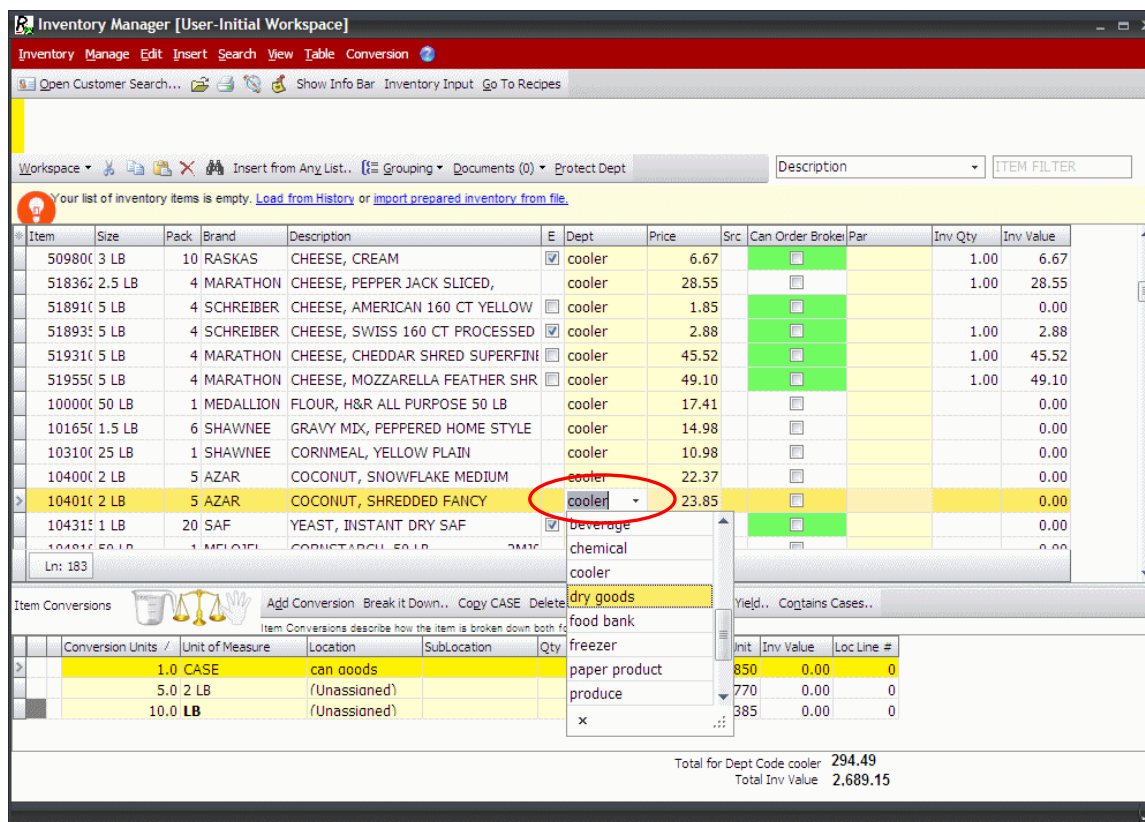
Item Conversions Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

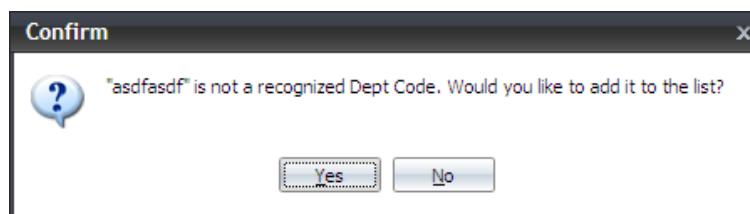
Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		middle shelf			<input checked="" type="checkbox"/>	29.970	0.00	0
1.0 50 LB		(Unassigned)			<input type="checkbox"/>	29.970	0.00	0
50.0 LB		(Unassigned)			<input type="checkbox"/>	0.599	0.00	0

Total for Dept Code Produce 0.00  
Total Inv Value 0.00

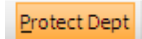
2. If the **Protect Dept** option is selected, click **Protect Dept** to allow editing on departments.
3. Select an item and click the **Dept** field. A **Dept** drop-down arrow displays. Type the selected department code name in the **Dept** field.



- If the department code does not exist, the confirm box displays. Click **Yes** to create the new department code name.



- The new department code name is added to the list.
- When you finish adding new departments, click **Protect Dept** to protect **Dept** fields from accidental changes or deletions.
- Click **Close** to exit.



### Rename a Department Code

You can combine the inventory of two department codes to streamline the inventory process. Use this procedure to map an existing department code to a different existing department code.

#### Note:

You cannot use this procedure to re-map an existing department code name to a new department code name. For information on how to create a new department code

name, see the “Add a Department Code Name” section on page 60 or “Add a Department Code or Create a New Department Code from Inventory Manager” section on page 65.

1. This procedure begins on the Inventory Manager window.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List.. Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
299801	18 OZ	12	DIAMOND CF	DRINK MIX, LEMONADE	507	average	21.98		<input type="checkbox"/>				0.00
314001	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28		<input type="checkbox"/>				0.00
314011	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55		<input type="checkbox"/>				0.00
328401	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09		<input type="checkbox"/>				0.00
328411	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00
328421	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41		<input type="checkbox"/>				0.00
507711	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10		<input type="checkbox"/>				0.00
508801	5 LB	4	CHEESE MEF	CHEESE, PARMESAN GRATED		cooler	16.86		<input type="checkbox"/>				0.00
509801	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67		<input type="checkbox"/>				0.00
518361	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55		<input type="checkbox"/>				0.00
518911	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85		<input type="checkbox"/>				0.00
518931	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88		<input type="checkbox"/>				0.00
519311	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINE		cooler	45.52		<input type="checkbox"/>				0.00
519551	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10		<input type="checkbox"/>				0.00
130821	5 GAL	1	COMSOURCI	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89		<input type="checkbox"/>				0.00
882231	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94		<input type="checkbox"/>				0.00
888231	20 LB	1	PACKER	TOMATOES, 5X6 2 LAYER		cooler	20.85		<input type="checkbox"/>				0.00

Ln: 165

Item Conversions Add Conversion Break it Down.. Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	Juice and water				<input checked="" type="checkbox"/>	21.980	0.00	0
12.0 18 OZ	(Unassigned)				<input type="checkbox"/>	1.832	0.00	0
216.0 OZ	(Unassigned)				<input type="checkbox"/>	0.102	0.00	0

Total for Dept Code beverage: 0.00  
Total Inv Value: 0.00

2. Select an item in item list that is assigned the department code to rename.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

**10023** **WAGON WHEEL COUNTRY CAFE**

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
108516	24 OZ	12	DIAMOND C	GELATIN, STRAWBERRY FLAVOR		dry goods	23.28		<input type="checkbox"/>				0.00
113726	25 LB	1	PACKER	SUGAR, LIGHT BROWN 25 LB		dry goods	21.36		<input type="checkbox"/>				0.00
114406	5 OZ	24	NABISCO	SAUCE, STEAK A-1 3-6		dry goods	49.96		<input type="checkbox"/>				0.00
114466	6 OZ	24	LOUISIANA	SAUCE, HOT LOUISIANA		dry goods	18.75		<input type="checkbox"/>				0.00
115066	2 OZ	24	MCILHENNY	SAUCE, HOT TABASCO 2 OZ		dry goods	33.79		<input type="checkbox"/>				0.00
115076	5.5 OZ	12	MCILHENNY	SAUCE, HOT TABASCO 5 OZ		dry goods	35.25		<input type="checkbox"/>				0.00
115356	5 OZ	24	HEINZ	SAUCE, STEAK HEINZ 57 52660		dry goods	45.32		<input type="checkbox"/>				0.00
130826	5 GAL	1	SCHWARTZ	PICKLES, CROSS CUT 5/16" KK REFRI		dry goods	36.88		<input type="checkbox"/>				0.00
135656	1 GAL	4	MORANS	RELISH, GREEN TOMATO 1 GALLON	<input checked="" type="checkbox"/>	dry goods	18.02		<input type="checkbox"/>				0.00
136026	10 CAN	6	PACKER	MUSHROOMS, PIECES & STEMS		dry goods	43.68		<input type="checkbox"/>				0.00
139106	20 LB	1	CORTONA	PASTA, SPAGHETTI 20"		dry goods	17.48		<input type="checkbox"/>				0.00
140406	16 OZ	12	CORTONA	PASTA, LASAGNA RIPPLED EDGE 10"		dry goods	14.94		<input type="checkbox"/>				0.00
142306	25 LB	1	UNCLE BENS	RICE, CONVERTED UNCLE BENS		dry goods	25.97		<input type="checkbox"/>				0.00
160116	3/8 OZ	200	SMUCKERS	JELLY, ASSORTED DIET PC CUPS		Poultry			<input type="checkbox"/>				0.00
160126	1/2 OZ	200	SMUCKERS	JELLY, ASSORTED #7 PC CUPS 1691		Produce			<input type="checkbox"/>				0.00
160126	1/2 OZ	200	SMUCKERS	JAM, STRAWBERRY PC CUPS 767		Seafood			<input type="checkbox"/>				0.00
161086	3/4 OZ	200	SMUCKERS	PEANUT BUTTER, PC CUPS	22	Supplies			<input type="checkbox"/>				0.00

Unit: 165

Item Conversions

Conversion Units	Unit of Measure	Location	SubLocation	Qty
1.0 CASE	can goods			
1.0 25 LB	(Unassigned)			
25.0 LB	(Unassigned)			

Item Conversions describe how the item is broken down both for and from the base unit.

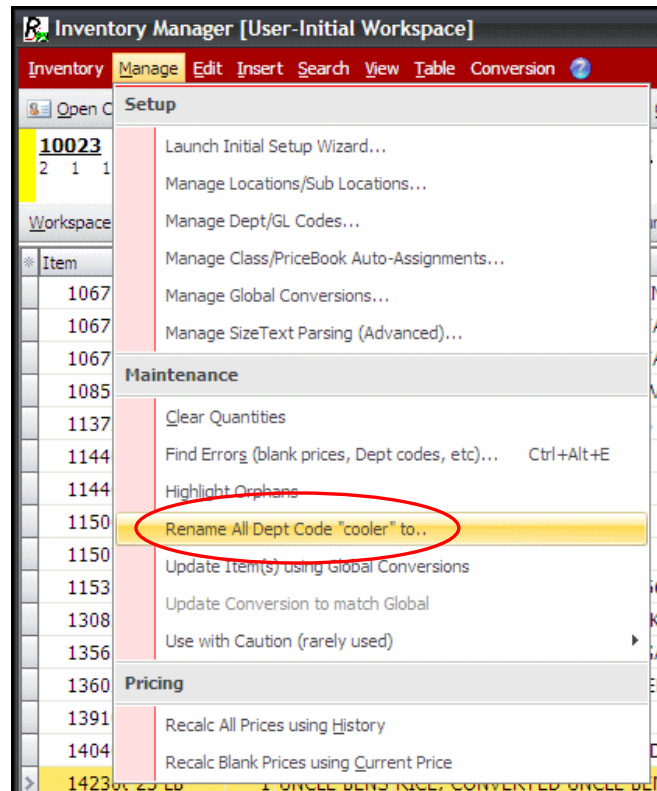
Yield... Contains Cases...

dry goods

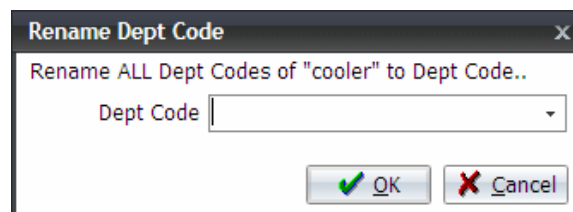
Unit	Inv Value	Loc Line #
x	970	0
25.970	0.00	0
1.039	0.00	0

Total for Dept Code dry goods 0.00  
Total Inv Value 0.00

- Click **Manage** and click **Rename All Dept Code X** to...where X is the selected department code to rename. In this example, we selected an item in the dry goods department code.



4. The Rename Dept Code box displays.



5. Select a new department from the drop-down menu and click **OK**.
6. All items in the old department code are re-mapped to the selected department code you selected.



Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Your list of inventory items is empty. [Load from History](#) or [Import prepared inventory from file](#).

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broker	Par	Inv Qty	Inv Value
11440	5 OZ	24	NABISCO	SAUCE, STEAK A-1 3-6		Supplies	49.96		<input type="checkbox"/>				0.00
11446	6 OZ	24	LOUISIANA	SAUCE, HOT LOUISIANA		Supplies	18.75		<input type="checkbox"/>				0.00
11506	2 OZ	24	MCILHENNY	SAUCE, HOT TABASCO 2 OZ		Supplies	33.79		<input type="checkbox"/>				0.00
11507	5.5 OZ	12	MCILHENNY	SAUCE, HOT TABASCO 5 OZ		Supplies	35.25		<input type="checkbox"/>				0.00
11535	5 OZ	24	HEINZ	SAUCE, STEAK HEINZ 57 52660		Seafood	45.32		<input type="checkbox"/>				0.00
13082	5 GAL	1	COMSOURCI	PICKLES, KOSHER DILL REF FRSH 215		Supplies	29.89		<input type="checkbox"/>				0.00
13082	5 GAL	1	SCHWARTZ	PICKLES, CROSS CUT 5/16" KK REFRI		Supplies	36.88		<input type="checkbox"/>				0.00
13565	1 GAL	4	MORANS	RELISH, GREEN TOMATO 1 GALLON		Supplies	18.02		<input type="checkbox"/>				0.00
13602	10 CAN	6	PACKER	MUSHROOMS, PIECES & STEMS		Supplies	43.68		<input type="checkbox"/>				0.00
14040	16 OZ	12	CORTONA	PASTA, LASAGNA RIPPLED EDGE 10"		Supplies	14.94		<input type="checkbox"/>				0.00
14230	25 LB	1	UNCLE BENS	RICE, CONVERTED UNCLE BENS		Supplies	25.97		<input type="checkbox"/>				0.00
16011	3/8 OZ	200	SMUCKERS	JELLY, ASSORTED DIET PC CUPS		Supplies	19.92		<input type="checkbox"/>				0.00
16012	1/2 OZ	200	SMUCKERS	JELLY, ASSORTED #7 PC CUPS		Supplies	12.00		<input type="checkbox"/>				0.00

Ln: 183

Item Conversions

Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		can goods			<input checked="" type="checkbox"/>	19.920	0.00	0
75.0 OZ		(Unassigned)			<input type="checkbox"/>	0.266	0.00	0
200.0 3/8 OZ		(Unassigned)			<input type="checkbox"/>	0.100	0.00	0

Total for Dept Code Supplies 294.49  
Total Inv Value 2,689.15

## Delete Item Groups by Department Code Name

Use this procedure to remove items from your inventory list by department code groups.

1. This procedure begins on the Inventory Manager window.
2. Select an item in the department code name to delete.

Inventory Managers [User-Initial Workspace]

Inventory Manage Edit Insert Search Table View

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117463 **BILLY'S ITALIAN ICE &**  
1 1 1 1 1

Workspace Insert from Any List.. Grouping Documents (0) Protect Dept Description ITEM FILTER

Your list of inventory items is empty. Load from History or import prepared inventory from file.

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broken
790014	LB.	25		TOMATO, GREEN 25LB.		Produce		19.82	C	<input type="checkbox"/>	
790015	LB.	19		GRAPE, BLACK SEEDLESS		Produce		30.45	C	<input type="checkbox"/>	
300017	10/35.3	1	BACKERHAW	BREAD, PANINI MLTGRN/SNFLWR SL.		Frozen		50.44	C	<input type="checkbox"/>	
110450	1 GAL.	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.	<input type="checkbox"/>	Grocery		22.07	C	<input type="checkbox"/>	
200213	PC/CW	2	GREAT LAKE	CHEESE, PROVOLONE LOAF #25210	<input type="checkbox"/>	Dairy		2.45	C	<input type="checkbox"/>	
110043	3/8 OZ.	360	NESTLE BRA	CREAMER, LIQ. COFFEE MATE #3501		asdfsdf		17.22	C	<input type="checkbox"/>	
790008	5 LB.	4	PACKER	TOMATOES, SLICED 4/5LB. TRAY		Produce		51.05	C	<input type="checkbox"/>	
205014	20 LB.	1	PAPETTI'S	EGGS, LIQUID W/CITRIC ACID W/SPT		Produce		33.92	C	<input type="checkbox"/>	
790111	24 CT.	1	PRODUCE	LETTUCE, RED LEAF		Produce		45.53	C	<input type="checkbox"/>	
790004	10#	1	PRODUCE	TOMATOES. 10# 5X6 BOX		Produce		11.27	C	<input type="checkbox"/>	

Ln: 20

Item Conversions

Add Conversion Break it Down.. Copy CASE Delete Global % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0	CASE	Cooler			<input checked="" type="checkbox"/>	17.220	0.00	0
135.0	OZ	(Unassigned)			<input type="checkbox"/>	0.128	0.00	0
360.0	3/8 OZ.	(Unassigned)			<input type="checkbox"/>	0.048	0.00	0

total for Dept Code asdfsdf 0.00  
Total Inv Value 0.00

- Click **Manage** and click **Delete All Dept Code X**.  
...where X is the selected department code to delete.

Inventory Managers [User-Initial Workspace]

Inventory **Manage** Edit Insert Search Table View

Open Customer Search... Compare To... Cost of Goods Sold Go To Recipes

117463 **Setup**  
1 1 1 1

Workspace Launch Initial Setup Wizard...  
Manage Locations/Sub Locations...  
Manage Dept/GL Codes...  
Manage Class/PriceBook Auto-Assignments...  
Manage Global Conversions...  
Manage SizeText Parsing (Advanced)...

**Maintenance**

Clear Quantities  
Find Errors (blank prices, Dept codes, etc)... Ctrl+Alt+E  
Rename All Dept Code "" to...  
Delete Items without Quantities  
Update ALL Items using Global Conversions  
Update Item using Global Conversions

Use with Caution (rarely used)

**Pricing**

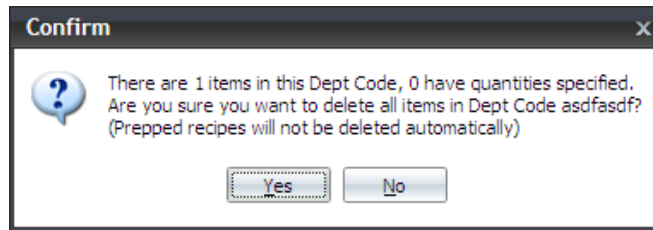
Recalc All Prices using History  
Recalc Blank Prices using Current Price  
Recalculate all Prices Ctrl+Alt+F5

Move Default UOM's of Dept Code to Location...  
Move Cases of selected Dept Code to Location...  
**Delete All Dept Code ""**  
Delete conversions from Location/SubLocation

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broken
7900						Produce					
7900						Produce					
3000				/SNFLWR SL.		Frozen					
1104				TATION MRS.	<input type="checkbox"/>	Grocery					
2002				AF #25210	<input type="checkbox"/>	Dairy					
1100				MATE #3501		asdfsdf					
7900				B. TRAY		Produce					
2050				ACID W/SPT		Produce					
7901						Produce					
7900				OX		Produce					



4. The Confirm box displays indicating the number of items in the department code to delete from your Inventory Manager list. If the items have quantities, the message indicates how many inventory items are recorded for the selected department code.



5. Click **No** to cancel the delete.

—OR—

Click **Yes** to continue the delete.

6. The selected department code is deleted from your Inventory Manager list.

## Chapter 4

# Update Inventory Lists

Items in your store or restaurant change frequently. Use the procedures in this chapter to add new items, delete obsolete items, and update your inventory item list.

## Update the Inventory Item List

This section contains procedures and information about updating inventory item lists to get current items and pricing on your inventory item list.

### Update from History

A message panel above the inventory item list identifies when to run updates. If you recently created a new item list, you can add groups of items from a personal order guide, order history, or price quote.

When you have not recently updated your inventory item list, the message panel on the main Inventory Manager window prompts you to run the updates.

#### Automatically Update Inventory Items

Use this procedure to automatically update the inventory item list.

1. This procedure begins on the Inventory Manager window.
2. Use this procedure if the message displays: You have not imported new items from your Purchase History in a while.

Messages display in this section of the Inventory Manager window.

3. Click **Import from History**.
4. The inventory item list is updated and the message does not display.

**Inventory Managers [User-Initial Workspace]**

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

**117522** **\$ BLACK CREEK BAPTIST CHURCH**

Workspace Insert from Any List.. Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order Broken	Inv Qty	Inv Value
113360	25# BAG	1	DOMINO	SUGAR, GRANULATED EFG #4870		Grocery		22.08		<input type="checkbox"/>		0.00
449007	1000 CT	1	ECO PRODUC	CUP, BIO 16OZ COLD PAPER #EP-CC1		Supplies		132.41		<input type="checkbox"/>		0.00
404175	100 CT	10	FORTUNE PL	KNIFE, BULK WHITE HW		Supplies		31.69		<input type="checkbox"/>		0.00
550003	100 CT	1	HERITAGE B	LINER, 45 GAL 40X46 CLR .90 MIL #H		Supplies		16.78		<input type="checkbox"/>		0.00
550004	100 CT	1	HERITAGE B	LINER, 56 GAL 43X47 CLR .90 MIL #H		Supplies		18.33		<input type="checkbox"/>		0.00
111165	2000 CT	1	PACKER	PC, SUGAR PACKETS NIDFA #400311		Grocery		15.88		<input type="checkbox"/>		0.00
471200	1000 CT	1	PACKER	PLACEMAT, SCALLOPED WHITE #SL3		Supplies		28.15		<input type="checkbox"/>		0.00
404180	1000 CT	1	PACKER	SPOON, BULK WHITE HEAVY #3008PF		Supplies		29.72		<input type="checkbox"/>		0.00
200210	5 GR	900	PARKAY/COI	MARGARINE,WHIPPED CUP PARKAY #		Fruit/Veg/Juice		29.47		<input type="checkbox"/>		0.00
404170	1000 CT	1	POLAR	FORK, BULK WHITE HW #PS70083		Supplies		29.72		<input type="checkbox"/>		0.00
430400	30 ROLL	1	PRIME SOUF	TOWEL, ROLL WHITE 2 PLY PERF. #5		Supplies		33.91		<input type="checkbox"/>		0.00
471000	40X300	1	SCA TISSUE	TABLE COVER, WHITE PAPER #RT300		Supplies		15.26		<input type="checkbox"/>		0.00
416034	1000 CT	1	SOLO	SPOON, BULK BLACK MID-HEAVY #SL		Supplies		34.35		<input type="checkbox"/>		0.00
416035	1000 CT	1	SOLO	FORK, BULK BLACK MID-HEAVY #SLR		Supplies		34.35		<input type="checkbox"/>		0.00

Ln: 19

Item Conversions

Add Conversion Break it Down.. Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	Cooler				<input checked="" type="checkbox"/>	29.470	0.00	0
900.0 5 GR	(Unassigned)				<input type="checkbox"/>	0.033	0.00	0
4500.0 G	(Unassigned)				<input type="checkbox"/>	0.007	0.00	0

or Dept Code Fruit/Veg/Juice 0.00  
Total Inv Value 0.00

Manage your recipes

## Update Pricing from History

Use this procedure to automatically update the inventory item pricing using a customer's order history.

1. This procedure begins on the Inventory Manager window.
2. The message displays: You have not updated your prices to match the last price you paid in a while. Click **Reprice from History**.

Inventory Managers [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117522 \$ **BLACK CREEK BAPTIST CHURCH**

Workspace Insert from Any List... Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)  
You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order Broker	Inv Qty	Inv Value
111174	1 GRAM	2000	ACH FOOD C	PC, EQUAL SWEETNER #27553		Grocery		34.55		<input type="checkbox"/>		0.00
400962	200 CT.	1	COMPANION	CONTAINER, HINGED MED 8X8 FOAM		Supplies		18.42		<input type="checkbox"/>		0.00
400975	125 CT	8	COMPANION	BOWL, 12 OZ. FOAM WHITE YTH1-01		Supplies		21.52		<input type="checkbox"/>		0.00
401930	125 CT	4	COMPANION	PLATE, 9" 3 COMP LAM FOAM #TK1-C		Supplies		24.64		<input type="checkbox"/>		0.00
113360	25# BAG	1	DOMINO	SUGAR, GRANULATED EFG #4870		Grocery		22.08		<input type="checkbox"/>		0.00
449007	1000 CT	1	ECO PRODU	CUP, BIO 16OZ COLD PAPER #EP-CC1		Supplies		132.41		<input type="checkbox"/>		0.00
404175	100 CT	10	FORTUNE PL	KNIFE, BULK WHITE HW		Supplies		31.69		<input type="checkbox"/>		0.00
550003	100 CT	1	HERITAGE B	LINER, 45 GAL 40X46 CLR .90 MIL #H		Supplies		16.78		<input type="checkbox"/>		0.00
550004	100 CT	1	HERITAGE B	LINER, 56 GAL 43X47 CLR .90 MIL #H		Supplies		18.33		<input type="checkbox"/>		0.00
111165	2000 CT	1	PACKER	PC, SUGAR PACKETS NIDFA #400311		Grocery		15.88		<input type="checkbox"/>		0.00
471200	1000 CT	1	PACKER	PLACEMAT, SCALLOPED WHITE #SL3		Supplies		28.15		<input type="checkbox"/>		0.00
404180	1000 CT	1	PACKER	SPOON, BULK WHITE HEAVY #3008PF		Supplies		29.72		<input type="checkbox"/>		0.00
200210	5 GR	900	PARKAY/COI	MARGARINE,WHIPPED CUP PARKAY #		Fruit/Veg/Juice		29.47		<input type="checkbox"/>		0.00

Ln: 19

Item Conversions

Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	Cooler				<input checked="" type="checkbox"/>	34.550	0.00	0
2000.0 1 GRAM	(Unassigned)				<input type="checkbox"/>	0.017	0.00	0

Total for Dept Code Grocery 0.00  
Total Inv Value 0.00

3. Pricing on the inventory item list is updated and the message does not display.

Inventory Managers [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117522 \$ **BLACK CREEK BAPTIST CHURCH**

Workspace Insert from Any List... Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order Broker	Inv Qty	Inv Value
113360	25# BAG	1	DOMINO	SUGAR, GRANULATED EFG #4870		Grocery		22.08		<input type="checkbox"/>		0.00
449007	1000 CT	1	ECO PRODU	CUP, BIO 16OZ COLD PAPER #EP-CC1		Supplies		132.41		<input type="checkbox"/>		0.00
404175	100 CT	10	FORTUNE PL	KNIFE, BULK WHITE HW		Supplies		31.69		<input type="checkbox"/>		0.00
550003	100 CT	1	HERITAGE B	LINER, 45 GAL 40X46 CLR .90 MIL #H		Supplies		16.78		<input type="checkbox"/>		0.00
550004	100 CT	1	HERITAGE B	LINER, 56 GAL 43X47 CLR .90 MIL #H		Supplies		18.33		<input type="checkbox"/>		0.00
111165	2000 CT	1	PACKER	PC, SUGAR PACKETS NIDFA #400311		Grocery		15.88		<input type="checkbox"/>		0.00
471200	1000 CT	1	PACKER	PLACEMAT, SCALLOPED WHITE #SL3		Supplies		28.15		<input type="checkbox"/>		0.00
404180	1000 CT	1	PACKER	SPOON, BULK WHITE HEAVY #3008PF		Supplies		29.72		<input type="checkbox"/>		0.00
200210	5 GR	900	PARKAY/COI	MARGARINE,WHIPPED CUP PARKAY #		Fruit/Veg/Juice		29.47		<input type="checkbox"/>		0.00
404170	1000 CT	1	POLAR	FORK, BULK WHITE HW #PS70083		Supplies		29.72		<input type="checkbox"/>		0.00
430400	30 ROLL	1	PRIME SOUF	TOWEL, ROLL WHITE 2 PLY PERF. #5		Supplies		33.91		<input type="checkbox"/>		0.00
471000	40X300	1	SCA TISSUE	TABLE COVER, WHITE PAPER #RT300		Supplies		15.26		<input type="checkbox"/>		0.00
416034	1000 CT	1	SOLO	SPOON, BULK BLACK MID-HEAVY #SL		Supplies		34.35		<input type="checkbox"/>		0.00
416035	1000 CT	1	SOLO	FORK, BULK BLACK MID-HEAVY #SLR		Supplies		34.35		<input type="checkbox"/>		0.00

Ln: 19

Item Conversions

Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	Cooler				<input checked="" type="checkbox"/>	29.470	0.00	0
900.0 5 GR	(Unassigned)				<input type="checkbox"/>	0.033	0.00	0
4500.0 G	(Unassigned)				<input type="checkbox"/>	0.007	0.00	0

Total for Dept Code Fruit/Veg/Juice 0.00  
Total Inv Value 0.00

Manage your recipes

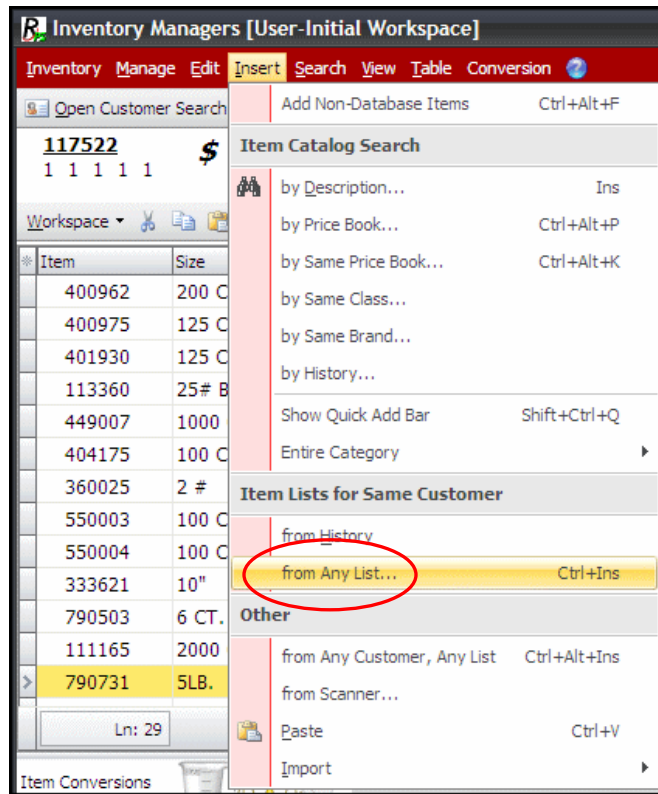
## Add Groups of Inventory Items

This section contains information about adding groups of items to the inventory item list using an existing item list for a selected customer or for any other Power Sell customer.

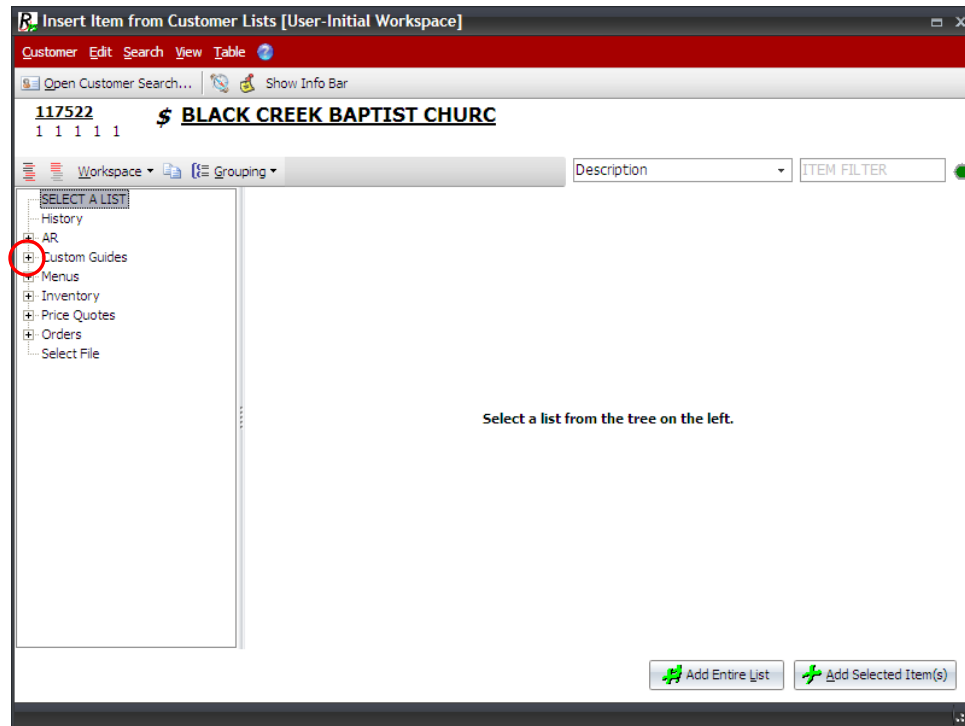
### Add Inventory Items from Any of the Customer's Item Lists

Use this procedure to access item lists for the currently selected customer and add items to inventory from an existing item list. For example, you can add items from the selected customer's custom guides, menus, price quotes, orders, and/or account receivable

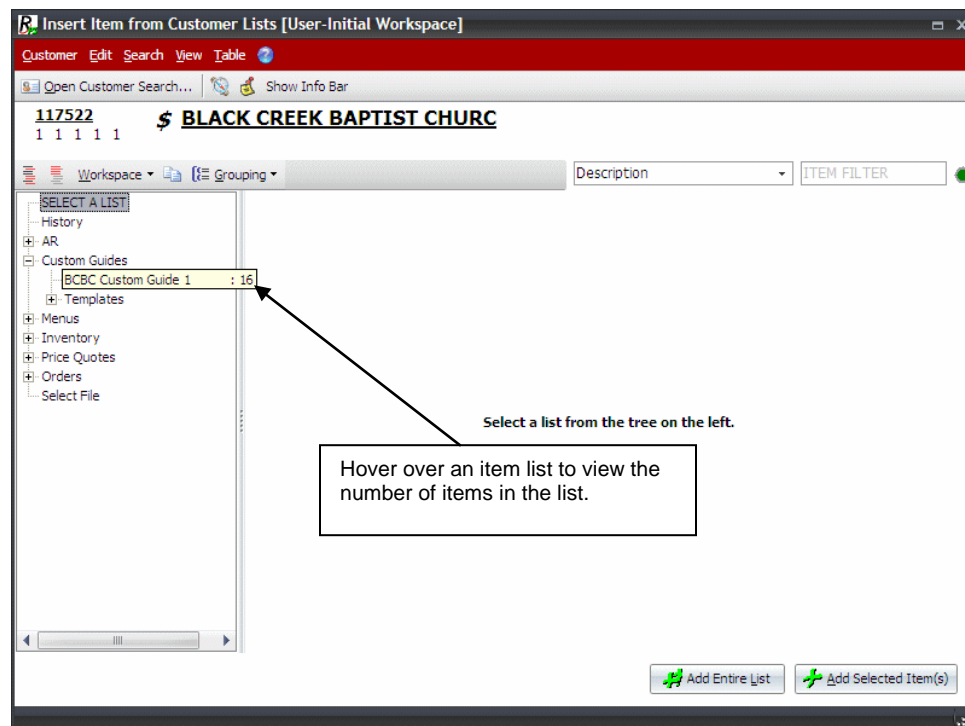
1. This procedure begins on the Inventory Manager window.
2. Select **Insert** and select **from Any List**.



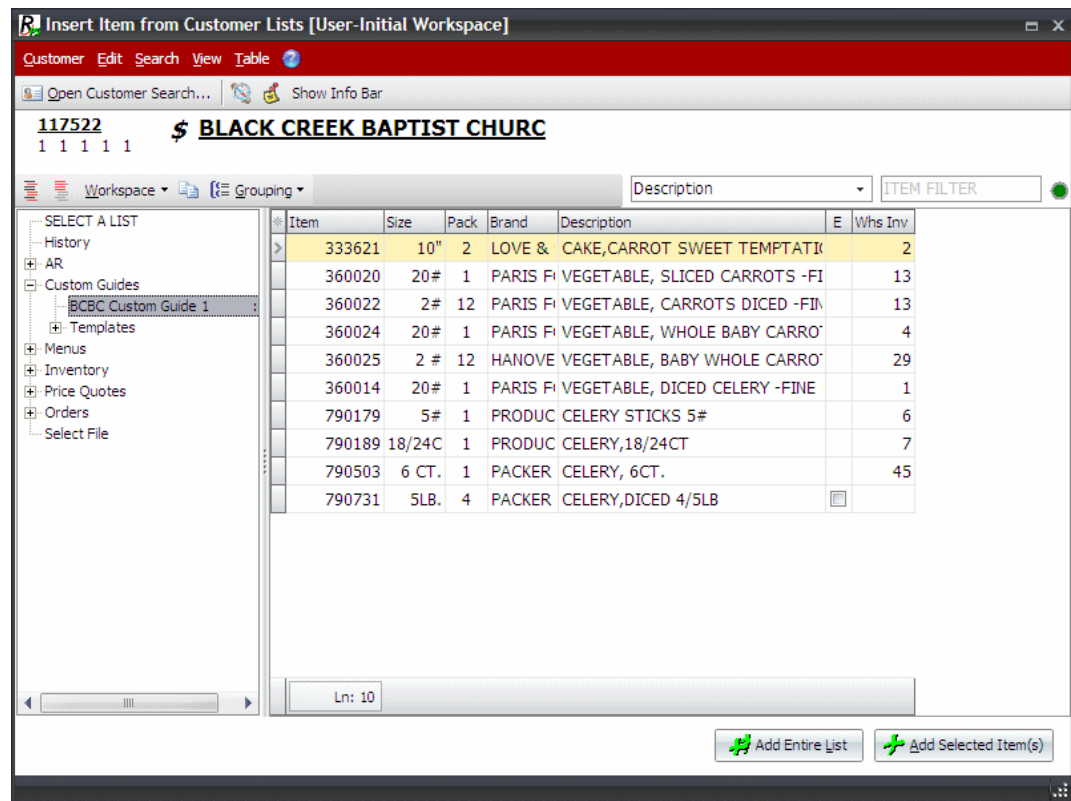
3. The Insert Item from Customer Lists window displays.



- Click the + next to a list type to expand the item lists available. In this example, Custom Guides is selected.



- Click a list to display the items.



- To add all of the items in the selected list to the selected customer's inventory item list, click **Add Entire List**.

—OR—

Select the items in the list and click **Add Selected Item(s)**.



Inventory Managers [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117522 \$ **BLACK CREEK BAPTIST CHURCH**

Workspace Insert from Any List.. Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broken	Inv Qty	Inv Value
400962	200 CT.	1	COMPANION	CONTAINER, HINGED MED 8X8 FOAM		Supplies		18.42		<input type="checkbox"/>			0.00
400975	125 CT	8	COMPANION	BOWL, 12 OZ. FOAM WHITE YTH1-01		Supplies		21.52		<input type="checkbox"/>			0.00
401930	125 CT	4	COMPANION	PLATE, 9" 3 COMP LAM FOAM #TK1-C		Supplies		24.64		<input type="checkbox"/>			0.00
113360	25# BAG	1	DOMINO	SUGAR, GRANULATED EFG #4870		Grocery		22.08		<input type="checkbox"/>			0.00
449007	1000 CT	1	ECO PRODU	CUP, BIO 16OZ COLD PAPER #EP-CC1		Supplies		132.41		<input type="checkbox"/>			0.00
404175	100 CT	10	FORTUNE PL	KNIFE, BULK WHITE HW		Supplies		31.69		<input type="checkbox"/>			0.00
360025	2 #	12	HANOVER F	VEGETABLE, BABY WHOLE CARROTS		Frozen		37.25	C	<input type="checkbox"/>			0.00
550003	100 CT	1	HERITAGE B	LINER, 45 GAL 40X46 CLR .90 MIL #H		Supplies		16.78		<input type="checkbox"/>			0.00
550004	100 CT	1	HERITAGE B	LINER, 56 GAL 43X47 CLR .90 MIL #H		Supplies		18.33		<input type="checkbox"/>			0.00
333621	10"	2	LOVE & QUI	CAKE, CARROT SWEET TEMPTATIONS		Frozen		54.15	C	<input type="checkbox"/>			0.00
790503	6 CT.	1	PACKER	CELERY, 6CT.		Fruit/Veg/Juice		6.68	C	<input type="checkbox"/>			0.00
111165	2000 CT	1	PACKER	PC, SUGAR PACKETS NIDFA #400311		Grocery		15.88		<input type="checkbox"/>			0.00
790731	5LB.	4	PACKER	CELERY, DICED 4/5LB		Produce		40.22	C	<input type="checkbox"/>			0.00

Ln: 29

Item Conversions Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

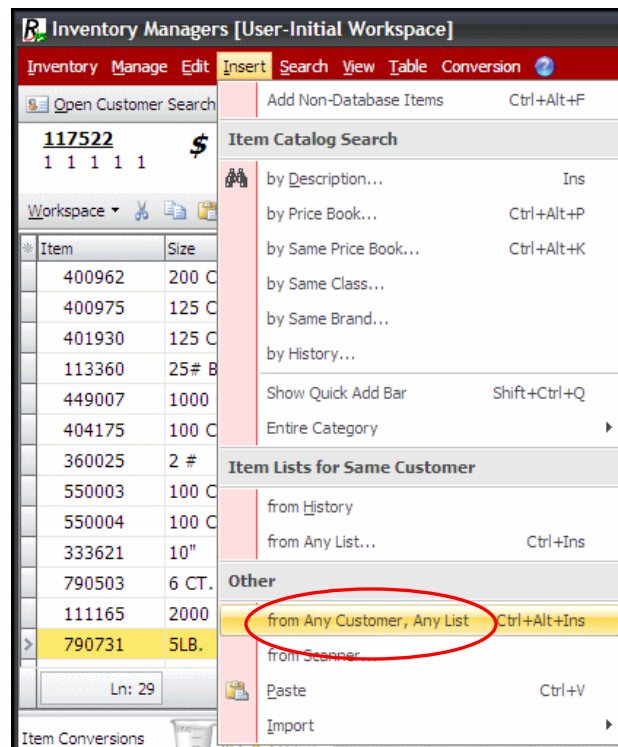
Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Cooler			<input checked="" type="checkbox"/>	40.220	0.00	0
4.0 5LB.		(Unassigned)			<input type="checkbox"/>	10.055	0.00	0
20.0 LB		(Unassigned)			<input type="checkbox"/>	2.011	0.00	0

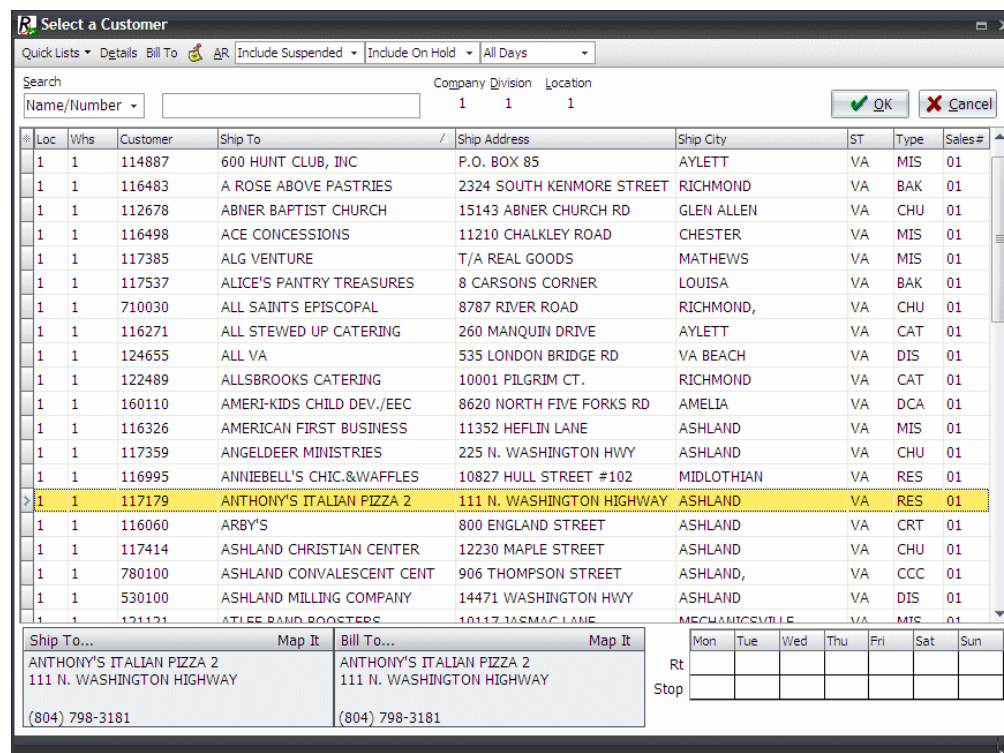
Total for Dept Code Produce 0.00  
Total Inv Value 0.00

### Add Inventory Items from Another Customer's Item Lists

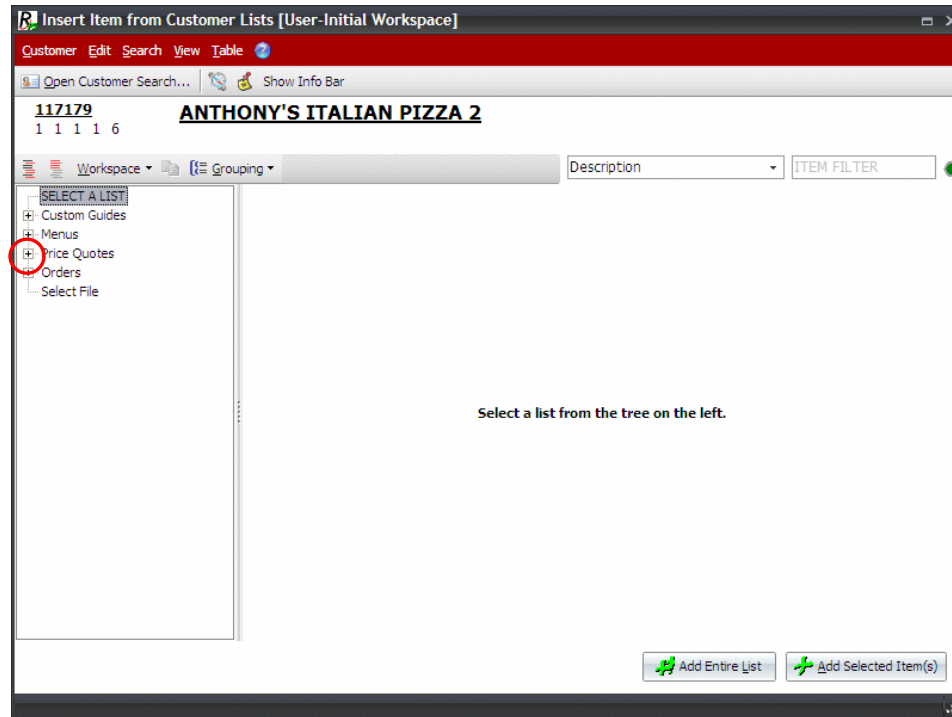
1. This procedure begins on the Inventory Manager window.
2. Select **Insert** and select **from Any List**.



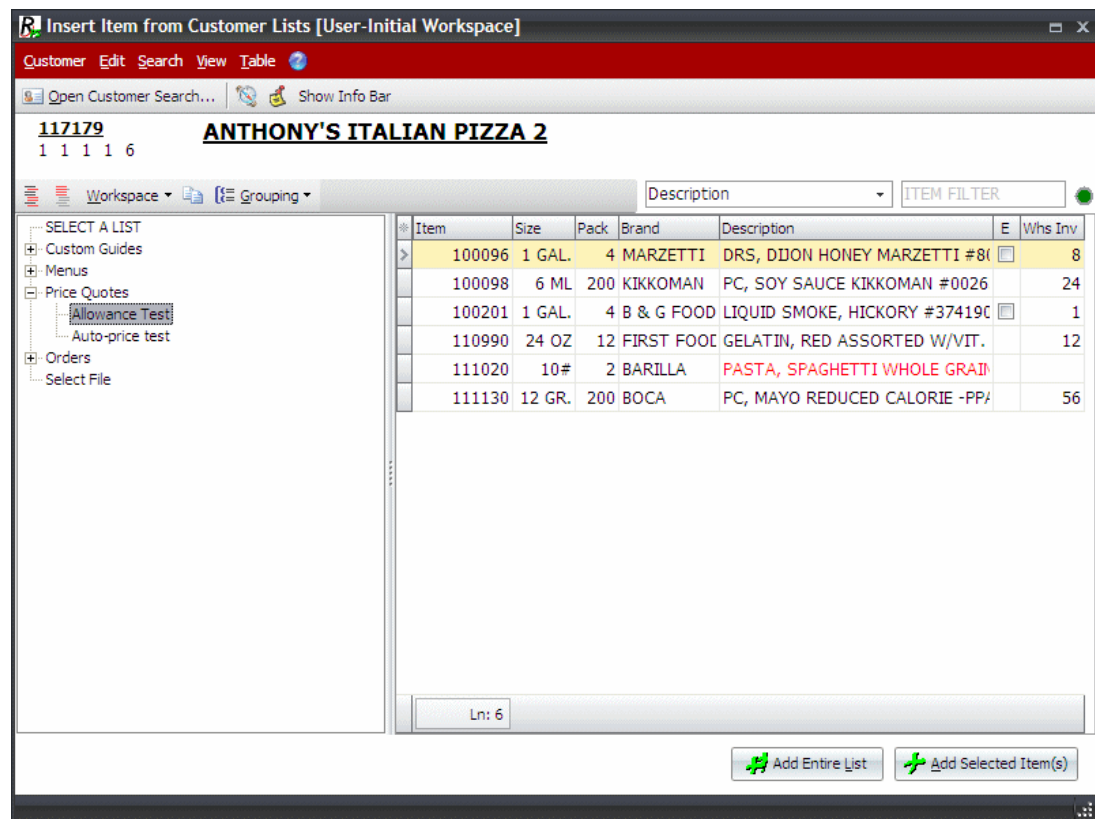
3. The Select a Customer box displays.



4. Select a customer from the list and click **OK**. The Insert Item from Customer Lists window displays.



- Click the + next to a list type to expand the item lists available. In this example, Price Quotes is selected.



6. Click a list to display the items.
7. To add all of the items in the selected list to the selected customer's inventory item list, click **Add Entire List**.

—OR—

Select the items in the list and click **Add Selected Item(s)**.

Inventory Managers [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117522 \$ **BLACK CREEK BAPTIST CHURCH**

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broken	Inv Qty	Inv Value
400962	200 CT.	1	COMPANION	CONTAINER, HINGED MED 8X8 FOAM		Supplies		18.42		<input type="checkbox"/>			0.00
400975	125 CT	8	COMPANION	BOWL, 12 OZ. FOAM WHITE YTH1-01		Supplies		21.52		<input type="checkbox"/>			0.00
401930	125 CT	4	COMPANION	PLATE, 9" 3 COMP LAM FOAM #TK1-C		Supplies		24.64		<input type="checkbox"/>			0.00
113360	25# BAG	1	DOMINO	SUGAR, GRANULATED EFG #4870		Grocery		22.08		<input type="checkbox"/>			0.00
449007	1000 CT	1	ECO PRODU	CUP, BIO 16OZ COLD PAPER #EP-CC1		Supplies		132.41		<input type="checkbox"/>			0.00
404175	100 CT	10	FORTUNE PL	KNIFE, BULK WHITE HW		Supplies		31.69		<input type="checkbox"/>			0.00
360025	2 #	12	HANOVER F	VEGETABLE, BABY WHOLE CARROTS		Frozen		37.25	C	<input type="checkbox"/>			0.00
550003	100 CT	1	HERITAGE B	LINER, 45 GAL 40X46 CLR .90 MIL #H		Supplies		16.78		<input type="checkbox"/>			0.00
550004	100 CT	1	HERITAGE B	LINER, 56 GAL 43X47 CLR .90 MIL #H		Supplies		18.33		<input type="checkbox"/>			0.00
333621	10"	2	LOVE & QUI	CAKE, CARROT SWEET TEMPTATIONS		Frozen		54.15	C	<input type="checkbox"/>			0.00
790503	6 CT.	1	PACKER	CELERY, 6CT.		Fruit/Veg/Juice		6.68	C	<input type="checkbox"/>			0.00
111165	2000 CT	1	PACKER	PC, SUGAR PACKETS NIDFA #400311		Grocery		15.88		<input type="checkbox"/>			0.00
790731	5LB.	4	PACKER	CELERY, DICED 4/5LB		Produce		40.22	C	<input type="checkbox"/>			0.00

Ln: 29

Item Conversions Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Cooler			<input checked="" type="checkbox"/>	40.220	0.00	0
4.0 5LB.		(Unassigned)			<input type="checkbox"/>	10.055	0.00	0
20.0 LB		(Unassigned)			<input type="checkbox"/>	2.011	0.00	0

Total for Dept Code Produce 0.00  
Total Inv Value 0.00

## Use Search to Add Inventory Items

This section contains information to help you find specific items, view groups of items by a specific category, and add products to an order.

When you use the Item Catalog Search window, you can use multiple search tools to locate an item or identify a group of items to add to an inventory list. For example, after you enter search text, you may need to sort columns, filter for in-stock or food items only, and narrow the search by category.

Each topic in this section provides instructions on how to use a specific search tool on the Item Catalog Search window to add an item or group of items to an inventory list.

### Enter Search Text

Use this procedure to find an item to add to an inventory item list.

1. This procedure begins on the Inventory Managers window.

**Inventory Managers [User-Initial Workspace]**

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117522  
1 1 1 1 1 \$ **BLACK CREEK BAPTIST CHURCH**

Workspace Insert from Any List... Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broke	Inv Qty	Inv Value
000915	CASE	1		PAPER, OLD INVOICES		Supplies		0.03	C	<input type="checkbox"/>			0.00
111174	1 GRAM	2000	ACH FOOD C	PC, EQUAL SWEETNER #27553		Grocery		34.55		<input type="checkbox"/>			0.00
400962	200 CT.	1	COMPANION	CONTAINER, HINGED MED 8X8 FOAM		Supplies		18.42		<input type="checkbox"/>			0.00
400975	125 CT	8	COMPANION	BOWL, 12 OZ. FOAM WHITE YTH1-01		Supplies		21.52		<input type="checkbox"/>			0.00
401930	125 CT	4	COMPANION	PLATE, 9" 3 COMP LAM FOAM #TK1-C		Supplies		24.64		<input type="checkbox"/>			0.00
113360	25# BAG	1	DOMINO	SUGAR, GRANULATED EFG #4870		Grocery		22.08		<input type="checkbox"/>			0.00
449007	1000 CT	1	ECO PRODU	CUP, BIO 16OZ COLD PAPER #EP-CC1		Supplies		132.41		<input type="checkbox"/>			0.00
404175	100 CT	10	FORTUNE PL	KNIFE, BULK WHITE HW		Supplies		31.69		<input type="checkbox"/>			0.00
360025	2 #	12	HANOVER F	VEGETABLE, BABY WHOLE CARROTS		Frozen		37.25	C	<input type="checkbox"/>			0.00
550003	100 CT	1	HERITAGE B	LINER, 45 GAL 40X46 CLR .90 MIL #H		Supplies		16.78		<input type="checkbox"/>			0.00
550004	100 CT	1	HERITAGE B	LINER, 56 GAL 43X47 CLR .90 MIL #H		Supplies		18.33		<input type="checkbox"/>			0.00
333621	10"	2	LOVE & QUI	CAKE, CARROT SWEET TEMPTATIONS		Frozen		54.15	C	<input type="checkbox"/>			0.00
790503	6 CT.	1	PACKER	CELERY, 6CT.		Fruit/Veg/Juice		6.68	C	<input type="checkbox"/>			0.00
111165	2000 CT	1	PACKER	PC, SUGAR PACKETS NIDFA #400311		Grocery		15.88		<input type="checkbox"/>			0.00
790731	5LB.	4	PACKER	CELERY, DICED 4/5LB		Produce		40.22	C	<input type="checkbox"/>			0.00
471200	1000 CT	1	PACKER	PLACEMAT, SCALLOPED WHITE #SL3		Supplies		28.15		<input type="checkbox"/>			0.00
404180	1000 CT	1	PACKER	SPOON, BULK WHITE HEAVY #3008PF		Supplies		29.72		<input type="checkbox"/>			0.00

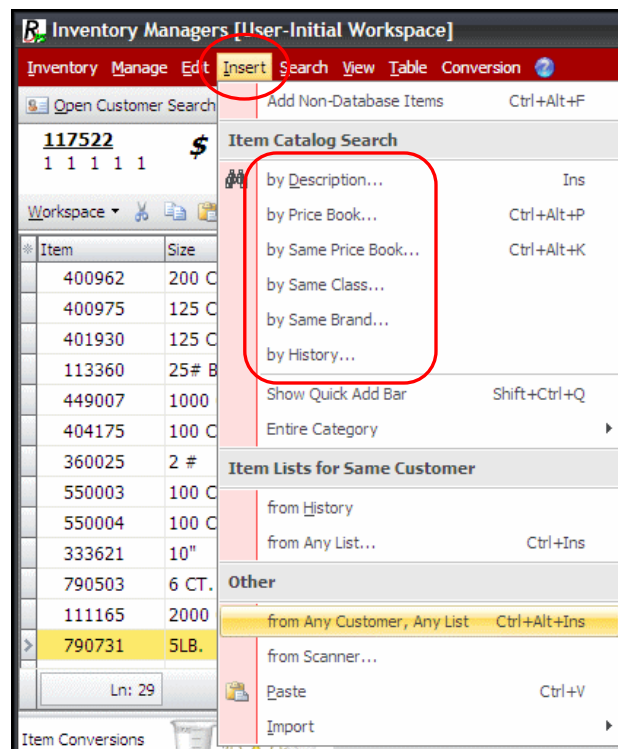
Ln: 30

Item Conversions

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Drv Storage			<input checked="" type="checkbox"/>	0.030	0.00	0


Total for Dept Code Supplies 0.00  
Total Inv Value 0.00

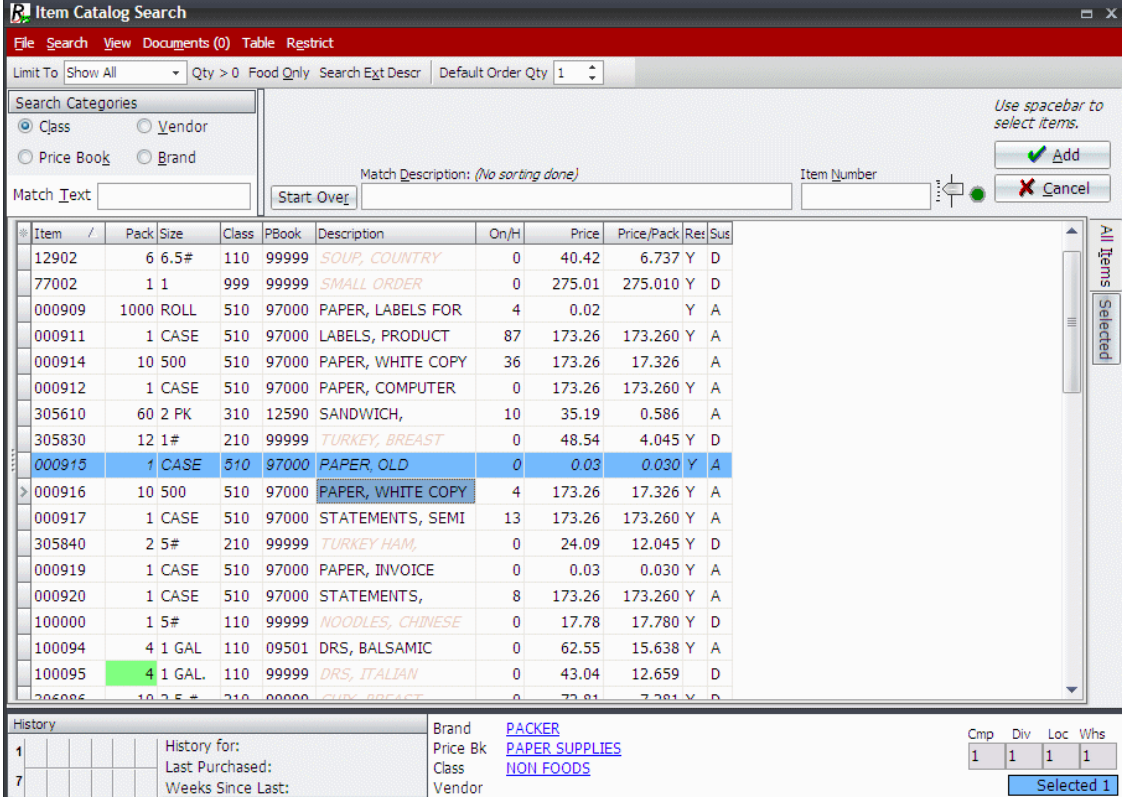
2. Click **Insert**.



3. Select an option under **Item Catalog Search**. The Item Catalog Search window displays.

–OR–

Click the  search icon on the grid toolbar. The Item Catalog Search window displays.



Item	Pack	Size	Class	PBook	Description	On/H	Price	Price/Pack	Res	Sus
12902	6	6.5#	110	99999	SOUP, COUNTRY	0	40.42	6.737	Y	D
77002	1	1	999	99999	SMALL ORDER	0	275.01	275.010	Y	D
000909	1000	ROLL	510	97000	PAPER, LABELS FOR	4	0.02		Y	A
000911	1	CASE	510	97000	LABELS, PRODUCT	87	173.26	173.260	Y	A
000914	10	500	510	97000	PAPER, WHITE COPY	36	173.26	17.326		A
000912	1	CASE	510	97000	PAPER, COMPUTER	0	173.26	173.260	Y	A
305610	60	2 PK	310	12590	SANDWICH,	10	35.19	0.586		A
305830	12	1#	210	99999	TURKEY, BREAST	0	48.54	4.045	Y	D
000915	1	CASE	510	97000	PAPER, OLD	0	0.03	0.030	Y	A
000916	10	500	510	97000	PAPER, WHITE COPY	4	173.26	17.326	Y	A
000917	1	CASE	510	97000	STATEMENTS, SEMI	13	173.26	173.260	Y	A
305840	2	5#	210	99999	TURKEY HAM,	0	24.09	12.045	Y	D
000919	1	CASE	510	97000	PAPER, INVOICE	0	0.03	0.030	Y	A
000920	1	CASE	510	97000	STATEMENTS,	8	173.26	173.260	Y	A
100000	1	5#	110	99999	NOODLES, CHINESE	0	17.78	17.780	Y	D
100094	4	1 GAL	110	09501	DRS, BALSAMIC	0	62.55	15.638	Y	A
100095	4	1 GAL	110	99999	DRS, ITALIAN	0	43.04	12.659		D
305830	12	1#	210	99999	TURKEY, BREAST	0	48.54	4.045	Y	D

4. To locate a specific product, type the description in the **Match Description** field.
5. A list of items containing the search text you entered displays.

### Search by Category

Use this procedure during an item search to narrow a list of items.

1. This procedure begins on the Item Catalog Search window.



**Item Catalog Search**

File Search View Documents (0) Table Restrict

Limit To: Show All Qty > 0 Food Only Search Ext Descr Default Order Qty 1

**Search Categories**

☒ Class ☐ Vendor  
☐ Price Book ☐ Brand

Match Text: Start Over: Match Description: (No sorting done) Item Number

Use spacebar to select items. [Add] [Cancel]

Item	Pack	Size	Class	PBook	Description	On/H	Price	Price/Pack	Res	Sus
12902	6	6.5#	110	99999	SOUP, COUNTRY	0	40.42	6.737	Y	D
77002	1	1	999	99999	SMALL ORDER	0	275.01	275.010	Y	D
000909	1000	ROLL	510	97000	PAPER, LABELS FOR	4	0.02		Y	A
000911	1	CASE	510	97000	LABELS, PRODUCT	87	173.26	173.260	Y	A
000914	10	500	510	97000	PAPER, WHITE COPY	36	173.26	17.326		A
000912	1	CASE	510	97000	PAPER, COMPUTER	0	173.26	173.260	Y	A
305610	60	2 PK	310	12590	SANDWICH,	10	35.19	0.586		A
305830	12	1#	210	99999	TURKEY, BREAST	0	48.54	4.045	Y	D
000915	1	CASE	510	97000	PAPER, OLD	0	0.03	0.030	Y	A
000916	10	500	510	97000	PAPER, WHITE COPY	4	173.26	17.326	Y	A
000917	1	CASE	510	97000	STATEMENTS, SEMI	13	173.26	173.260	Y	A
305840	2	5#	210	99999	TURKEY HAM,	0	24.09	12.045	Y	D
000919	1	CASE	510	97000	PAPER, INVOICE	0	0.03	0.030	Y	A
000920	1	CASE	510	97000	STATEMENTS,	8	173.26	173.260	Y	A
100000	1	5#	110	99999	NOODLES, CHINESE	0	17.78	17.780	Y	D
100094	4	1 GAL	110	09501	DRS, BALSAMIC	0	62.55	15.638	Y	A
100095	4	1 GAL	110	99999	DRS, ITALIAN	0	43.04	12.659		D
306086	10	2.5#	310	00000	CUPS, BREAST	0	72.81	7.281	Y	D

History: 1 Last Purchased: 7 Weeks Since Last:

Brand: PAPER  
Price Bk: PAPER SUPPLIES  
Class: NON FOODS  
Vendor:

Cmp Div Loc Whs  
1 1 1 1

Selected 1

2. Select a search category for your search list below **Search Categories**:
  - Select **Class** to view only items that belong to a specific search class.
  - Select **Price Book** to view only items that belong to a specific price book heading.
  - Select **Vendor** to view only items provided by a specific vendor.
  - Select **Brand** to view only items from a specific product brand.
3. Select **Limit To** and select **In History** to view only items in ordering history.
4. Enter the description in the **Match Text** field.
5. A list of items containing the search text you entered displays.
6. If no items match the search text, click **Start Over** and type a different search string in the **Match Description** field.

### Add an Item to the Inventory List

Use this procedure to add an item or items from the Search for Item window to the Inventory Manager window.

1. This procedure begins on the Item Catalog Search window.

**Item Catalog Search**

File Search View Documents (0) Table Restrict

Limit To: Show All Qty > 0 Food Only Search Ext Descr Default Order Qty 1

Search Categories: ☒ Class ☐ Vendor ☐ Price Book ☐ Brand

Match Text: Start Over: Match Description: (No sorting done) Item Number: Add Cancel

Use spacebar to select items.

Item	Pack	Size	Class	PBook	Description	On/H	Price	Price/Pack	Ref	Sus
12902	6	6.5#	110	99999	SOUP, COUNTRY	0	40.42	6.737	Y	D
77002	1	1	999	99999	SMALL ORDER	0	275.01	275.010	Y	D
000909	1000	ROLL	510	97000	PAPER, LABELS FOR	4	0.02		Y	A
000911	1	CASE	510	97000	LABELS, PRODUCT	87	173.26	173.260	Y	A
000914	10	500	510	97000	PAPER, WHITE COPY	36	173.26	17.326		A
000912	1	CASE	510	97000	PAPER, COMPUTER	0	173.26	173.260	Y	A
305610	60	2 PK	310	12590	SANDWICH,	10	35.19	0.586		A
305830	12	1#	210	99999	TURKEY, BREAST	0	48.54	4.045	Y	D
000915	1	CASE	510	97000	PAPER, OLD	0	0.03	0.030	Y	A
000916	10	500	510	97000	PAPER, WHITE COPY	4	173.26	17.326	Y	A
000917	1	CASE	510	97000	STATEMENTS, SEMI	13	173.26	173.260	Y	A
305840	2	5#	210	99999	TURKEY HAM,	0	24.09	12.045	Y	D
000919	1	CASE	510	97000	PAPER, INVOICE	0	0.03	0.030	Y	A
000920	1	CASE	510	97000	STATEMENTS,	8	173.26	173.260	Y	A
100000	1	5#	110	99999	NOODLES, CHINESE	0	17.78	17.780	Y	D
100094	4	1 GAL	110	09501	DRS, BALSAMIC	0	62.55	15.638	Y	A
100095	4	1 GAL	110	99999	DRS, ITALIAN	0	43.04	12.659		D
305840	2	5#	210	99999	TURKEY HAM,	0	24.09	12.045	Y	D

History: 1 7

History for: Last Purchased: Weeks Since Last:

Brand: PACKER Price Bk: PAPER SUPPLIES Class: NON FOODS Vendor:

Cmp: 1 Div: 1 Loc: 1 Wks: 1

Selected 1

2. Click an item and press SPACEBAR.

3. To add multiple items, repeat step 2.

—OR—

To add consecutive items, click the first item, press SPACEBAR, and continue to press SPACEBAR to move the selection area down one row.



**Item Catalog Search**

File Search View Documents (0) Table Restrict

Limit To: Show All Qty > 0 Food Only Search Ext Descr Default Order Qty 1

Search Categories:  
☒ Class ☐ Vendor  
☐ Price Book ☐ Brand

Match Text: Start Over: Match Description: (No sorting done) Item Number: Use spacebar to select items. ✓ Add ✗ Cancel

Item	Pack	Size	Class	PBook	Description	On/H	Price	Price/Pack	Ref	Sug
12902	6	6.5#	110	99999	SOUP, COUNTRY	0	40.42	6.737	Y	D
77002	1	1	999	99999	SMALL ORDER	0	275.01	275.010	Y	D
000909	1000	ROLL	510	97000	PAPER, LABELS FOR	4	0.02	0.000	Y	A
000911	1	CASE	510	97000	LABELS, PRODUCT	87	173.26	173.260	Y	A
000914	10	500	510	97000	PAPER, WHITE COPY	36	173.26	17.326	Y	A
000912	1	CASE	510	97000	PAPER, COMPUTER	0	173.26	173.260	Y	A
305610	60	2 PK	310	12590	SANDWICH,	10	35.19	0.587	Y	D
305830	12	1#	210	99999	TURKEY, BREAST	0	48.54	4.045	Y	D
000915	1	CASE	510	97000	PAPER, OLD	0	0.03	0.030	Y	A
000916	10	500	510	97000	PAPER, WHITE COPY	4	173.26	17.326	Y	A
000917	1	CASE	510	97000	STATEMENTS, SEMI	13	173.26	173.260	Y	A
305840	2	5#	210	99999	TURKEY HAM,	0	24.09	12.045	Y	D
000919	1	CASE	510	97000	PAPER, INVOICE	0	0.03	0.030	Y	A
000920	1	CASE	510	97000	STATEMENTS,	8	173.26	173.260	Y	A
100000	1	5#	110	99999	NOODLES, CHINESE	0	17.78	17.780	Y	D
100094	4	1 GAL	110	09501	DRS, BALSAMIC	0	62.55	15.638	Y	A
100095	4	1 GAL	110	99999	DRS, ITALIAN	0	43.04	12.659	Y	D
305806	10	2.5#	210	99999	TURKEY, BREAST	0	73.81	7.381	Y	D

History: 1 7  
 History for:  
 Last Purchased:  
 Weeks Since Last:

Brand: PACKER  
 Price Bk: PAPER SUPPLIES  
 Class: NON FOODS  
 Vendor:

Cmp Div Loc Whs  
 1 1 1 1  
 Selected 4

- Click **Add**. The Inventory Manager window displays. The selected items are added to the Inventory Manager item list.

**Inventory Managers [User-Initial Workspace]**

Inventory Manage Edit Insert Search View Table Conversion

117522  
1 1 1 1 1

**BLACK CREEK BAPTIST CHURCH**

Workspace Insert from Any List... Documents (0) Protect Dept Description  ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broke	Inv Qty	Inv Value
400975	125 CT	8	COMPANION BOWL, 12 OZ. FOAM WHITE YTH1-01	Supplies				21.52		<input type="checkbox"/>			0.00
401930	125 CT	4	COMPANION PLATE, 9" 3 COMP LAM FOAM #TK1-01	Supplies				24.64		<input type="checkbox"/>			0.00
113360	25# BAG	1	DOMINO SUGAR, GRANULATED EFG #4870	Grocery				22.08		<input type="checkbox"/>			0.00
449007	1000 CT	1	ECO PRODUCE CUP, BIO 16OZ COLD PAPER #EP-CC1	Supplies				132.41		<input type="checkbox"/>			0.00
404175	100 CT	10	FORTUNE PL KNIFE, BULK WHITE HW	Supplies				31.69		<input type="checkbox"/>			0.00
360025	2 #	12	HANOVER FC VEGETABLE, BABY WHOLE CARROTS	Frozen				37.25	C	<input type="checkbox"/>			0.00
550003	100 CT	1	HERITAGE B LINER, 45 GAL 40X46 CLR .90 MIL #H	Supplies				16.78		<input type="checkbox"/>			0.00
550004	100 CT	1	HERITAGE B LINER, 56 GAL 43X47 CLR .90 MIL #H	Supplies				18.33		<input type="checkbox"/>			0.00
333621	10"	2	LOVE & QUI CAKE,CARROT SWEET TEMPTATIONS	Frozen				54.15	C	<input type="checkbox"/>			0.00
790503	6 CT.	1	PACKER CELERY, 6CT.	Fruit/Veg/Juice				6.68	C	<input type="checkbox"/>			0.00
111165	2000 CT	1	PACKER PC, SUGAR PACKETS NIDFA #400311	Grocery				15.88		<input type="checkbox"/>			0.00
790731	5LB.	4	PACKER CELERY,DICED 4/5LB	Produce				40.22	C	<input type="checkbox"/>			0.00
471200	1000 CT	1	PACKER PLACEMAT, SCALLOPED WHITE #SL3	Supplies				28.15		<input type="checkbox"/>			0.00
404180	1000 CT	1	PACKER SPOON, BULK WHITE HEAVY #3008PF	Supplies				29.72		<input type="checkbox"/>			0.00
000909	ROLL	1000	PACKER PAPER, LABELS FOR RACKS/SLOTS	Supplies				0.02	C	<input type="checkbox"/>			0.00
000914	500	10	PACKER PAPER, WHITE COPY 8X11-92 BRIGHT	Supplies				173.26	C	<input type="checkbox"/>			0.00
000919	CASE	1	PACKER PAPER, INVOICE CUSTOMER DOCUMENT	Supplies				0.03	C	<input type="checkbox"/>			0.00

Ln: 33

Item Conversions Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield... Contains Cases...

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Drv Storage			<input checked="" type="checkbox"/>	0.030	0.00	0

Total for Dept Code Supplies 0.00  
Total Inv Value 0.00

For complete details about using the Item Catalog Search to add items to an item list, see the "Search Procedures" section of the *Power Sell v5.1.0.0 Complete Order Entry User Guide*.

## Item Location Management

This section contains information about using **Manage** menu options to add, delete, and edit item locations.

Each item in your inventory list must have a location and GL/Dept code. When you associate an item with a location, you can associate conversions for the item in a specific location. For example, a chicken product is stored in a cooler and processed for use in the deli. The chicken product is inventoried by the case in the freezer and by the pound in the deli.

## Define Department and General Ledger (GL) Codes

Use this procedure to define departments to associate with items for a selected customer.

1. This procedure begins on the Inventory Manager window.

**Inventory Managers [User-Initial Workspace]**

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

**117522** **\$ BLACK CREEK BAPTIST CHURCH**

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)

Item	Size	Pack	Brand	Description	Dept	Par	Price	Src	Can Order	Broken	Inv Qty	Inv Value
400975	125 CT	8	COMPANION BOWL, 12 OZ. FOAM WHITE YTH1-01	Supplies		21.52						0.00
401930	125 CT	4	COMPANION PLATE, 9" 3 COMP LAM FOAM #TK1-01	Supplies		24.64						0.00
113360	25# BAG	1	DOMINO SUGAR, GRANULATED EFG #4870	Grocery		22.08						0.00
449007	1000 CT	1	ECO PRODUCE CUP, BIO 16OZ COLD PAPER #EP-CC1	Supplies		132.41						0.00
404175	100 CT	10	FORTUNE PL KNIFE, BULK WHITE HW	Supplies		31.69						0.00
360025	2 #	12	HANOVER FC VEGETABLE, BABY WHOLE CARROTS	Frozen		37.25	C					0.00
550003	100 CT	1	HERITAGE B LINER, 45 GAL 40X46 CLR .90 MIL #H	Supplies		16.78						0.00
550004	100 CT	1	HERITAGE B LINER, 56 GAL 43X47 CLR .90 MIL #H	Supplies		18.33						0.00
333621	10"	2	LOVE & QUI CAKE, CARROT SWEET TEMPTATIONS	Frozen		54.15	C					0.00
790503	6 CT.	1	PACKER CELERY, 6CT.	Fruit/Veg/Juice		6.68	C					0.00
111165	2000 CT	1	PACKER PC, SUGAR PACKETS NIDFA #400311	Grocery		15.88						0.00
790731	5LB.	4	PACKER CELERY, DICED 4/5LB	Produce		40.22	C					0.00
471200	1000 CT	1	PACKER PLACEMAT, SCALLOPED WHITE #SL3	Supplies		28.15						0.00
404180	1000 CT	1	PACKER SPOON, BULK WHITE HEAVY #3008PF	Supplies		29.72						0.00
000909	ROLL	1000	PACKER PAPER, LABELS FOR RACKS/SLOTS	Supplies		0.02	C					0.00
000914	500	10	PACKER PAPER, WHITE COPY 8X11-92 BRIGHT	Supplies		173.26	C					0.00
000919	CASE	1	PACKER PAPER, INVOICE CUSTOMER DOCUME	Supplies		0.03	C					0.00

Ln: 33

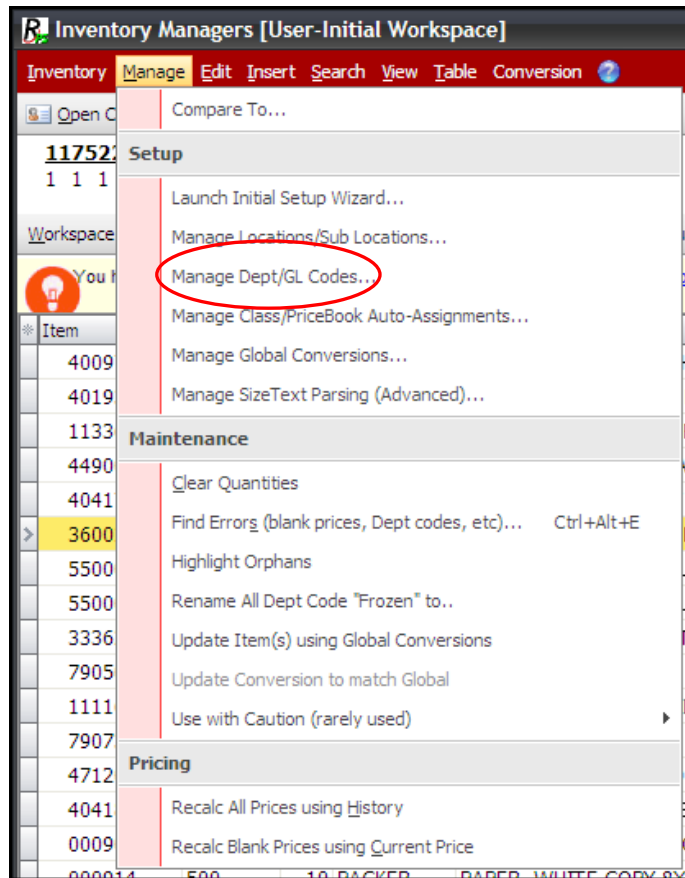
Item Conversions Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield... Contains Cases...

Item Conversions describe how the item is broken down both for inventorying and use in recipes

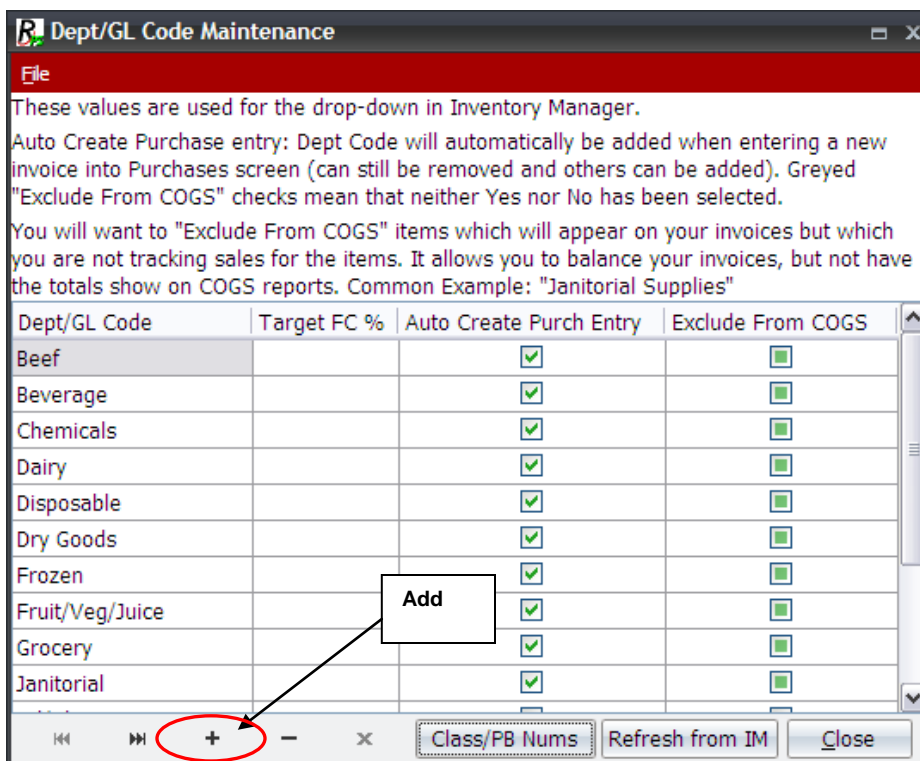
Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/Conv/Unit	Inv Value	Loc Line #
1.0	CASE	Dry Storage				0.030	0.00	0

Total for Dept Code Supplies 0.00  
Total Inv Value 0.00

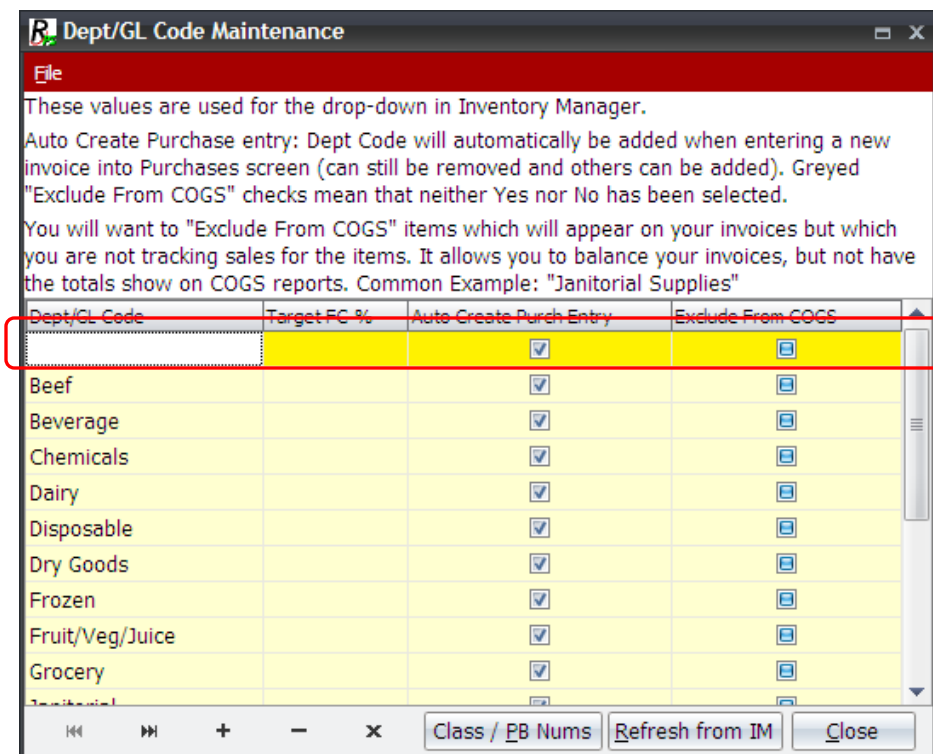
2. Click **Manage** and click **Manage Dept/GL Codes**.



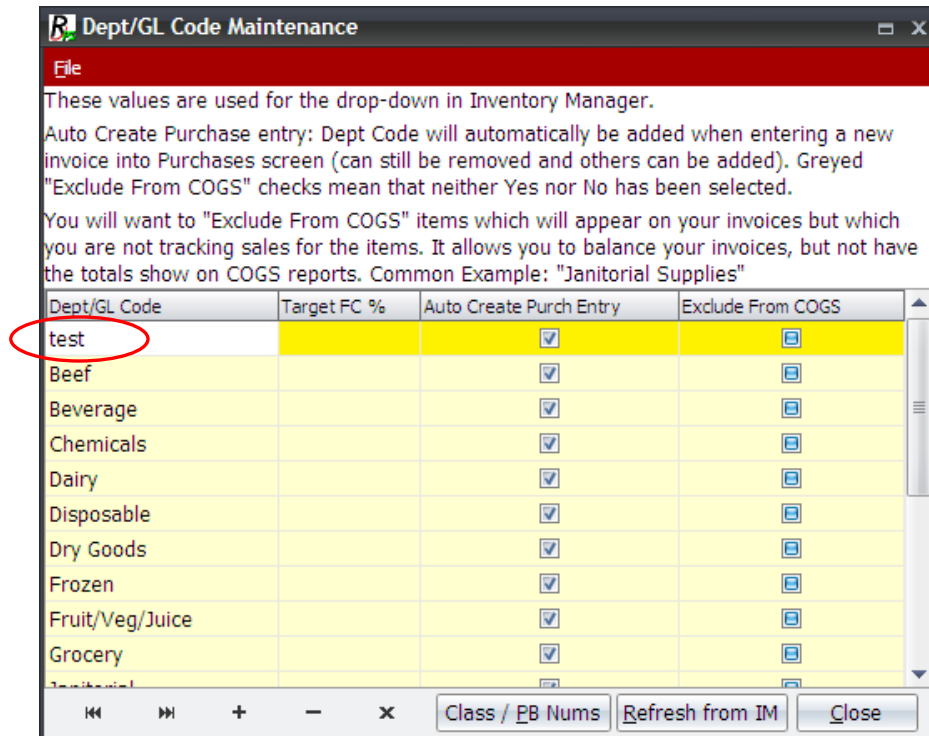
3. The Dept/GL Code Maintenance box displays.



- Click **Add**. A blank record displays at the top of the department/GL code list.



- Type the new department name in the **Dept/GL Code** field and click **Post Edit**.



6. The new department is added to the list.
7. Repeat steps 4 and 5 to add more departments.
8. Click **Close** to exit the Dept/GL Code Maintenance box and return to the Inventory Manager window.
9. You can now assign items and conversion settings to the new department(s).

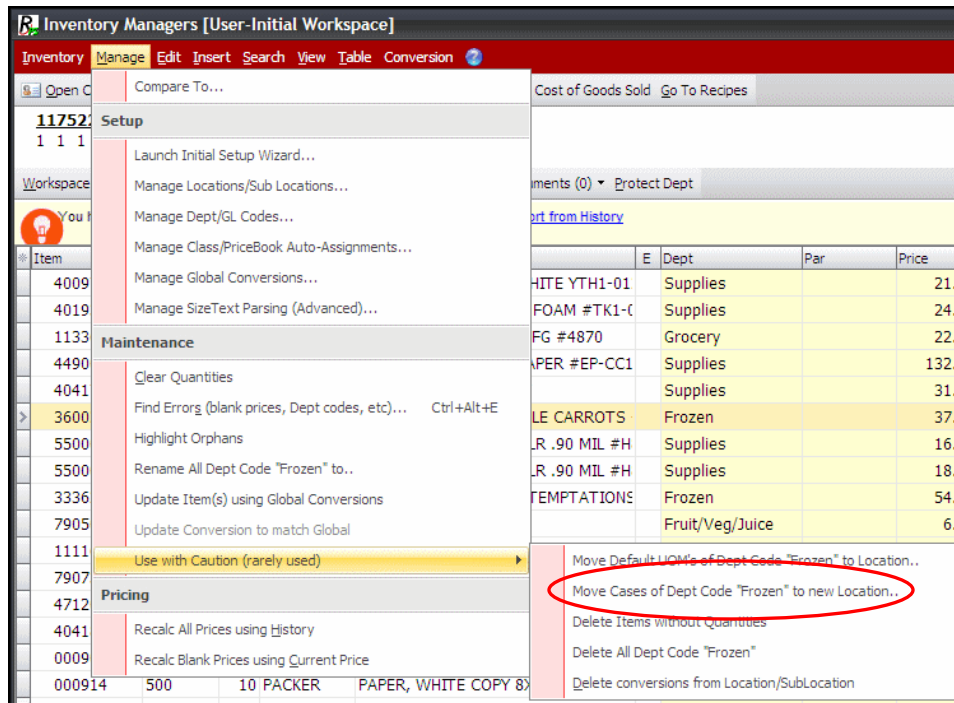
### Assign Groups of Items to a New Location

Use this procedure to move all items within a specific department to a new location in Inventory Manager.

#### **Warning!**

This procedure overwrites your current inventory location and sublocation settings for the selected department. You cannot undo this procedure.

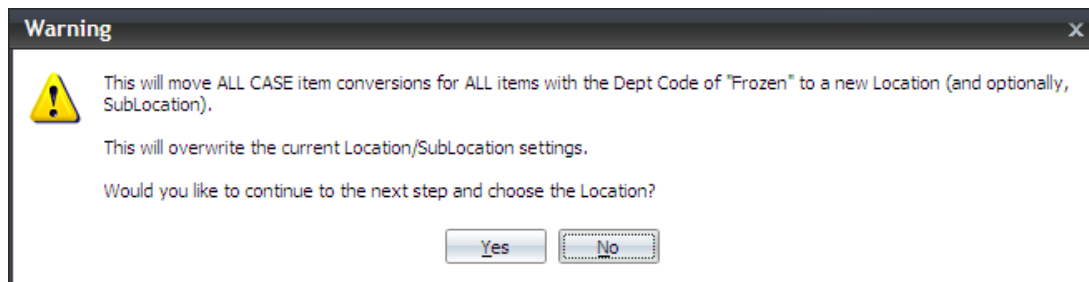
1. This procedure begins on the Inventory Manager window.
2. Click **Manage** and click **Use with Caution**.



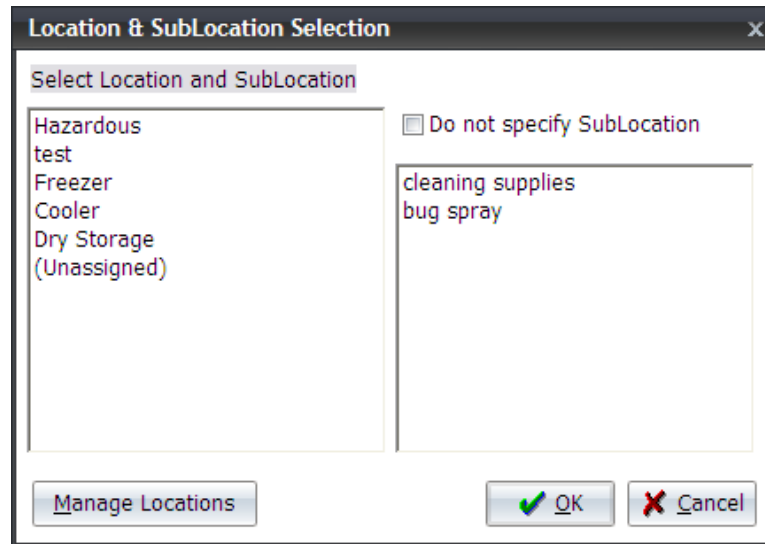
**Note:**

The **Move Cases of Dept Code x to new Location** option moves only case conversions. Use this option to distribute items in groups to the correct locations to match your business organization.

3. A warning message displays to confirm the conversion.



4. Click **Yes** to continue. The Location & SubLocation Selection box displays. Select a location under **Select Location and SubLocation**.



5. Select a sub-location from the right pane if applicable.  
—OR—  
Select the **Do not specify SubLocation** check box.
6. Click **OK** to move items in the selected Dept/GL code to the new location.

### **Move Individual Items to Locations**

Use this procedure to organize items in your inventory list.

1. This procedure begins on the Inventory Manager window.



**Inventory Manager [User-Initial Workspace]**

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info **Inventory Input** Go To Recipes

Workspace Insert from Any List.. Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
299801	18 OZ	12	DIAMOND C	DRINK MIX, LEMONADE	507	everage	21.98		<input type="checkbox"/>				0.00
314005	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28		<input type="checkbox"/>				0.00
314015	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55		<input type="checkbox"/>				0.00
328406	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09		<input type="checkbox"/>				0.00
328416	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00
328425	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41		<input type="checkbox"/>				0.00
507711	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10		<input type="checkbox"/>				0.00
508802	5 LB	4	CHEESE ME	CHEESE, PARMESAN GRATED		cooler	16.86		<input type="checkbox"/>				0.00
509806	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67		<input type="checkbox"/>				0.00
518362	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55		<input type="checkbox"/>				0.00
518916	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85		<input type="checkbox"/>				0.00
518935	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88		<input type="checkbox"/>				0.00
519316	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINE		cooler	45.52		<input type="checkbox"/>				0.00
519556	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10		<input type="checkbox"/>				0.00
130826	5 GAL	1	COMSOURC	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89		<input type="checkbox"/>				0.00
882232	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94		<input type="checkbox"/>				0.00
888236	20 LB	1	PACKER	TOMATOES. 5X6 2 LAYER		cooler	20.85		<input type="checkbox"/>				0.00

Ln: 165

Item Conversions Add Conversion Break it Down.. Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

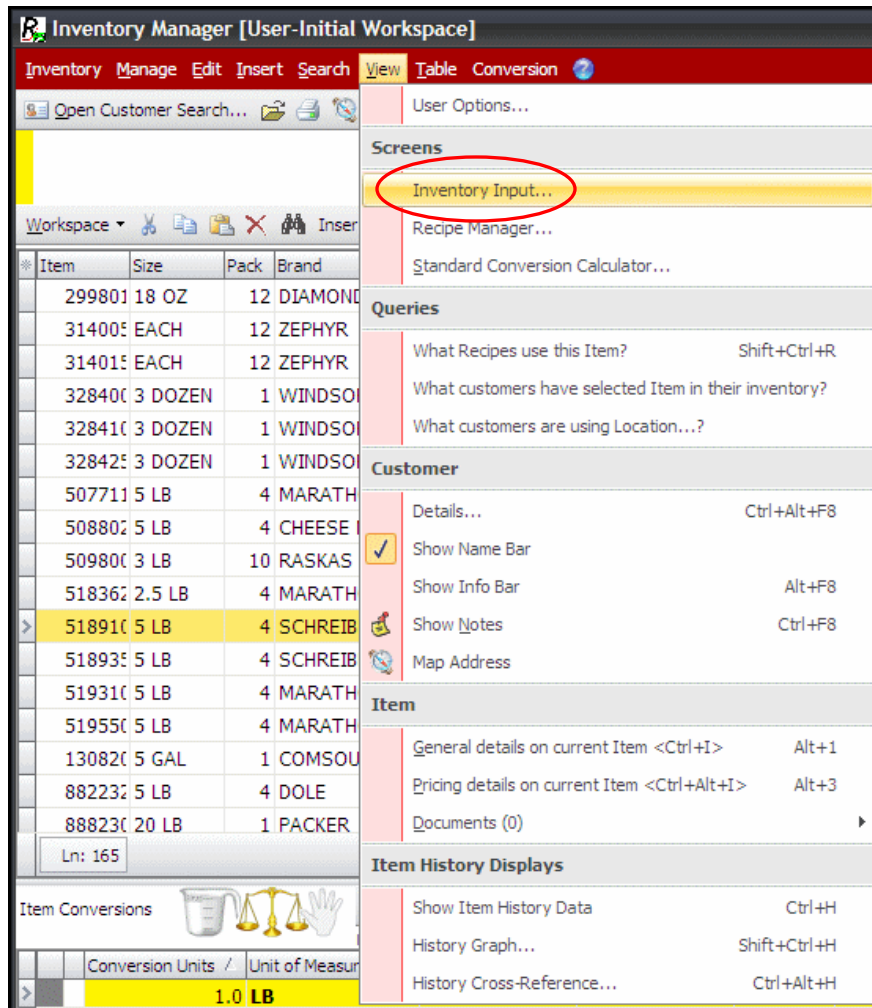
Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	juice and water				<input checked="" type="checkbox"/>	21.980	0.00	0
12.0 18 OZ	(Unassigned)				<input type="checkbox"/>	1.832	0.00	0
216.0 OZ	(Unassigned)				<input type="checkbox"/>	0.102	0.00	0

total for Dept Code beverage 0.00  
Total Inv Value 0.00

2. Click **Inventory Input**.

—OR—

Click **View** and click **Inventory Input Screen**.



- The Inventory Input box displays items in the selected location.

Inventory Input

File Manage View AutoReSequence Search

Location: front shelf

Sub Location:

☒ Protect Line #s **Move** **Swap** **ReSort** **Go To Inventory Manager**

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
518935	4	5 LB	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED	<input checked="" type="checkbox"/>		\$2.88	cooler	0		LB	\$0.00
508802	4	5 LB	CHEESE MER	CHEESE, PARMESAN GRATED	<input checked="" type="checkbox"/>		\$16.86	cooler	0		CASE	\$0.00
509800	10	3 LB	RASKAS	CHEESE, CREAM	<input checked="" type="checkbox"/>		\$6.67	cooler	0		CASE	\$0.00
518362	4	2.5 LB	MARATHON	CHEESE, PEPPER JACK SLICED,	<input type="checkbox"/>		\$28.55	cooler	0		CASE	\$0.00
518910	4	5 LB	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW	<input type="checkbox"/>		\$1.85	cooler	0		LB	\$0.00
519310	4	5 LB	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINE	<input type="checkbox"/>		\$45.52	cooler	0		CASE	\$0.00
507711	4	5 LB	MARATHON	CHEESE, MONTEREY JACK SHREDDED	<input checked="" type="checkbox"/>		\$12.10	cooler	0		CASE	\$0.00
519550	4	5 LB	MARATHON	CHEESE, MOZZARELLA FEATHER SHRED LMPS	<input type="checkbox"/>		\$49.10	cooler	0		CASE	\$0.00
130820	1	5 GAL	COMSOURCE	PICKLES, KOSHER DILL REF FRSH 215/265	<input type="checkbox"/>		\$29.89	cooler	0		CASE	\$0.00
400900	4	1 GAL	HILAND	ICE CREAM, MDX VANILLA SOFT SERVE 1-1214	<input type="checkbox"/>		\$26.02	cooler	0		CASE	\$0.00
519300	4	5 LB	MARATHON	CHEESE, CHEDDAR REGULAR SHRED	<input type="checkbox"/>		\$57.29	cooler	0		CASE	\$0.00

0 \$0.00

- Select an item in the inventory item list and click **Move**. The Location & SubLocation Selection box displays.

Location & SubLocation Selection

Select Location and SubLocation

front shelf  
meat locker  
seafood shelf  
main  
can goods  
juice and water  
equipment  
middle shelf  
(Unassigned)

☐ Do not specify SubLocation

Manage Locations

OK Cancel

- Select a location under **Select Location and SubLocation**.
- Select a sub-location from the right pane if applicable.  
—OR—  
Select the **Do not specify SubLocation** check box.

7. Click **OK** to move the selected item to the new location.
8. The Inventory Input box displays. Repeat steps 4-7 to move additional items from the selected location to new locations.

—OR—

9. Select a different location from the **Location** drop-down list.

The screenshot shows the 'Inventory Input' window with a menu bar (File, Manage, View, AutoResequence, Search) and a toolbar (Protect Line #s, Move, Swap, ReSort, Go To Inventory Manager). A 'Location' dropdown menu is open, showing a list of locations: front shelf, meat locker, seafood shelf, main, can goods, juice and water, equipment, and middle shelf. The 'front shelf' location is selected. Below the dropdown is a table of inventory items.

Item	Pack	Size	Location	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
507711	4	5	meat locker		\$12.10	cooler	0		CASE	\$0.00
508802	4	5	seafood shelf		\$16.86	cooler	0		CASE	\$0.00
509800	10	3	main		\$6.67	cooler	0		CASE	\$0.00
518362	4	2.5	can goods		\$28.55	cooler	0		CASE	\$0.00
518935	4	5	juice and water		\$2.88	cooler	0		LB	\$0.00
519310	4	5	equipment		\$45.52	cooler	0		CASE	\$0.00
519550	4	5	middle shelf		\$49.10	cooler	0		CASE	\$0.00
130820	1	5 GAL	COMSOURCE PICKLES, KOSHER DILL REF FRSH 215/265		\$29.89	cooler	0		CASE	\$0.00
400900	4	1 GAL	HILAND ICE CREAM, MIX VANILLA SOFT SERVE 1-1214		\$26.02	cooler	0		CASE	\$0.00
519300	4	5 LB	MARATHON CHEESE, CHEDDAR REGULAR SHRED		\$57.29	cooler	0		CASE	\$0.00

At the bottom right, there are two input fields: '0' and '\$0.00'.

## Chapter 5

# Inventory Manager Pricing Options

This chapter contains information about calculating and updating item pricing for accurate inventory valuation.

## Calculate Pricing

This section contains information about updating item pricing for accurate inventory values. Depending on your company's policies, typically recalculate item pricing each month.

When you import items, pricing is assigned from the history file. If the history file does not have a price for an item, the item's **Price** field in the inventory item list is blank.

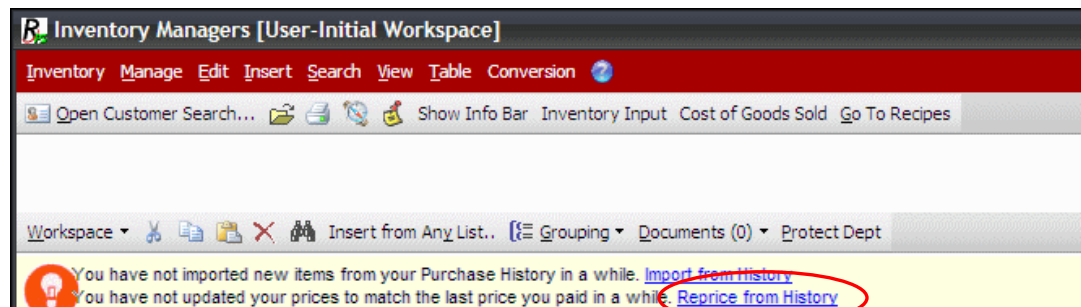
Item pricing originates from a source indicated in the **Src** column on the main Inventory Manager window:

Item Pricing Source	Value	Description
Last purchase price	Blank	Latest purchase price originating from history. Last purchase price is the default for item pricing.
Current price	C	Price is the distributor's current price.
Manual price entry	M	Price used for non-database items.
Recipe price	R	Price entered and defined in the Recipe Manager application.

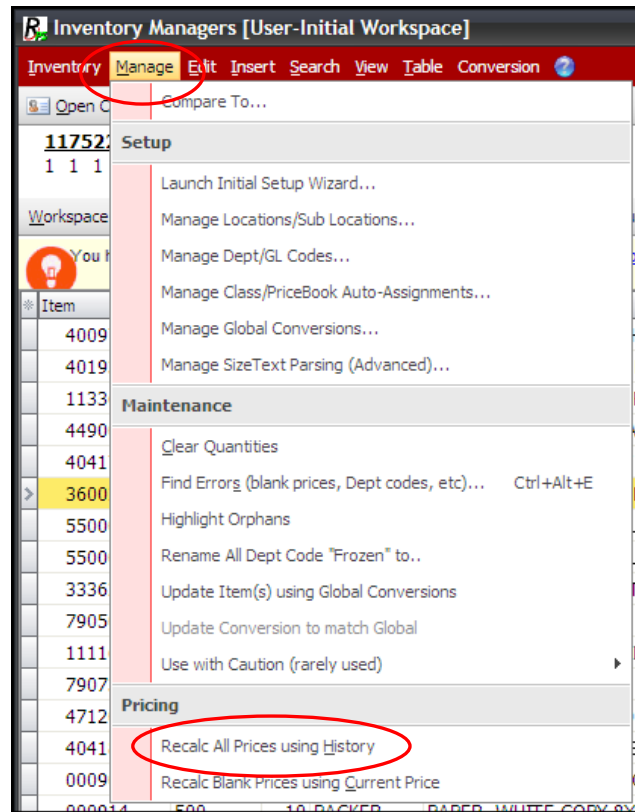
### Recalculate Pricing from History

Use this procedure to update item pricing from your history file. If the message panel contains a prompt for you to re-price inventory items from history, use this procedure to complete the process and clear the message.

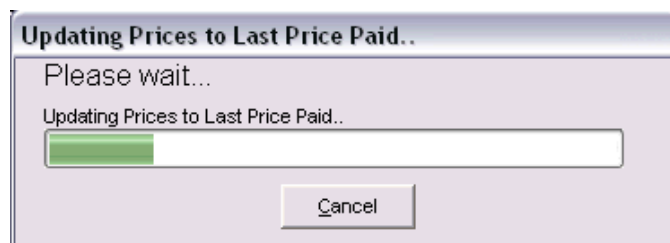
1. This procedure begins on the Inventory Manager window.



2. Click **Manage** and click **Recalc all prices using history**.



3. The Updating Prices to Last Price Paid box displays pricing update progress.



4. Updated pricing displays in the **Price** column.

### Automatically Update Empty Pricing

Use this procedure to update empty item pricing with current pricing.

1. This procedure begins on the Inventory Manager window.

Inventory Managers [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117522  
1 1 1 1 1 \$ BLACK CREEK BAPTIST CHURCH

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)  
You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order Broken	Inv Qty	Inv Value
111174	1 GRAM	2000	ACH FOOD C	PC, EQUAL SWEETNER #27553		Grocery		34.55				0.00
400962	200 CT.	1	COMPANION	CONTAINER, HINGED MED 8X8 FOAM		Supplies		18.42				0.00
400975	125 CT	8	COMPANION	BOWL, 12 OZ. FOAM WHITE YTH1-01		Supplies		21.52				0.00
401930	125 CT	4	COMPANION	PLATE, 9" 3 COMP LAM FOAM #TK1-C		Supplies		24.64				0.00
113360	25# BAG	1	DOMINO	SUGAR, GRANULATED EFG #4870		Grocery		22.08				0.00
449007	1000 CT	1	ECO PRODUI	CUP, BIO 16OZ COLD PAPER #EP-CC1		Supplies		132.41				0.00
404175	100 CT	10	FORTUNE PL	KNIFE, BULK WHITE HW		Supplies		31.69				0.00
550003	100 CT	1	HERITAGE B	LINER, 45 GAL 40X46 CLR .90 MIL #H		Supplies		16.78				0.00
550004	100 CT	1	HERITAGE B	LINER, 56 GAL 43X47 CLR .90 MIL #H		Supplies		18.33				0.00
111165	2000 CT	1	PACKER	PC, SUGAR PACKETS NIDFA #400311		Grocery		15.88				0.00
471200	1000 CT	1	PACKER	PLACEMAT, SCALLOPED WHITE #SL3		Supplies		28.15				0.00
404180	1000 CT	1	PACKER	SPOON, BULK WHITE HEAVY #3008PF		Supplies		29.72				0.00
200310	5 CR	000	BARKAY/CO	MARSHALLS WHIPPED CUP BARKAY #		Food/Meat/Drinks		20.47				0.00

Ln: 19

Item Conversions

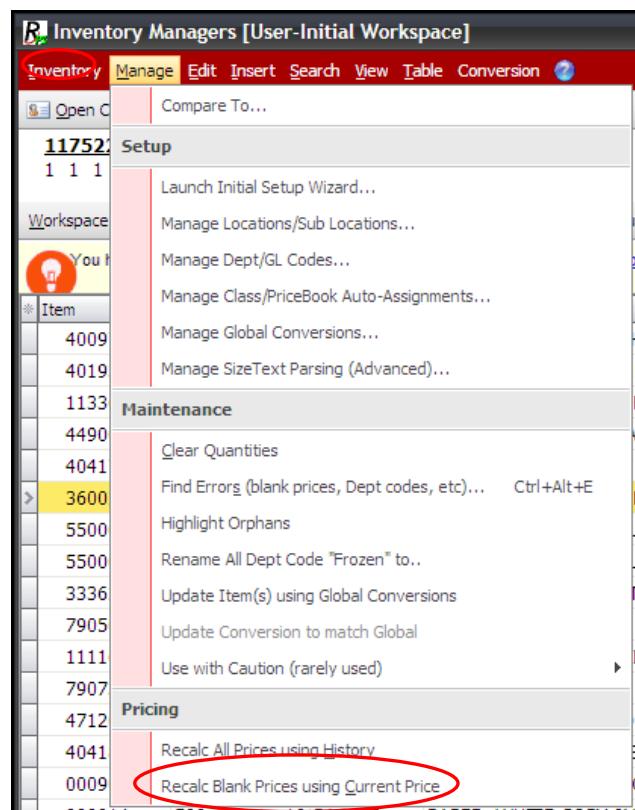
Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield... Contains Cases...

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	Cooler					34.550	0.00	0
2000.0 1 GRAM	(Unassigned)					0.017	0.00	0

Total for Dept Code Grocery 0.00  
Total Inv Value 0.00

- Click **Manage** and click **Recalc blank prices using current prices**.





- Blank item pricing is updated with current pricing.

**Note:**

Item pricing displayed in the **Price** column is the case price.

## Manually Update Empty Pricing

You must manually update non-database item pricing. You can manually override item pricing from your distributor if necessary. Use this procedure to price items manually.

- This procedure begins in the Inventory Manager window.

The screenshot shows the 'Inventory Managers [User-Initial Workspace]' window. At the top, there's a menu bar with 'Inventory', 'Manage', 'Edit', 'Insert', 'Search', 'View', 'Table', and 'Conversion'. Below the menu bar, there's a toolbar with icons for 'Open Customer Search...', 'Show Info Bar', 'Inventory Input', 'Cost of Goods Sold', and 'Go To Recipes'. The main window displays a list of items with columns: Item, Size, Pack, Brand, Description, E, Dept, Par, Price, Src, Can Order Broker, Inv Qty, and Inv Value. The list is filtered by 'BLACK CREEK BAPTIST CHURCH'. The first item is '111174 1 GRAM 2000 ACH FOOD C PC, EQUAL SWEETNER #27553' with a price of 34.55. Below the list, there's a section for 'Item Conversions' with columns: Conversion Units / Unit of Measure, Location, SubLocation, Qty, Default, Cost/ConvUnit, Inv Value, and Loc Line #. The first conversion is '1.0 CASE Cooler' with a cost of 34.550 and an inv value of 0.00. The second conversion is '2000.0 1 GRAM (Unassigned)' with a cost of 0.017 and an inv value of 0.00. At the bottom right, there's a summary section showing 'Total for Dept Code Grocery 0.00' and 'Total Inv Value 0.00'.

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order Broker	Inv Qty	Inv Value
111174	1 GRAM	2000	ACH FOOD C	PC, EQUAL SWEETNER #27553		Grocery		34.55				0.00
400962	200 CT.	1	COMPANION	CONTAINER, HINGED MED 8X8 FOAM		Supplies		18.42				0.00
400975	125 CT	8	COMPANION	BOWL, 12 OZ. FOAM WHITE YTH1-01		Supplies		21.52				0.00
401930	125 CT	4	COMPANION	PLATE, 9" 3 COMP LAM FOAM #TK1-C		Supplies		24.64				0.00
113360	25# BAG	1	DOMINO	SUGAR, GRANULATED EFG #4870		Grocery		22.08				0.00
449007	1000 CT	1	ECO PRODU	CUP, BIO 16OZ COLD PAPER #EP-CC1		Supplies		132.41				0.00
404175	100 CT	10	FORTUNE PL	KNIFE, BULK WHITE HW		Supplies		31.69				0.00
550003	100 CT	1	HERITAGE B	LINER, 45 GAL 40X46 CLR .90 MIL #H		Supplies		16.78				0.00
550004	100 CT	1	HERITAGE B	LINER, 56 GAL 43X47 CLR .90 MIL #H		Supplies		18.33				0.00
111165	2000 CT	1	PACKER	PC, SUGAR PACKETS NIDFA #400311		Grocery		15.88				0.00
471200	1000 CT	1	PACKER	PLACEMAT, SCALLOPED WHITE #SL3		Supplies		28.15				0.00
404180	1000 CT	1	PACKER	SPOON, BULK WHITE HEAVY #3008PF		Supplies		29.72				0.00
200310	5 CT	1	BARXAY/CO	MARSHMALLOW WHIPPED CUP BARXAY #		Fruit/Veg/Drinks		20.47				0.00

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	Cooler				<input checked="" type="checkbox"/>	34.550	0.00	0
2000.0 1 GRAM	(Unassigned)				<input type="checkbox"/>	0.017	0.00	0

Total for Dept Code Grocery 0.00  
Total Inv Value 0.00

- Select an item.

Inventory Managers [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117522 \$ **BLACK CREEK BAPTIST CHURCH**

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broke	Inv Qty	Inv Value
400975	125 CT	8	COMPANION BOWL, 12 OZ. FOAM WHITE YTH1-01	Supplies				21.52		<input type="checkbox"/>			0.00
401930	125 CT	4	COMPANION PLATE, 9" 3 COMP LAM FOAM #TK1-C	Supplies				24.64		<input type="checkbox"/>			0.00
113360	25# BAG	1	DOMINO SUGAR, GRANULATED EFG #4870	Grocery				22.08		<input type="checkbox"/>			0.00
449007	1000 CT	1	ECO PRODU CUP, BIO 16OZ COLD PAPER #EP-CC1	Supplies				132.41		<input type="checkbox"/>			0.00
404175	100 CT	10	FORTUNE PL KNIFE, BULK WHITE HW	Supplies				31.69		<input type="checkbox"/>			0.00
360025	2 #	12	HANOVER F VEGETABLE, BABY WHOLE CARROTS	Frozen				3725	C	<input type="checkbox"/>			0.00
550003	100 CT	1	HERITAGE B LINER, 45 GAL 40X46 CLR .90 MIL #H	Supplies				16.78		<input type="checkbox"/>			0.00
550004	100 CT	1	HERITAGE B LINER, 56 GAL 43X47 CLR .90 MIL #H	Supplies				18.33		<input type="checkbox"/>			0.00
333621	10"	2	LOVE & QUI CAKE,CARROT SWEET TEMPTATIONS	Frozen				54.15	C	<input type="checkbox"/>			0.00
790503	6 CT.	1	PACKER CELERY, 6CT.	Fruit/Veg/Juice				6.68	C	<input type="checkbox"/>			0.00
111165	2000 CT	1	PACKER PC, SUGAR PACKETS NIDFA #400311	Grocery				15.88		<input type="checkbox"/>			0.00

Ln: 33

Item Conversions

Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	Freezer				<input checked="" type="checkbox"/>	37.250	0.00	0
12.0 2 #	(Unassigned)				<input type="checkbox"/>	3.104	0.00	0
24.0 LB	(Unassigned)				<input type="checkbox"/>	1.552	0.00	0

Total for Dept Code Frozen 0.00  
Total Inv Value 0.00

3. Type the item price in the **Price** field.

Inventory Managers [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117522 \$ **BLACK CREEK BAPTIST CHURCH**

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broke	Inv Qty	Inv Value
400975	125 CT	8	COMPANION BOWL, 12 OZ. FOAM WHITE YTH1-01	Supplies				21.52		<input type="checkbox"/>			0.00
401930	125 CT	4	COMPANION PLATE, 9" 3 COMP LAM FOAM #TK1-C	Supplies				24.64		<input type="checkbox"/>			0.00
113360	25# BAG	1	DOMINO SUGAR, GRANULATED EFG #4870	Grocery				22.08		<input type="checkbox"/>			0.00
449007	1000 CT	1	ECO PRODU CUP, BIO 16OZ COLD PAPER #EP-CC1	Supplies				132.41		<input type="checkbox"/>			0.00
404175	100 CT	10	FORTUNE PL KNIFE, BULK WHITE HW	Supplies				31.69		<input type="checkbox"/>			0.00
360025	2 #	12	HANOVER F VEGETABLE, BABY WHOLE CARROTS	Frozen				3805	C	<input type="checkbox"/>			0.00
550003	100 CT	1	HERITAGE B LINER, 45 GAL 40X46 CLR .90 MIL #H	Supplies				16.78		<input type="checkbox"/>			0.00
550004	100 CT	1	HERITAGE B LINER, 56 GAL 43X47 CLR .90 MIL #H	Supplies				18.33		<input type="checkbox"/>			0.00
333621	10"	2	LOVE & QUI CAKE,CARROT SWEET TEMPTATIONS	Frozen				54.15	C	<input type="checkbox"/>			0.00
790503	6 CT.	1	PACKER CELERY, 6CT.	Fruit/Veg/Juice				6.68	C	<input type="checkbox"/>			0.00
111165	2000 CT	1	PACKER PC, SUGAR PACKETS NIDFA #400311	Grocery				15.88		<input type="checkbox"/>			0.00

Ln: 33

Item Conversions

Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	Freezer				<input checked="" type="checkbox"/>	37.250	0.00	0
12.0 2 #	(Unassigned)				<input type="checkbox"/>	3.104	0.00	0
24.0 LB	(Unassigned)				<input type="checkbox"/>	1.552	0.00	0

Total for Dept Code Frozen 0.00  
Total Inv Value 0.00

4. Press ENTER.
5. The price you entered displays in the **Price** field. Item source displayed in the **Src** column is M for manual price entry.

**Inventory Managers [User-Initial Workspace]**

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

**117522 \$ BLACK CREEK BAPTIST CHURCH**

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order Broker	Inv Qty	Inv Value
400975	125 CT	8	COMPANION BOWL, 12 OZ. FOAM WHITE YTH1-01	Supplies				21.52		<input type="checkbox"/>		0.00
401930	125 CT	4	COMPANION PLATE, 9" 3 COMP LAM FOAM #TK1-C	Supplies				24.64		<input type="checkbox"/>		0.00
113360	25# BAG	1	DOMINO SUGAR, GRANULATED EFG #4870	Grocery				22.08		<input type="checkbox"/>		0.00
449007	1000 CT	1	ECO PRODU CUP, BIO 16OZ COLD PAPER #EP-CC1	Supplies				132.41		<input type="checkbox"/>		0.00
404175	100 CT	10	FORTUNE PL KNIFE, BULK WHITE HW	Supplies				31.69		<input type="checkbox"/>		0.00
360025	2 #	12	HANOVER EL VEGETABLE BABY WHOLE CARROTS	Frozen				38.05	M	<input type="checkbox"/>		0.00
550003	100 CT	1	HERITAGE B LINER, 45 GAL 40X46 CLR .90 MIL #H	Supplies				16.78		<input type="checkbox"/>		0.00
550004	100 CT	1	HERITAGE B LINER, 56 GAL 43X47 CLR .90 MIL #H	Supplies				18.33		<input type="checkbox"/>		0.00
333621	10"	2	LOVE & QUI CAKE,CARROT SWEET TEMPTATIONS	Frozen				54.15	C	<input type="checkbox"/>		0.00
790503	6 CT.	1	PACKER CELERY, 6CT.	Fruit/Veg/Juice				6.68	C	<input type="checkbox"/>		0.00
111165	2000 CT	1	PACKER PC, SUGAR PACKETS NIDFA #400311	Grocery				15.88		<input type="checkbox"/>		0.00

Ln: 33

Item Conversions Add Conversion Break it Down.. Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	Freezer				<input checked="" type="checkbox"/>	37.250	0.00	0
12.0 2 #	(Unassigned)				<input type="checkbox"/>	3.104	0.00	0
24.0 LB	(Unassigned)				<input type="checkbox"/>	1.552	0.00	0

Total for Dept Code Frozen 0.00  
Total Inv Value 0.00

6. Repeat steps 2-4 to manually enter additional item prices.
7. Click **Close** to exit.

**Note:**

To ensure Inventory Manager evaluates non-database items correctly, enter case prices even if you typically price items by the each or another unit of measure.

## Chapter 6

# Set Up and Manage Conversions

As products are distributed throughout your company, units of measure change. Conversions allow you to count inventory items in different units of measure.

## Work with Conversions

The Inventory Manager application allows you to define units of measure for products in each of your company's locations.

Products are delivered to your company in cases or in eaches. When you place food products delivered by case or by each in storage, they typically remain in the same units of measure. However, as products are distributed throughout your company, units of measure change. Cases are broken down to eaches when taken to the prep room or serving area.

Conversions are used as food items are taken from inventory and applied to recipes to create new food items. Case inventory of ingredients decreases and units of final product increase. For example, soup is prepared from ingredients such as stock, meat, vegetables, and spices from your company's inventory. Conversions define how ingredients such as stock start out in inventory as a specifically sized can and are then measured by the fluid ounce for use in your kitchen.

Conversions allow you to count inventory items using actual units of measure in your company's storage areas. For example, items are measured by the case in the dry storage room; measured by eaches, cups, or bowls on the cook's line, or measured as servings in the deli. Use conversions to calculate from these counts how many cases of an item you have on hand even though the item is no longer physically stored in cases. Inventory value is then calculated from the case quantity per item.

Inventory Manager uses item pack to provide one conversion in addition to case. For example, an item packed as four 4-lb. containers per case has two additional units:

- A 4-lb. pack with conversion unit = 4 . 0
- A package with conversion unit = 16 . 0

## View Conversion Information

Color displayed in the first column of the bottom section of the Inventory Manager window indicates a standard unit of measure. Specific colors identify unit of measure type:

- Blue indicates liquid
- Green indicates count
- Gray indicates weight

Use this procedure to view conversions associated with an item.

1. This procedure begins on the Inventory Manager window.
2. Select a customer.
3. Select an item to view the item's conversions below the item list. Standard conversions display in bold text in the **Unit of Measure** field.

**Inventory Managers [User-Initial Workspace]**

117463  
1 1 1 1 1

**BILLY'S ITALIAN ICE &**

Workspace ▾ Insert from Any List... Grouping ▾ Documents (0) ▾ Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	Dept	Par	Price	Src	Can Order	Broken	Inv Qty	Inv Value
790013	5LB.	4		TOMATOES,DICED 4/5 LB.	Produce		53.05	C	<input type="checkbox"/>			0.00
790014	LB.	25		TOMATO, GREEN 25LB.	Produce		19.82	C	<input type="checkbox"/>			0.00
790015	LB.	19		GRAPE, BLACK SEEDLESS	Produce		30.45	C	<input type="checkbox"/>			0.00
412007	12 CT	1 3M		CLEANER, GRILL BRICK GB12	Supplies		29.76		<input type="checkbox"/>			0.00
300017	10/35.3	1	BACKERHAW	BREAD, PANINI MLTGRN/SNFLWR SL.	Frozen		50.44	C	<input type="checkbox"/>			0.00
720168	3 GAL	1	BLUE BUNNY	ICE CREAM,VANILLA 10% #102010	Frozen		15.81		<input type="checkbox"/>			0.00
720169	3 GAL	1	BLUE BUNNY	ICE CREAM,CHOCOLATE 10% #35208	Frozen		16.74		<input type="checkbox"/>			0.00
		6	DREYERS/EC	ICE CREAM MDX, VAN 10% #8405	Frozen		33.66		<input type="checkbox"/>			0.00
		4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.(	Grocery		22.07	C	<input type="checkbox"/>			0.00
		6	FIRST FOOD	MDX, VAN. SOFT SERV N/D -FFOODS	Grocery		47.51		<input type="checkbox"/>			0.00
		6	FIRST FOOD	MDX, CHOC. SOFT SERV N/D -FFOODS	Grocery				<input type="checkbox"/>			0.00
		2	GREAT LAKE	CHEESE,PROVOLONE LOAF #25210	Dairy				<input type="checkbox"/>			0.00
110293	100CT	6	KEEBLER	CONE, CAKE MED #80021 #34D	Grocery				<input type="checkbox"/>			0.00
790008	5 LB.	4	PACKER	TOMATOE, SLICED 4/5LB. TRAY	Produce				<input type="checkbox"/>			0.00

Ln: 28

**Item Conversions**

Add Conversion Break it Down.. Copy 5 LB. Delete Global % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	Cooler				<input checked="" type="checkbox"/>	51.050	0.00	0
1.0 GAL	Cooler				<input type="checkbox"/>	51.050	0.00	0
4.0 5 LB.	Cooler				<input type="checkbox"/>	12.763	0.00	0
20.0 LB	Cooler				<input type="checkbox"/>	2.553	0.00	0

Total for Dept Code Produce 0.00  
Total Inv Value 0.00

Color codes for item conversions display.

Conversions for a selected item display under Item Conversions.

## Assign Standard Conversions

A standard conversion is a typical unit of measure such as pound, ounce, or gallon. Inventory manager automatically converts standard units of measure to other units of measure.

An item's conversion units equal a full case of the item.

Items can have multiple standard conversions in the same location only if the units of measure are different types. For example, an item can have case, gallon, and ounce standard conversions in the same location. However, an item cannot have two gallon conversions in the same location.

The following units of measure are standard conversions for Inventory Manager:

Unit of Measure (UOM)	UOM abbreviation
Cooked weight ounce	CWOZ
Cooked weight pound	CWLB
Count	CT
Cup	CUP
Dozen	DOZ
Each	EA
Fluid ounce	FLOZ
Gallon	GAL
Grams	GR
Kilogram	KG
Liter	L
Milligram	MG
Milliliter	ML
Ounce	OZ
Pint	PT
Pound	LB
Prepared weight ounce	PWOZ
Prepared weight pound	PWLB
Quart	QT
Tablespoon	TBL
Teaspoon	TSP

Use this procedure to assign a standard unit of measure to an item in a specific location.

1. This procedure begins on the Inventory Manager window.
2. Select an item in the inventory list.



- The selected item's conversions display under **Item Conversions**.

The screenshot shows the 'Inventory Managers [User-Initial Workspace]' window. The main table lists various items with columns for Item, Size, Pack, Brand, Description, Dept, Par, Price, Src, Can Order, Broke, Inv Qty, and Inv Value. Item 790014 is highlighted. Below the main table is the 'Item Conversions' section, which includes a toolbar with 'Add Conversion' circled in red. The 'Item Conversions' table shows two entries: 1.0 CASE and 25.0 LB, both with a location of 'Cooler' and a sub-location of '(Unassigned)'. The bottom right of the window shows summary totals for Dept Code Produce and Total Inv Value, both at 0.00.

Item	Size	Pack	Brand	Description	Dept	Par	Price	Src	Can Order	Broke	Inv Qty	Inv Value
790013	SLB.	4		TOMATOES,DICED 4/5 LB.	Produce		53.05	C	<input type="checkbox"/>			0.00
790014	LB.	25		TOMATO, GREEN 25LB.	Produce		19.82	C	<input type="checkbox"/>			0.00
790015	LB.	19		GRAPE, BLACK SEEDLESS	Produce		30.45	C	<input type="checkbox"/>			0.00
412007	12 CT	1	3M	CLEANER, GRILL BRICK GB12	Supplies		29.76		<input type="checkbox"/>			0.00
300017	10/35.3	1	BACKERHAU	BREAD, PANINI MLTGRN/SNFLWR SL.	Frozen		50.44	C	<input type="checkbox"/>			0.00
720168	3 GAL	1	BLUE BUNNY	ICE CREAM, VANILLA 10% #102010	Frozen		15.81		<input type="checkbox"/>			0.00
720169	3 GAL	1	BLUE BUNNY	ICE CREAM, CHOCOLATE 10% #35208	Frozen		16.74		<input type="checkbox"/>			0.00
730171	1/2 GAL	6	DREYERS/EC	ICE CREAM MIX, VAN 10% #8405	Frozen		33.66		<input type="checkbox"/>			0.00
110450	1 GAL.	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS. C	Grocery		22.07	C	<input type="checkbox"/>			0.00
119951	6#	6	FIRST FOOD	MIX, VAN. SOFT SERV N/D -FFOODS	Grocery		47.51		<input type="checkbox"/>			0.00
119953	6#	6	FIRST FOOD	MIX, CHOC. SOFT SERV N/D -FFOODS	Grocery		47.51		<input type="checkbox"/>			0.00
200213	PC/CW	2	GREAT LAKE	CHEESE, PROVOLONE LOAF #25210	Dairy		2.45	C	<input type="checkbox"/>			0.00
110293	100CT	6	KEEBLER	CONE, CAKE MED #80021 #34D	Grocery		45.33		<input type="checkbox"/>			0.00
790008	5 LB.	4	PACKER	TOMATOE, SLICED 4/5LB. TRAY	Produce		51.05	C	<input type="checkbox"/>			0.00

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Cooler			<input checked="" type="checkbox"/>	19.820	0.00	0
25.0 LB		(Unassigned)			<input type="checkbox"/>	0.793	0.00	0

Total for Dept Code Produce: 0.00  
Total Inv Value: 0.00

- Click **Add Conversion**. A data entry line displays under **Item Conversions**.



Inventory Managers [User-Initial Workspace]

Inventory Manage Edit Insert Search Table View

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E Dept	Par	Price	Src	Can Order	Broke	Inv Qty	Inv Value
790013	5LB.	4		TOMATOES,DICED 4/5 LB.	Produce		53.05	C	<input type="checkbox"/>			0.00
790014	LB.	25		TOMATO, GREEN 25LB.	Produce		19.82	C	<input type="checkbox"/>			0.00
790015	LB.	19		GRAPE, BLACK SEEDLESS	Produce		30.45	C	<input type="checkbox"/>			0.00
412007	12 CT	1 3M		CLEANER, GRILL BRICK GB12	Supplies		29.76		<input type="checkbox"/>			0.00
300017	10/35.3	1	BACKERHAU	BREAD, PANINI MLTGRN/SNFLWR SL.	Frozen		50.44	C	<input type="checkbox"/>			0.00
720168	3 GAL	1	BLUE BUNNY ICE CREAM,VANILLA 10% #102010		Frozen		15.81		<input type="checkbox"/>			0.00
720169	3 GAL	1	BLUE BUNNY ICE CREAM,CHOCOLATE 10% #35206		Frozen		16.74		<input type="checkbox"/>			0.00
730171	1/2 GAL	6	DREYERS/EC ICE CREAM MIX, VAN 10% #8405		Frozen		33.66		<input type="checkbox"/>			0.00
110450	1 GAL.	4	FIRST FOOD EXTRACT, VANILLA IMITATION MRS.		Grocery		22.07	C	<input type="checkbox"/>			0.00
119951	6#	6	FIRST FOOD MIX, VAN. SOFT SERV N/D -FFOODS		Grocery		47.51		<input type="checkbox"/>			0.00
119953	6#	6	FIRST FOOD MIX, CHOC. SOFT SERV N/D -FFOODS		Grocery		47.51		<input type="checkbox"/>			0.00
200213	PC/CW	2	GREAT LAKE CHEESE, PROVOLONE LOAF #25210		Dairy		2.45	C	<input type="checkbox"/>			0.00
110293	100CT	6	KEEBLER CONE, CAKE MED #80021 #34D		Grocery		45.33		<input type="checkbox"/>			0.00
790008	5 LB.	4	PACKER TOMATOE, SLICED 4/5LB. TRAY		Produce		51.05	C	<input type="checkbox"/>			0.00

Ln: 28

Item Conversions

Add Conversion Break it Down... Copy Delete Global % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0	CASE	Cooler			<input checked="" type="checkbox"/>	19.820	0.00	0
25.0	LB	(Unassigned)			<input type="checkbox"/>	0.793	0.00	0
1.0		(Unassigned)			<input type="checkbox"/>	19.820		0

Total for Dept Code Produce 0.00  
Total Inv Value 0.00

Add Conversion

Type conversion unit value in this field.

5. Type the conversion unit quantity in the **Conversion Units** field.

Item Conversions

Add Conversion Break it Down... Copy Delete Global % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0	CASE	Cooler			<input checked="" type="checkbox"/>	19.820	0.00	0
25.0	LB	(Unassigned)			<input type="checkbox"/>	0.793	0.00	0
10.0		(Unassigned)			<input type="checkbox"/>	1.982		0

Total for Dept Code Produce 0.00  
Total Inv Value 0.00

**Note:**

If you do not know how many conversion units equal a full case of the item, use the standard conversion calculator or the Convert It Wizard. For more information, see the “

Use the Standard Conversion Calculator” section on page 114 or the “Use the Convert It Wizard” section on page 117.

6. Select a unit of measure from the **Unit of Measure** drop-down list.

Item Conversions									
Add Conversion Break it Down... Copy GAL Delete Global % Yield... Contains Cases...									
Item Conversions describe how the item is broken down both for inventorying and use in recipes.									
Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #	
1.0 CASE		Cooler			<input checked="" type="checkbox"/>	19.820	0.00	0	
25.0 LB		(Unassigned)			<input type="checkbox"/>	0.793	0.00	0	
10.0 GAL		Cooler			<input type="checkbox"/>	1.982		0	
UOM Description: Gallon Alternates: GL,GALL,GALLON,GALLONS							Total for Dept Code Produce	0.00	
							Total Inv Value	0.00	

7. You are now ready to assign a location to the standard item conversion.

**Note:**

For information on assigning a location to a standard item conversion, see the “a Location to an Item Conversion” section on page 121.

### Use the Standard Conversion Calculator

Use this procedure to access and use the standard conversion calculator to convert a specified unit to another unit of measure.

1. This procedure begins on the Inventory Manager window.
2. Select an item in the inventory item list.

Inventory Managers [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117463

BILLY'S ITALIAN ICE &

1 1 1 1 1

Workspace 

Insert from Any List... Grouping Documents (0) Protect Dept

DescriptionITEM FILTER

Your list of inventory items is empty. [Load from History](#) or [Import prepared inventory from file.](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broke	Inv Qty	Inv Value
790013	5LB.	4		TOMATOES,DICED 4/5 LB.		Produce		53.05	C	<input type="checkbox"/>		10.00	530.50
790014	LB.	25		TOMATO, GREEN 25LB.		Produce		19.82	C	<input type="checkbox"/>		1.13	22.30
790015	LB.	19		GRAPE, BLACK SEEDLESS		Produce		30.45	C	<input type="checkbox"/>		2.00	60.90
412007	12 CT	1	3M	CLEANER, GRILL BRICK GB12		Supplies		29.76		<input type="checkbox"/>			0.00
110563	50#	1	ASHLAND MI	FLOUR, P.H. PASTRY UNBLEACHED		Grocery		24.11	C	<input type="checkbox"/>			0.00
300017	10/35.3	1	BACKERHAUS	BREAD, PANINI MLTGRN/SNFLWR SL.		Frozen		50.44	C	<input type="checkbox"/>			0.00
720168	3 GAL	1	BLUE BUNNY	ICE CREAM,VANILLA 10% #102010		Frozen		15.81		<input type="checkbox"/>			0.00
720169	3 GAL	1	BLUE BUNNY	ICE CREAM,CHOCOLATE 10% #35208		Frozen		16.74		<input type="checkbox"/>			0.00
110456	32 OZ	12	BORDEN FOO	MILK,WHOLE WHITE BORDEN UHT #		Grocery		18.34	C	<input type="checkbox"/>			0.00
730171	1/2 GAL	6	DREYERS/ED	ICE CREAM MIX, VAN 10% #8405		Frozen		33.66		<input type="checkbox"/>			0.00
110450	1 GAL.	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.		Grocery		22.07	C	<input checked="" type="checkbox"/>		9.25	204.15
119951	6#	6	FIRST FOOD	MIX, VAN. SOFT SERV N/D -FFOODS		Grocery		47.51		<input type="checkbox"/>		0.33	15.84
119953	6#	6	FIRST FOOD	MIX, CHOC. SOFT SERV N/D -FFOODS		Grocery		47.51		<input type="checkbox"/>		3.00	142.53

Ln: 31

Item Conversions

Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield... Contains Cases...

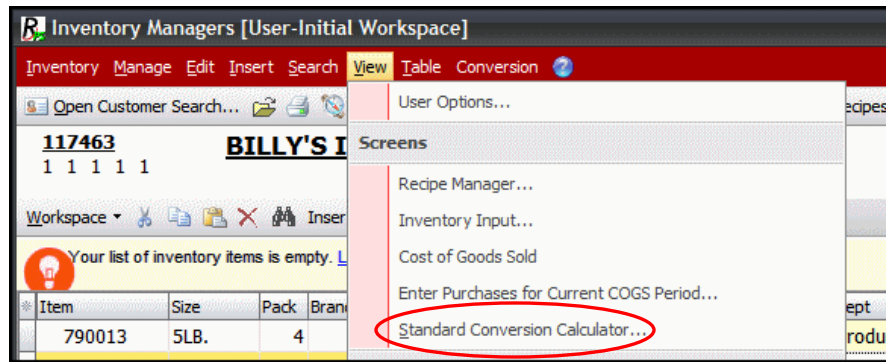
Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Cooler		10.00	<input checked="" type="checkbox"/>	53.050	530.50	310
1.0 CUBE		Freezer			<input type="checkbox"/>	53.050	0.00	0
4.0 5LB.		Freezer			<input type="checkbox"/>	13.263	0.00	0
19.2 CWOZ		(Unassigned)			<input type="checkbox"/>	2.763	0.00	0
20.0 LB		Freezer			<input type="checkbox"/>	2.653	0.00	0

Total for Dept Code Produce749.38

Total Inv Value2,057.03

3. Click **View** and click **Standard Conversion Calculator**.



4. The Standard Conversions box displays.

**Standard Conversions**

From		To	
Pack	Unit of Measure	Unit of Measure	Units
1	Gallon	Gallon	0.000
Units	Tablespoon	Tablespoon	As Fraction
1.000	Cup	Cup	0
	Pint	Pint	
	Quart	Quart	
	Fluid Ounce	Fluid Ounce	
	Liter	Liter	
	Milliliter	Milliliter	
	Teaspoon	Teaspoon	
	Ounce	Ounce	
	Grams	Grams	
	Kilogram	Kilogram	
	Milligram	Milligram	
	Pound	Pound	
	Dozen	Dozen	
	Each	Each	
	Count	Count	
	Prepped Weight Pound	Prepped Weight Pound	
	Prepped Weight Ounce	Prepped Weight Ounce	
	Cooked Weight Pound	Cooked Weight Pound	
	Cooked Weight Ounce	Cooked Weight Ounce	

Return Result  
Close

5. Enter or select the following information:
  - Under **From**, type the unit of measure quantity the conversion is based on in the **Pack** field.
  - Under **From**, type the number of units in the **Units** field.
  - Under **From**, select the unit of measure type the conversion is based on from the **Unit of Measure** list.
  - Under **To**, select a unit of measure type from the **Unit of Measure** list.

**Standard Conversions**

From		To	
Pack	Unit of Measure	Unit of Measure	Units
1	Gallon	Dozen	72.000
Units	Tablespoon	Each	As Fraction
6	Cup	Count	72
	Pint		
	Quart		
	Fluid Ounce		
	Liter		
	Milliliter		
	Teaspoon		
	Ounce		
	Grams		
	Kilogram		
	Milligram		
	Pound		
	Dozen		
	Each		
	Count		
	Prepped Weight Pound		
	Prepped Weight Ounce		
	Cooked Weight Pound		
	Cooked Weight Ounce		

Return Result  
Close

- The standard conversion calculator displays the results under **To** in the **Units** field and under **As Fraction**. Click **Return Result**.
- The calculated standard conversion displays under **Item Conversions**.

**Inventory Managers [User-Initial Workspace]**

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

**117463 BILLY'S ITALIAN ICE &**

1 1 1 1 1

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Your list of inventory items is empty. Load from History or Import prepared inventory from file.

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broke	Inv Qty	Inv Value
790013	5LB.	4		TOMATOES,DICED 4/5 LB.		Produce		53.05	C			10.00	530.50
790014	LB.	25		TOMATO, GREEN 25LB.		Produce		19.82	C			1.13	22.30
790015	LB.	19		GRAPE, BLACK SEEDLESS		Produce		30.45	C			2.00	60.90
412007	12 CT	1	3M	CLEANER, GRILL BRICK GB12		Supplies		29.76					0.00
110563	50#	1	ASHLAND MI	FLOUR, P.H. PASTRY UNBLEACHED		Grocery		24.11	C				0.00
300017	10/35.3	1	BACKERHAUS	BREAD, PANINI MLTGRN/SNFLWR SL.		Frozen		50.44	C				0.00
720168	3 GAL	1	BLUE BUNNY	ICE CREAM,VANILLA 10% #102010		Frozen		15.81					0.00
720169	3 GAL	1	BLUE BUNNY	ICE CREAM, CHOCOLATE 10% #3520E		Frozen		16.74					0.00
110456	32 OZ	12	BORDEN FOO	MILK, WHOLE WHITE BORDEN UHT #		Grocery		18.34	C				0.00
730171	1/2 GAL	6	DREYERS/ED	ICE CREAM MIX, VAN 10% #8405		Frozen		33.66					0.00
110450	1 GAL	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.		Grocery		22.07	C			9.25	204.15
119951	6#	6	FIRST FOOD	MIX, VAN. SOFT SERV N/D -FFOODS		Grocery		47.51				0.33	15.84
119953	6#	6	FIRST FOOD	MIX, CHOC. SOFT SERV N/D -FFOODS		Grocery		47.51				3.00	142.53

Ln: 31

**Item Conversions**

Add Conversion Break it Down... Copy EA Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion	Units	Unit of Measure	Location	Sublocation	Qty	Default	Cost/Conv Unit	Inv Value	Cost Line #
72.0	EA	Cooler			1.00		0.275	19.82	190
1.0		(Unassigned)					19.820	0.00	0
10.0	GAL	Cooler			1.00		1.982	1.98	200
25.0	LB	(Unassigned)					0.793	0.00	0
40.0	OL	Cooler			1.00		0.496	0.50	210

UOM Description: Each  
Alternates: EACH,EACHES,EACHS,E

Total for Dept Code Produce: 749.38  
Total Inv Value: 2,057.03

## Use the Convert It Wizard

Use this procedure to create a new standard item conversion based on an existing standard item conversion.

1. This procedure begins on the Inventory Manager window.
2. Select an item in the inventory item list.

Inventory Managers [User-Initial Workspace]

Inventory Manage Edit Insert Search Table View

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	Dept	Par	Price	Src	Can Order	Broke	Inv Qty	Inv Value
790013	5LB.	4		TOMATOES,DICED 4/5 LB.	Produce		53.05	C	<input type="checkbox"/>			0.00
790014	LB.	25		TOMATO, GREEN 25LB.	Produce		19.82	C	<input type="checkbox"/>			0.00
790015	LB.	19		GRAPE, BLACK SEEDLESS	Produce		30.45	C	<input type="checkbox"/>			0.00
412007	12 CT	1	3M	CLEANER, GRILL BRICK GB12	Supplies		29.76		<input type="checkbox"/>			0.00
300017	10/35.3	1	BACKERHAU	BREAD, PANINI MLTGRN/SNFLWR SL.	Frozen		50.44	C	<input type="checkbox"/>			0.00
720168	3 GAL	1	BLUE BUNNY	ICE CREAM,VANILLA 10% #102010	Frozen		15.81		<input type="checkbox"/>			0.00
720169	3 GAL	1	BLUE BUNNY	ICE CREAM,CHOCOLATE 10% #35208	Frozen		16.74		<input type="checkbox"/>			0.00
730171	1/2 GAL	6	DREYERS/ET	ICE CREAM MDX, VAN 10% #8405	Frozen		33.66		<input type="checkbox"/>			0.00
110450	1 GAL.	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.	Grocery		22.07	C	<input type="checkbox"/>			0.00
119951	6#	6	FIRST FOOD	MDX, VAN. SOFT SERV N/D -FFOODS	Grocery		47.51		<input type="checkbox"/>			0.00
119953	6#	6	FIRST FOOD	MDX, CHOC. SOFT SERV N/D -FFOODS	Grocery		47.51		<input type="checkbox"/>			0.00
200213	PC/CW	2	GREAT LAKE	CHEESE, PROVOLONE LOAF #25210	Dairy		2.45	C	<input type="checkbox"/>			0.00
110293	100CT	6	KEEBLER	CONE, CAKE MED #80021 #34D	Grocery		45.33		<input type="checkbox"/>			0.00
790008	5 LB.	4	PACKER	TOMATOE, SLICED 4/5LB. TRAY	Produce		51.05	C	<input type="checkbox"/>			0.00

Ln: 28

Item Conversions Add Conversion Break it Down... Copy CASE Delete Global % Yield... Contains Cases..

Item Conversions describe how an item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0	CASE	Cooler			<input checked="" type="checkbox"/>	19.820	0.00	0
25.0	LB	(Unassigned)			<input type="checkbox"/>	0.793	0.00	0

Total for Dept Code Produce 0.00  
Total Inv Value 0.00

3. The selected item's standard conversions display under **Item Conversions**. Select a conversion and click **Break it Down**. The Convert It Wizard box displays.

Convert It Wizard

TOMATO, GREEN 25LB.

There are 0 in a GAL

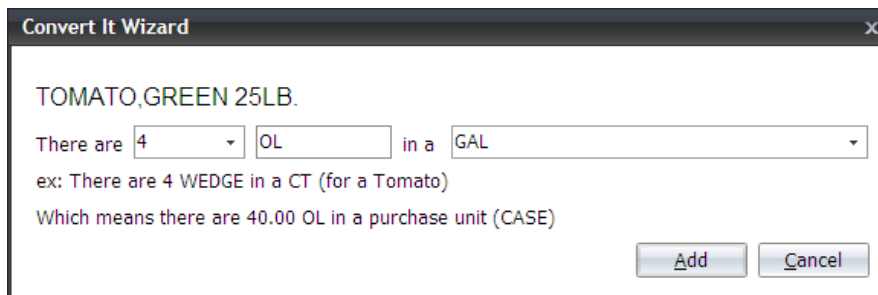
ex: There are 4 WEDGE in a CT (for a Tomato)

Which means there are 0.00 <enter UOM> in a purchase unit (CASE)

Add Cancel

4. Enter or select the following:
  - Enter the unit of measure quantity in the first field.
  - Enter the unit of measure type in the second field.

- Leave the unit of measure the conversion is based on in the third field or select a different unit of measure from the drop-down list if necessary.



**Convert It Wizard**

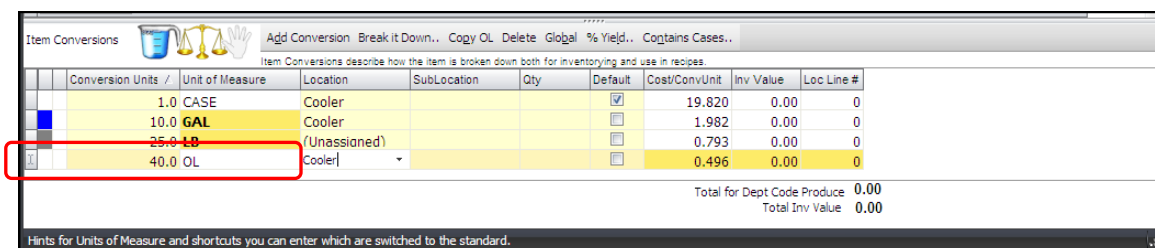
TOMATO, GREEN 25LB.

There are   in a

ex: There are 4 WEDGE in a CT (for a Tomato)

Which means there are 40.00 OL in a purchase unit (CASE)

5. Click **Add**.
6. The Convert It Wizard calculates the conversion's unit of measure quantity per case of the item and the conversion displays under **Item Conversions**.



Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Cooler			<input checked="" type="checkbox"/>	19.820	0.00	0
10.0 GAL		Cooler			<input type="checkbox"/>	1.982	0.00	0
25.0 LB		(Unassigned)			<input type="checkbox"/>	0.793	0.00	0
40.0 OL		Cooler			<input type="checkbox"/>	0.496	0.00	0

Total for Dept Code Produce: 0.00  
Total Inv Value: 0.00

Hints for Units of Measure and shortcuts you can enter which are switched to the standard.

7. You are now ready to assign a location to the standard item conversion.

**Note:**

For information on assigning a location to a standard item conversion, see the “a Location to an Item Conversion” section on page 121.

### Create Custom Item Conversions

If your company uses non-standard containers, you can create custom item conversions to associate your company-specific containers to case quantities for inventory counts.

For example, you might repackage 50-pound sacks of flour into 2-gallon plastic tubs to use in your bakery. If a case consists of two 50-pound sacks of flour and one 50-pound sack of flour fills six 2-gallon plastic tubs, the conversion item factor calculation is:  

$$2 \text{ sacks of flour/case} \times 6 \text{ plastic tubs/sack of flour} = 12$$

Use this procedure to create a custom item conversion.

1. This procedure begins on the Inventory Manager window.
2. Select an item in the inventory item list. The selected item's conversions display under **Item Conversions**.



Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
20450	10 LB	1	SUNSHINE	CRACKER CRUMBS, GRAHAM 15348		cooler	21.91						0.00
20462	500 CT	1	LANCE	CRACKERS, SALTINE 2 PACK 34		dry goods	15.56						0.00
40080	1400 CT	1	PRAIRIE FA	CREAMER, COFFEE LIQUID NON DAIR		cooler	12.97						0.00
24540	3.2 OZ	18	HIDDEN VAL	DRESSING MIX, RANCH HIDDEN VALLI		cooler	35.83						0.00
38000	3.2 OZ	18	PARKER	DRESSING MIX, RANCH PARKER 0520		cooler	30.39						0.00
29980	18 OZ	12	DIAMOND CF	DRINK MIX, LEMONADE	507	beverage	21.98						0.00
29252	12.5 OZ	24	NOVAMEX	DRINK, MINERAL WATER MINERAGUA		dry goods	14.12	C					0.00
71025	7 OZ	36	KRAFT	ENTREE, MACARONI & CHEESE POU		freezer	29.52					1.00	29.52
10000	50 LB	1	MEDALLION	FLOUR, H&R ALL PURPOSE 50 LB		dry goods	15.77						0.00
32841	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32						0.00

Ln: 204

Item Conversions

Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield... Contains Cases...

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	Drv Storage				<input checked="" type="checkbox"/>	15.770	0.00	0
1.0 50 LB	(Unassigned)				<input type="checkbox"/>	15.770	0.00	0
50.0 LB	(Unassigned)				<input type="checkbox"/>	0.315	0.00	0

vtal for Dept Code dry goods 0.00  
Total Inv Value 2,627.03

3. Click **Add Conversion**. A data entry line displays under **Item Conversions**.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
20450	10 LB	1	SUNSHINE	CRACKER CRUMBS, GRAHAM 15348		cooler	21.91						0.00
20462	500 CT	1	LANCE	CRACKERS, SALTINE 2 PACK 34		dry goods	15.56						0.00
40080	1400 CT	1	PRAIRIE FA	CREAMER, COFFEE LIQUID NON DAIR		cooler	12.97						0.00
24540	3.2 OZ	18	HIDDEN VAL	DRESSING MIX, RANCH HIDDEN VALLI		cooler	35.83						0.00
38000	3.2 OZ	18	PARKER	DRESSING MIX, RANCH PARKER 0520		cooler	30.39						0.00
29980	18 OZ	12	DIAMOND CF	DRINK MIX, LEMONADE	507	beverage	21.98						0.00
29252	12.5 OZ	24	NOVAMEX	DRINK, MINERAL WATER MINERAGUA		dry goods	14.12	C					0.00
71025	7 OZ	36	KRAFT	ENTREE, MACARONI & CHEESE POU		freezer	29.52					1.00	29.52
10000	50 LB	1	MEDALLION	FLOUR, H&R ALL PURPOSE 50 LB		dry goods	15.77						0.00
32841	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32						0.00

Ln: 204

Item Conversions

Add Conversion Break it Down... Copy 25 LB Delete Global Sync Conversion % Yield... Contains Cases...

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	Drv Storage				<input checked="" type="checkbox"/>	15.770	0.00	0
1.0 50 LB	(Unassigned)				<input type="checkbox"/>	15.770	0.00	0
50.0 LB	(Unassigned)				<input type="checkbox"/>	0.315	0.00	0
2.0 25 LB	Drv Storage				<input type="checkbox"/>	7.885	0.00	0

vtal for Dept Code dry goods 0.00  
Total Inv Value 2,627.03

4. Calculate the conversion unit quantity.

5. Type the conversion unit quantity in the **Conversion Units** field.

6. Type the container name in the **Unit of Measure** field.
8. You are now ready to assign a location to the custom item conversion.

**Note:**

For information on assigning a location to a custom item conversion, see the “Location to an Item Conversion” section on page 121.

### Delete an Item Conversion

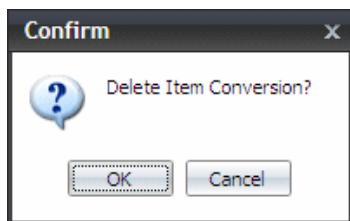
Use this procedure to delete an item conversion.

1. This procedure begins on the Inventory Manager window.
2. Select an item conversion and click **Delete**.

The screenshot shows the 'Inventory Managers [User-Initial Workspace]' window. The 'Item Conversions' section is active, displaying a table of conversions. The 'Delete' button in the toolbar is circled in red. A callout box points to the 'Delete' button with the text 'Click Delete.' Another callout box points to the selected conversion row with the text 'Select the conversion to delete.'

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	Cooler			10.00	<input checked="" type="checkbox"/>	53.050	530.50	0
1.0 CUBE	Cooler			100.00	<input type="checkbox"/>	53.050	5305.00	0
4.0 SLB.	Freezer			20.00	<input type="checkbox"/>	13.263	265.25	0
20.0 LB	Freezer			40.00	<input type="checkbox"/>	2.653	106.10	0

3. A message displays to confirm the delete action.



4. Click **OK**. The item conversion is deleted.



**Inventory Managers [User-Initial Workspace]**

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

**117463**  
1 1 1 1 1 **BILLY'S ITALIAN ICE &**

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)  
You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broke	Inv Qty	Inv Value
790013	SLB.	4		TOMATOES,DICED 4/5 LB.		Produce		53.05	C	<input type="checkbox"/>		17.00	901.85
790014	LB.	25		TOMATO, GREEN 25LB.		Produce		19.82	C	<input type="checkbox"/>			0.00
790015	LB.	19		GRAPE, BLACK SEEDLESS		Produce		30.45	C	<input type="checkbox"/>			0.00
412007	12 CT	1	3M	CLEANER, GRILL BRICK GB12		Supplies		29.76		<input type="checkbox"/>			0.00
110563	50#	1	ASHLAND MI	FLOUR, P.H. PASTRY UNBLEACHED		Grocery		24.11	C	<input type="checkbox"/>			0.00
300017	10/35.3	1	BACKERHAUS	BREAD, PANINI MLTGRN/SNFLWR SL.		Frozen		50.44	C	<input type="checkbox"/>			0.00
720168	3 GAL	1	BLUE BUNNY	ICE CREAM,VANILLA 10% #102010		Frozen		15.81		<input type="checkbox"/>			0.00
720169	3 GAL	1	BLUE BUNNY	ICE CREAM,CHOCOLATE 10% #35208		Frozen		16.74		<input type="checkbox"/>			0.00
730171	1/2 GAL	6	DREYERS/ED	ICE CREAM MDX, VAN 10% #8405		Frozen		33.66		<input type="checkbox"/>			0.00
110450	1 GAL.	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.		Grocery		22.07	C	<input type="checkbox"/>			0.00
119951	6#	6	FIRST FOOD	MDX, VAN. SOFT SERV N/D -FFOODS		Grocery		47.51		<input type="checkbox"/>			0.00

Ln: 29

Item Conversions Add Conversion Break it Down... Copy LB Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Cooler		10.00	<input checked="" type="checkbox"/>	53.050	530.50	0
4.0 SLB.		Freezer		20.00	<input type="checkbox"/>	13.263	265.25	0
20.0 LB		Freezer		40.00	<input type="checkbox"/>	2.653	106.10	0

UOM Description: Pound  
Alternates: #, #A, LBS, POUND, POUNDS

Total for Dept Code Produce **901.85**  
Total Inv Value **901.85**

## Assign a Location to an Item Conversion

Use this procedure to assign a location to an item conversion.

1. This procedure begins on the Inventory Manager window.
2. Select an item in the inventory item list.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
20450	10 LB	1	SUNSHINE	CRACKER CRUMBS, GRAHAM 15348		cooler	21.91		<input type="checkbox"/>				0.00
20462	500 CT	1	LANCE	CRACKERS, SALTINE 2 PACK 34		dry goods	15.56		<input type="checkbox"/>				0.00
40080	400 CT	1	PRAIRIE FA	CREAMER, COFFEE LIQUID NON DAIR		cooler	12.97		<input type="checkbox"/>				0.00
24540	3.2 OZ	18	HIDDEN VAL	DRESSING MIX, RANCH HIDDEN VALLI		cooler	35.83		<input type="checkbox"/>				0.00
38000	3.2 OZ	18	PARKER	DRESSING MIX, RANCH PARKER 0520		cooler	30.39		<input type="checkbox"/>				0.00
29980	18 OZ	12	DIAMOND CF	DRINK MIX, LEMONADE	507	beverage	21.98		<input type="checkbox"/>				0.00
29252	12.5 OZ	24	NOVAMEX	DRINK, MINERAL WATER MINERAGUA		dry goods	14.12	C	<input type="checkbox"/>				0.00
71025	7 OZ	36	KRAFT	ENTREE, MACARONI & CHEESE POUCE		freezer	29.52		<input type="checkbox"/>			1.00	29.52
10000	50 LB	1	MEDALLION	FLOUR, H&R ALL PURPOSE 50 LB		dry goods	15.77		<input type="checkbox"/>				0.00
32841	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00

Ln: 204

Item Conversions

Add Conversion Break it Down... Copy 25 LB Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Drv Storage			<input checked="" type="checkbox"/>	15.770	0.00	0
1.0 50 LB		(Unassigned)			<input type="checkbox"/>	15.770	0.00	0
1.0 25 LB		(Unassigned)			<input type="checkbox"/>	15.770	0.00	0
50.0 LB		Drv Storage			<input type="checkbox"/>	0.315	0.00	0

total for Dept Code dry goods 0.00  
Total Inv Value 2,627.03

- The selected item's conversions display under **Item Conversions**. If a conversion displays Unassigned in the **Location** column, you need to assign the conversion to an inventory location.
- Click the **Location** drop-down arrow. Select a location from the drop-down list.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
20450	10 LB	1	SUNSHINE	CRACKER CRUMBS, GRAHAM 15348		cooler	21.91		<input type="checkbox"/>				0.00
20462	500 CT	1	LANCE	CRACKERS, SALTINE 2 PACK 34		dry goods	15.56		<input type="checkbox"/>				0.00
40080	400 CT	1	PRAIRIE FA	CREAMER, COFFEE LIQUID NON DAIR		cooler	12.97		<input type="checkbox"/>				0.00
24540	3.2 OZ	18	HIDDEN VAL	DRESSING MIX, RANCH HIDDEN VALLI		cooler	35.83		<input type="checkbox"/>				0.00
38000	3.2 OZ	18	PARKER	DRESSING MIX, RANCH PARKER 0520		cooler	30.39		<input type="checkbox"/>				0.00
29980	18 OZ	12	DIAMOND CF	DRINK MIX, LEMONADE	507	beverage	21.98		<input type="checkbox"/>				0.00
29252	12.5 OZ	24	NOVAMEX	DRINK, MINERAL WATER MINERAGUA		dry goods	14.12	C	<input type="checkbox"/>				0.00
71025	7 OZ	36	KRAFT	ENTREE, MACARONI & CHEESE POUCE		freezer	29.52		<input type="checkbox"/>			1.00	29.52
10000	50 LB	1	MEDALLION	FLOUR, H&R ALL PURPOSE 50 LB		dry goods	15.77		<input type="checkbox"/>				0.00
32841	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00

Ln: 204

Item Conversions

Add Conversion Break it Down... Copy LB Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Drv Storage			<input checked="" type="checkbox"/>	15.770	0.00	0
1.0 50 LB		(Unassigned)			<input type="checkbox"/>	15.770	0.00	0
50.0 LB		(Unassigned)			<input type="checkbox"/>	0.315	0.00	0
25.0 LB		can goods			<input type="checkbox"/>	0.631	0.00	0

UOM Description Alternates: #, #

juice and water

equipment

middle shelf

Freezer

Cooler

total for Dept Code dry goods 0.00  
Total Inv Value 2,627.03

- The selected location displays in the **Location** field.

The screenshot shows the 'Inventory Manager [User-Initial Workspace]' window. The main table lists various inventory items with columns for Item, Size, Pack, Brand, Description, Dept, Price, Src, Can Order, Broken, Par, Inv Qty, and Inv Value. Item 100000 (50 LB, MEDALLION FLOUR) is highlighted. Below the main table, the 'Item Conversions' section is expanded, showing a detailed view for item 100000. This section includes a table with columns for Conversion Units, Unit of Measure, Location, SubLocation, Qty, Default, Cost/ConvUnit, Inv Value, and Loc Line #. The 'Location' column shows 'Drv Storage' and 'Unassigned'. The 'SubLocation' column has a dropdown menu with 'Dry Storage' selected. The 'Qty' column shows 1.0, 1.0, 1.0, and 50.0. The 'Cost/ConvUnit' column shows 15.770, 15.770, 15.770, and 0.315. The 'Inv Value' column shows 0.00, 0.00, 0.00, and 0.00. The 'Loc Line #' column shows 0, 0, 0, and 0. The total for Dept Code dry goods is 0.00, and the Total Inv Value is 2,627.03.

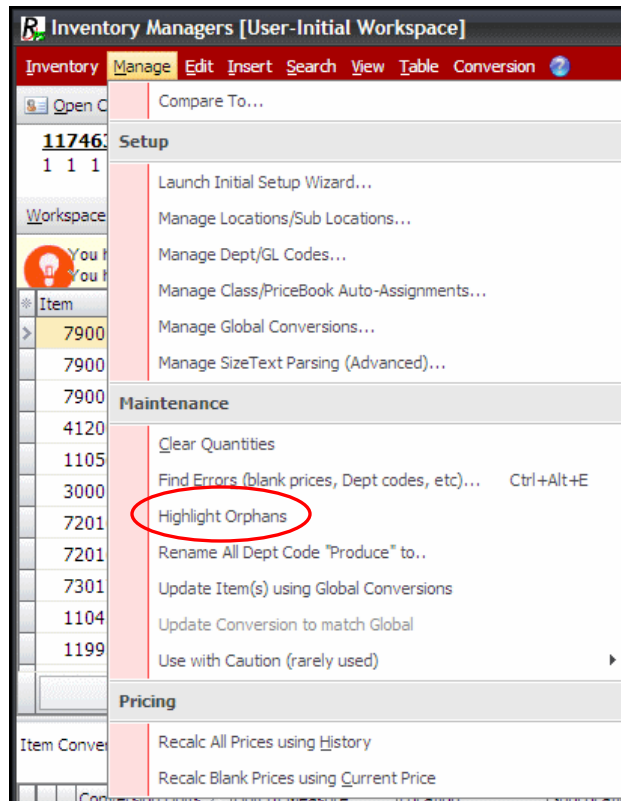
- If applicable, select a sub-location for the conversion from the **SubLocation** drop-down list or type a sub-location name in the **SubLocation** field if necessary.
- Repeat steps 2-6 to assign additional locations to item conversions.

### Find Orphans and Assign Item Conversions to a Location

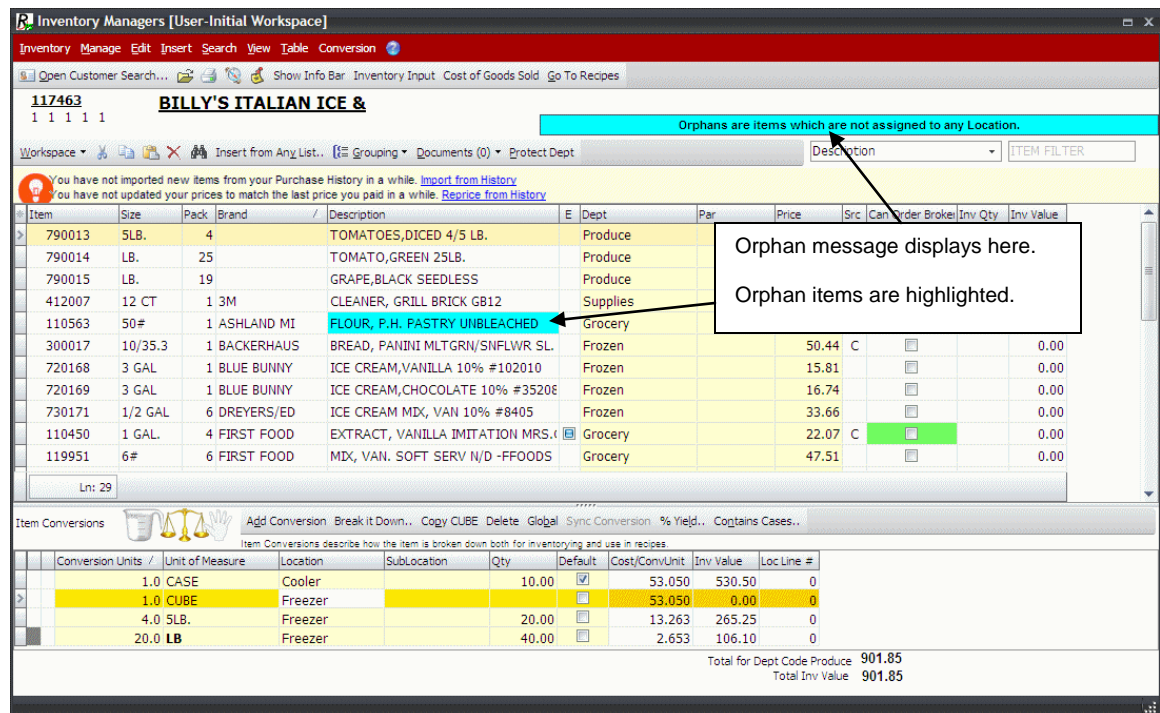
An "orphan" in the Inventory Manager application is an item that does not have any conversions assigned to a location. Items can have multiple conversions assigned to a location, but all items must have at least one CASE conversion.

Use this procedure to find orphans and assign conversions to a location.

- This procedure begins on the Inventory Manager window.
- Click **Manage** and select **Orphans** or press CTRL+ALT+O.



3. The **Description** field displays highlighted for orphan items.



4. Select an orphan item and click **Add Conversion**.



**Inventory Managers [User-Initial Workspace]**

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117463 **BILLY'S ITALIAN ICE &**

1 1 1 1 1

Orphans are items which are not assigned to any Location.

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)  
You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broke	Inv Qty	Inv Value
790013	5LB.	4		TOMATOES,DICED 4/5 LB.		Produce		53.05	C	<input type="checkbox"/>		17.00	901.85
790014	LB.	25		TOMATO, GREEN 25LB.		Produce		19.82	C	<input type="checkbox"/>			0.00
790015	LB.	19		GRAPE, BLACK SEEDLESS		Produce		30.45	C	<input type="checkbox"/>			0.00
412007	12 CT	1 3M		CLEANER, GRILL BRICK GB12		Supplies		29.76		<input type="checkbox"/>			0.00
110563	50#	1	ASHLAND MI	FLOUR, F.H. PASTRY UNBLEACHED		Grocery		24.11	C	<input type="checkbox"/>			0.00
300017	10/35.3	1	BACKERHAUS	BREAD, PANINI MLTGRN/SNFLWR SL.		Frozen		50.44	C	<input type="checkbox"/>			0.00
720168	3 GAL	1	BLUE BUNNY	ICE CREAM,VANILLA 10% #102010		Frozen		15.81		<input type="checkbox"/>			0.00
720169	3 GAL	1	BLUE BUNNY	ICE CREAM,CHOCOLATE 10% #35208		Frozen		16.74		<input type="checkbox"/>			0.00
730171	1/2 GAL	6	DREYERS/ED	ICE CREAM MDX, VAN 10% #8405		Frozen		33.66		<input type="checkbox"/>			0.00
110450	1 GAL.	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.		Grocery		22.07	C	<input type="checkbox"/>			0.00
119951	6#	6	FIRST FOOD	MDX, VAN. SOFT SERV N/D -FFOODS		Grocery		47.51		<input type="checkbox"/>			0.00

Ln: 29

Item Conversions

Add Conversion Break it Down... Copy 50# Delete Global Sync Conversion % Yield... Contains Cases...

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 50#		(Unassigned)			<input checked="" type="checkbox"/>	24.110	0.00	0
6.0 TUB		(Unassigned)			<input type="checkbox"/>	4.018	0.00	0
50.0 LB		(Unassigned)			<input type="checkbox"/>	0.482	0.00	0

Total for Dept Code Grocery 0.00  
Total Inv Value 901.85

- Type 1.0 in the **Conversion Units** field, type CASE in the **Unit of Measure** field, and select a location from the Location drop-down list.

**Inventory Managers [User-Initial Workspace]**

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117463 **BILLY'S ITALIAN ICE &**

1 1 1 1 1

Orphans are items which are not assigned to any Location.

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)  
You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broke	Inv Qty	Inv Value
790013	5LB.	4		TOMATOES,DICED 4/5 LB.		Produce		53.05	C	<input type="checkbox"/>		17.00	901.85
790014	LB.	25		TOMATO, GREEN 25LB.		Produce		19.82	C	<input type="checkbox"/>			0.00
790015	LB.	19		GRAPE, BLACK SEEDLESS		Produce		30.45	C	<input type="checkbox"/>			0.00
412007	12 CT	1 3M		CLEANER, GRILL BRICK GB12		Supplies		29.76		<input type="checkbox"/>			0.00
110563	50#	1	ASHLAND MI	FLOUR, F.H. PASTRY UNBLEACHED		Grocery		24.11	C	<input type="checkbox"/>			0.00
300017	10/35.3	1	BACKERHAUS	BREAD, PANINI MLTGRN/SNFLWR SL.		Frozen		50.44	C	<input type="checkbox"/>			0.00
720168	3 GAL	1	BLUE BUNNY	ICE CREAM,VANILLA 10% #102010		Frozen		15.81		<input type="checkbox"/>			0.00
720169	3 GAL	1	BLUE BUNNY	ICE CREAM,CHOCOLATE 10% #35208		Frozen		16.74		<input type="checkbox"/>			0.00
730171	1/2 GAL	6	DREYERS/ED	ICE CREAM MDX, VAN 10% #8405		Frozen		33.66		<input type="checkbox"/>			0.00
110450	1 GAL.	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.		Grocery		22.07	C	<input type="checkbox"/>			0.00
119951	6#	6	FIRST FOOD	MDX, VAN. SOFT SERV N/D -FFOODS		Grocery		47.51		<input type="checkbox"/>			0.00

Ln: 29

Item Conversions

Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield... Contains Cases...

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		(Unassigned)			<input checked="" type="checkbox"/>	24.110	0.00	0
6.0 TUB		(Unassigned)			<input type="checkbox"/>	4.018	0.00	0
50.0 LB		(Unassigned)			<input type="checkbox"/>	0.482	0.00	0

Total for Dept Code Grocery 0.00  
Total Inv Value 901.85

- Add any other conversions and locations to the item.
- Select the drop-down list on the Location field and assign the 1.0 CASE to an inventory location.

Inventory Managers [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117463 **BILLY'S ITALIAN ICE &**

1 1 1 1 1

Orphans are items which are not assigned to any Location.

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)  
 You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broke	Inv Qty	Inv Value
790013	5LB.	4		TOMATOES,DICED 4/5 LB.		Produce		53.05	C	<input type="checkbox"/>		17.00	901.85
790014	LB.	25		TOMATO, GREEN 25LB.		Produce		19.82	C	<input type="checkbox"/>			0.00
790015	LB.	19		GRAPE, BLACK SEEDLESS		Produce		30.45	C	<input type="checkbox"/>			0.00
412007	12 CT	1	3M	CLEANER, GRILL BRICK GB12		Supplies		29.76		<input type="checkbox"/>			0.00
110563	50#	1	ASHLAND MI	FLOUR, P.H. PASTRY UNBLEACHED		Grocery		24.11	C	<input type="checkbox"/>			0.00
300017	10/35.3	1	BACKERHAUS	BREAD, PANINI MLTGRN/SNFLWR SL.		Frozen		50.44	C	<input type="checkbox"/>			0.00
720168	3 GAL	1	BLUE BUNNY	ICE CREAM,VANILLA 10% #102010		Frozen		15.81		<input type="checkbox"/>			0.00
720169	3 GAL	1	BLUE BUNNY	ICE CREAM,CHOCOLATE 10% #3520E		Frozen		16.74		<input type="checkbox"/>			0.00
730171	1/2 GAL	6	DREYERS/ED	ICE CREAM MIX, VAN 10% #8405		Frozen		33.66		<input type="checkbox"/>			0.00
110450	1 GAL.	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.t		Grocery		22.07	C	<input type="checkbox"/>			0.00
119951	6#	6	FIRST FOOD	MIX, VAN. SOFT SERV N/D -FFOODS		Grocery		47.51		<input type="checkbox"/>			0.00

Ln: 29

Item Conversions Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield... Contains Cases...

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Dry Storage			<input checked="" type="checkbox"/>	24.110	0.00	0
6.0 TUB		(Unassigned)			<input type="checkbox"/>	4.018	0.00	0
50.0 LB		(Unassigned)			<input type="checkbox"/>	0.482	0.00	0

Total for Dept Code Grocery 0.00  
 Total Inv Value 901.85

8. To hide orphan item highlighting, click **Manage** and select **Highlight Orphans**.

### Assign an Item Conversion to Multiple Locations

Use this procedure to copy an item conversion to multiple locations that also need to inventory the item using the same conversion definition.

1. This procedure begins on the Inventory Manager window.
2. Select an item in the inventory item list and select the item conversion to copy. Click **Copy x**.  
 ...where x = the unit of measure name.

**Inventory Managers [User-Initial Workspace]**

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117463 **BILLY'S ITALIAN ICE &**

1 1 1 1 1

Orphans are items which are not assigned to any Location.

Workspace Insert from Any List... Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)  
 You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broken	Inv Qty	Inv Value
790013	5LB.	4		TOMATOES,DICED 4/5 LB.		Produce		53.05	C	<input type="checkbox"/>		17.00	901.85
790014	LB.	25		TOMATO, GREEN 25LB.		Produce		19.82	C	<input type="checkbox"/>			0.00
790015	LB.	19		GRAPE, BLACK SEEDLESS		Produce		30.45	C	<input type="checkbox"/>			0.00
412007	12 CT	1 3M		CLEANER, GRILL BRICK GB12		Supplies		29.76		<input type="checkbox"/>			0.00
110563	50#	1	ASHLAND MI	FLOUR, P.H. PASTRY UNBLEACHED		Grocery		24.11	C	<input type="checkbox"/>			0.00
300017	10/35.3	1	BACKERHAUS	BREAD, PANINI MLTGRN/SNFLWR SL.		Frozen		50.44	C	<input type="checkbox"/>			0.00
720168	3 GAL	1	BLUE BUNNY	ICE CREAM,VANILLA 10% #102010		Frozen		15.81		<input type="checkbox"/>			0.00
720169	3 GAL	1	BLUE BUNNY	ICE CREAM, CHOCOLATE 10% #35208		Frozen		16.74		<input type="checkbox"/>			0.00
730171	1/2 GAL	6	DREYERS/ED	ICE CREAM MIX, VAN 10% #8405		Frozen		33.66		<input type="checkbox"/>			0.00
110450	1 GAL.	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.		Grocery		22.07	C	<input type="checkbox"/>			0.00
119951	6#	6	FIRST FOOD	MIX, VAN. SOFT SERV N/D -FFOODS		Grocery		47.51		<input type="checkbox"/>			0.00

Ln: 29

Item Conversions Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Dry Storage			<input checked="" type="checkbox"/>	24.110	0.00	0
6.0 TUB		(Unassigned)			<input type="checkbox"/>	4.018	0.00	0
50.0 LB		(Unassigned)			<input type="checkbox"/>	0.482	0.00	0

Total for Dept Code Grocery 0.00  
 Total Inv Value 901.85

3. The new item conversion displays **(Unassigned)** in the **Location** field.

**Inventory Managers [User-Initial Workspace]**

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

117463 **BILLY'S ITALIAN ICE &**

1 1 1 1 1

Orphans are items which are not assigned to any Location.

Workspace Insert from Any List... Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)  
 You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Par	Price	Src	Can Order	Broken	Inv Qty	Inv Value
790013	5LB.	4		TOMATOES,DICED 4/5 LB.		Produce		53.05	C	<input type="checkbox"/>		17.00	901.85
790014	LB.	25		TOMATO, GREEN 25LB.		Produce		19.82	C	<input type="checkbox"/>			0.00
790015	LB.	19		GRAPE, BLACK SEEDLESS		Produce		30.45	C	<input type="checkbox"/>			0.00
412007	12 CT	1 3M		CLEANER, GRILL BRICK GB12		Supplies		29.76		<input type="checkbox"/>			0.00
110563	50#	1	ASHLAND MI	FLOUR, P.H. PASTRY UNBLEACHED		Grocery		24.11	C	<input type="checkbox"/>			0.00
300017	10/35.3	1	BACKERHAUS	BREAD, PANINI MLTGRN/SNFLWR SL.		Frozen		50.44	C	<input type="checkbox"/>			0.00
720168	3 GAL	1	BLUE BUNNY	ICE CREAM,VANILLA 10% #102010		Frozen		15.81		<input type="checkbox"/>			0.00
720169	3 GAL	1	BLUE BUNNY	ICE CREAM, CHOCOLATE 10% #35208		Frozen		16.74		<input type="checkbox"/>			0.00
730171	1/2 GAL	6	DREYERS/ED	ICE CREAM MIX, VAN 10% #8405		Frozen		33.66		<input type="checkbox"/>			0.00
110450	1 GAL.	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.		Grocery		22.07	C	<input type="checkbox"/>			0.00
119951	6#	6	FIRST FOOD	MIX, VAN. SOFT SERV N/D -FFOODS		Grocery		47.51		<input type="checkbox"/>			0.00
110563	6#	6	FIRST FOOD	MIX, CHOC. SOFT SERV N/D -FFOODS		Grocery		47.51		<input type="checkbox"/>			0.00

Ln: 29

Item Conversions Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Freezer			<input checked="" type="checkbox"/>	33.660	0.00	0
3.0 GAL		(Unassigned)			<input type="checkbox"/>	11.220	0.00	0
6.0 1/2 GAL		(Unassigned)			<input type="checkbox"/>	3.618	0.00	0
1.0 CASE		(Unassigned)			<input type="checkbox"/>	33.660	0.00	0

Total for Dept Code Frozen 0.00  
 Total Inv Value 901.85

4. Select a location from the **Location** drop-down list.

—OR—

If the location does not display on the drop-down list, type the location name in the **Location** field. In this example, the new location name is Cooler2.

Item	Size	Pack	Brand	Description	E	Dept	Per	Price	Src	Can Order Broker	Inv Qty	Inv Value
790013	5LB.	4		TOMATOES,DICED 4/5 LB.		Produce		53.05	C	<input type="checkbox"/>	17.00	901.85
790014	LB.	25		TOMATO, GREEN 25LB.		Produce		19.82	C	<input type="checkbox"/>		0.00
790015	LB.	19		GRAPE, BLACK SEEDLESS		Produce		30.45	C	<input type="checkbox"/>		0.00
412007	12 CT	1	3M	CLEANER, GRILL BRICK GB12		Supplies		29.76		<input type="checkbox"/>		0.00
110563	50#	1	ASHLAND MI	FLOUR, P.H. PASTRY UNBLEACHED		Grocery		24.11	C	<input type="checkbox"/>		0.00
300017	10/35.3	1	BACKERHAUS	BREAD, PANINI MLTGRN/SINFLWR SL.		Frozen		50.44	C	<input type="checkbox"/>		0.00
720168	3 GAL	1	BLUE BUNNY	ICE CREAM, VANILLA 10% #102010		Frozen		15.81		<input type="checkbox"/>		0.00
720169	3 GAL	1	BLUE BUNNY	ICE CREAM, CHOCOLATE 10% #3520E		Frozen		16.74		<input type="checkbox"/>		0.00
730171	1/2 GAL	6	DREYERS/ED	ICE CREAM MDX, VAN 10% #8405		Frozen		33.66		<input type="checkbox"/>		0.00
110450	1 GAL.	4	FIRST FOOD	EXTRACT, VANILLA IMITATION MRS.		Grocery		22.07	C	<input type="checkbox"/>		0.00
119951	6#	6	FIRST FOOD	MDX, VAN. SOFT SERV N/D -FFOODS		Grocery		47.51		<input type="checkbox"/>		0.00
110053	6#	6	FIRST FOOD	MDX, CHOC. SOFT SERV N/D -FFOODS		Grocery		47.51		<input type="checkbox"/>		0.00

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		Freezer			<input checked="" type="checkbox"/>	33.660	0.00	0
3.0 GAL		(Unassigned)			<input type="checkbox"/>	11.220	0.00	0
6.0 1/2 GAL		(Unassigned)			<input type="checkbox"/>	5.610	0.00	0
1.0 CASE		Cooler2			<input type="checkbox"/>	33.660	0.00	0

Total for Dept Code Frozen: 0.00  
Total Inv Value: 901.85

- If the location does not already exist, a confirmation box displays to verify the new location. Click **Yes**.

**Confirm**

? "Cooler2" is not a recognized Location. Would you like to add this Location?

- The new location name displays in the **Location** field.
- If applicable, select a sub-location from the **SubLocation** drop-down list or type a sub-location name in the **SubLocation** field if necessary.



## Assign Yield Conversions

You can assign yield conversions to items in your inventory item list to indicate the amount of sellable product expected from a prepped product.

For example: When butchers prepare fish fillets or trim meat, a certain amount of original product is discarded as scrap. Prepped raw fish fillets and trimmed meats lose additional weight during the cooking process. Yield conversions accurately account for these weight changes and enable you to assign prepped weight and cooked weight to items based on their raw product weight. Depending on the item, raw product weight unit of measure is in pounds or in ounces.

For example, a raw roast weighs 10 pounds and has a \$7.65 per pound inventory value and a \$76.50 total inventory value. A butcher trims the roast resulting in 1 pound of scrap. The prepped trimmed roast weighs 9 pounds and is valued at \$76.50. A cook bakes the roast. During the cooking process ½ pound is cooked off. The cooked roast weighs 8 ½ pounds and is valued at \$76.50.

To account for the scrap portion of the roast and correctly value the trimmed roast at \$76.50 based on raw product weight, define a 90% yield conversion factor to increase the roast's cost per pound as follows:

9 lbs. trimmed roast / 10 lbs. raw roast = 90% yield conversion factor  
 \$7.65/lb. raw roast / .90 yield conversion factor = \$8.50/lb. trimmed roast  
 \$8.50/lb trimmed roast x 9 lbs. trimmed roast = \$76.50 total inventory value

To account for the cooked portion of the roast and correctly value the cooked roast at \$76.50 based on raw product weight, define an 85% yield conversion factor to increase the roast's cost per pound as follows:

8 ½ lbs. cooked roast / 10 lbs. raw roast = 85% yield conversion factor  
 \$7.65/lb. raw roast / .85 yield conversion factor = \$9.00/lb. cooked roast  
 \$9.00/lb. cooked roast x 8.5 lbs. cooked roast = \$76.50 total inventory value

If you calculate cooked weight as a percentage of prepped raw weight for an item, you must use the following formula to recalculate the item's cooked weight based on the item's original raw weight:

$$\frac{\text{Prepped weight yield percent of raw weight} \times \text{Cooked weight yield percent of prepped weight}}{\text{Cooked weight yield percent of raw weight}}$$

For example, if an item's prepped weight is 90% of raw weight and its cooked weight is 95% of prepped weight, the cooked weight yield conversion calculation based on raw weight is as follows:

$$90.0\% \times 95.0\% = 85.5\%$$

Use the procedures in this section to assign prepped weight and cooked weight conversions to an item.

## Assign Prepped Weight Yield Conversions

Use this procedure to assign a prepped weight yield conversion to an item based on the item's raw product weight.

### Note:

Pounds is the unit of measure for the product in this example. You can assign yield conversions to products with ounces or pounds as the unit of measure.

1. This procedure begins on the Inventory Manager window.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
299801	18 OZ	12	DIAMOND C	DRINK MIX, LEMONADE	507	average	21.98						0.00
31400	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28						0.00
31401	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55						0.00
32840	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09						0.00
32841	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32						0.00
32842	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41						0.00
50771	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10						0.00
50880	5 LB	4	CHEESE MEF	CHEESE, PARMESAN GRATED		cooler	16.86						0.00
50980	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67						0.00
51836	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55						0.00
51891	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85						0.00
51893	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88						0.00
51931	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINI		cooler	45.52						0.00
51955	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10						0.00
13082	5 GAL	1	COMSOURCI	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89						0.00
88223	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94						0.00
88823	20 LB	1	PACKER	TOMATOES. 5X6 2 LAYER		cooler	20.85						0.00

Ln: 165

Item Conversions Add Conversion Break it Down.. Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	juice and water					21.980	0.00	0
12.0 18 OZ	(Unassigned)					1.832	0.00	0
216.0 OZ	(Unassigned)					0.102	0.00	0

total for Dept Code beverage 0.00  
Total Inv Value 0.00

2. If an item conversion based on pounds as the unit of measure does not exist for the selected item, create it.

### Note:

Because yield percentage conversions are based on weight, a conversion with pounds or ounces as the unit of measure must exist for an item before you can assign a yield percentage conversion based on the item's raw product weight.

3. Click **% Yield**. The Yield box displays.

4. Select the correct output option:

Select **CWOZ: Cooked Weight Ounce** to indicate the % **Yield** field represents a percentage of the cooked weight in ounces.

Select **CWLb: Cooked Weight Pound** to indicate the % **Yield** field represents a percentage of the cooked weight in pounds.

Select **PWOZ: Prepped Weight Ounces** to indicate the % **Yield** field represents a percentage of the prepped weight in ounces.

Select **PWLb: Prepped Weight Pound** to indicate the % **Yield** field represents a percentage of the prepped weight in pounds.

5. If you do not know the yield percentage, click the drop-down arrow in the % **Yield** field to use the calculator.

—OR—

If you know the yield percentage, enter it in the % **Yield** field. The yield amount displays under **Yield**.

**Yield**

If you have 50.00 LB, then you'd have...

% Yield  
95

Yield  
47.5 PWLB

CWOZ: Cooked Weight Ounce  
CWLB: Cooked Weight Pound  
PWOZ: Prepped Weight Ounce  
PWLB: Prepped Weight Pound

Add Cancel

- Click **Add**. The item's prepped yield conversion displays under **Item Conversions**.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Cost of Goods Sold Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broker	Par	Inv Qty	Inv Value
20450	10 LB	1	SUNSHINE	CRACKER CRUMBS, GRAHAM 15348		cooler	21.91						0.00
20462	500 CT	1	LANCE	CRACKERS, SALTINE 2 PACK 34		dry goods	15.56						0.00
40080	1400 CT	1	PRAIRIE FA	CREAMER, COFFEE LIQUID NON DAIR		cooler	12.97						0.00
24540	3.2 OZ	18	HIDDEN VAL	DRESSING MDX, RANCH HIDDEN VALL		cooler	35.83						0.00
38000	3.2 OZ	18	PARKER	DRESSING MDX, RANCH PARKER 0520		cooler	30.39						0.00
29980	18 OZ	12	DIAMOND C	DRINK MDX, LEMONADE	507	beverage	21.98						0.00
29252	12.5 OZ	24	NOVAMEX	DRINK, MINERAL WATER MINERAGUA		dry goods	14.12	C					0.00
71025	7 OZ	36	KRAFT	ENTREE, MACARONI & CHEESE POU		freezer	29.52					1.00	29.52
10000	50 LB	1	MEDALLION	FLOUR, H&R ALL PURPOSE 50 LB		dry goods	15.77						0.00
32841	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32						0.00

Ln: 204

Item Conversions

Add Conversion Break it Down... Copy PWLB Delete Global Sync Conversion % Yield.. Contains Cases..

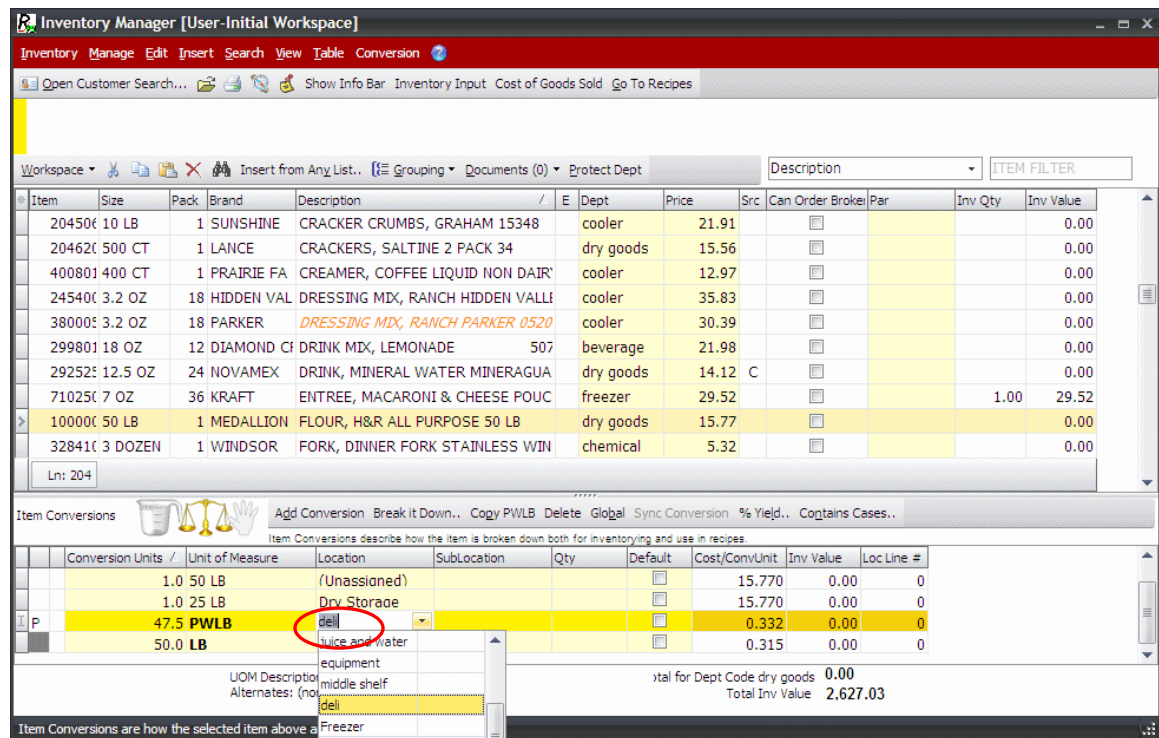
Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 50 LB	(Unassigned)					15.770	0.00	0
1.0 25 LB	Drv Storage					15.770	0.00	0
47.5 PWLB	(Unassigned)					0.332	0.00	0
50.0 LB	Drv Storage					0.315	0.00	0

UOM Description: Prepped Weight Pound  
Alternates: (none)

Total for Dept Code dry goods 0.00  
Total Inv Value 2,627.03

- The left column displays P=prepped weight yield. If the yield is a catch weight yield, the left column displays W=catch weight yield.



8. Assign a location to the new item yield conversion and assign a sub-location if necessary.

**Note:**

For information on assigning a location and sub-location to an item conversion, see the section on page 121.

9. Use the following procedure to assign a cooked weight yield conversion to the item if applicable.

## Create Multiple-Case Containers

Use this procedure to identify an additional level of inventory management for totes, pallets, or other storage containers for cases. Multiple-case containers allow you to count totes and pallets without opening and counting the contents.

1. This procedure begins on the Inventory Manager window.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broker	Par	Inv Qty	Inv Value
299801	18 OZ	12	DIAMOND CT	DRINK MIX, LEMONADE	507	beverage	21.98		<input type="checkbox"/>				0.00
314005	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28		<input type="checkbox"/>				0.00
314015	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55		<input type="checkbox"/>				0.00
328400	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09		<input type="checkbox"/>				0.00
328410	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00
328425	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41		<input type="checkbox"/>				0.00
507711	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10		<input type="checkbox"/>				0.00
508802	5 LB	4	CHEESE MEF	CHEESE, PARMESAN GRATED		cooler	16.86		<input type="checkbox"/>				0.00
509800	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67		<input type="checkbox"/>				0.00
518362	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55		<input type="checkbox"/>				0.00
518910	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85		<input type="checkbox"/>				0.00
518935	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88		<input type="checkbox"/>				0.00
519310	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFIN		cooler	45.52		<input type="checkbox"/>				0.00
519550	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10		<input type="checkbox"/>				0.00
130820	5 GAL	1	COMSOURCI	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89		<input type="checkbox"/>				0.00
882232	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94		<input type="checkbox"/>				0.00
888230	20 LB	1	PACKER	TOMATOES, 5X6 2 LAYER		cooler	20.85		<input type="checkbox"/>				0.00

Ln: 165

Item Conversions Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield... Contains Cases...

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		juice and water			<input checked="" type="checkbox"/>	21.980	0.00	0
12.0 18 OZ		(Unassigned)			<input type="checkbox"/>	1.832	0.00	0
216.0 OZ		(Unassigned)			<input type="checkbox"/>	0.102	0.00	0

total for Dept Code beverage 0.00  
Total Inv Value 0.00

- Select an item and click **Contains Cases**. The Case Container box displays.

**Case Container**

Enter the name of a container that holds cases of this item (Ex: Greenskeeper) and how many cases fit in that container.

Container name:

Contains # of cases:

- Type the container name in the **Container name** field, type the container case quantity in the **Contains # of cases** field, and click **Add**.
- The case container you added displays under Item Conversions.



Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description CHI

You have not imported new items from your Purchase History in a while. [Import from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order Broken	Par	Inv Qty	Inv Value
10530	25# CS	1	ADM	CHOCOLATE CHIPS, 4M ADM		cooler	40.97		<input type="checkbox"/>			0.00
28402	1/2 GAL	6	PACKER	CHERRIES, MARACHINO LARGE PLAIN	<input checked="" type="checkbox"/>	cooler	11.86		<input type="checkbox"/>			0.00
36840	1 LB	12	CUSTOM CU	BASE, CHICKEN GRANULES 0107	<input type="checkbox"/>	cooler	28.13		<input type="checkbox"/>			0.00
36860	4 LB	4	CUSTOM CU	BASE, CHICKEN GRANULES GREEN LAI	<input type="checkbox"/>	cooler	36.33		<input type="checkbox"/>			0.00
28401	1 GAL	4	PACKER	CHERRIES, MARACHINO W/STEM LAR	<input type="checkbox"/>	cooler	53.07		<input type="checkbox"/>			0.00
20541	1.0 OZ	104	RUFFLES	CHIPS, POTATO RUFFLES REGULAR 1		cooler	35.62		<input type="checkbox"/>			0.00
20707	18 OZ	8	FRITO LAY	CHIPS, POTATO BULK RUFFLES 4773	<input checked="" type="checkbox"/>	cooler	18.88		<input type="checkbox"/>			0.00
73000	10 LB	4	PACKER	CHICKEN, BREAST BNLS SKLS MARIN		freezer	1.75		<input type="checkbox"/>			0.00
73002	10 LB	4	PACKER	CHICKEN, BREAST BNLS SKL NO MAR		freezer	1.76		<input type="checkbox"/>			0.00
73010	12 HEAD	1	PACKER	CHICKEN, WHOLE WOG 3.0 - 3.25		freezer	0.95		<input type="checkbox"/>			0.00

Ln: 18

Item Conversions

Add Conversion Break it Down... Copy box Delete Global Sync Conversion % Yield... Contains Cases...

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1/4 BOX	(Unassigned)				<input type="checkbox"/>	75.520	0.00	0
1.0 CASE	can goods				<input checked="" type="checkbox"/>	18.880	0.00	0
8.0 18 OZ	(Unassigned)				<input type="checkbox"/>	2.360	0.00	0
144.0 OZ	(Unassigned)				<input type="checkbox"/>	0.131	0.00	0

Total for Dept Code cooler 0.00  
Total Inv Value 0.00

5. Assign a location to the new case container and assign a sub-location if necessary.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description CHI

You have not imported new items from your Purchase History in a while. [Import from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order Broken	Par	Inv Qty	Inv Value
10530	25# CS	1	ADM	CHOCOLATE CHIPS, 4M ADM		cooler	40.97		<input type="checkbox"/>			0.00
28402	1/2 GAL	6	PACKER	CHERRIES, MARACHINO LARGE PLAIN	<input checked="" type="checkbox"/>	cooler	11.86		<input type="checkbox"/>			0.00
36840	1 LB	12	CUSTOM CU	BASE, CHICKEN GRANULES 0107	<input type="checkbox"/>	cooler	28.13		<input type="checkbox"/>			0.00
36860	4 LB	4	CUSTOM CU	BASE, CHICKEN GRANULES GREEN LAI	<input type="checkbox"/>	cooler	36.33		<input type="checkbox"/>			0.00
28401	1 GAL	4	PACKER	CHERRIES, MARACHINO W/STEM LAR	<input type="checkbox"/>	cooler	53.07		<input type="checkbox"/>			0.00
20541	1.0 OZ	104	RUFFLES	CHIPS, POTATO RUFFLES REGULAR 1		cooler	35.62		<input type="checkbox"/>			0.00
20707	18 OZ	8	FRITO LAY	CHIPS, POTATO BULK RUFFLES 4773	<input checked="" type="checkbox"/>	cooler	18.88		<input type="checkbox"/>			0.00
73000	10 LB	4	PACKER	CHICKEN, BREAST BNLS SKLS MARIN		freezer	1.75		<input type="checkbox"/>			0.00
73002	10 LB	4	PACKER	CHICKEN, BREAST BNLS SKL NO MAR		freezer	1.76		<input type="checkbox"/>			0.00
73010	12 HEAD	1	PACKER	CHICKEN, WHOLE WOG 3.0 - 3.25		freezer	0.95		<input type="checkbox"/>			0.00

Ln: 18

Item Conversions

Add Conversion Break it Down... Copy box Delete Global Sync Conversion % Yield... Contains Cases...

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1/4 BOX	(Unassigned)				<input type="checkbox"/>	75.520	0.00	0
1.0 CASE	can goods				<input checked="" type="checkbox"/>	18.880	0.00	0
8.0 18 OZ	(Unassigned)				<input type="checkbox"/>	2.360	0.00	0
144.0 OZ	(Unassigned)				<input type="checkbox"/>	0.131	0.00	0

Total for Dept Code cooler 0.00  
Total Inv Value 0.00

**Note:**

For information on assigning a location and sub-location to an item conversion, see the section on page 121.

## Global Conversions

Use the Global Conversions option to share custom conversions among customers or independent business units.

For example, if one customer breaks each case of cocktail sauce into 300 small serving containers, a second customer might do the same thing using the same containers. Instead of entering the conversion for each customer, you can define it as a global conversion. When the second customer adds the item to inventory, the special conversion is included. You can also add a global conversion to existing items in other customers' inventory.

### Define a Global Conversion

Use this procedure to define a global conversion.

1. This procedure begins on the Inventory Manager window.

**Inventory Manager [User-Initial Workspace]**

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List. Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
299801	18 OZ	12	DIAMOND C	DRINK MIX, LEMONADE	507	average	21.98						0.00
31400	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28						0.00
31401	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55						0.00
32840	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09						0.00
32841	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32						0.00
32842	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41						0.00
50771	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10						0.00
50880	5 LB	4	CHEESE MEF	CHEESE, PARMESAN GRATED		cooler	16.86						0.00
50980	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67						0.00
51836	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55						0.00
51891	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85						0.00
51893	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88						0.00
51931	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINE		cooler	45.52						0.00
51955	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10						0.00
13082	5 GAL	1	COMSOURC	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89						0.00
88223	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94						0.00
88823	20 LB	1	PACKER	TOMATOES. 5X6 2 LAYER		cooler	20.85						0.00

Ln: 165

Item Conversions Add Conversion Break it Down.. Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

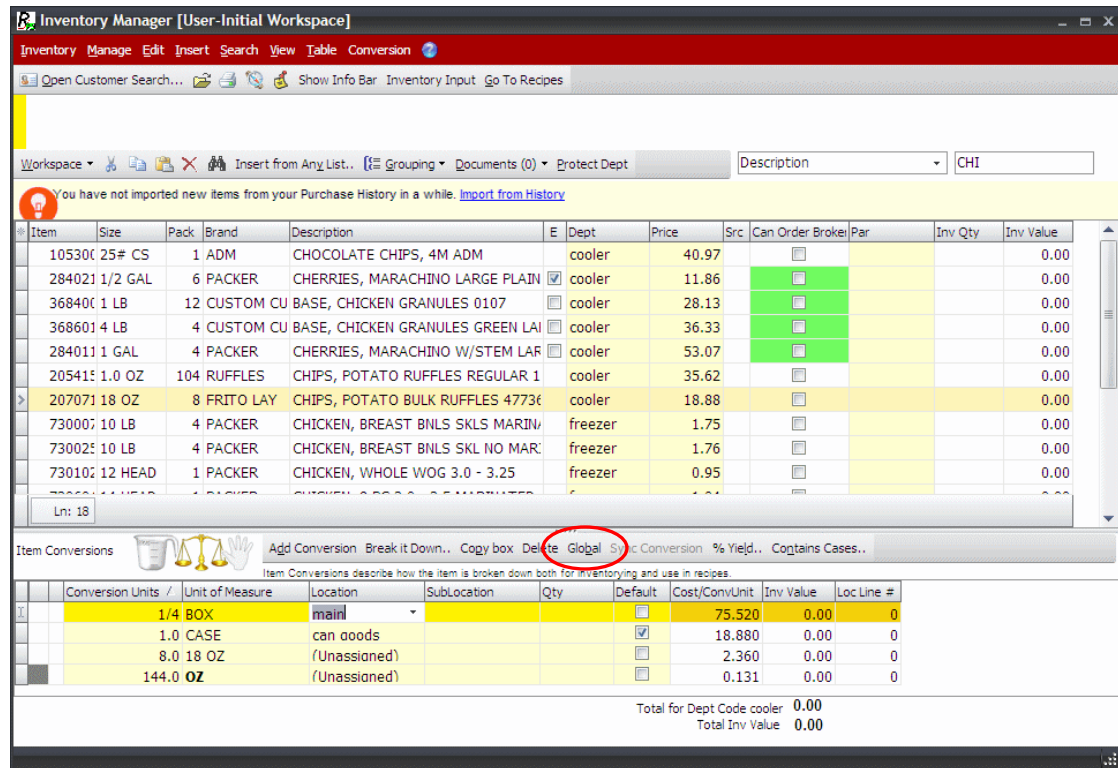
Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	juice and water					21.980	0.00	0
12.0 18 OZ	(Unassigned)					1.832	0.00	0
216.0 OZ	(Unassigned)					0.102	0.00	0

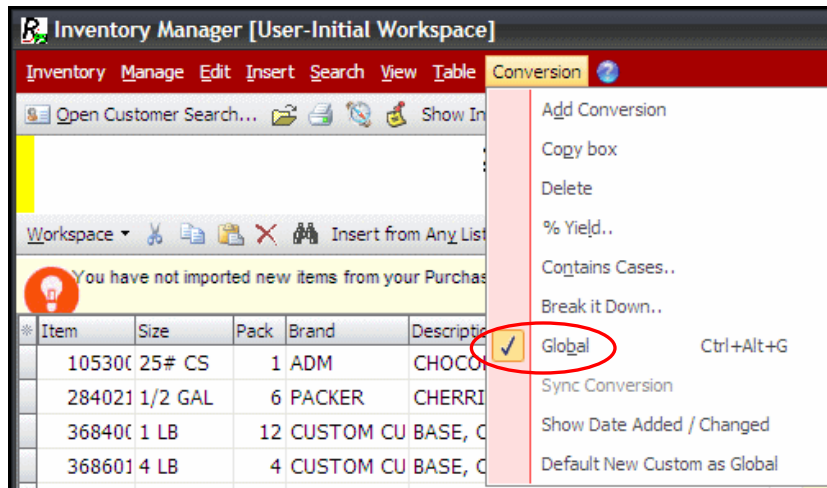
total for Dept Code beverage 0.00  
Total Inv Value 0.00



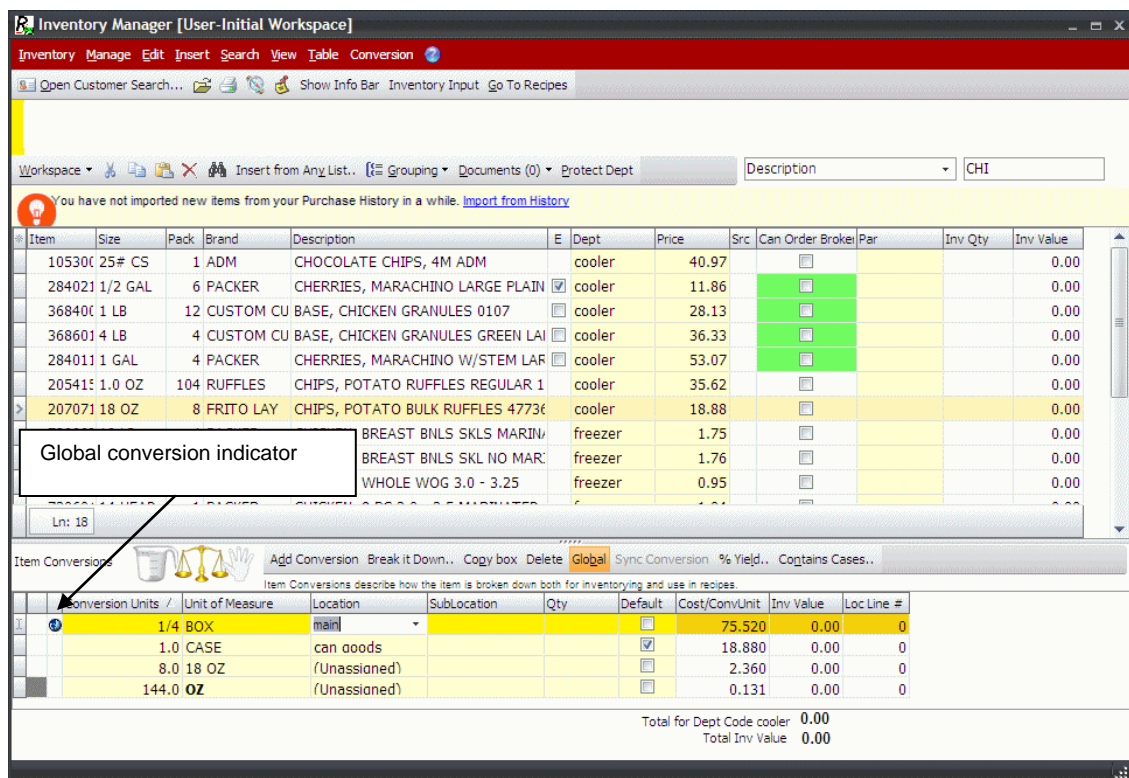
2. Create a conversion. For details, see the procedures in the “Work with Conversions” section on page 109.
3. Select the conversion.



4. Click **Global**.  
—OR—  
Press CTRL+ALT+G.  
—OR—  
Click **Conversion** and click **Global**.



5. A globe displays next to the selected conversion indicating the conversion is global.



6. The global conversion is automatically included when the selected item is added to a different customer's inventory.

**Note:**

Existing occurrences of an item before it is defined as a global conversion do not receive the new global conversion. To update the global conversion for all customers, use the “ ” option on page 140.

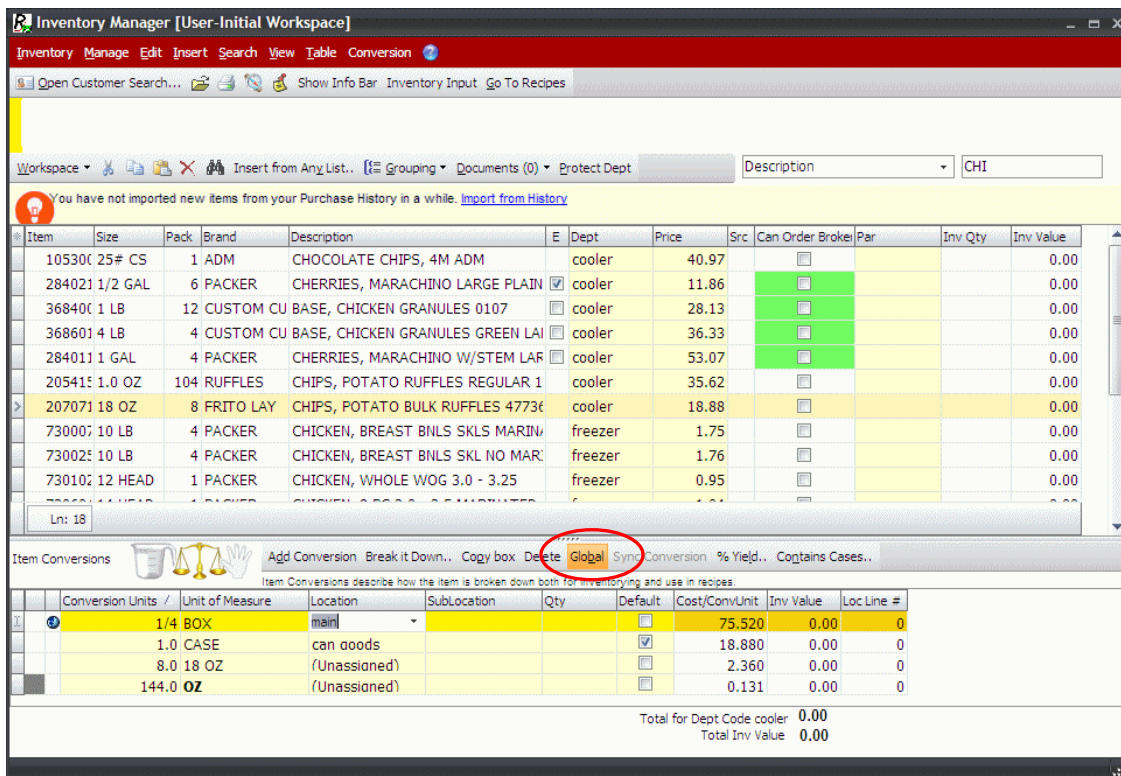
## Remove a Global Conversion

Use this procedure to remove a global conversion.

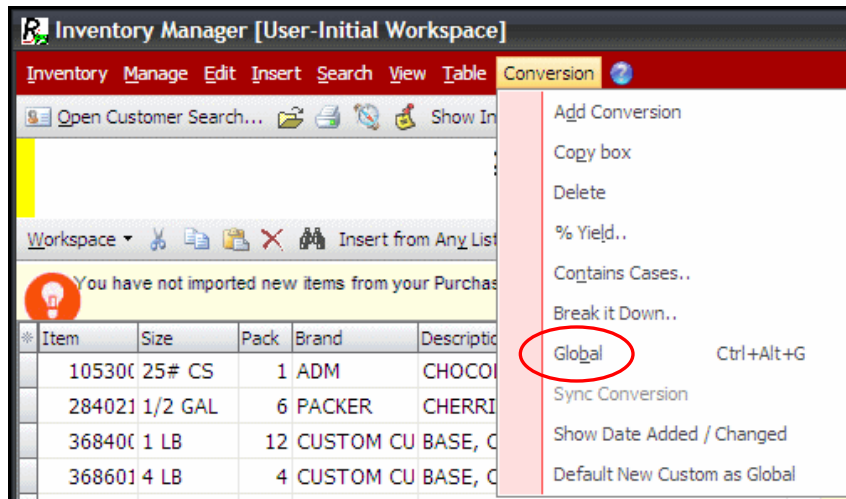
### Note:

When you remove a global conversion, the item associated with the global conversion remains in the list, but the conversion does not apply to the item in other inventory lists.

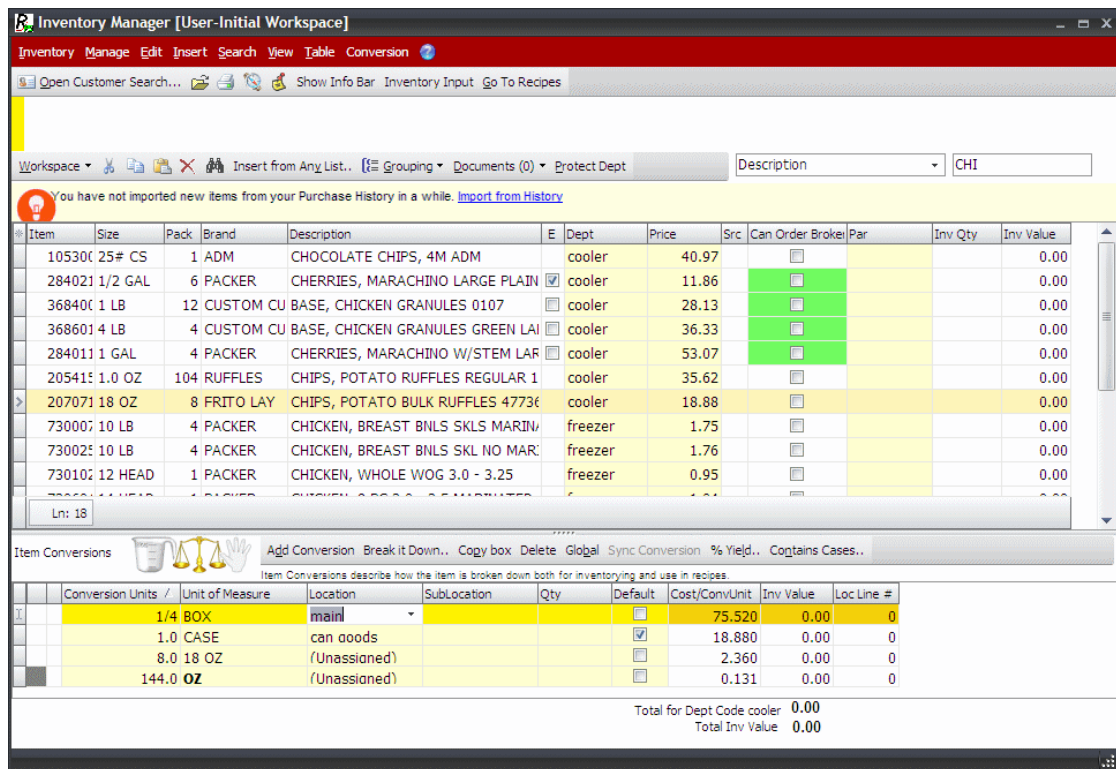
1. This procedure begins on the Inventory Manager window.



2. Select a global conversion. In the Item Conversions section.
3. Click **Global**.
  - OR–
  - Press CTRL+ALT+G.
  - OR–
  - Click **Conversion** and click **Global**.



4. The global icon from the conversion is removed from the conversion and the conversion does not apply to the same item in other inventory lists.



### Update an Item with Global Conversions

Use this procedure to add or to update global conversion to an item on a customer inventory list.

1. This procedure begins on the Inventory Manager window.

**Inventory Manager [User-Initial Workspace]**

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description CHI

You have not imported new items from your Purchase History in a while. [Import from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
10530	25# CS	1	ADM	CHOCOLATE CHIPS, 4M ADM		cooler	40.97						0.00
28402	1/2 GAL	6	PACKER	CHERRIES, MARACHINO LARGE PLAIN		cooler	11.86						0.00
36840	1 LB	12	CUSTOM CU	BASE, CHICKEN GRANULES 0107		cooler	28.13						0.00
36860	1 LB	4	CUSTOM CU	BASE, CHICKEN GRANULES GREEN LAI		cooler	36.33						0.00
28401	1 GAL	4	PACKER	CHERRIES, MARACHINO W/STEM LAR		cooler	53.07						0.00
20541	1.0 OZ	104	RUFFLES	CHIPS, POTATO RUFFLES REGULAR 1		cooler	35.62						0.00
20707	18 OZ	8	FRITO LAY	CHIPS, POTATO BULK RUFFLES 4773		cooler	18.88						0.00
73000	10 LB	4	PACKER	CHICKEN, BREAST BNLS SKLS MARIN		freezer	1.75						0.00
73002	10 LB	4	PACKER	CHICKEN, BREAST BNLS SKL NO MAR		freezer	1.76						0.00
73010	12 HEAD	1	PACKER	CHICKEN, WHOLE WOG 3.0 - 3.25		freezer	0.95						0.00

Ln: 18

Item Conversions

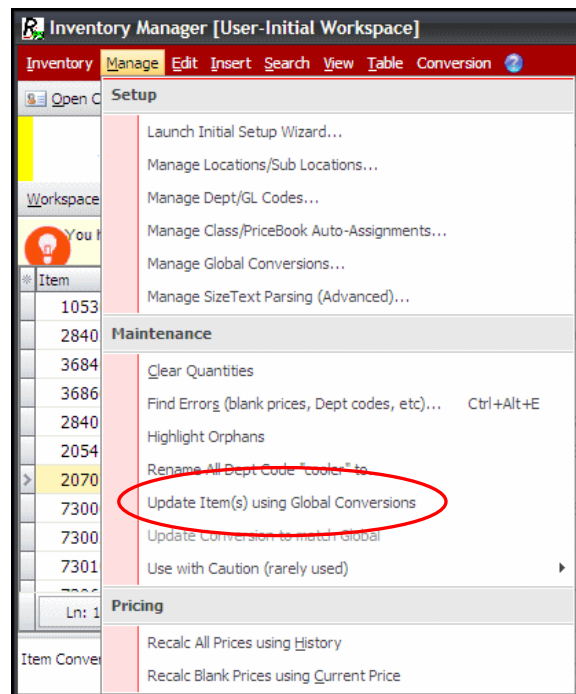
Add Conversion Break it Down... Copy box Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1/4 BOX		main				75.520	0.00	0
1.0 CASE		can goods				18.880	0.00	0
8.0 18 OZ		(Unassigned)				2.360	0.00	0
144.0 OZ		(Unassigned)				0.131	0.00	0

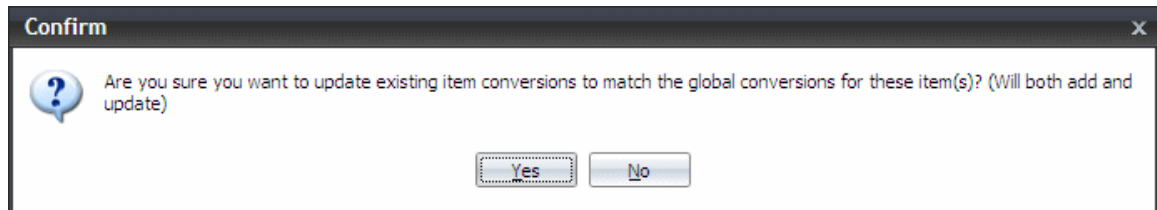
Total for Dept Code cooler 0.00  
Total Inv Value 0.00

- Select an item assign a global conversion to update.



- Click **Manage** and click **Update Item using Global Conversions**. The Confirm box displays.



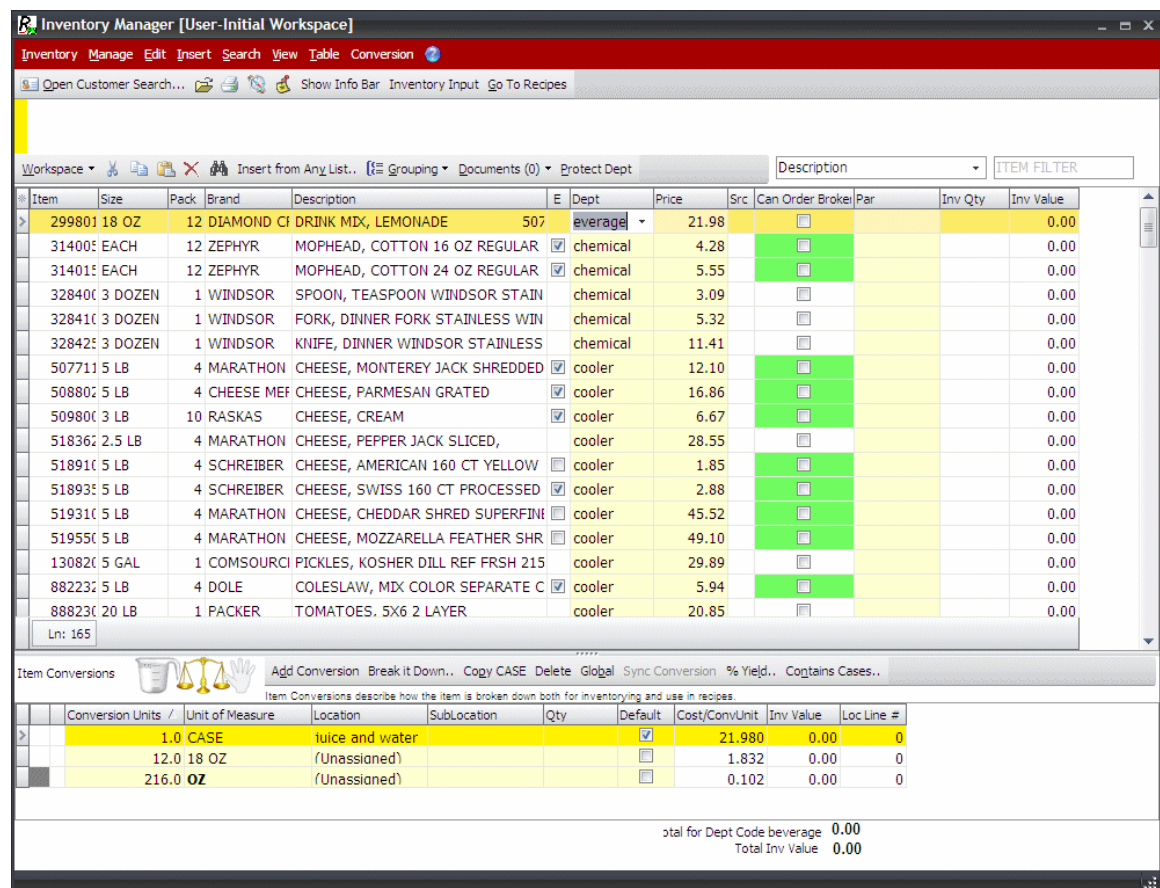


- Click **Yes**. The Information box displays indicating the number of global conversions added and updated.
- Click **OK**. The item is updated with the global conversion.

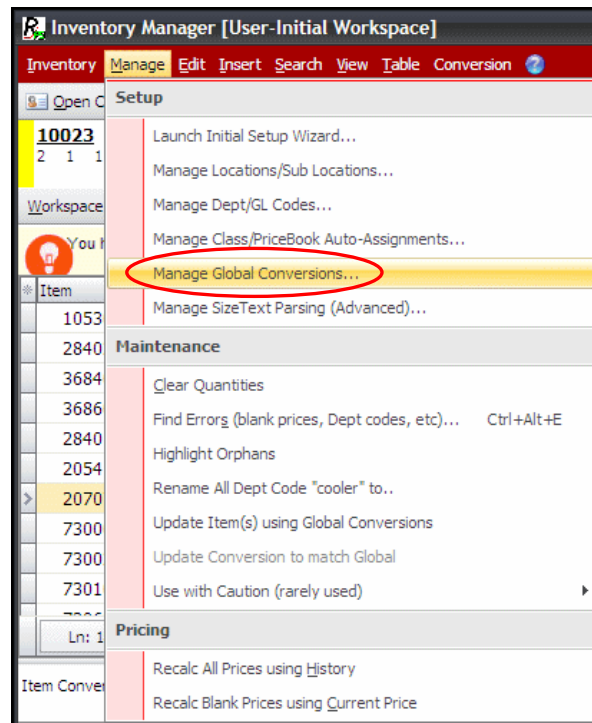
## Manage Global Conversions

Use this procedure to edit or delete global conversions from the Global Conversions box. The Global Conversions box lists all global conversions in the Inventory Manager application.

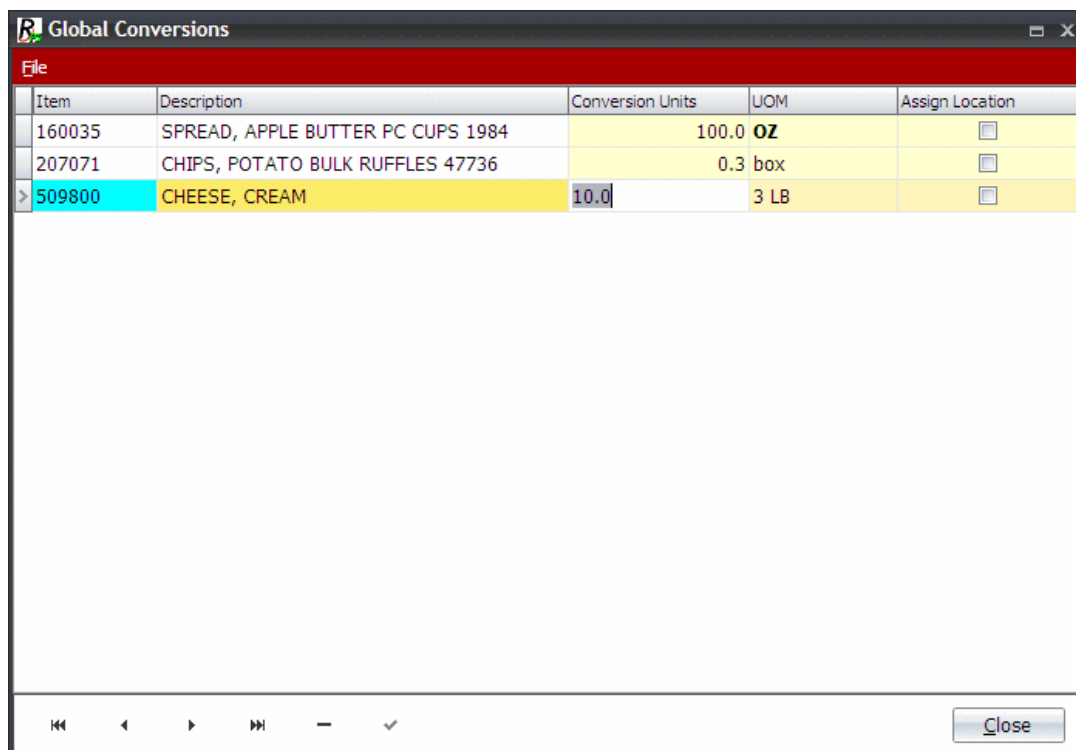
- This procedure begins on the Inventory Manager window.



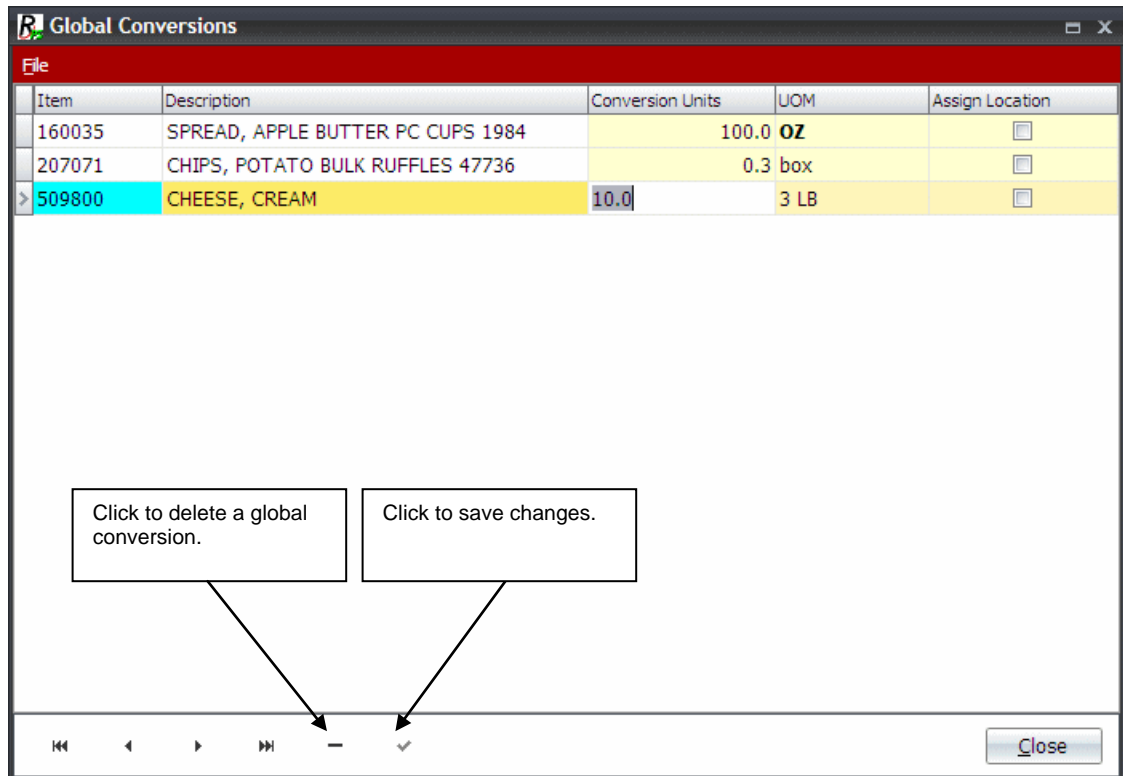
- Click **Manage**.



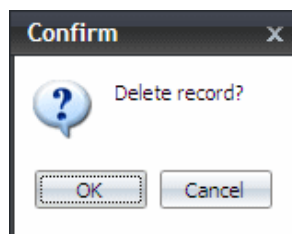
3. Click **Manage Global Conversions**. The Global Conversions box displays a list of all global conversions.



4. To edit a global conversion, select the conversion, type the new values in the **Conversion Units** and **UOM** fields and click **save** to save your changes.



5. The **Item** and **Description** fields of the edited global conversion display highlighted in blue to indicate the change. To delete a global conversion, select the conversion and click **Delete**.
6. The Confirm box displays the message: Delete record? Click **OK**.



7. The selected global conversion is deleted.



Item	Description	Conversion Units	UOM	Assign Location
160035	SPREAD, APPLE BUTTER PC CUPS 1984	100.0	OZ	<input type="checkbox"/>
> 207071	CHIPS, POTATO BULK RUFFLES 47736	0.3	box	<input type="checkbox"/>

**Note:**

The deleted global conversion remains a valid conversion for the item in each inventory list but is not designated global. You cannot update the conversion using a global update option.

- Click **Close** to exit the Global Conversion box.

## Chapter 7

# Inventory Planning

This chapter contains procedures to help plan and organize your company's inventory to ensure the process is efficient and counts are accurate.

## Prepare for Inventory

This section contains information to help you get ready for inventory using the Inventory Input window. Complete the following tasks in preparation of taking inventory:

- Use sequencing to arrange inventory items in counting order:
- Update pricing for all items
- Clear all previous inventory quantities.
- Print inventory worksheets for personnel to enter item counts.

### Open Inventory Input from the Inventory Manager Window

Inventory count procedures and many procedures involving inventory preparation begin on the Inventory Input window.

**Note:**

For information about inventory count procedures, see the [Inventory Counting](#) section on page 164.

Use this procedure to access the Inventory Input window from the Inventory Manager window.

1. This procedure begins on the Inventory Manager window.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
299801	18 OZ	12	DIAMOND C	DRINK MIX, LEMONADE	507	average	21.98		<input type="checkbox"/>				0.00
314001	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28		<input type="checkbox"/>				0.00
314011	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55		<input type="checkbox"/>				0.00
328401	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09		<input type="checkbox"/>				0.00
328411	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00
328421	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41		<input type="checkbox"/>				0.00
507711	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10		<input type="checkbox"/>				0.00
508801	5 LB	4	CHEESE MEF	CHEESE, PARMESAN GRATED		cooler	16.86		<input type="checkbox"/>				0.00
509801	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67		<input type="checkbox"/>				0.00
518361	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55		<input type="checkbox"/>				0.00
518911	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85		<input type="checkbox"/>				0.00
518931	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88		<input type="checkbox"/>				0.00
519311	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINI		cooler	45.52		<input type="checkbox"/>				0.00
519551	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10		<input type="checkbox"/>				0.00
130821	5 GAL	1	COMSOURCI	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89		<input type="checkbox"/>				0.00
882231	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94		<input type="checkbox"/>				0.00
888231	20 LB	1	PACKER	TOMATOES. 5X6 2 LAYER		cooler	20.85		<input type="checkbox"/>				0.00

Ln: 165

Item Conversions

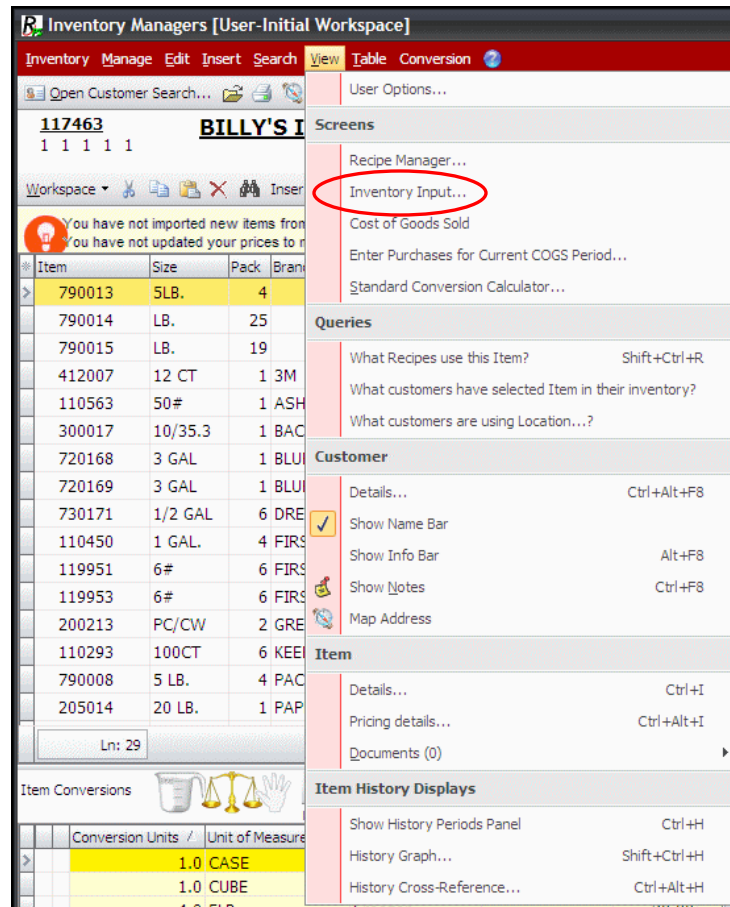
Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		juice and water			<input checked="" type="checkbox"/>	21.980	0.00	0
12.0 18 OZ		(Unassigned)			<input type="checkbox"/>	1.832	0.00	0
216.0 OZ		(Unassigned)			<input type="checkbox"/>	0.102	0.00	0

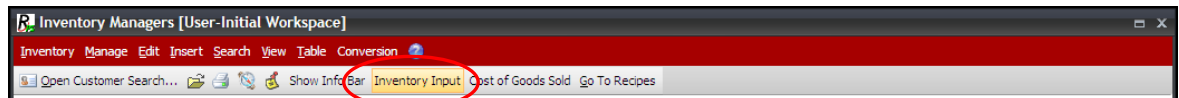
total for Dept Code beverage 0.00  
Total Inv Value 0.00

2. Click **View** and select **Inventory Input**.



—OR—

- Click **Inventory Input**.



- The Inventory Input window displays.

Inventory Input

File Manage View AutoReSequence Search

Location front shelf

Sub Location

☒ Protect Line #s

Move

Swap

ReSort

Go To Inventory Manager

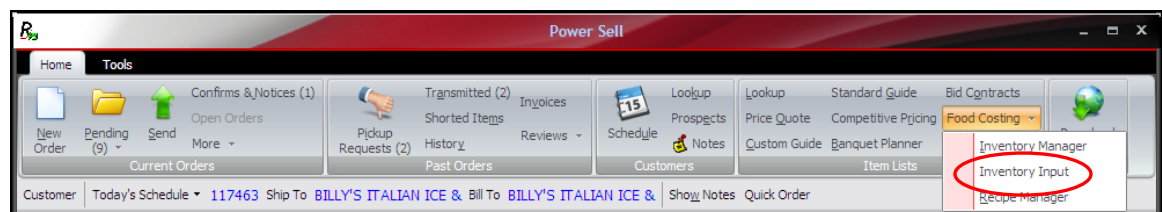
Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
> 507711	4 5 LB	MARATHON	CHEESE, MONTEREY JACK SHREDDED	<input checked="" type="checkbox"/>			\$12.10	cooler	0		CASE	\$0.00
508802	4 5 LB	CHEESE MER	CHEESE, PARMESAN GRATED	<input checked="" type="checkbox"/>			\$16.86	cooler	0		CASE	\$0.00
509800	10 3 LB	RASKAS	CHEESE, CREAM	<input checked="" type="checkbox"/>			\$6.67	cooler	0		CASE	\$0.00
518362	4 2.5 LB	MARATHON	CHEESE, PEPPER JACK SLICED,				\$28.55	cooler	0		CASE	\$0.00
518935	4 5 LB	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED	<input checked="" type="checkbox"/>			\$2.88	cooler	0		LB	\$0.00
519310	4 5 LB	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINE	<input type="checkbox"/>			\$45.52	cooler	0		CASE	\$0.00
519550	4 5 LB	MARATHON	CHEESE, MOZZARELLA FEATHER SHRED LMPS	<input type="checkbox"/>			\$49.10	cooler	0		CASE	\$0.00
130820	1 5 GAL	COMSOURCE	PICKLES, KOSHER DILL REF FRSH 215/265				\$29.89	cooler	0		CASE	\$0.00
400900	4 1 GAL	HILAND	ICE CREAM, MIX VANILLA SOFT SERVE 1-1214	<input type="checkbox"/>			\$26.02	cooler	0		CASE	\$0.00
519300	4 5 LB	MARATHON	CHEESE, CHEDDAR REGULAR SHRED	<input type="checkbox"/>			\$57.29	cooler	0		CASE	\$0.00

0\$0.00

### Open Inventory Input from the Power Sell desktop

You can access the Inventory Input window directly from the main Power Sell desktop.

Select the **Food Costing** drop-down list and select **Inventory Input**.



The Inventory Input window displays.

**Inventory Input**

File Manage View AutoResequence Search

Location: front shelf

Sub Location:

☒ Protect Line #s Move Swap ReSort Go To Inventory Manager

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
> 507711	4 5 LB	MARATHON	CHEESE, MONTEREY JACK SHREDDED	<input checked="" type="checkbox"/>		\$12.10 cooler	0		CASE	\$0.00		
508802	4 5 LB	CHEESE MER	CHEESE, PARMESAN GRATED	<input checked="" type="checkbox"/>		\$16.86 cooler	0		CASE	\$0.00		
509800	10 3 LB	RASKAS	CHEESE, CREAM	<input checked="" type="checkbox"/>		\$6.67 cooler	0		CASE	\$0.00		
518362	4 2.5 LB	MARATHON	CHEESE, PEPPER JACK SLICED,			\$28.55 cooler	0		CASE	\$0.00		
518935	4 5 LB	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED	<input checked="" type="checkbox"/>		\$2.88 cooler	0		LB	\$0.00		
519310	4 5 LB	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINE	<input type="checkbox"/>		\$45.52 cooler	0		CASE	\$0.00		
519550	4 5 LB	MARATHON	CHEESE, MOZZARELLA FEATHER SHRED LMPS	<input type="checkbox"/>		\$49.10 cooler	0		CASE	\$0.00		
130820	1 5 GAL	COMSOURCE	PICKLES, KOSHER DILL REF FRSH 215/265			\$29.89 cooler	0		CASE	\$0.00		
400900	4 1 GAL	HILAND	ICE CREAM, MIX VANILLA SOFT SERVE 1-1214	<input type="checkbox"/>		\$26.02 cooler	0		CASE	\$0.00		
519300	4 5 LB	MARATHON	CHEESE, CHEDDAR REGULAR SHRED	<input type="checkbox"/>		\$57.29 cooler	0		CASE	\$0.00		

0 \$0.00

## Sequence Items

You can define counting order for items in each storage location to streamline the inventory process and ensure accurate item counts. Select from Inventory Manager's sequencing options or create your own custom sequence.

### Apply Standard Auto-Sequencing

Use this procedure to input inventory items in a specific order using one of four standard auto-sequencing sorting methods:

- By price book heading number
- By description
- By item
- By department code

1. This procedure begins on the Inventory Input window.



The screenshot shows the 'Inventory Input' window. At the top, there is a menu bar with 'File', 'Manage', 'View', 'AutoResequence', and 'Search'. Below the menu bar, there is a 'Location' dropdown menu with 'main' selected, and a 'Sub Location' dropdown menu. A red circle highlights the 'Location' dropdown menu. To the right of these dropdowns are buttons: 'Protect Line #s', 'Move', 'Swap', 'ReSort', and 'Go To Inventory Manager'. Below these buttons is a table with columns: Item, Pack, Size, Brand, Description, E, Sub-Loc, Cost/Conv Unit, Dept, Line#, Qty, UOM, and Inv Value. The table contains several rows of item data, including 'BLUEBERRIES, WHOLE IQF FROZEN', 'TEXAS TOOTHPICKS, ONIONS & JALAPENO BTRD', 'MUSHROOMS, BEER BATTER', etc. At the bottom right of the table, there are summary statistics: '39' and '\$1,260.96'.

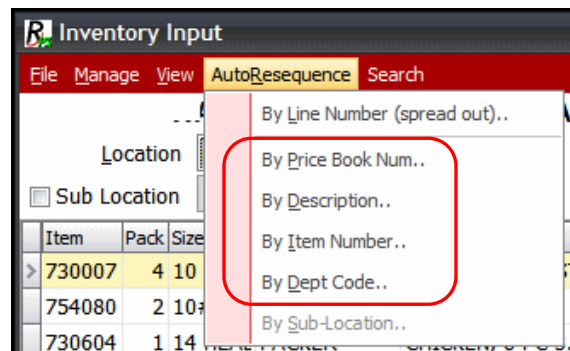
2. Select a location to auto-sequence from the **Location** drop-down list and select a sub-location to auto-sequence from the **Sub Location** drop-down list if applicable.

This screenshot shows the 'Inventory Input' window with the 'Location' dropdown menu open. The dropdown menu lists several locations: 'meat locker', 'front shelf', 'meat locker', 'seafood shelf', 'main', 'can goods', 'juice and water', 'equipment', and 'middle shelf'. The 'meat locker' option is highlighted. The background shows the same table as the previous screenshot, but it is partially obscured by the dropdown menu.

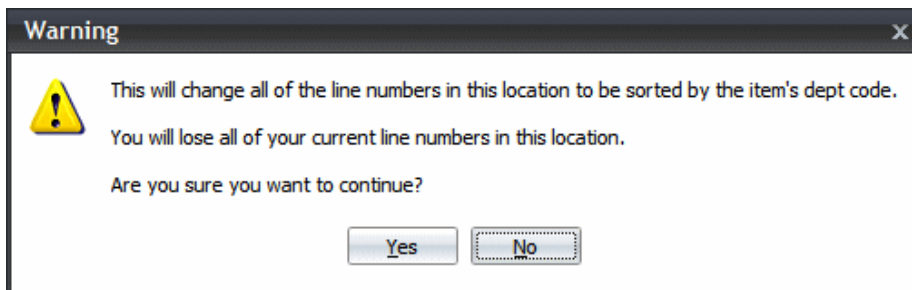
3. The Inventory Input window displays a list of items assigned to the selected location and sub-location.

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
730007	4	10 LB	PACKER	CHICKEN, BREAST BNLS SKLS MARINATE			\$1.75	freezer	0	2	LB	\$3.50
754080	2	10#	AVI GRAND CHAM	TURKEY, ROAST BREAST FOIL WRAP SKIN ON			\$2.92	freezer	0	2	LB	\$5.84
730604	1	14	HEAL PACKER	CHICKEN, 8 PC 3.0 - 3.5 MARINATED			\$1.04	freezer	0	2	LB	\$2.08
730102	1	12	HEAL PACKER	CHICKEN, WHOLE WOG 3.0 - 3.25			\$0.95	freezer	0	2	LB	\$1.90
730025	4	10 LB	PACKER	CHICKEN, BREAST BNLS SKL NO MARINATE			\$1.76	freezer	0	2	LB	\$3.52
754111	2	9#	AVG JENNIE-O	TURKEY, BREAST SMOKED & CURED SHAVING			\$3.08	freezer	0	2	LB	\$6.16
795220	6	7#	AVG PREMIUM ST	PORK, LOIN BONELESS C/C COV FRESH			\$1.97	freezer	0	2	LB	\$3.94
785460	2	10 LB	JOHN MORRE	HAM, CLASSIC CURE NATURAL JUICE			\$3.15	freezer	0	2	LB	\$6.30
785455	2	11#	AVI TYSO				\$2.66	freezer	0	2	LB	\$5.32
785450	2	11#	AVI TYSO				\$2.67	freezer	0	2	LB	\$5.34
784065	3	18#	AVI IBP				\$1.89	freezer	0	2	LB	\$3.78
711025	1	10 LB	TRAV				\$28.95	freezer	0	2	CASE	\$57.90
787200	1	10 LB	TANKERSLEY	SAUSAGE, PATTIES 2 OZ MILD WH 2330			\$26.43	freezer	0	2	CASE	\$52.86
916575	8	5 LB	RIO STAR	CHICKEN, BREAST RNDM BNLS/SKNLS MAR FRZ			\$1.28	freezer	0	2	LB	\$2.56
787305	1	30 LB	TANKERSLEY	BACON, SLICED THIN 18-22			\$88.95	freezer	0	2	CASE	\$177.90
728595	30	5.3 OZ	ADVANCE PI	BEEF, CHICKEN FRY STEAK WESTERN BRD 2831			\$26.25	freezer	0	2	CASE	\$52.50
728345	1	40 CT	ADVANCE PI	BEEF, CHICKEN FRY STEAK 4OZ WESTERN 2841			\$26.54	freezer	0	2	CASE	\$53.08
758700	8	10#	AVI NATIONAL	BEEF, GROUND 80/20 FINE GRIND FRESH			\$2.00	freezer	0	2	LB	\$4.00
182311	6	48 OZ	UNIPRO MAR	CHICKEN, BONED			\$67.04	freezer	0	2	CASE	\$134.08
794175	4	5 LB	FONTANINI	SAUSAGE. ITALIAN BULK FONTANINI			\$2.69	freezer	0	2	LB	\$5.38
										62		\$1,049.94

4. Click **AutoResequence**. The **AutoResequence** menu displays.



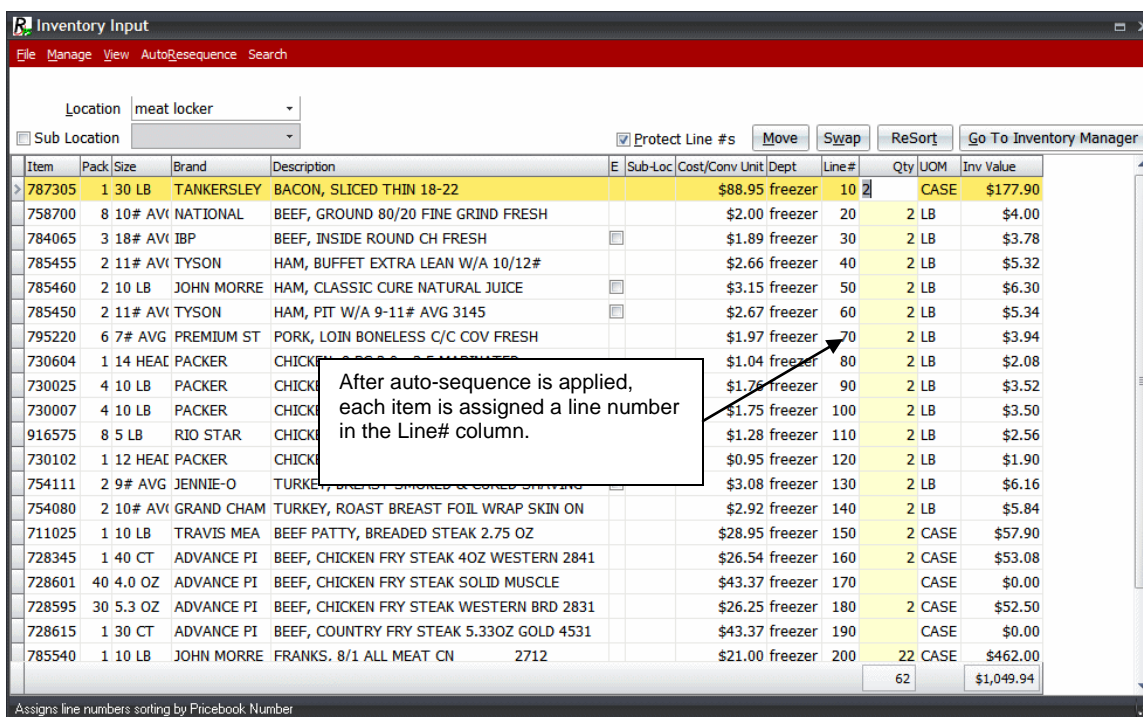
5. Select one of the following auto-sequence sort options:
- **By Price Book Num** to numerically sort items on the list by price book heading number.
  - **By Description** to alphabetically sort items on the list by item description.
  - **By Item Number** to numerically sort items on the list by item number.
  - **By Dept Code** to alphabetically sort items on the list by department code.
6. A Warning box displays indicating the inventory item list order is being updated. Click **Yes**.



**Note:**

The warning message differs depending on the selected sort option. In this example, the warning message is by department code because we selected **By Dept Code**.

- Line numbers are assigned to the items on the list. The items display sorted by the selected auto-sequence order.



- Repeat steps 5-7 to auto-sequence remaining locations.
- You are ready to start taking inventory when all locations are auto-sequenced.

**Note:**

For information on taking inventory, see the "Enter Item Counts" section on page 181.

—OR—

To further customize inventory sort sequence to create your own inventory count order, use the procedure in the following section "Apply Custom Sequencing".

## Update Item Pricing

Before you print inventory worksheets and start the inventory process, update item pricing for all items from your distributor and update all non-database item pricing. Ensure no items have blank pricing.

### Run Calculate Pricing

This procedure contains a quick review for recalculating pricing. For more details about recalculating pricing, see the “Calculate Pricing” section on page 102. This section has more details about how to automatically update item pricing, recalculate pricing from history, and automatically and manually update empty pricing.

1. This procedure begins on the Inventory Manager window. If you are on the Inventory Input window, click Go To Inventory Manager.

The screenshot shows the 'Inventory Manager [User-Initial Workspace]' window. The main table lists items with columns for Item, Size, Pack, Brand, Description, Dept, Price, Src, Can Order, Broken, Par, Inv Qty, and Inv Value. The first item is 299801, 18 OZ, 12 DIAMOND Cf, DRINK MIX, LEMONADE, Dept 507, Price 21.98, Inv Value 0.00. Other items include ZEPHYR MOPHEAD, WINDSOR SPOON, WINDSOR FORK, WINDSOR KNIFE, MARATHON CHEESE, and COMSOURCI PICKLES.

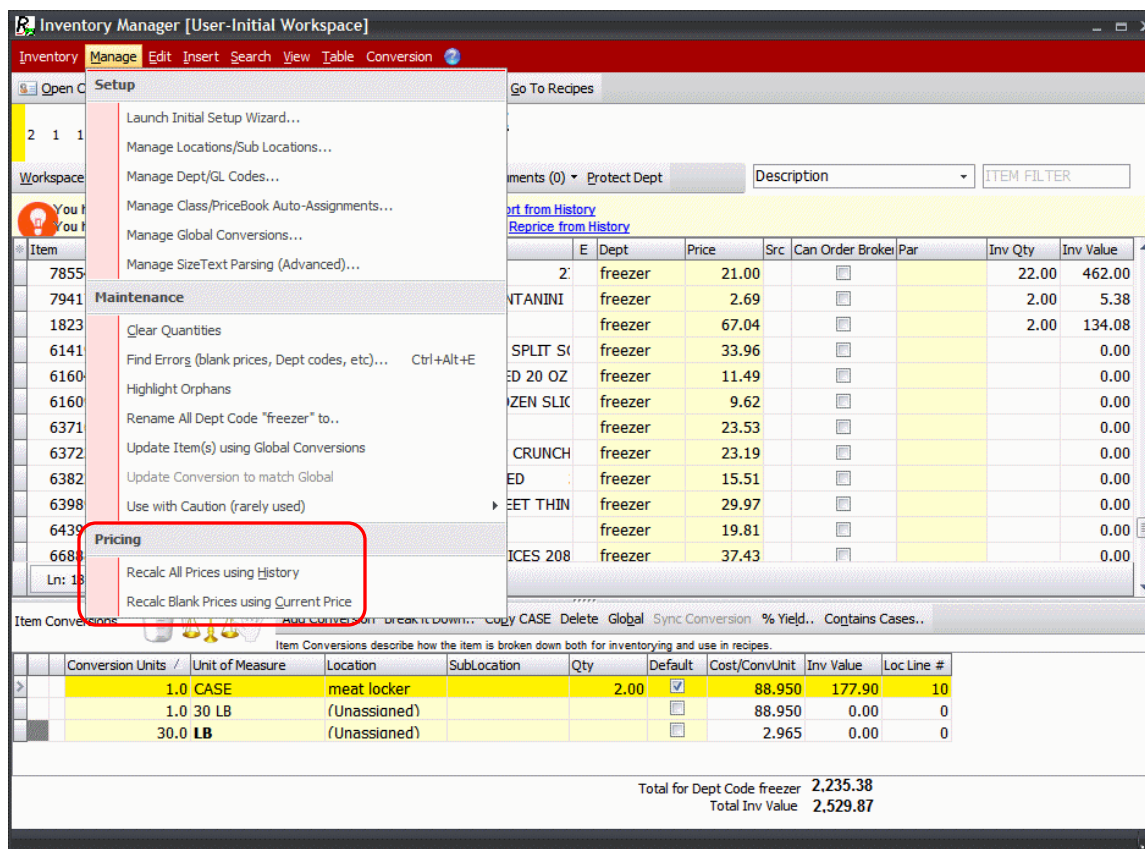
Below the main table is the 'Item Conversions' section, which shows a table of conversions for the selected item. The conversions are listed as follows:

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		juice and water			<input checked="" type="checkbox"/>	21.980	0.00	0
12.0 18 OZ		(Unassigned)			<input type="checkbox"/>	1.832	0.00	0
216.0 OZ		(Unassigned)			<input type="checkbox"/>	0.102	0.00	0

At the bottom right of the window, the following summary values are displayed:

total for Dept Code beverage 0.00  
Total Inv Value 0.00

2. Click **Manage**.



3. Select a pricing recalc option. For details, see “Calculate Pricing” on page 102.

## Clear All Previous Inventory Quantities

Before you begin to count inventory, clear all inventory quantities from Inventory Manager or clear inventory quantities from a location if you are in Inventory Input.

This step is not necessary for the first time you run Inventory Manager.

Export copies of setup files that include prices and quantities and export old inventory reports you want to keep before you clear inventory quantities.

### Warning!

Do not confuse the **Empty All Items** option with the **Clear All Quantities** option. If you select **Empty All Items**, all inventory setup information is deleted, including locations.

### Clear Previous Inventory Quantities – Inventory Manager

Use this procedure to clear all previous inventory quantities in all Inventory Manager locations.

1. This procedure begins on the Inventory Manager window.



Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

2 1 1 2 5

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)  
You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
73010	12 HEAD	1	PACKER	CHICKEN, WHOLE WOG 3.0 - 3.25		freezer	0.95		<input type="checkbox"/>			2.00	1.90
73060	14 HEAD	1	PACKER	CHICKEN, 8 PC 3.0 - 3.5 MARINATED		freezer	1.04		<input type="checkbox"/>			2.00	2.08
75408	10# AVG	2	GRAND CHAI	TURKEY, ROAST BREAST FOIL WRAP		freezer	2.92		<input type="checkbox"/>			2.00	5.84
75411	9# AVG	2	JENNIE-O	TURKEY, BREAST SMOKED & CURED	<input type="checkbox"/>	freezer	3.08		<input type="checkbox"/>			2.00	6.16
61324	2 OZ	180	BRIDGFORD	ROLL DOUGH, WHITE PROOF & BAKE		freezer	26.31		<input type="checkbox"/>				0.00
61421	2.25 OZ	258	CONESTOGA	ROLL DOUGH, WHITE CONESTOGA		freezer	36.92		<input type="checkbox"/>			1.00	36.92
61916	16 OZ	10	RICHES	TOPPING, WHIPPED ON TOP CHOCOL		freezer	39.95		<input type="checkbox"/>			1.00	39.95
61917	16 OZ	12	RICHES	TOPPING, WHIPPED BAG ON TOP RIC	<input type="checkbox"/>	freezer	40.54		<input type="checkbox"/>			1.00	40.54
63070	30 LB	1	PACKER	CHERRIES, RPT FROZEN		freezer	38.93		<input type="checkbox"/>			11.00	428.23
63072	5 LB	2	PACKER	BLACKBERRIES, IQF		freezer	23.04		<input type="checkbox"/>			1.00	23.04
63075	6.5 LB	6	UNIPRO	STRAWBERRIES, SLICED 4+1	<input type="checkbox"/>	freezer	54.67		<input type="checkbox"/>			1.00	54.67
63075	5 LB	2	PACKER	STRAWBERRIES, WHOLE IQF		freezer	15.79		<input type="checkbox"/>			1.00	15.79

Ln: 183

Item Conversions

Add Conversion Break it Down... Copy LB Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 LB		seafood shelf			<input checked="" type="checkbox"/>	3.120	0.00	0

UOM Description: Pound  
Alternates: #, #A, LBS, POUND, POUNDS

Total for Dept Code freezer 2,394.66  
Total Inv Value 2,689.15

2. Click **Manage** and click **Clear Quantities**.

Inventory Manager [User-Initial Workspace]

Inventory **Manage** Edit Insert Search View Table Conversion

Open C Setup Go To Recipes

2 1 1

Workspace

You You

Import from History  
Reprice from History

Item	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
7855		freezer	21.00		<input type="checkbox"/>			22.00	462.00
7941		freezer	2.69		<input type="checkbox"/>			2.00	5.38
1823		freezer	67.04		<input type="checkbox"/>			2.00	134.08
6141		freezer	33.96		<input type="checkbox"/>				0.00
6160		freezer	11.49		<input type="checkbox"/>				0.00
6160		freezer	9.62		<input type="checkbox"/>				0.00
6371		freezer	23.53		<input type="checkbox"/>				0.00
6372		freezer	23.19		<input type="checkbox"/>				0.00
6382		freezer	15.51		<input type="checkbox"/>				0.00
6398		freezer	29.97		<input type="checkbox"/>				0.00
6439		freezer	19.81		<input type="checkbox"/>				0.00
6688		freezer	37.43		<input type="checkbox"/>				0.00

Ln: 18

Item Conversions

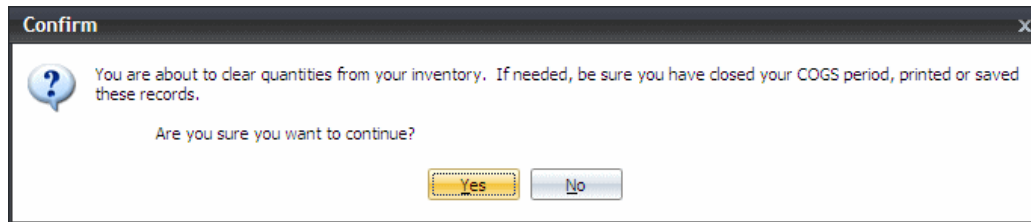
Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		meat locker		2.00	<input checked="" type="checkbox"/>	88.950	177.90	10
1.0 30 LB		(Unassigned)			<input type="checkbox"/>	88.950	0.00	0
30.0 LB		(Unassigned)			<input type="checkbox"/>	2.965	0.00	0

Total for Dept Code freezer 2,235.38  
Total Inv Value 2,529.87

3. The Confirm box displays.

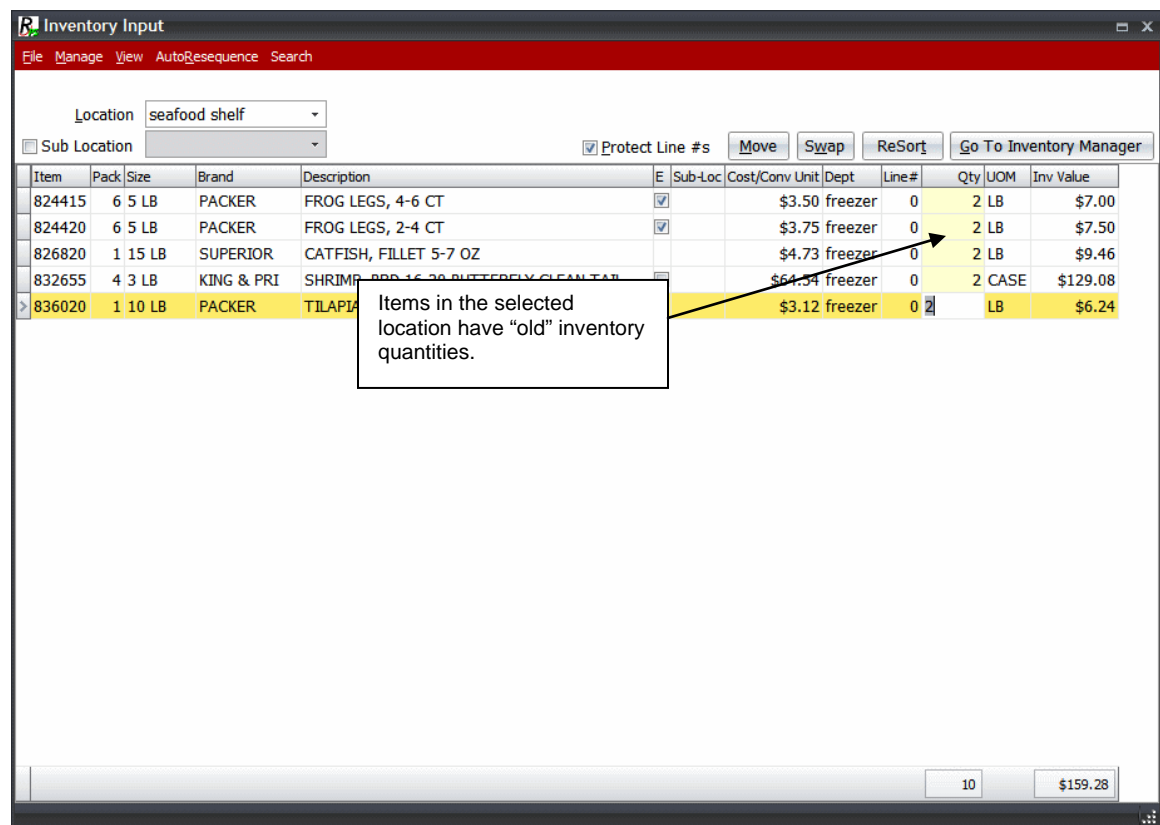


4. Click **Yes**. All item quantities are deleted.

### Clear Inventory Quantities by Location – Inventory Input

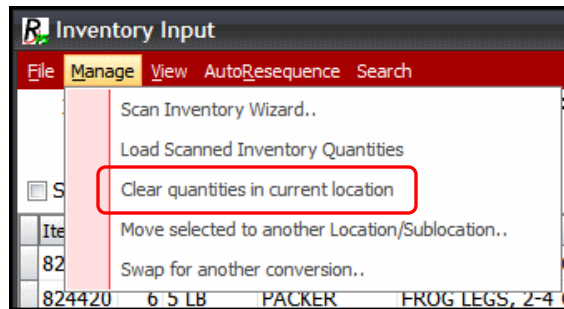
Use this procedure to clear previously entered inventory quantities for a selected inventory location.

1. This procedure begins on the Inventory Input window.

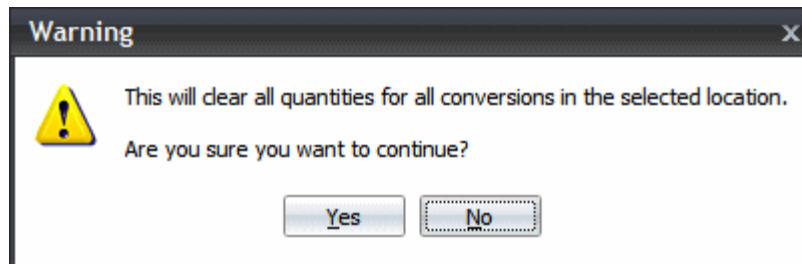


2. Select **Manage**. The **Manage** menu displays.

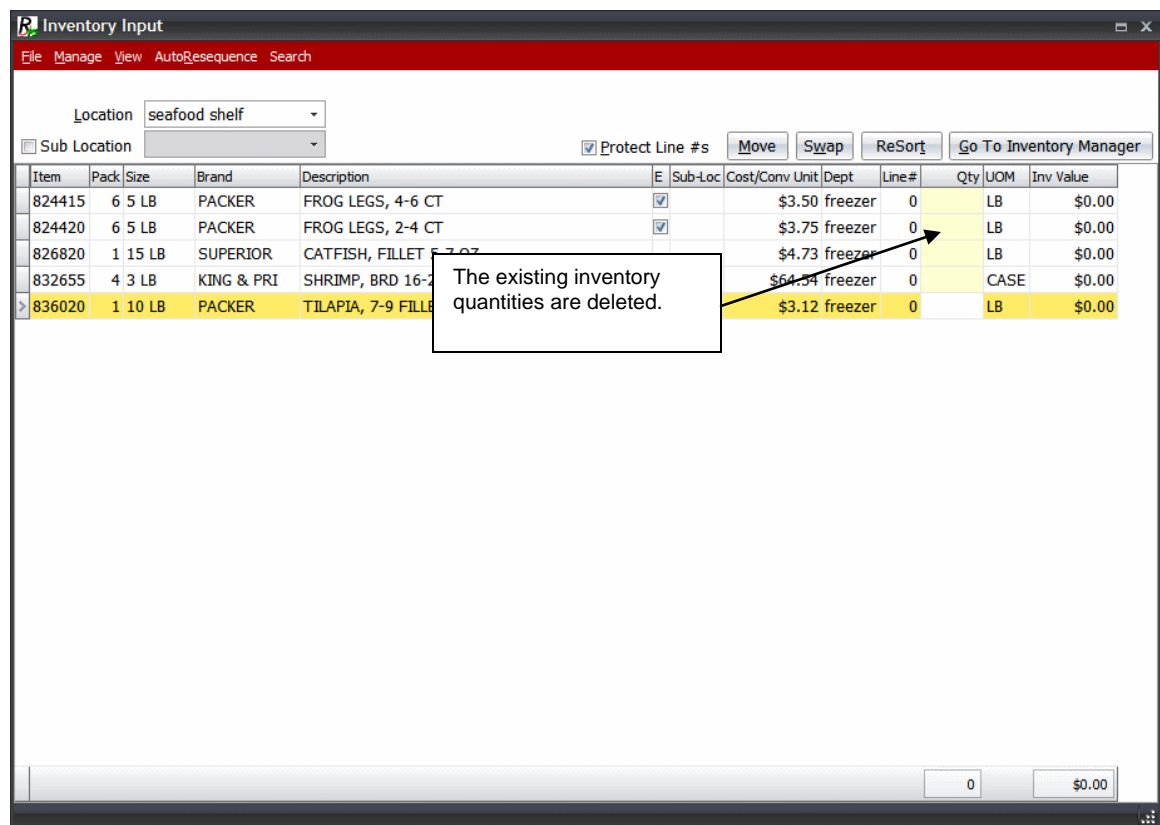




3. Select **Clear quantities in current location**. A confirmation message displays.



4. Click Yes. All quantities in the Qty column are cleared.



5. The quantities for the selected location are cleared.

## Inventory Worksheets

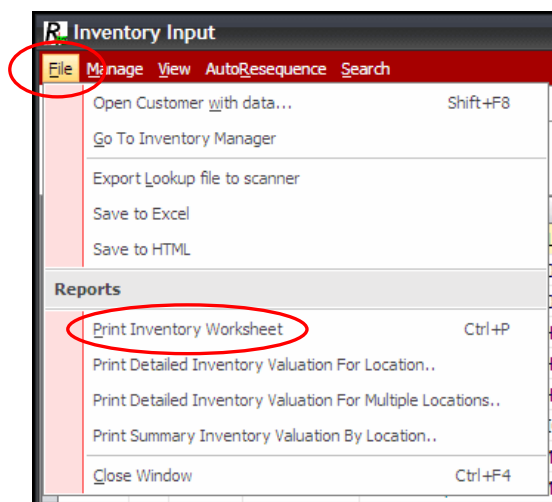
Print inventory worksheets for each location you intend to inventory. The worksheets provide slots for inventory personnel to enter the item count on each item they are assigned to inventory.

### Print Inventory Worksheet

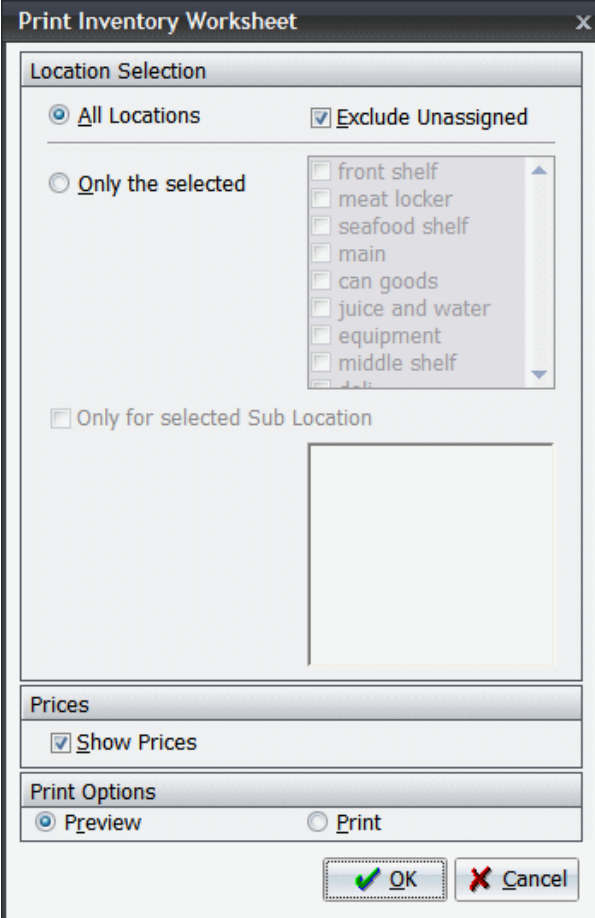
1. This procedure begins on the Inventory Input window after you sort items using the procedure in the preceding *Apply Standard Auto-Sequencing* section.
2. Click **File** and click **Print Inventory Worksheet**.

—OR—

Press CTRL+P.



3. The Print Inventory Worksheet box displays.



The dialog box is titled "Print Inventory Worksheet" and contains the following sections:

- Location Selection:**
  - Radio buttons for "All Locations" (selected) and "Only the selected".
  - Check box for "Exclude Unassigned" (checked).
  - A list box containing: front shelf, meat locker, seafood shelf, main, can goods, juice and water, equipment, middle shelf.
  - Check box for "Only for selected Sub Location" (unchecked).
- Prices:**
  - Check box for "Show Prices" (checked).
- Print Options:**
  - Radio buttons for "Preview" (selected) and "Print".
- Buttons for "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

4. Select an option:

To print a worksheet for each location, select **All Locations**.

—OR—

To print a worksheet for a specific inventory location, select **Only the selected** and then click to select an inventory location in the list. The location list displays each location currently defined in Inventory Manager.

5. To include item pricing on the worksheet, select **Show Prices**.

6. Select a print option:

Select **Preview** to open the Print Preview window with an example of the inventory worksheet.

—OR—

Select **Print** to send the worksheet to the printer.

7. Click **OK**. If you selected Preview, the Report Preview window displays.

8. Following is an example of the Inventory Worksheet.

## INVENTORY WORKSHEET

Customer:

Ship to:

Line	Pack Size	Brand	Item # Description	UOM	Price	Inv/Ord	Inv/Ord	Inv/Ord
Location: can goods								
Sub Location:								
0	6 10 CAN	PUEBLITO	221911 PEPPERS, JALAPENO NACHO SLICED 4954	CASE	\$32.00			
0	4 5 LB	TOVA	354630 SPICE, GARLIC POWDER 5#	CASE	\$27.31			
0	6 32 OZ	TONES	353600 SPICE, CREAM OF TARTAR	CASE	\$24.85			
0	12 1 LB	TOVA	353010 SPICE, GROUND CINNAMON 1#	CASE	\$3.89			
0	1 4.5 LB	TONES	351125 SPICE, GROUND BLACK PEPPER TC	57275 CASE	\$28.09			
0	6 16 OZ	TONES	350465 SPICE, CELERY SEED WHOLE	CASE	\$10.62			
0	6 21 OZ	DURKEE	350145 SEASONING, ROASTED GARLIC	59216 CASE	\$19.89			
0	2 500 CT	HANDGARDS	316450 BAG, FOOD STORAGE 12X18 6-QUART	CASE	\$67.20			
0	10 1000	GOLDMAX	305455 TOOTHPICKS, 3" REGULAR FRILL	CASE	\$2.63			
0	6 1/2	PACKER	284021 CHERRIES, MARACHINO LARGE PLAIN	CASE	\$11.86			
0	18 3.2 OZ	HIDDEN	245400 DRESSING MIX, RANCH HIDDEN VALLEY 21004	CASE	\$35.83			
0	6 6 OZ	TONES	355300 SPICE, ITALIAN SEASONING	CASE	\$9.02			
0	6 10 CAN	UNIPRO	221857 PASTE, TOMATO FANCY	CASE	\$34.83			
0	6 10 CAN	UNIPRO	221852 SAUCE, TOMATO FANCY	CASE	\$20.91			
0	6 10 CAN	UNIPRO	221823 KETCHUP, FANCY 33%	CASE	\$22.15			
0	6 10 CAN	UNIPRO	221802 TOMATOES, CRUSHED IN JUICE	CASE	\$23.83			
0	6 10 CAN	ALLEN	221000 GREENS, WITH DICED TURNIPS CANNED	CASE	\$22.34			
0	6 10 CAN	ALLEN	220800 GREENS, TURNIP CHOPPED CANNED	CASE	\$19.84			
0	1 10 LB	SUNSHINE	204506 CRACKER CRUMBS, GRAHAM 15348	CASE	\$21.91			
0	24 5 OZ	LEA &	191580 SAUCE, WORCESTERSHIRE L&P 00003	CASE	\$39.91			
0	1 2000	REFLECTIO	165518 SUGAR SUBSTITUTE, SWEETNLOW REFLECTIONS	CASE	\$24.54			
0	3 1000	DIAMOND	164801 SALT, PC FLAT PACKETS IODIZED	14353 CASE	\$8.44			
0	3 1000	DIAMOND	164451 SPICE, BLACK PEPPER PC FLAT PACKETS 4462	CASE	\$14.70			
0	1 35 LB	TANKERSIE	247235 OIL, SOYBEAN LIQUID FRY CLEAR	CASE	\$27.35			

Sorted by Line Number

Page 1

8/1/2011

## Chapter 8 Inventory Input

This chapter contains procedures for using the Inventory Input options to manage your inventory and enter inventory item counts.

## View Inventory Input Information

This section contains information about the information Inventory Input window and viewing information.

### View Inventory Quantity Change Information by Date Added

Use this procedure to find items by the date you added them to your inventory list or changed them. Use this option if you cannot locate a group of items added or changed on a certain date in the inventory list.

1. This procedure begins on the Inventory Input window.

**Inventory Input**

File Manage View AutoResequence Search

Location: front shelf

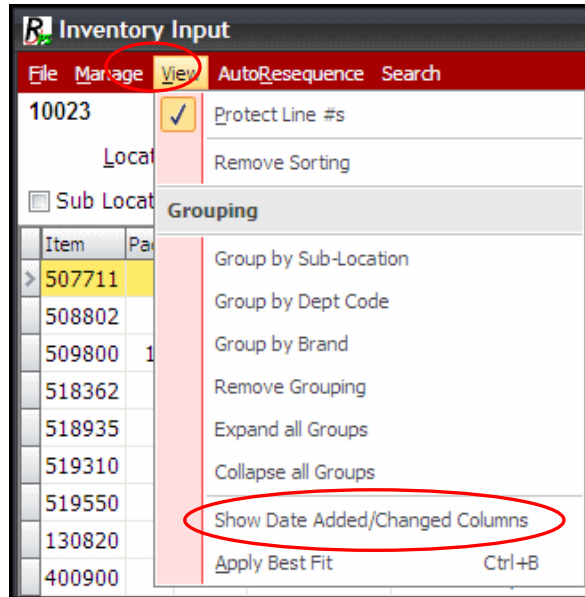
Sub Location:

☒ Protect Line #s Move Swap ReSort Go To Inventory Manager

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
> 507711	4	5 LB	MARATHON	CHEESE, MONTEREY JACK SHREDDED	<input checked="" type="checkbox"/>		\$12.10	cooler	0		CASE	\$0.00
508802	4	5 LB	CHEESE MER	CHEESE, PARMESAN GRATED	<input checked="" type="checkbox"/>		\$16.86	cooler	0		CASE	\$0.00
509800	10	3 LB	RASKAS	CHEESE, CREAM	<input checked="" type="checkbox"/>		\$6.67	cooler	0		CASE	\$0.00
518362	4	2.5 LB	MARATHON	CHEESE, PEPPER JACK SLICED,			\$28.55	cooler	0		CASE	\$0.00
518935	4	5 LB	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED	<input checked="" type="checkbox"/>		\$2.88	cooler	0		LB	\$0.00
519310	4	5 LB	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINE	<input type="checkbox"/>		\$45.52	cooler	0		CASE	\$0.00
519550	4	5 LB	MARATHON	CHEESE, MOZZARELLA FEATHER SHRED LMPS	<input type="checkbox"/>		\$49.10	cooler	0		CASE	\$0.00
130820	1	5 GAL	COMSOURCE	PICKLES, KOSHER DILL REF FRSH 215/265			\$29.89	cooler	0		CASE	\$0.00
400900	4	1 GAL	HILAND	ICE CREAM, MIX VANILLA SOFT SERVE 1-1214	<input type="checkbox"/>		\$26.02	cooler	0		CASE	\$0.00
519300	4	5 LB	MARATHON	CHEESE, CHEDDAR REGULAR SHRED	<input type="checkbox"/>		\$57.29	cooler	0		CASE	\$0.00

0 \$0.00

2. Click **View** and click **Show Date Added/Changed Columns**.



3. The Inventory Input window displays the **Date Added** and **Last Changed** columns. Click the column headings to change the sort order from descending to ascending. Click the column headings again to change the sort order from ascending to descending.
  - The **Date Added** column displays the date the item was added to the inventory item list.
  - The **Last Changed** column displays the date when a location, conversion, or other change was made to the item.

The screenshot shows the main data table in the 'Inventory Input' window. The 'Date Added' and 'Last Changed' columns are highlighted with a red circle. The table contains the following data:

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value	Date Added	Last Changed
507711	4	5 LB	MARATHON	CHEESE, MONTEREY JACK SHREDDED	<input checked="" type="checkbox"/>		\$12.10 cooler	0			CASE	\$0.00	7/7/2011 3:33:49 PM	7/7/2011 3:34:22 PM
508802	4	5 LB	CHEESE MER	CHEESE, PARMESAN GRATED	<input checked="" type="checkbox"/>		\$16.86 cooler	0			CASE	\$0.00	7/7/2011 3:34:22 PM	7/14/2011 4:22:06 PM
509800	10	3 LB	RASKAS	CHEESE, CREAM	<input checked="" type="checkbox"/>		\$6.67 cooler	0			CASE	\$0.00	7/7/2011 3:34:22 PM	7/7/2011 3:34:22 PM
518362	4	2.5 LB	MARATHON	CHEESE, PEPPER JACK SLICED,			\$28.55 cooler	0			CASE	\$0.00	7/7/2011 3:34:22 PM	7/7/2011 3:34:22 PM
518935	4	5 LB	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED	<input checked="" type="checkbox"/>		\$2.88 cooler	0			LB	\$0.00	7/7/2011 3:34:22 PM	7/14/2011 4:22:06 PM
519310	4	5 LB	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINE	<input type="checkbox"/>		\$45.52 cooler	0			CASE	\$0.00	7/7/2011 3:34:22 PM	7/14/2011 4:22:06 PM
519550	4	5 LB	MARATHON	CHEESE, MOZZARELLA FEATHER SHRE	<input type="checkbox"/>		\$49.10 cooler	0			CASE	\$0.00	7/7/2011 3:34:22 PM	7/14/2011 4:22:06 PM
130820	1	5 GAL	COMSOURCE	PICKLES, KOSHER DILL REF FRSH 215/			\$29.89 cooler	0			CASE	\$0.00	7/7/2011 3:36:03 PM	7/7/2011 3:36:03 PM
400900	4	1 GAL	HILAND	ICE CREAM, MDX VANILLA SOFT SERVE	<input type="checkbox"/>		\$26.02 cooler	0			CASE	\$0.00	7/14/2011 4:22:01 PM	7/14/2011 4:22:01 PM
519300	4	5 LB	MARATHON	CHEESE, CHEDDAR REGULAR SHRED	<input type="checkbox"/>		\$57.29 cooler	0			CASE	\$0.00	7/14/2011 4:22:01 PM	7/14/2011 4:22:01 PM



**Note:**

You may need to scroll to the right to view the **Date Added** and **Last Changed** columns.

4. To hide the **Date Added** and **Last Changed** columns, click **View** and click **Show Date Added/Changed Columns**.
5. The Inventory Input window does not display the **Date Added** and **Last Changed** columns.

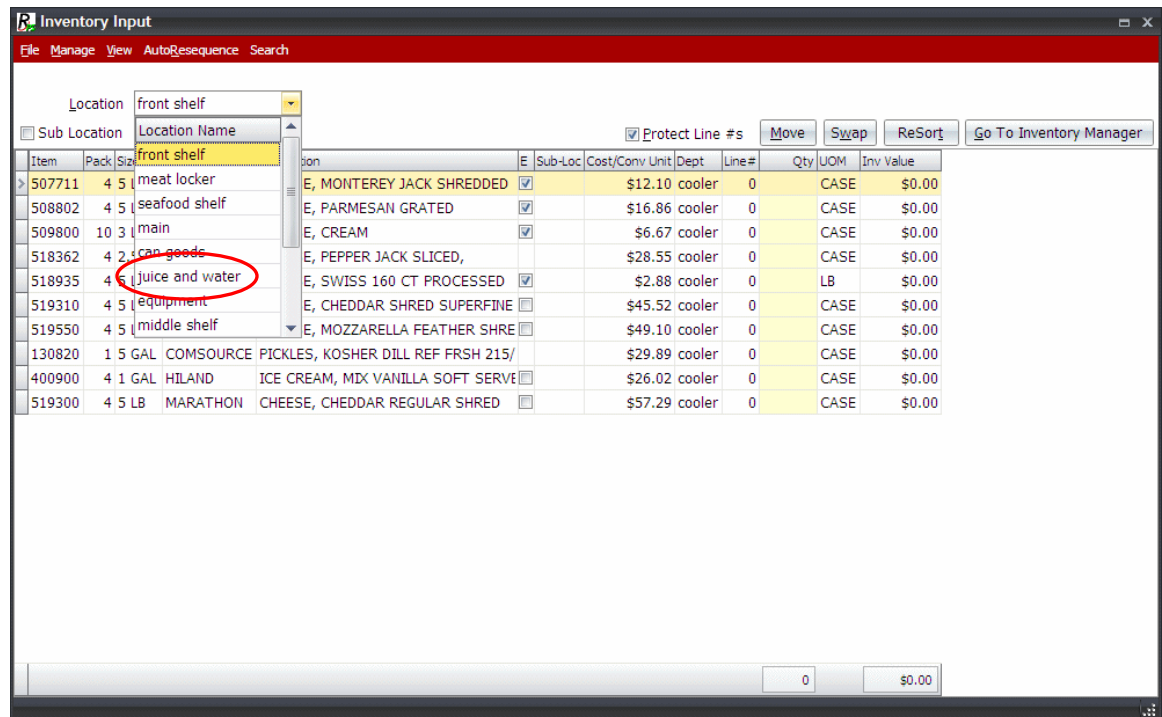
## View Items by Groups

This section contains information about viewing items by sub-location, department code, or brand. This enables you to review smaller item lists that belong to a specific groups for easier item count entry.

### View Item Groups by Location and Sub-Location

Use this procedure to view item groups by a selected location. If the location is assigned a sub-location, you can view the list of items in a location by sub-location.

1. This procedure begins on the Inventory Input window.



2. Select a location from the **Location** drop-down list. The list is filtered to display only items assigned to the selected location.

In this example, we selected the juice and water location, so only items assigned to the juice and water location display in the Inventory Input window.

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
291615	48	8 OZ	OZARKA	BOTTLED WATER,		left sec	\$9.55 dry go	0			CAS	\$0.00
291270	12	32 OZ	WOEBERS	JUICE, LEMON CONCENTRATE BOTTLED		right si	\$23.19 beverz	0			CAS	\$0.00
292600	44	125 ML	JUICE BOW	JUICE, APPLE		right si	\$10.45 beverz	0			CAS	\$0.00
292420	1	24 CT	GROWER'S	JUICE, GRAPE 100% 11.5 OZ CAN 1578		right si	\$18.09 beverz	0			CAS	\$0.00
292410	1	24 CT	GROWER'S	JUICE, FRUIT MEDLEY 100% 11.5 OZ 15		right si	\$18.07 beverz	0			CAS	\$0.00
291613	1	32 CT	NESTLE	BOTTLED WATER, REGULAR CAP 16.5		right si	\$5.72 dry go	0			CAS	\$0.00
292400	1	24 CT	GROWER'S	JUICE, ORANGE 100% 11.5 OZ CAN 150		right si	\$17.66 beverz	0			CAS	\$0.00
292525	24	12.5 O	NOVAMEX	DRINK, MINERAL WATER MINERAGUA J		right si	\$14.12 dry go	0			CAS	\$0.00
291608	3	1 GAL	PACKER	WATER, DISTILLED		left sec	\$6.08 beverz	0			CAS	\$0.00
299801	12	18 OZ	DIAMOND C	DRINK MIX, LEMONADE 5078			\$21.98 beverz	0			CAS	\$0.00
633010	1	3 GAL	VITALITY	WATER, FLAVORED STRAWBERRY KIW		left sec	\$51.69 dry go	0			CAS	\$0.00
292620	40	6 OZ	JUICE BOW	JUICE, GRAPE		left sec	\$12.59 beverz	0			CAS	\$0.00
291705	24	8 OZ	CAMPBELLS	JUICE, STRAWBERRY BANANA V-8 FUSI		left sec	\$18.64 beverz	0			CAS	\$0.00
291840	24	10 OZ	TROPICANA	JUICE, ORANGE SEASON'S BEST 75715		left sec	\$22.94 beverz	0			CAS	\$0.00
292405	1	24 CT	GROWER'S	JUICE, APPLE GRAPE 100% 11.5 OZ 15		left sec	\$18.07 beverz	0			CAS	\$0.00
292415	1	24 CT	GROWER'S	JUICE, KIWI STRAWBERRY 100% 11.5 O		left sec	\$18.07 beverz	0			CAS	\$0.00
291250	12	46 OZ	RED GOLD	JUICE, TOMATO CANNED 46 OZ		left sec	\$18.44 beverz	0			CAS	\$0.00
633035	3	3 LITEF	VITALITY	WATER, FLAVORED STRAWBERRY KIW			\$63.42 beverz	0			CAS	\$0.00

3. If the selected location has sub-locations assigned, you can view by sublocation.

Select the **Sub Location** check box.

Select the **Sub Location** drop-down list and select the location.

Item	Pack	Size	Sub-Location Name
291608	3	1	left section
291615	48	8	right section

The list displays only items assigned the selected location and sub-location.

**Inventory Input**

File Manage View AutoReSequence Search

23 **COUNTRY CAFE**

Location: juice and water

☒ Sub Location: right section

☒ Protect Line #s Move Swap ReSort Go To Inventory Manager

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
> 291613	1	32 CT	NESTLE	BOTTLED WATER, REGULAR CAP 16.5		right s	\$5.72 dry go	0			CAS	\$0.00
292525	24	12.5 O	NOVAMEX	DRINK, MINERAL WATER MINERAGUA J		right s	\$14.12 dry go	0			CAS	\$0.00
291270	12	32 OZ	WOEBERS	JUICE, LEMON CONCENTRATE BOTTLED		right s	\$23.19 beverz	0			CAS	\$0.00
292400	1	24 CT	GROWER'S	JUICE, ORANGE 100% 11.5 OZ CAN 150		right s	\$17.66 beverz	0			CAS	\$0.00
292410	1	24 CT	GROWER'S	JUICE, FRUIT MEDLEY 100% 11.5 OZ 15		right s	\$18.07 beverz	0			CAS	\$0.00
292420	1	24 CT	GROWER'S	JUICE, GRAPE 100% 11.5 OZ CAN 1578		right s	\$18.09 beverz	0			CAS	\$0.00
292600	44	125 ML	JUICE BOV	JUICE, APPLE		right s	\$10.45 beverz	0			CAS	\$0.00

0 \$0.00

4. Clear the **Sub Location** check box to return the list to all items in the selection location.

### View Items by Groups

Use this procedure to view items by a selected group.

1. This procedure begins on the Inventory Input window.

Inventory Input

File Manage View AutoReSequence Search

23 COUNTRY CAFE

Location juice and water

☐ Sub Location right section

☒ Protect Line #s

Move

Swap

ReSort

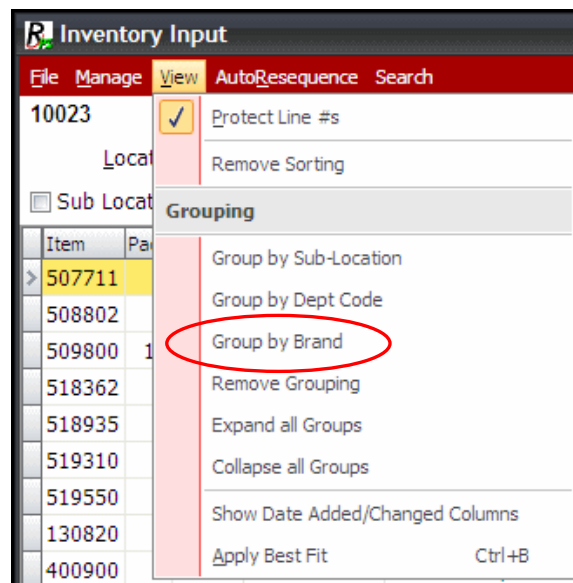
Go To Inventory Manager

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
> 291615	48	8 OZ	OZARKA	BOTTLED WATER,		left ser	\$9.55 dry go	0			CAS	\$0.00
291270	12	32 OZ	WOEBERS	JUICE, LEMON CONCENTRATE BOTTLED		right se	\$23.19 beverz	0			CAS	\$0.00
292600	44	125 ML	JUICE BOW	JUICE, APPLE		right se	\$10.45 beverz	0			CAS	\$0.00
292420	1	24 CT	GROWER'S	JUICE, GRAPE 100% 11.5 OZ CAN 1578		right se	\$18.09 beverz	0			CAS	\$0.00
292410	1	24 CT	GROWER'S	JUICE, FRUIT MEDLEY 100% 11.5 OZ 15		right se	\$18.07 beverz	0			CAS	\$0.00
291613	1	32 CT	NESTLE	BOTTLED WATER, REGULAR CAP 16.5		right se	\$5.72 dry go	0			CAS	\$0.00
292400	1	24 CT	GROWER'S	JUICE, ORANGE 100% 11.5 OZ CAN 150		right se	\$17.66 beverz	0			CAS	\$0.00
292525	24	12.5 O	NOVAMEX	DRINK, MINERAL WATER MINERAGUA J		right se	\$14.12 dry go	0			CAS	\$0.00
291608	3	1 GAL	PACKER	WATER, DISTILLED		left ser	\$6.08 beverz	0			CAS	\$0.00
299801	12	18 OZ	DIAMOND C	DRINK MIX, LEMONADE 5078			\$21.98 beverz	0			CAS	\$0.00
633010	1	3 GAL	VITALITY	WATER, FLAVORED STRAWBERRY KIWI		left ser	\$51.69 dry go	0			CAS	\$0.00
292620	40	6 OZ	JUICE BOW	JUICE, GRAPE		left ser	\$12.59 beverz	0			CAS	\$0.00
291705	24	8 OZ	CAMPBELLS	JUICE, STRAWBERRY BANANA V-8 FUSI		left ser	\$18.64 beverz	0			CAS	\$0.00
291840	24	10 OZ	TROPICANA	JUICE, ORANGE SEASON'S BEST 75715		left ser	\$22.94 beverz	0			CAS	\$0.00
292405	1	24 CT	GROWER'S	JUICE, APPLE GRAPE 100% 11.5 OZ 15		left ser	\$18.07 beverz	0			CAS	\$0.00
292415	1	24 CT	GROWER'S	JUICE, KIWI STRAWBERRY 100% 11.5 OZ		left ser	\$18.07 beverz	0			CAS	\$0.00
291250	12	46 OZ	RED GOLD	JUICE, TOMATO CANNED 46 OZ		left ser	\$18.44 beverz	0			CAS	\$0.00
633035	3	3 LITEF	VITALITY	WATER, FLAVORED STRAWBERRY KIWI			\$63.42 beverz	0			CAS	\$0.00

0 \$0.00

- Click **View** and select an option under **Grouping**.

In this example, **Group by Brand** is selected.



- The Inventory Input item list displays items by the selected group type. In this example, the items are grouped by brand name.

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
<b>Brand : CAMPBELLS (Inv Value \$0.00)</b>												
291705	24	8 OZ	CAMPBELLS	JUICE, STRAWBERRY BANANA V-8 FUS		left sec	\$18.64	beverz	0		CAS	\$0.00
<b>Brand : DIAMOND CR (Inv Value \$0.00)</b>												
299801	12	18 OZ	DIAMOND C	DRINK MDX, LEMONADE		5078	\$21.98	beverz	0		CAS	\$0.00
<b>Brand : GROWER'S P (Inv Value \$0.00)</b>												
292420	1	24 CT	GROWER'S	JUICE, GRAPE 100% 11.5 OZ CAN 1578		right s	\$18.09	beverz	0		CAS	\$0.00
292410	1	24 CT	GROWER'S	JUICE, FRUIT MEDLEY		07		beverz	0		CAS	\$0.00
292400	1	24 CT	GROWER'S	JUICE, ORANGE 100%		66		beverz	0		CAS	\$0.00
292405	1	24 CT	GROWER'S	JUICE, APPLE GRAPE		07		beverz	0		CAS	\$0.00
292415	1	24 CT	GROWER'S	JUICE, KIWI STRAWBERRY 100% 11.5 OZ		left sec	\$18.07	beverz	0		CAS	\$0.00
<b>Brand : JUICE BOWL (Inv Value \$0.00)</b>												
292600	44	125 ML	JUICE BOW	JUICE, APPLE				beverz	0		CAS	\$0.00
292620	40	6 OZ	JUICE BOW	JUICE, GRAPE				beverz	0		CAS	\$0.00
<b>Brand : NESTLE (Inv Value \$0.00)</b>												
291613	1	32 CT	NESTLE	BOTTLED WATER, REGULAR CAP 16.5		right s	\$5.72	dry go	0		CAS	\$0.00
<b>Brand : NOVAMEX (Inv Value \$0.00)</b>												
292525	24	12.5 OZ	NOVAMEX	DRINK, MINERAL WATER MINERAGUA J		right s	\$14.12	dry go	0		CAS	\$0.00
<b>Brand : OZARKA (Inv Value \$0.00)</b>												
291615	48	8 OZ	OZARKA	BOTTLED WATER,		left sec	\$9.55	dry go	0		CAS	\$0.00
<b>Brand : PACKER (Inv Value \$0.00)</b>												
291608	3	1 GAL	PACKER	WATER, DISTILLED		left sec	\$6.08	beverz	0		CAS	\$0.00
<b>Brand : RED GOLD (Inv Value \$0.00)</b>												
											0	\$0.00

- The group type selected displays additional information in bold text in a divider row to separate items in the list.

**Group type** – Displays the group type you selected in step 2. In this example, the group type selected is Brand.

**Group label** – Displays the name of each group type associated with each item in the list.

**Inv Value** – As you enter inventory quantities, the Inventory Manager application calculates the inventory value and displays the inventory value for each group.

#### View Item Groups by Department Code

Use this procedure to view item groups by department code.

- This procedure begins on the Inventory Input window.

Inventory Input

File Manage View AutoReSequence Search

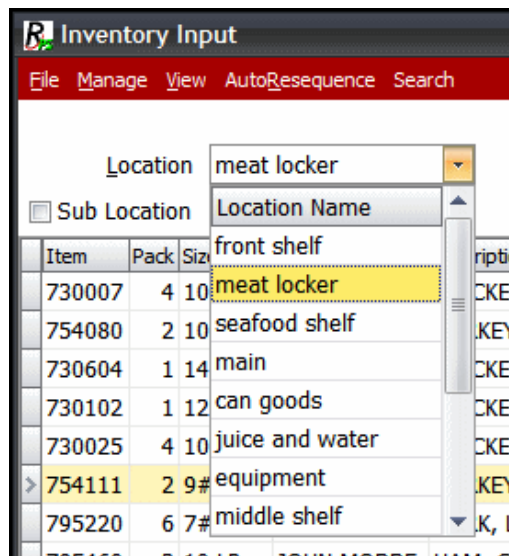
Location: main

Sub Location:

Protect Line #s Move Swap ReSort Go To Inventory Manager

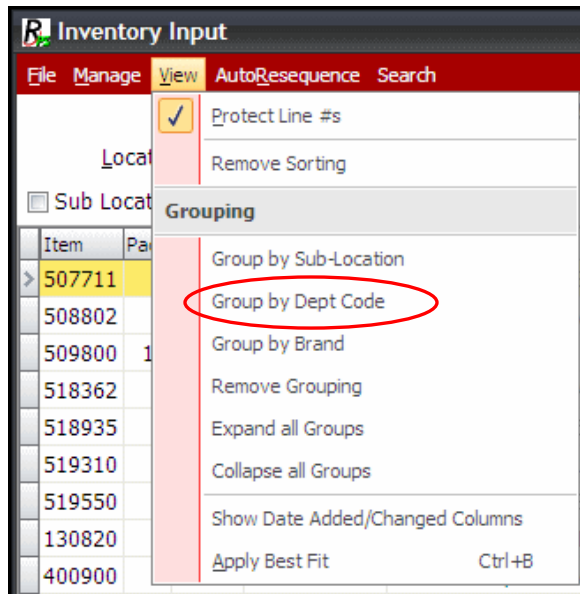
Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
630850	2	5 LB	PACKER	BLUEBERRIES, WHOLE IQF FROZEN	11711		\$28.41	freezer	0	1	CASE	\$28.41
665581	9	2 LB	MOORES	TEXAS TOOTHPICKS, ONIONS & JALAPENO			\$51.65	freezer	0	1	CASE	\$51.65
665521	8	2.5 LB	BREW CITY	MUSHROOMS, BEER BATTER			\$56.48	freezer	0	1	CASE	\$56.48
665206	2	5 LB	COUNTRY	HUSHPUPPIES, REGULAR BUTTERMILK W/ON			\$16.90	freezer	0	11	CASE	\$185.90
660410	6	2.5 LB	ANCHOR	MUSHROOMS, BUTTER BREADED			\$8.43	freezer	0	1	CASE	\$8.43
643830	8	3 LB	SIMPLT	VEGETABLES, MONTEREY BLEND			\$35.96	freezer	0	1	CASE	\$35.96
643620	12	3 LB	UNIPRO MA	ZUCCHINNI SQUASH, SLICED FROZEN			\$25.81	freezer	0	1	CASE	\$25.81
665620	6	2.5 LB	MOORES	ONION RING, 3/8" BEER BATTER BREW CITY			\$43.25	freezer	0	1	CASE	\$43.25
630755	2	5 LB	PACKER	STRAWBERRIES, WHOLE IQF			\$15.79	freezer	0	1	CASE	\$15.79
630751	6	6.5 LB	UNIPRO	STRAWBERRIES, SLICED 4+1			\$54.67	freezer	0	1	CASE	\$54.67
630725	2	5 LB	PACKER	BLACKBERRIES, IQF			\$23.04	freezer	0	1	CASE	\$23.04
630705	1	30 LB	PACKER	CHERRIES, RPT FROZEN			\$38.93	freezer	0	11	CASE	\$428.23
619170	12	16 OZ	RICHS	TOPPING, WHIPPED BAG ON TOP RICHS 255			\$40.54	freezer	0	1	CASE	\$40.54
619160	10	16 OZ	RICHS	TOPPING, WHIPPED ON TOP CHOCOLATE 18			\$39.95	freezer	0	1	CASE	\$39.95
614215	258	2.25	CONESTOG	ROLL DOUGH, WHITE CONESTOGA	3056		\$36.92	freezer	0	1	CASE	\$36.92
668900	6	2.5 LB	GOLDEN CR	PICKLE CHIPS, ORIGINAL BREADED			\$49.25	freezer	0		CASE	\$0.00
643965	4	5 LB	CHILL RIPE	OKRA, BREADED CUT HEAVY			\$19.81	freezer	0		CASE	\$0.00
207071	8	18 OZ	FRITO LAY	CHIPS, POTATO BULK RUFFLES 47736			\$75.52	cooler	0	1	box	\$75.52
753830	60	5.43	GILARDI	PIZZA, CHEESE 5" PARBAKED LUNCH AROUND			\$40.14	freezer	0	1	CASE	\$40.14
710250	36	7 OZ	KRAFT	ENTREE, MACARONI & CHEESE POUCH			\$29.52	freezer	0	1	CASE	\$29.52
638230	6	6 LB	LAMB WES	HASHBROWNS, DICED W/SKIN COUNTRY			\$40.75	freezer	0	1	CASE	\$40.75
709200	6	4 LB	FREDS	MUSHROOMS, BREADED FREDS	1251		\$15.40	freezer	0		CASE	\$0.00
										39		\$1,260.96

2. Select a location from the **Location** drop-down list.

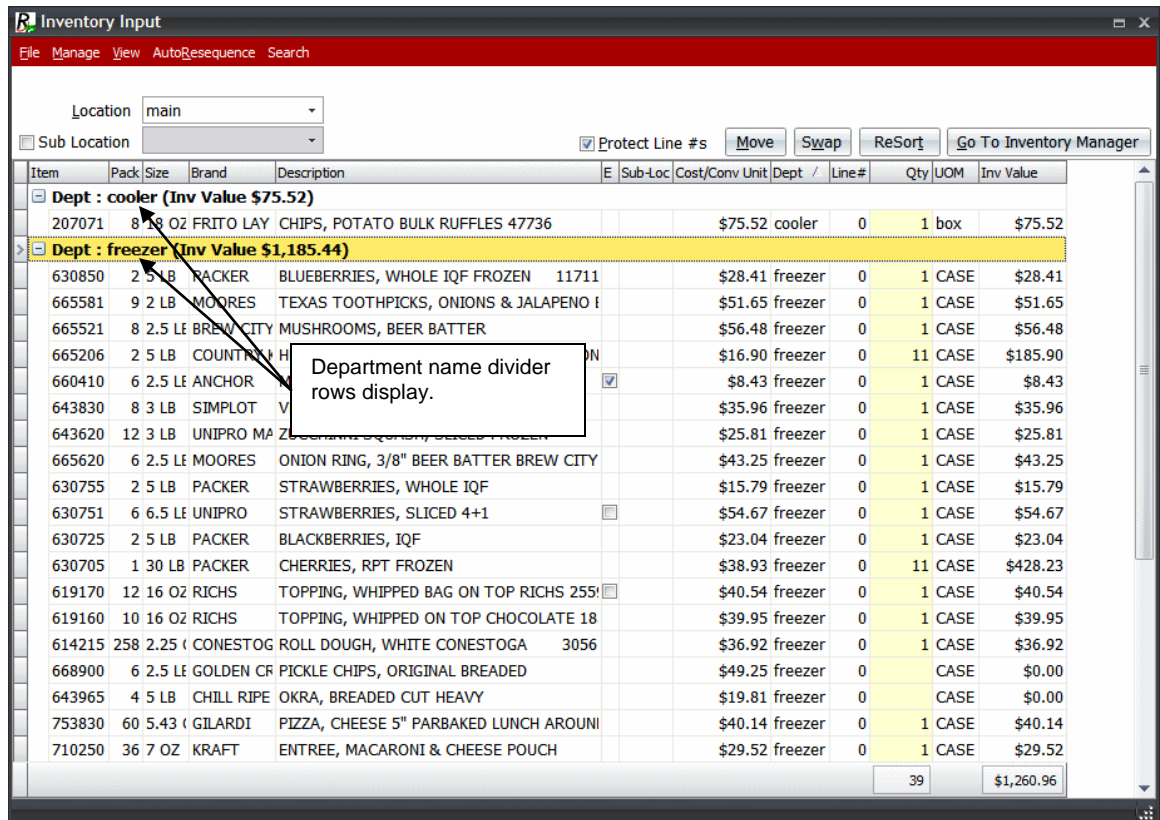


3. Click **View** and click **Group by Dept Code**.





- Items are grouped by department and each department name and inventory value display.



### View Item Groups by Brand

Use this procedure to view item groups by brand.



1. This procedure begins on the Inventory Input window.

Inventory Input

File Manage View AutoReSequence Search

Location: main

Sub Location:

Protect Line #s: ☒ Move: Swap: ReSort: Go To Inventory Manager

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
630850	2	5 LB	PACKER	BLUEBERRIES, WHOLE IQF FROZEN	11711		\$28.41	freezer	0	1	CASE	\$28.41
665581	9	2 LB	MOORES	TEXAS TOOTHPICKS, ONIONS & JALAPENO			\$51.65	freezer	0	1	CASE	\$51.65
665521	8	2.5 LB	BREW CITY	MUSHROOMS, BEER BATTER			\$56.48	freezer	0	1	CASE	\$56.48
665206	2	5 LB	COUNTRY	HUSHPUPPIES, REGULAR BUTTERMILK W/ON			\$16.90	freezer	0	11	CASE	\$185.90
660410	6	2.5 LB	ANCHOR	MUSHROOMS, BUTTER BREADED			\$8.43	freezer	0	1	CASE	\$8.43
643830	8	3 LB	SIMPLLOT	VEGETABLES, MONTEREY BLEND			\$35.96	freezer	0	1	CASE	\$35.96
643620	12	3 LB	UNIPRO MA	ZUCCHINNI SQUASH, SLICED FROZEN			\$25.81	freezer	0	1	CASE	\$25.81
665620	6	2.5 LB	MOORES	ONION RING, 3/8" BEER BATTER BREW CITY			\$43.25	freezer	0	1	CASE	\$43.25
630755	2	5 LB	PACKER	STRAWBERRIES, WHOLE IQF			\$15.79	freezer	0	1	CASE	\$15.79
630751	6	6.5 LB	UNIPRO	STRAWBERRIES, SLICED 4+1			\$54.67	freezer	0	1	CASE	\$54.67
630725	2	5 LB	PACKER	BLACKBERRIES, IQF			\$23.04	freezer	0	1	CASE	\$23.04
630705	1	30 LB	PACKER	CHERRIES, RPT FROZEN			\$38.93	freezer	0	11	CASE	\$428.23
619170	12	16 OZ	RICHS	TOPPING, WHIPPED BAG ON TOP RICHS 255			\$40.54	freezer	0	1	CASE	\$40.54
619160	10	16 OZ	RICHS	TOPPING, WHIPPED ON TOP CHOCOLATE 18			\$39.95	freezer	0	1	CASE	\$39.95
614215	258	2.25	CONESTOG	ROLL DOUGH, WHITE CONESTOGA	3056		\$36.92	freezer	0	1	CASE	\$36.92
668900	6	2.5 LB	GOLDEN CR	PICKLE CHIPS, ORIGINAL BREADED			\$49.25	freezer	0		CASE	\$0.00
643965	4	5 LB	CHILL RIPE	OKRA, BREADED CUT HEAVY			\$19.81	freezer	0		CASE	\$0.00
207071	8	18 OZ	FRITO LAY	CHIPS, POTATO BULK RUFFLES 47736			\$75.52	cooler	0	1	box	\$75.52
753830	60	5.43	GILARDI	PIZZA, CHEESE 5" PARBAKED LUNCH AROUND			\$40.14	freezer	0	1	CASE	\$40.14
710250	36	7 OZ	KRAFT	ENTREE, MACARONI & CHEESE POUCH			\$29.52	freezer	0	1	CASE	\$29.52
638230	6	6 LB	LAMB WES	HASHBROWNS, DICED W/SKIN COUNTRY			\$40.75	freezer	0	1	CASE	\$40.75
709200	6	4 LB	FREDS	MUSHROOMS, BREADED FREDS	1251		\$15.40	freezer	0		CASE	\$0.00

39 \$1,260.96

2. Select a location from the **Select Location** drop-down list.

Inventory Input

File Manage View AutoReSequence Search

Location: meat locker

Sub Location:

Location Name

front shelf

meat locker

seafood shelf

main

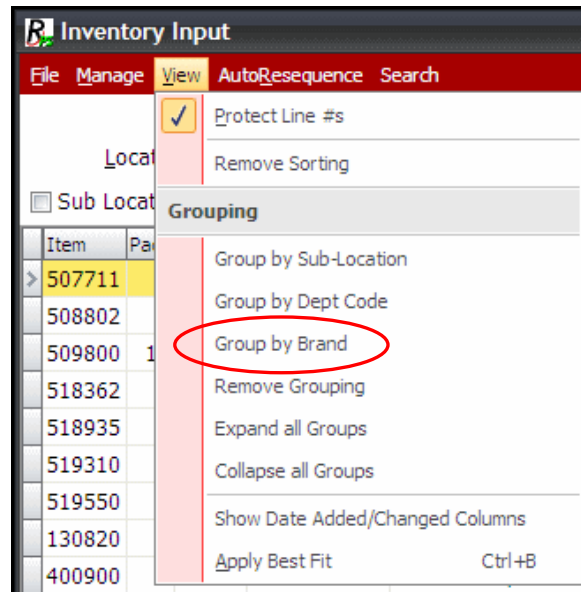
can goods

juice and water

equipment

middle shelf

3. Click **View** and click **Group by Brand**.



4. Items are grouped by brand.

Inventory Input

File Manage View AutoResequence Search

Location: juice and water

Sub Location: right section

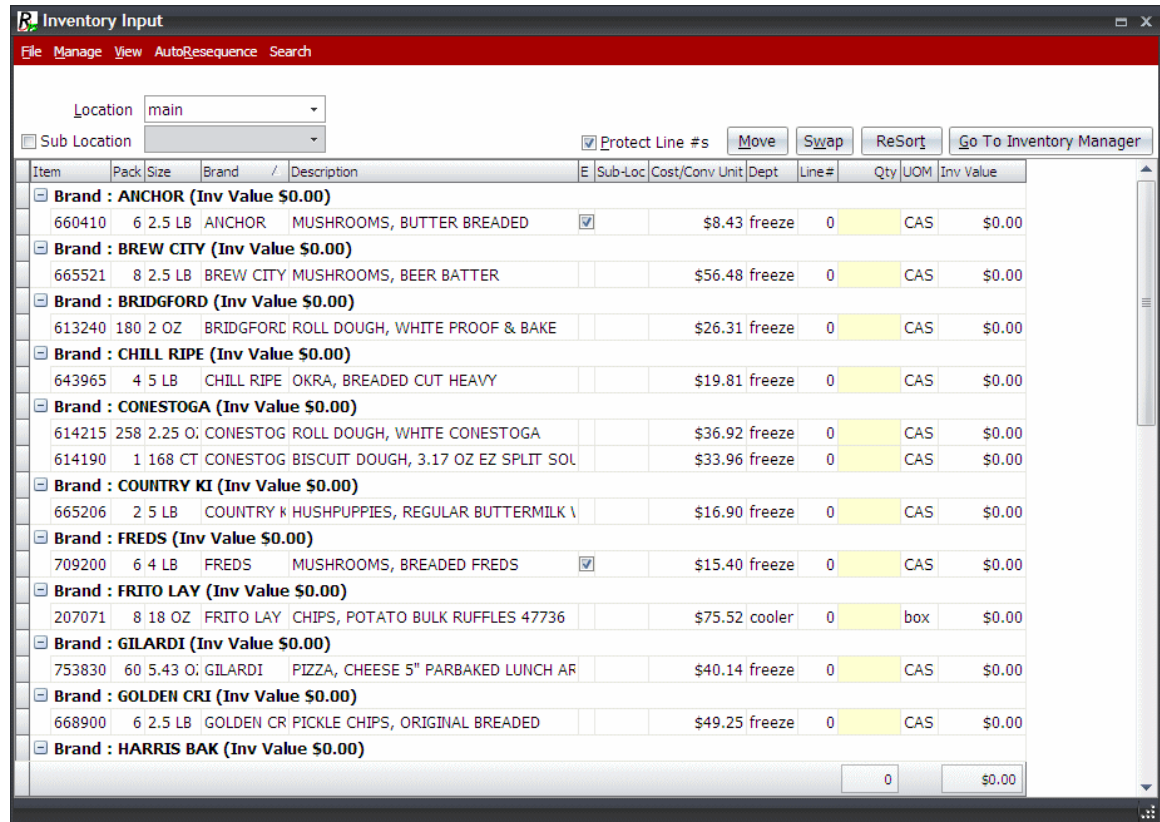
Protect Line #s Move Swap ReSort Go To Inventory Manager

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv	Unit	Dept	Line#	Qty	UOM	Inv Value
<b>Brand : CAMPBELLS (Inv Value \$0.00)</b>													
291705	24	8 OZ	CAMPBELLS	JUICE, STRAWBERRY BANANA V-8 FUSI		left sec	\$18.64	beverz		0		CAS	\$0.00
<b>Brand : DIAMOND CR (Inv Value \$0.00)</b>													
299801	12	18 OZ	DIAMOND C	DRINK MIX, LEMONADE			\$21.98	beverz		0		CAS	\$0.00
<b>Brand : GROWER'S P (Inv Value \$0.00)</b>													
292420	1	24 CT	GROWER'S	JUICE, GRAPE 100% 11.5 OZ CAN 1578		right s	\$18.09	beverz		0		CAS	\$0.00
292410	1	24 CT	GROWER'S	JUICE, FRUIT MEDLEY 100% 11.5 OZ 15		right s	\$18.07	beverz		0		CAS	\$0.00
292400	1	24 CT	GROWER'S	JUICE, ORANGE 100% 11.5 OZ CAN 150		right s	\$17.66	beverz		0		CAS	\$0.00
292405	1	24 CT	GROWER'S	JUICE, APPLE GRAPE 100% 11.5 OZ 15		left sec	\$18.07	beverz		0		CAS	\$0.00
292415	1	24 CT	GROWER'S	JUICE, KIWI STRAWBERRY 100% 11.5 OZ		left sec	\$18.07	beverz		0		CAS	\$0.00
<b>Brand : JUICE BOWL (Inv Value \$0.00)</b>													
292600	44	125 ML	JUICE BOW	JUICE, APPLE		right s	\$10.45	beverz		0		CAS	\$0.00
292620	40	6 OZ	JUICE BOW	JUICE, GRAPE		left sec	\$12.59	beverz		0		CAS	\$0.00
<b>Brand : NESTLE (Inv Value \$0.00)</b>													
291613	1	32 CT	NESTLE	BOTTLED WATER, REGULAR CAP 16.5		right s	\$5.72	dry go		0		CAS	\$0.00
<b>Brand : NOVAMEX (Inv Value \$0.00)</b>													
292525	24	12.5 OZ	NOVAMEX	DRINK, MINERAL WATER MINERAGUA J		right s	\$14.12	dry go		0		CAS	\$0.00
<b>Brand : OZARKA (Inv Value \$0.00)</b>													
291615	48	8 OZ	OZARKA	BOTTLED WATER,		left sec	\$9.55	dry go		0		CAS	\$0.00
<b>Brand : PACKER (Inv Value \$0.00)</b>													
291608	3	1 GAL	PACKER	WATER, DISTILLED		left sec	\$6.08	beverz		0		CAS	\$0.00
<b>Brand : RED GOLD (Inv Value \$0.00)</b>													
												0	\$0.00

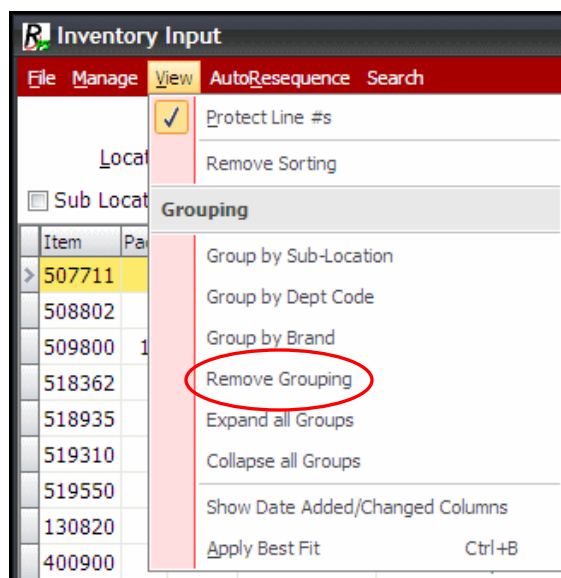
## Remove Item Grouping

Use this procedure to remove item grouping.

1. This procedure begins on the Inventory Input window.



2. Click **View** and click **Remove Grouping**.



3. Item grouping is removed.

**Inventory Input**

File Manage View AutoResequence Search

Location:

☐ Sub Location

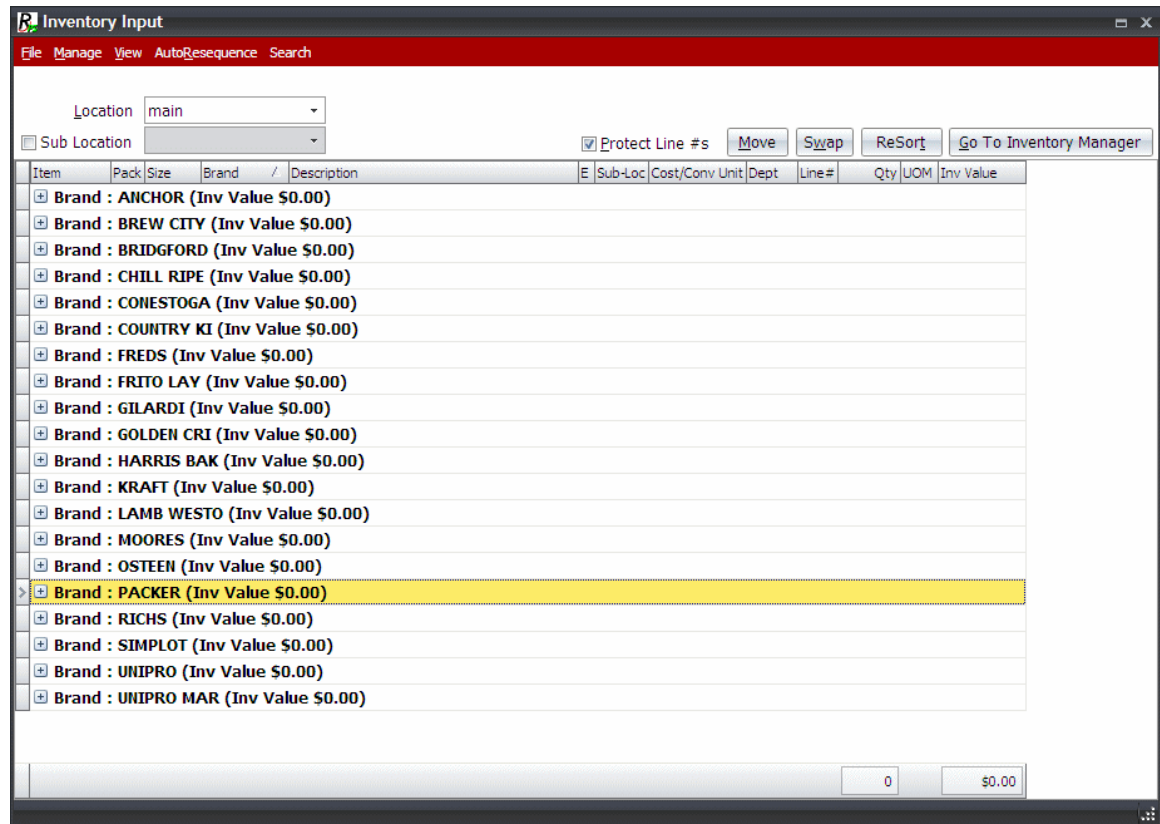
☒ Protect Line #s

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
> 630850	2	5 LB	PACKER	BLUEBERRIES, WHOLE IQF FROZEN	1		\$28.41	freeze	0		CAS	\$0.00
665581	9	2 LB	MOORES	TEXAS TOOTHPICKS, ONIONS & JALAPI			\$51.65	freeze	0		CAS	\$0.00
665521	8	2.5 LB	BREW CITY	MUSHROOMS, BEER BATTER			\$56.48	freeze	0		CAS	\$0.00
665206	2	5 LB	COUNTRY K	HUSHPUPPIES, REGULAR BUTTERMILK \			\$16.90	freeze	0		CAS	\$0.00
660410	6	2.5 LB	ANCHOR	MUSHROOMS, BUTTER BREADED	<input checked="" type="checkbox"/>		\$8.43	freeze	0		CAS	\$0.00
643830	8	3 LB	SIMPLOT	VEGETABLES, MONTEREY BLEND			\$35.96	freeze	0		CAS	\$0.00
643620	12	3 LB	UNIPRO MA	ZUCCHINI SQUASH, SLICED FROZEN			\$25.81	freeze	0		CAS	\$0.00
665620	6	2.5 LB	MOORES	ONION RING, 3/8" BEER BATTER BREW			\$43.25	freeze	0		CAS	\$0.00
630755	2	5 LB	PACKER	STRAWBERRIES, WHOLE IQF			\$15.79	freeze	0		CAS	\$0.00
630751	6	6.5 LB	UNIPRO	STRAWBERRIES, SLICED 4+1	<input type="checkbox"/>		\$54.67	freeze	0		CAS	\$0.00
630725	2	5 LB	PACKER	BLACKBERRIES, IQF			\$23.04	freeze	0		CAS	\$0.00
630705	1	30 LB	PACKER	CHERRIES, RPT FROZEN			\$38.93	freeze	0		CAS	\$0.00
619170	12	16 OZ	RICHS	TOPPING, WHIPPED BAG ON TOP RICHS	<input type="checkbox"/>		\$40.54	freeze	0		CAS	\$0.00
619160	10	16 OZ	RICHS	TOPPING, WHIPPED ON TOP CHOCOLAT			\$39.95	freeze	0		CAS	\$0.00
614215	258	2.25 O	CONESTOG	ROLL DOUGH, WHITE CONESTOGA			\$36.92	freeze	0		CAS	\$0.00
668900	6	2.5 LB	GOLDEN CR	PICKLE CHIPS, ORIGINAL BREADED			\$49.25	freeze	0		CAS	\$0.00
643965	4	5 LB	CHILL RIPE	OKRA, BREADED CUT HEAVY			\$19.81	freeze	0		CAS	\$0.00
207071	8	18 OZ	FRITO LAY	CHIPS, POTATO BULK RUFFLES 47736			\$75.52	cooler	0		box	\$0.00
753830	60	5.43 O	GILARDI	PIZZA, CHEESE 5" PARBAKED LUNCH AR			\$40.14	freeze	0		CAS	\$0.00
710250	36	7 OZ	KRAFT	ENTREE, MACARONI & CHEESE POUCH			\$29.52	freeze	0		CAS	\$0.00
638230	6	6 LB	LAMB WES	HASHBROWNS, DICED W/SKIN COUNTR			\$40.75	freeze	0		CAS	\$0.00
709200	6	4 LB	FREDS	MUSHROOMS, BREADED FREDS	<input checked="" type="checkbox"/>		\$15.40	freeze	0		CAS	\$0.00
										0		\$0.00

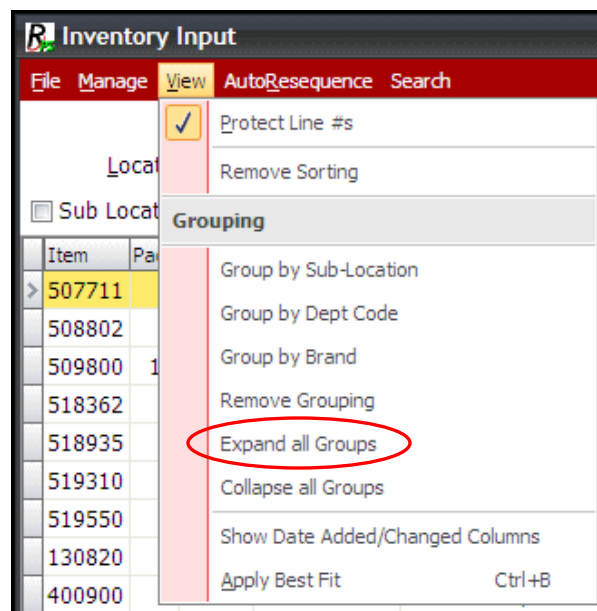
### Expand All Item Groups

Use this procedure to expand all item groups when group name and group inventory value only display.

1. This procedure begins on the Inventory Input window.



2. Click View and click Expand all Groups.



3. All inventory items display grouped by item group.

**Inventory Input**

File Manage View AutoReSequence Search

Location:

Sub Location:

☒ Protect Line #s

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
<b>Brand : ANCHOR (Inv Value \$0.00)</b>												
660410	6	2.5 LB	ANCHOR	MUSHROOMS, BUTTER BREADED			\$8.43 freeze		0		CAS	\$0.00
<b>Brand : BREW CITY (Inv Value \$0.00)</b>												
665521	8	2.5 LB	BREW CITY	MUSHROOMS, BEER BATTER			\$56.48 freeze		0		CAS	\$0.00
<b>Brand : BRIDGFORD (Inv Value \$0.00)</b>												
613240	180	2 OZ	BRIDGFORD	ROLL DOUGH, WHITE PROOF & BAKE			\$26.31 freeze		0		CAS	\$0.00
<b>Brand : CHILL RIPE (Inv Value \$0.00)</b>												
643965	4	5 LB	CHILL RIPE	OKRA, BREADED CUT HEAVY			\$19.81 freeze		0		CAS	\$0.00
<b>Brand : CONESTOGA (Inv Value \$0.00)</b>												
614215	258	2.25 OZ	CONESTOG	ROLL DOUGH, WHITE CONESTOGA			\$36.92 freeze		0		CAS	\$0.00
614190	1	168 CT	CONESTOG	BISCUIT DOUGH, 3.17 OZ EZ SPLIT SOL			\$33.96 freeze		0		CAS	\$0.00
<b>Brand : COUNTRY KI (Inv Value \$0.00)</b>												
665206	2	5 LB	COUNTRY K	HUSHPUPIES, REGULAR BUTTERMILK \			\$16.90 freeze		0		CAS	\$0.00
<b>Brand : FRED'S (Inv Value \$0.00)</b>												
709200	6	4 LB	FRED'S	MUSHROOMS, BREADED FRED'S			\$15.40 freeze		0		CAS	\$0.00
<b>Brand : FRITO LAY (Inv Value \$0.00)</b>												
207071	8	18 OZ	FRITO LAY	CHIPS, POTATO BULK RUFFLES 47736			\$75.52 cooler		0		box	\$0.00
<b>Brand : GILARDI (Inv Value \$0.00)</b>												
753830	60	5.43 OZ	GILARDI	PIZZA, CHEESE 5" PARBAKED LUNCH AR			\$40.14 freeze		0		CAS	\$0.00
<b>Brand : GOLDEN CRI (Inv Value \$0.00)</b>												
668900	6	2.5 LB	GOLDEN CR	PICKLE CHIPS, ORIGINAL BREADED			\$49.25 freeze		0		CAS	\$0.00
<b>Brand : HARRIS BAK (Inv Value \$0.00)</b>												
											0	\$0.00

## Collapse All Item Groups

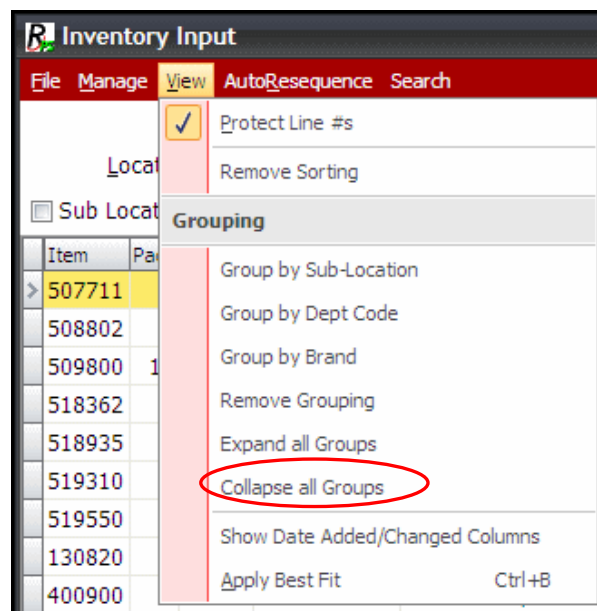
Use this procedure to collapse all item groups when the entire inventory item list displays.

1. This procedure begins on the Inventory Manager window.



Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
<b>Brand : ANCHOR (Inv Value \$0.00)</b>												
660410	6	2.5 LB	ANCHOR	MUSHROOMS, BUTTER BREADED			\$8.43 freeze		0		CAS	\$0.00
<b>Brand : BREW CITY (Inv Value \$0.00)</b>												
665521	8	2.5 LB	BREW CITY	MUSHROOMS, BEER BATTER			\$56.48 freeze		0		CAS	\$0.00
<b>Brand : BRIDGFORD (Inv Value \$0.00)</b>												
613240	180	2 OZ	BRIDGFORD	ROLL DOUGH, WHITE PROOF & BAKE			\$26.31 freeze		0		CAS	\$0.00
<b>Brand : CHILL RIPE (Inv Value \$0.00)</b>												
643965	4	5 LB	CHILL RIPE	OKRA, BREADED CUT HEAVY			\$19.81 freeze		0		CAS	\$0.00
<b>Brand : CONESTOGA (Inv Value \$0.00)</b>												
614215	258	2.25 OZ	CONESTOG	ROLL DOUGH, WHITE CONESTOGA			\$36.92 freeze		0		CAS	\$0.00
614190	1	168 CT	CONESTOG	BISCUIT DOUGH, 3.17 OZ EZ SPLIT SOL			\$33.96 freeze		0		CAS	\$0.00
<b>Brand : COUNTRY KI (Inv Value \$0.00)</b>												
665206	2	5 LB	COUNTRY K	HUSHPUPIES, REGULAR BUTTERMILK \			\$16.90 freeze		0		CAS	\$0.00
<b>Brand : FRED'S (Inv Value \$0.00)</b>												
709200	6	4 LB	FRED'S	MUSHROOMS, BREADED FRED'S			\$15.40 freeze		0		CAS	\$0.00
<b>Brand : FRITO LAY (Inv Value \$0.00)</b>												
207071	8	18 OZ	FRITO LAY	CHIPS, POTATO BULK RUFFLES 47736			\$75.52 cooler		0		box	\$0.00
<b>Brand : GILARDI (Inv Value \$0.00)</b>												
753830	60	5.43 OZ	GILARDI	PIZZA, CHEESE 5" PARBAKED LUNCH AR			\$40.14 freeze		0		CAS	\$0.00
<b>Brand : GOLDEN CRI (Inv Value \$0.00)</b>												
668900	6	2.5 LB	GOLDEN CR	PICKLE CHIPS, ORIGINAL BREADED			\$49.25 freeze		0		CAS	\$0.00
<b>Brand : HARRIS BAK (Inv Value \$0.00)</b>												
											0	\$0.00

- Click **View** and click **Collapse All Groups**.



- Item group names and inventory values only display.



**Inventory Input**

File Manage View AutoReSequence Search

Location:

☐ Sub Location:

☒ Protect Line #s

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
+ Brand : ANCHOR (Inv Value \$0.00)												
+ Brand : BREW CITY (Inv Value \$0.00)												
+ Brand : BRIDGFORD (Inv Value \$0.00)												
+ Brand : CHILL RIPE (Inv Value \$0.00)												
+ Brand : CONESTOGA (Inv Value \$0.00)												
+ Brand : COUNTRY KI (Inv Value \$0.00)												
+ Brand : FREDS (Inv Value \$0.00)												
+ Brand : FRITO LAY (Inv Value \$0.00)												
+ Brand : GILARDI (Inv Value \$0.00)												
+ Brand : GOLDEN CRI (Inv Value \$0.00)												
+ Brand : HARRIS BAK (Inv Value \$0.00)												
+ Brand : KRAFT (Inv Value \$0.00)												
+ Brand : LAMB WESTO (Inv Value \$0.00)												
+ Brand : MOORES (Inv Value \$0.00)												
+ Brand : OSTEEN (Inv Value \$0.00)												
> + Brand : PACKER (Inv Value \$0.00)												
+ Brand : RICHES (Inv Value \$0.00)												
+ Brand : SIMPLOT (Inv Value \$0.00)												
+ Brand : UNIPRO (Inv Value \$0.00)												
+ Brand : UNIPRO MAR (Inv Value \$0.00)												

0 \$0.00

# Take Inventory and Record Inventory Item Counts

## Physical Inventory Process

Use this procedure to take inventory and record inventory item counts.

1. Provide your inventory takers with printed inventory worksheets.

**Note:**

For information on printing inventory worksheets, see the “Worksheet” procedure on page 160.

2. Instruct inventory takers to write any corrections to the inventory list on their worksheets.
3. Inventory takers count the items on their inventory worksheets and record each item count on the worksheets using the item’s specified unit of measure.

**Note:**

Inventory takers must enter quantities using the correct unit of measure. For example, if the unit or measure is CASES, an entry of 3 indicates three cases. If full cases are not present but CASES is the only unit of measure on the worksheet for the location, the inventory taker should note the unit of measure used, such as 3 EACHES so you can make a manual conversion during data entry.

4. Enter partial case counts when necessary. For example, if there are three items in a case of 12 items, enter .25 CASES.

**Note:**

If several item counts require manual conversions, create additional conversions to account for the different units of measure in the storage locations to reduce errors and streamline the next inventory.

5. Inventory takers finish item counts and turn in their completed inventory worksheets.
6. You are now ready to use the following procedure to enter the item counts on the Inventory Input window.

### Enter Item Counts

Use this procedure to enter inventory item counts on the Inventory Input window.

1. This procedure begins on the Inventory Input window.

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
730007	4	10 LB	PACKER	CHICKEN, BREAST BNLS SKLS MARINAT			\$1.75 freeze				LB	\$0.00
754080	2	10#	AV GRAND CH	TURKEY, ROAST BREAST FOIL WRAP S			\$2.92 freeze				LB	\$0.00
730604	1	14 HEA	PACKER	CHICKEN, 8 PC 3.0 - 3.5 MARINATED			\$1.04 freeze				LB	\$0.00
730102	1	12 HEA	PACKER	CHICKEN, WHOLE WOG 3.0 - 3.25			\$0.95 freeze				LB	\$0.00
730025	4	10 LB	PACKER	CHICKEN, BREAST BNLS SKL NO MARIN			\$1.76 freeze				LB	\$0.00
754111	2	9#	AV JENNIE-O	TURKEY, BREAST SMOKED & CURED SH			\$3.08 freeze				LB	\$0.00
795220	6	7#	AVC PREMIUM S	PORK, LOIN BONELESS C/C COV FRESH			\$1.97 freeze				LB	\$0.00
785460	2	10 LB	JOHN MORF	HAM, CLASSIC CURE NATURAL JUICE			\$3.15 freeze				LB	\$0.00
785455	2	11#	AV TYSON	HAM, BUFFET EXTRA LEAN W/A 10/12#			\$2.66 freeze				LB	\$0.00
785450	2	11#	AV TYSON	HAM, PIT W/A 9-11# AVG 3145			\$2.67 freeze				LB	\$0.00
784065	3	18#	AV IBP	BEEF, INSIDE ROUND CH FRESH			\$1.89 freeze				LB	\$0.00
711025	1	10 LB	TRAVIS ME	BEEF PATTY, BREADED STEAK 2.75 OZ			\$28.95 freeze				CAS	\$0.00
787200	1	10 LB	TANKERSLE	SAUSAGE, PATTIES 2 OZ MILD WH 233			\$26.43 freeze				CAS	\$0.00
916575	8	5 LB	RIO STAR	CHICKEN, BREAST RNDM BNLS/SKNLS M			\$1.28 freeze				LB	\$0.00
787305	1	30 LB	TANKERSLE	BACON, SLICED THIN 18-22			\$88.95 freeze				CAS	\$0.00
728595	30	5.3 OZ	ADVANCE F	BEEF, CHICKEN FRY STEAK WESTERN B			\$26.25 freeze				CAS	\$0.00
728345	1	40 CT	ADVANCE F	BEEF, CHICKEN FRY STEAK 4OZ WESTE			\$26.54 freeze				CAS	\$0.00
758700	8	10#	AV NATIONAL	BEEF, GROUND 80/20 FINE GRIND FRES			\$2.00 freeze				LB	\$0.00
182311	6	48 OZ	UNIPRO MA	CHICKEN, BONED			\$67.04 freeze				CAS	\$0.00
794175	4	5 LB	FONTANINI	SAUSAGE, ITALIAN BULK FONTANINI			\$2.69 freeze				LB	\$0.00
785540	1	10 LB	JOHN MORF	FRANKS, 8/1 ALL MEAT CN	271		\$21.00 freeze				CAS	\$0.00
728615	1	30 CT	ADVANCE F	BEEF, COUNTRY FRY STEAK 5.33OZ GO			\$43.37 freeze				CAS	\$0.00

2. Select a location from the **Location** drop-down list. In this example, we selected meat locker. Only items in the selected location display in the item list.
3. Enter item counts for each item in the **Qty** column.
  - As you enter quantities in the **Qty** column, Inventory Manager calculates the inventory value that displays in the **Inv Value** column.
  - The total inventory value for the item grouping displays next to the item grouping name if the items are grouped.
  - Total item quantity and total inventory value display at the bottom of the window.

**Inventory Input**

File Manage View AutoReSequence Search

Location: meat locker

Sub Location:

☒ Protect Line #s Move Swap ReSort Go To Inventory Manager

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
730007	4	10 LB	PACKER	CHICKEN, BREAST BNLS SKLS MARINAT			\$1.75	freeze	0	2	LB	\$3.50
754080	2	10#	AV GRAND CHA	TURKEY, ROAST BREAST FOIL WRAP S			\$2.92	freeze	0	2	LB	\$5.84
730604	1	14	HEA PACKER	CHICKEN, 8 PC 3.0 - 3.5 MARINATED			\$1.04	freeze	0	2	LB	\$2.08
730102	1	12	HEA PACKER	CHICKEN, WHOLE WOG 3.0 - 3.25			\$0.95	freeze	0	2	LB	\$1.90
730025	4	10 LB	PACKER	CHICKEN, BREAST BNLS SKL NO MARIN			\$1.76	freeze	0	2	LB	\$3.52
754111	2	9#	AVC JENNIE-O	TURKEY, BREAST SMOKED & CURED SH			\$3.08	freeze	0	2	LB	\$6.16
795220	6	7#	AVC PREMIUM S	PORK, LOIN BONELESS C/C COV FRESH			\$1.97	freeze	0	2	LB	\$3.94
785460	2	10 LB	JOHN MORF	HAM, CLASSIC CURE NATURAL JUICE			\$3.15	freeze	0	2	LB	\$6.30
785455	2	11#	AV TYSON	HAM, BUFFET EXTRA LEAN W/A 10/12#			\$2.66	freeze	0	2	LB	\$5.32
785450	2	11#	AV TYSON	HAM, PIT W/A 9-11# AVG 3145			\$2.67	freeze	0	2	LB	\$5.34
784065	3	18#	AV IBP	BEEF, INSIDE ROUND CH FRESH			\$1.89	freeze	0	2	LB	\$3.78
711025	1	10 LB	TRAVIS ME	BEEF PATTY,			\$28.95	freeze	0	2	CAS	\$57.90
787200	1	10 LB	TANKERSLE	SAUSAGE, PA			\$26.43	freeze	0	2	CAS	\$52.86
916575	8	5 LB	RIO STAR	CHICKEN, BRE			\$1.28	freeze	0	2	LB	\$2.56
787305	1	30 LB	TANKERSLE	BACON, SLICED THIN 16-22			\$88.95	freeze	0	2	CAS	\$177.90
728595	30	5.3 OZ	ADVANCE F	BEEF, CHICKEN FRY STEAK WESTERN B			\$26.25	freeze	0	2	CAS	\$52.50
728345	1	40 CT	ADVANCE F	BEEF, CHICKEN FRY STEAK 40Z WESTE			\$26.54	freeze	0	2	CAS	\$53.08
758700	8	10#	AV NATIONAL	BEEF, GROU			\$2.00	freeze	0	2	LB	\$4.00
182311	6	48 OZ	UNIPRO MA	CHICKEN, B			\$67.04	freeze	0	2	CAS	\$134.08
794175	4	5 LB	FONTANINI	SAUSAGE, I			\$2.69	freeze	0	2	LB	\$5.38
785540	1	10 LB	JOHN MORF	FRANKS, 8/1 ALL MEAT CN	271		\$21.00	freeze	0	22	CAS	\$462.00
728615	1	30 CT	ADVANCE F	BEEF, COUNTRY FRY STEAK 5.33OZ GO			\$43.37	freeze	0		CAS	\$0.00

62 \$1,049.94

Enter inventory quantities in the Qty column.

Totals display at the end of the inventory list.

- Repeat this procedure to enter item counts for the remaining locations.

### Delete Items without Quantities

Use this procedure after you take inventory and finish recording all item counts in the Inventory Input window.

- This procedure begins on the Inventory Input window.

Inventory Input

File Manage View AutoReSequence Search

Location: main

Sub Location:

Protect Line #s Move Swap ReSort Go To Inventory Manager

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
614190	1	168 CT	CONESTOGA	BISCUIT DOUGH, 3.17 OZ EZ SPLIT SOUTHERN			\$33.96	freezer	0		CASE	\$0.00
630725	2	5 LB	PACKER	BLACKBERRIES, IQF			\$23.04	freezer	0	1	CASE	\$23.04
630850	2	5 LB	PACKER	BLUEBERRIES, IQF			\$28.41	freezer	0	1	CASE	\$28.41
616045	1	7 CT	HARRIS BAK	BREAD, TEXAS TOAST SLICED 20 OZ			\$11.49	freezer	0		CASE	\$0.00
616090	4	8 CT	HARRIS BAK	BUNS, HAMBURGER 4.5" FROZEN SLICED PBKD			\$9.62	freezer	0		CASE	\$0.00
630705	1	30 LB	PACKER	CHERRIES, FRESH			\$38.93	freezer	0	11	CASE	\$428.23
207071	8	18 OZ	FRITO LAY	CHIPS, POTATO BULK RUFFLES 47736			\$75.52	cooler	0	1	box	\$75.52
710250	36	7 OZ	KRAFT	ENTREE, MACARONI & CHEESE POUCH			\$29.52	freezer	0	1	CASE	\$29.52
637230	6	4.5 LB	SIMPLOT	FRIES, 3/8" S/C JIFFY CRISP CRUNCH 47117			\$23.19	freezer	0		CASE	\$0.00
639896	6	2.5 LB	LAMB WESTON	FRIES, SWEET POTATO SWEET THING 1/2" L81			\$29.97	freezer	0		CASE	\$0.00
638230	6	6 LB	LAMB WESTON	HASHBROWNS, DICED W/SKIN COUNTRY C73			\$40.75	freezer	0	1	CASE	\$40.75
638225	6	3 LB	SIMPLOT	HASHBROWNS, IQF SHREDDED 36457			\$15.51	freezer	0		CASE	\$0.00
665206	2	5 LB	COUNTRY KI	HUSHPUPPIES, REGULAR BUTTERMILK W/ONION			\$16.90	freezer	0	11	CASE	\$185.90
665521	8	2.5 LB	BREW CITY	MUSHROOMS, BEER BATTER			\$56.48	freezer	0	1	CASE	\$56.48
709200	6	4 LB	FREDS	MUSHROOMS, BREADED FRED'S 1251			\$15.40	freezer	0		CASE	\$0.00
660410	6	2.5 LB	ANCHOR	MUSHROOMS, BUTTER BREADED			\$8.43	freezer	0	1	CASE	\$8.43
643965	4	5 LB	CHILL RIPE	OKRA, BREADED CUT HEAVY			\$19.81	freezer	0		CASE	\$0.00
665620	6	2.5 LB	MOORES	ONION RING, 3/8" BEER BATTER BREW CITY			\$43.25	freezer	0	1	CASE	\$43.25
668900	6	2.5 LB	GOLDEN CRI	PICKLE CHIPS, ORIGINAL BREADED			\$49.25	freezer	0		CASE	\$0.00
668885	1	10 LB	OSTEEN	PICKLES, SPICY BREADED SLICES 2082			\$37.43	freezer	0		CASE	\$0.00
753830	60	5.43 OZ	GILARDI	PIZZA, CHEESE 5" PARBAKED LUNCH AROUND			\$40.14	freezer	0	1	CASE	\$40.14
										39		\$1,260.96

Inventory counts are entered for some items

- To sort the Inventory Input window to display items with zero quantities at the top of the item list, click the **Qty** column header.
- Items with zero quantities display at the top of the item list.

Inventory Input

File Manage View AutoReSequence Search

Location: main

Sub Location:

Protect Line #s Move Swap ReSort Go To Inventory Manager

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
668900	6	2.5 LB	GOLDEN CRI	PICKLE CHIPS, ORIGINAL BREADED			\$49.25	freeze	0		CASE	\$0.00
643965	4	5 LB	CHILL RIPE	OKRA, BREADED CUT HEAVY			\$19.81	freeze	0		CASE	\$0.00
709200	6	4 LB	FREDS	MUSHROOMS, BREADED FRED'S 1251			\$15.40	freeze	0		CASE	\$0.00
668885	1	10 LB	OSTEEN	PICKLES, SPICY BREADED SLICES 2082			\$37.43	freeze	0		CASE	\$0.00
613240	180	2 OZ	BRIDGFORD	ROLL DOUGH, WHITE PROOF & BAKE 6763			\$26.31	freeze	0		CASE	\$0.00
639896	6	2.5 LB	LAMB WESTON	FRIES, SWEET POTATO SWEET THING 1/2" L81			\$29.97	freeze	0		CASE	\$0.00
638225	6	3 LB	SIMPLOT	HASHBROWNS, IQF SHREDDED 36457			\$15.51	freeze	0		CASE	\$0.00
637230	6	4.5 LB	SIMPLOT	FRIES, 3/8" S/C JIFFY CRISP CRUNCH 47117			\$23.19	freeze	0		CASE	\$0.00
637100	6	5 LB	SIMPLOT	POTATOES, TATER GEMS			\$23.53	freeze	0		CASE	\$0.00
616090	4	8 CT	HARRIS BAK	BUNS, HAMBURGER 4.5" FROZEN SLICED PBKD			\$9.62	freeze	0		CASE	\$0.00
616045	1	7 CT	HARRIS BAK	BREAD, TEXAS TOAST SLICED 20 OZ			\$11.49	freeze	0		CASE	\$0.00
614190	1	168 CT	CONESTOGA	BISCUIT DOUGH, 3.17 OZ EZ SPLIT SOUTHERN			\$33.96	freeze	0		CASE	\$0.00
630850	2	5 LB	PACKER	BLUEBERRIES, WHOLE IQF FROZEN 11711			\$28.41	freeze	0	1	CASE	\$28.41
665581	9	2 LB	MOORES	TEXAS TOOTHPICKS, ONIONS & JALAPENO BTI			\$51.65	freeze	0	1	CASE	\$51.65
665521	8	2.5 LB	BREW CITY	MUSHROOMS, BEER BATTER			\$56.48	freeze	0	1	CASE	\$56.48
660410	6	2.5 LB	ANCHOR	MUSHROOMS, BUTTER BREADED			\$8.43	freeze	0	1	CASE	\$8.43
643830	8	3 LB	SIMPLOT	VEGETABLES, MONTEREY BLEND			\$35.96	freeze	0	1	CASE	\$35.96
643620	12	3 LB	UNIPRO MAR	ZUCCHINI SQUASH, SLICED FROZEN			\$25.81	freeze	0	1	CASE	\$25.81
665620	6	2.5 LB	MOORES	ONION RING, 3/8" BEER BATTER BREW CITY			\$43.25	freeze	0	1	CASE	\$43.25
										39		\$1,260.96

- Enter inventory quantities for the remaining items.

## Print Inventory Valuation Reports

Use the procedures in this section to print summary and detailed inventory valuation reports.

### Print an Inventory Worksheet

The Print Inventory Worksheet option is typically completed during inventory preparation. For details, see the “Inventory Worksheets” section on page 160.

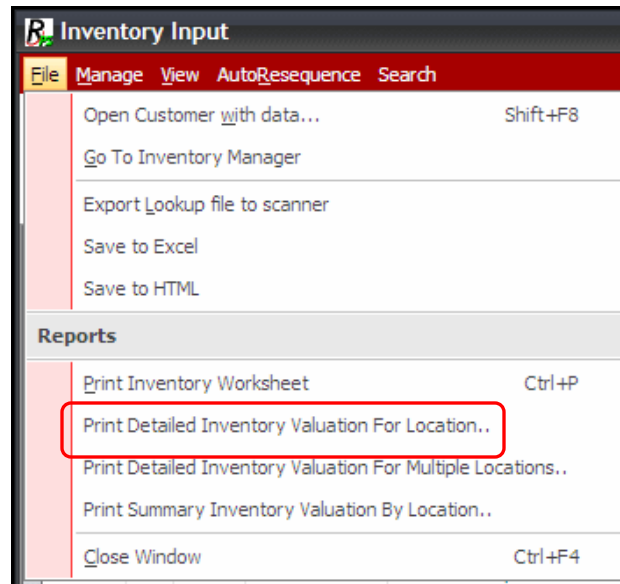
### Print Detailed Inventory Valuation by Location

Use this procedure to print an inventory valuation report for a selected location.

1. This procedure begins on the Inventory Input window.

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
507711	4	5 LB	MARATHON	CHEESE, MONTEREY JACK SHREDDED	<input checked="" type="checkbox"/>		\$12.10	cooler	0		CASE	\$0.00
508802	4	5 LB	CHEESE MER	CHEESE, PARMESAN GRATED	<input checked="" type="checkbox"/>		\$16.86	cooler	0		CASE	\$0.00
509800	10	3 LB	RASKAS	CHEESE, CREAM	<input checked="" type="checkbox"/>		\$6.67	cooler	0		CASE	\$0.00
518362	4	2.5 LB	MARATHON	CHEESE, PEPPER JACK SLICED,			\$28.55	cooler	0		CASE	\$0.00
518935	4	5 LB	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED	<input checked="" type="checkbox"/>		\$2.88	cooler	0		LB	\$0.00
519310	4	5 LB	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINE	<input type="checkbox"/>		\$45.52	cooler	0		CASE	\$0.00
519550	4	5 LB	MARATHON	CHEESE, MOZZARELLA FEATHER SHRED LMPS	<input type="checkbox"/>		\$49.10	cooler	0		CASE	\$0.00
130820	1	5 GAL	COMSOURCE	PICKLES, KOSHER DILL REF FRSH 215/265			\$29.89	cooler	0		CASE	\$0.00
400900	4	1 GAL	HILAND	ICE CREAM, MIX VANILLA SOFT SERVE 1-1214	<input type="checkbox"/>		\$26.02	cooler	0		CASE	\$0.00
519300	4	5 LB	MARATHON	CHEESE, CHEDDAR REGULAR SHRED	<input type="checkbox"/>		\$57.29	cooler	0		CASE	\$0.00

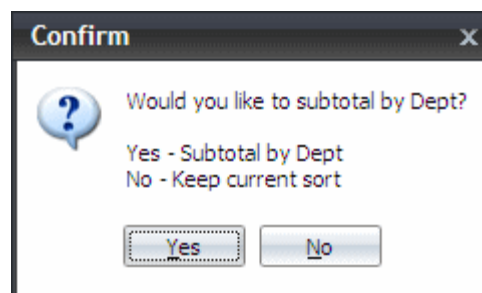
2. Click **File** and click **Print Detailed Total Inventory Valuation for Location**.



3. The Confirm box displays. Click **No** to print the report using your current sort options.

—OR—

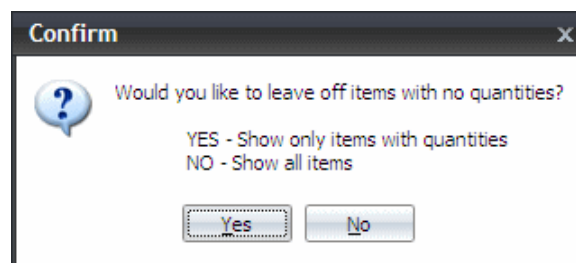
Click **Yes** to include inventory Department subtotals on the report.



4. The Confirm box displays. Click **No** to show all items.

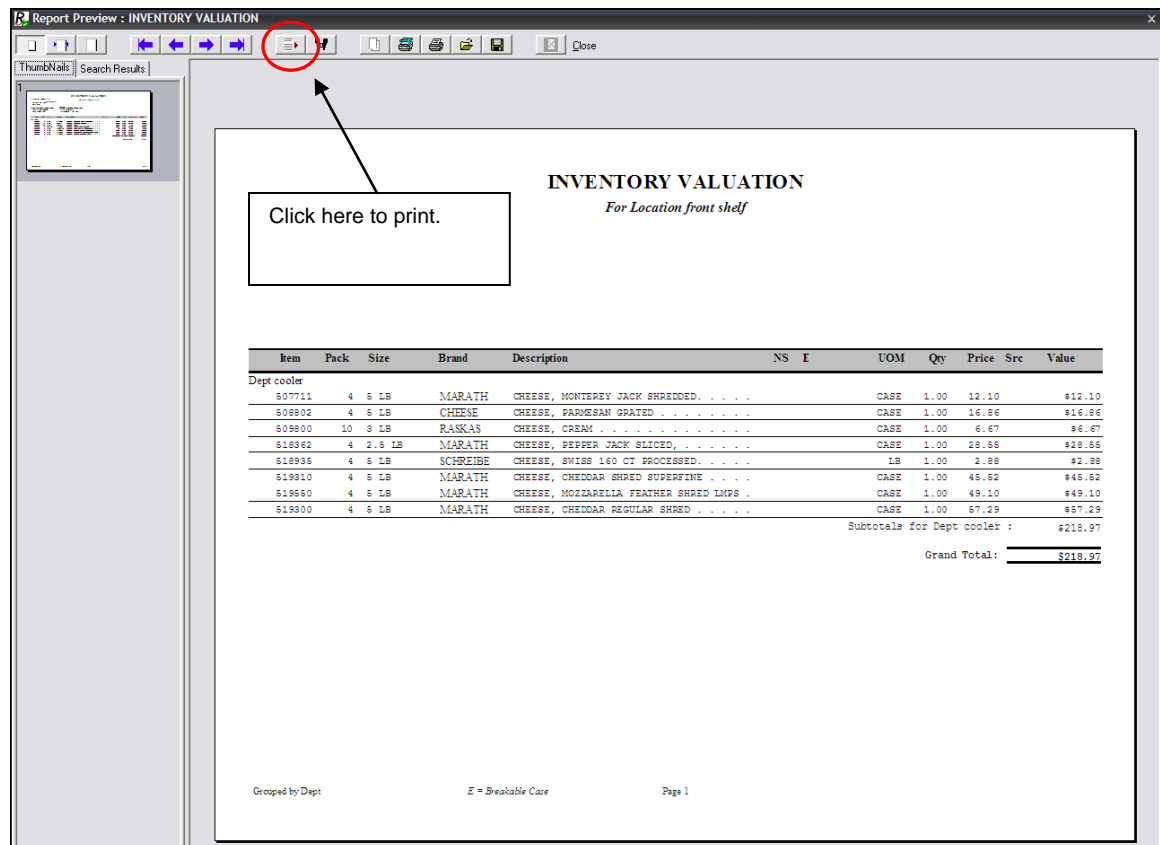
—OR—

Click **Yes** to show only items with inventory quantities recorded.



5. The Report Preview window displays.





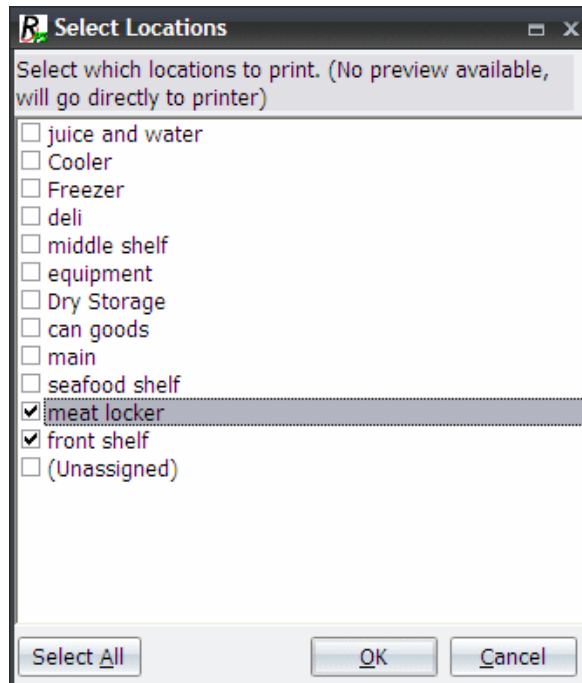
## Print Summary Inventory Valuation for Multiple Locations

1. This procedure begins on the Inventory Input window.

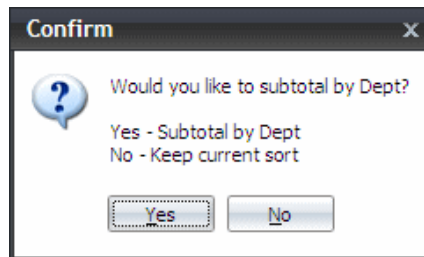
Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
507711	4 5 LB	MARATHON	CHEESE, MONTEREY JACK SHREDDED	<input checked="" type="checkbox"/>		\$12.10 cooler	0		CASE	\$0.00		
508802	4 5 LB	CHEESE MER	CHEESE, PARMESAN GRATED	<input checked="" type="checkbox"/>		\$16.86 cooler	0		CASE	\$0.00		
509800	10 3 LB	RASKAS	CHEESE, CREAM	<input checked="" type="checkbox"/>		\$6.67 cooler	0		CASE	\$0.00		
518362	4 2.5 LB	MARATHON	CHEESE, PEPPER JACK SLICED,			\$28.55 cooler	0		CASE	\$0.00		
518935	4 5 LB	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED	<input checked="" type="checkbox"/>		\$2.88 cooler	0		LB	\$0.00		
519310	4 5 LB	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINE	<input type="checkbox"/>		\$45.52 cooler	0		CASE	\$0.00		
519550	4 5 LB	MARATHON	CHEESE, MOZZARELLA FEATHER SHRED LMPS	<input type="checkbox"/>		\$49.10 cooler	0		CASE	\$0.00		
130820	1 5 GAL	COMSOURCE	PICKLES, KOSHER DILL REF FRSH 215/265			\$29.89 cooler	0		CASE	\$0.00		
400900	4 1 GAL	HILAND	ICE CREAM, MIX VANILLA SOFT SERVE 1-1214	<input type="checkbox"/>		\$26.02 cooler	0		CASE	\$0.00		
519300	4 5 LB	MARATHON	CHEESE, CHEDDAR REGULAR SHRED	<input type="checkbox"/>		\$57.29 cooler	0		CASE	\$0.00		

- Click **File**.

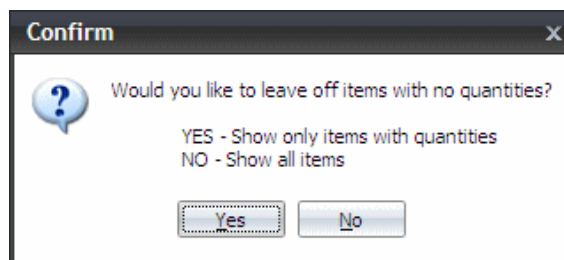
- Select **Print Detailed Inventory Valuation For Multiple Locations**. The Select Locations box displays.



4. Select the check box next to each location to include on the report and click **OK**. A confirm box displays.



5. To include subtotals by department, click **Yes**. A prompt displays. A confirm box displays.



6. To include only items that have inventory quantities on the report, click **Yes**. The report is printed.

## INVENTORY VALUATION

*For Location front shelf*

Customer: 10023

Ship To:

The name of the location displays here.

Item	Pack	Size	Brand	Description	NS	E	UOM	Qty	Price	Src	Value
Dept cooler											
507711	4	5 LB	MARATH	CHEESE, MONTREY JACK SHREDDED. . . . .			CASE	1.00	12.10		\$12.10
508802	4	5 LB	CHEESE	CHEESE, PARMESAN GRATED . . . . .			CASE	1.00	16.86		\$16.86
509800	10	3 LB	RASKAS	CHEESE, CREAM . . . . .			CASE	1.00	6.67		\$6.67
518362	4	2.5 LB	MARATH	CHEESE, PEPPER JACK SLICED, . . . . .			CASE	1.00	28.55		\$28.55
518935	4	5 LB	SCHREIBE	CHEESE, SWISS 160 CT PROCESSED. . . . .			LB	1.00	2.88		\$2.88
519310	4	5 LB	MARATH	CHEESE, CHEDDAR SHRED SUPERFINE . . . . .			CASE	1.00	45.52		\$45.52
519550	4	5 LB	MARATH	CHEESE, MOZZARELLA FEATHER SHRED LMPB . . . . .			CASE	1.00	49.10		\$49.10
519300	4	5 LB	MARATH	CHEESE, CHEDDAR REGULAR SHRED . . . . .			CASE	1.00	57.29		\$57.29
Subtotals for Dept cooler :											\$218.97
Grand Total:											<u>\$218.97</u>

If you have grouped items by a specific category, the group type displays.

Grouped by Dept

E = Breakable Case

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7. A report is printed for each location you selected on the Select Locations box.

## INVENTORY VALUATION

*For Location meat locker*

Customer: 10023

Ship To:

Item	Pack	Size	Brand	Description	NS	E	UOM	Qty	Price	Src	Value
Dept freezer											
711025	1	10 LB	TRAVIS	BEEF PATTY, BREADED STRAK 2.75 OZ . . .			CASE	2.00	28.95		\$57.90
916575	8	5 LB	RIO STAR	CHICKEN, BREAST RNDM BNLS/SKLS MAR FRZ			LB	2.00	1.28		\$2.56
787305	1	30 LB	TANKERSL	BACON, SLICED THIN 18-22. . . . .			CASE	2.00	88.95		\$177.90
728595	30	5.3 OZ	ADVANCE	BEEF, CHICKEN FRY STRAK WESTERN BRD			CASE	2.00	26.25		\$52.50
728345	1	40 CT	ADVANCE	BEEF, CHICKEN FRY STRAK 40Z WESTERN			CASE	2.00	26.54		\$53.08
787200	1	16 LB	TANKERSL	SAUSAGE, PATTIES 2 OZ MILD MH 2330. . .			CASE	2.00	26.43		\$52.86
182311	6	48 OZ	UNIPRO	CHICKEN, BONED. . . . .			CASE	2.00	67.04		\$134.08
794175	4	5 LB	FONTANI	SAUSAGE, ITALIAN BULK FONTANINI . . . .			LB	2.00	2.69		\$5.38
785540	1	10 LB	JOHN	FRANKS, 8/1 ALL MEAT CN			CASE	22.00	21.00		\$462.00
758700	8	10# AVG	NATIONAL	BEEF, GROUND 80/20 FINE GRIND FRESH . .			LB	2.00	2.00		\$4.00
754111	2	9# AVG	JENNIE-O	TURKEY, BREAST SMOKED & CURED SHAVING .			LB	2.00	3.08		\$6.16
754080	2	10# AVG	GRAND	TURKEY, ROAST BREAST FOIL WRAP SKIN ON.			LB	2.00	2.92		\$5.84
730604	1	14 HEAD	PACKER	CHICKEN, 8 PC 3.0 - 3.5 MARINATED . . .			LB	2.00	1.04		\$2.08
730102	1	12 HEAD	PACKER	CHICKEN, WHOLE WOG 3.0 - 3.25 . . . . .			LB	2.00	0.95		\$1.90
730025	4	10 LB	PACKER	CHICKEN, BREAST BNLS SKL NO MARINATE. .			LB	2.00	1.76		\$3.52
730007	4	10 LB	PACKER	CHICKEN, BREAST BNLS SKLS MARINATE. . .			LB	2.00	1.75		\$3.50
795220	6	7# AVG	PREMIUM	PORK, LOIN BONELESS C/C COV FRESH . . .			LB	2.00	1.97		\$3.94
785460	2	10 LB	JOHN	HAM, CLASSIC CURE NATURAL JUICE . . . .			LB	2.00	3.15		\$6.30
785455	2	11# AVG	TYSON	HAM, BUFFET EXTRA LEAN W/A 10/12# . . .			LB	2.00	2.66		\$5.32
785450	2	11# AVG	TYSON	HAM, PIT W/A 9-11# AVG 3145 . . . . .			LB	2.00	2.67		\$5.34
784065	3	18# AVG	IBP	BEEF, INSIDE ROUND CH FRESH . . . . .			LB	2.00	1.89		\$3.78
Subtotals for Dept freezer :											\$1,049.94

Grand Total: **\$1,049.94**

Grouped by Dept

E = Breakable Case

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## Print Summary Inventory Valuation by Location

Use this procedure to print the entire inventory without line-by-line detail.

1. This procedure begins on the Inventory Input window.

Inventory Input

File Manage View AutoReSequence Search

Location: front shelf

Sub Location:

☒ Protect Line #s Move Swap ReSort Go To Inventory Manager

Item	Pack	Size	Brand	Description	E	Sub-Loc	Cost/Conv Unit	Dept	Line#	Qty	UOM	Inv Value
507711	4 5 LB	MARATHON	CHEESE, MONTEREY JACK SHREDDED	<input checked="" type="checkbox"/>		\$12.10 cooler	0	CASE	\$0.00			
508802	4 5 LB	CHEESE MER	CHEESE, PARMESAN GRATED	<input checked="" type="checkbox"/>		\$16.86 cooler	0	CASE	\$0.00			
509800	10 3 LB	RASKAS	CHEESE, CREAM	<input checked="" type="checkbox"/>		\$6.67 cooler	0	CASE	\$0.00			
518362	4 2.5 LB	MARATHON	CHEESE, PEPPER JACK SLICED,			\$28.55 cooler	0	CASE	\$0.00			
518935	4 5 LB	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED	<input checked="" type="checkbox"/>		\$2.88 cooler	0	LB	\$0.00			
519310	4 5 LB	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINE	<input type="checkbox"/>		\$45.52 cooler	0	CASE	\$0.00			
519550	4 5 LB	MARATHON	CHEESE, MOZZARELLA FEATHER SHRED LMPS	<input type="checkbox"/>		\$49.10 cooler	0	CASE	\$0.00			
130820	1 5 GAL	COMSOURCE	PICKLES, KOSHER DILL REF FRSH 215/265			\$29.89 cooler	0	CASE	\$0.00			
400900	4 1 GAL	HILAND	ICE CREAM, MIX VANILLA SOFT SERVE 1-1214	<input type="checkbox"/>		\$26.02 cooler	0	CASE	\$0.00			
519300	4 5 LB	MARATHON	CHEESE, CHEDDAR REGULAR SHRED	<input type="checkbox"/>		\$57.29 cooler	0	CASE	\$0.00			

0 \$0.00

- Click **File** and click **Print Summary Inventory Valuation By Location**.

Inventory Input

File Manage View AutoReSequence Search

Open Customer with data... Shift+F8

Go To Inventory Manager

Export Lookup file to scanner

Save to Excel

Save to HTML

**Reports**

Print Inventory Worksheet Ctrl+P

Print Detailed Inventory Valuation For Location..

Print Detailed Inventory Valuation For Multiple Locations..

**Print Summary Inventory Valuation By Location..**

Close Window Ctrl+F4

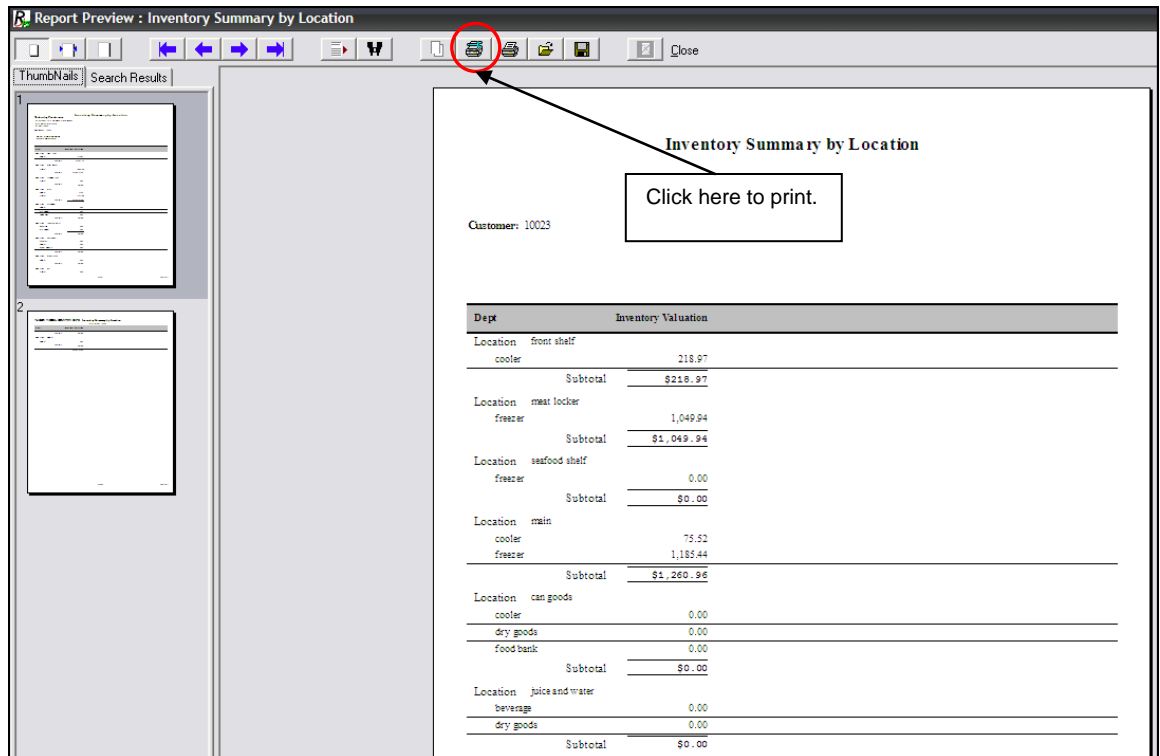
- A message displays.

**Confirm**

Would you like to exclude the '(Unassigned)' Location?

Yes No

4. Select **Yes**. The Report Preview window displays.





## Save and View Inventory Valuation Reports

Inventory Manager saves data for the current inventory only and for your current setup. If you make changes to the inventory or if your laptop or personal computer crashes or is stolen, there is no way to reproduce inventory information.

However, you can save your inventory setup information as a file and then place the file on an external storage device such as a disk, USB memory stick, or external hard drive. Your inventory setup file provides a snapshot of the data that you can view or use to reconstruct lost information.

### Using a Quick Report File

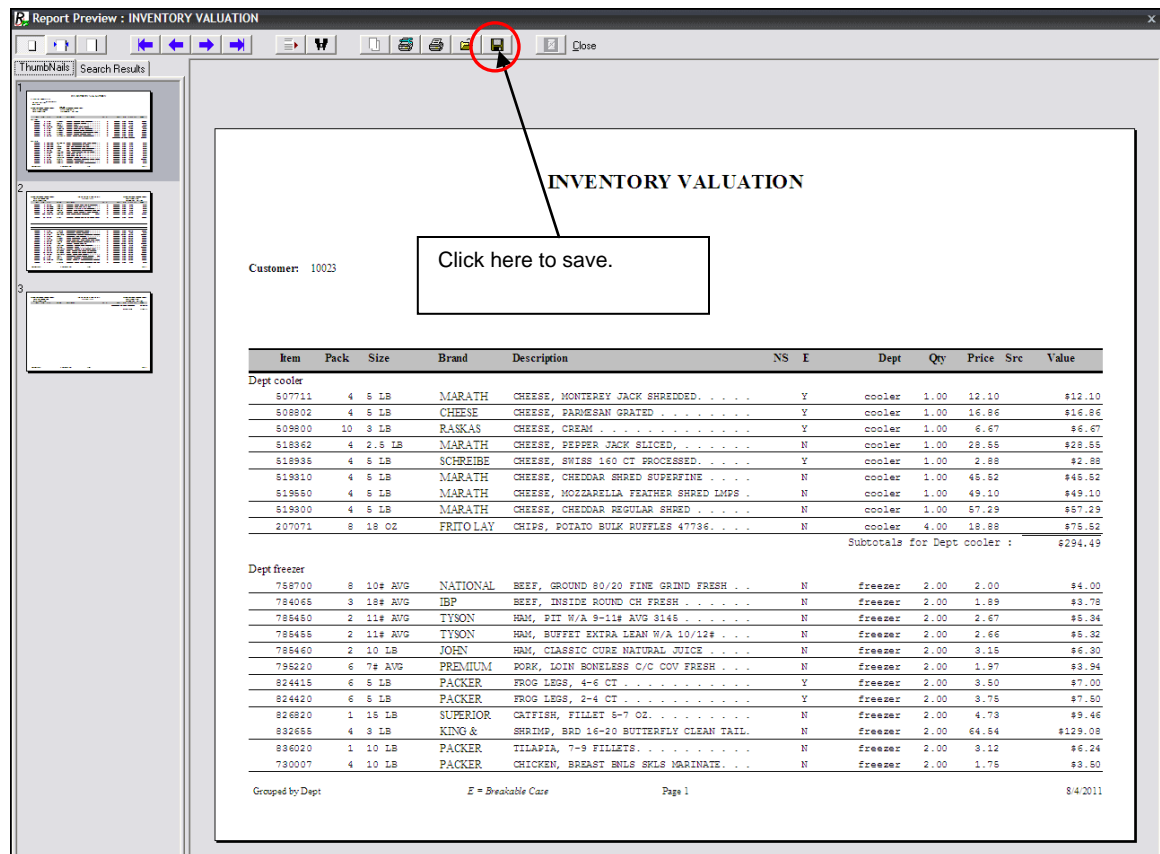
Use this procedure to save a report as a Quick Report .QRP file.

#### Save Report Information to a File

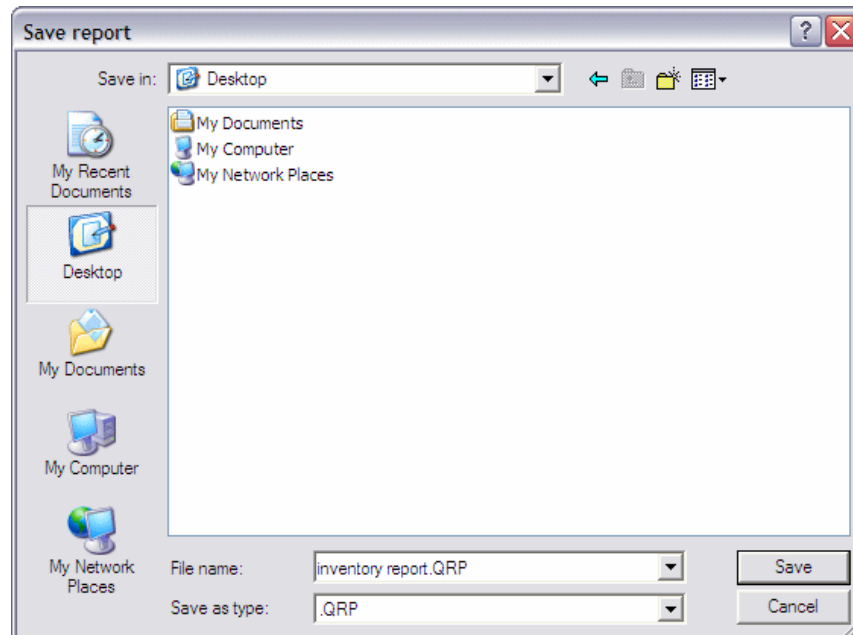
**Note:**

After you save a report, you cannot change the report's content.

1. Use the procedures in the Print Inventory Valuation Reports section to run the report you want to save. For details about running a specific report, see "Print Inventory Valuation Reports" on page 185.
2. The Report Preview window displays. Review report contents to ensure the report contains all the information you need.



- Click **Save**. The Save report box displays. Navigate to the removable storage media location and enter a file name.



**Note:**

Retalix recommends including the date of the report in the file name to avoid confusion and recommends you save copies of the reports on portable media or a folder on a server that is backed up regularly. This ensures you can locate and retrieve the report files if your laptop or personal computer fails.

4. Click **Save** to save the selected report.

## Open and View a Saved Report

Use this procedure to open a saved report or .QRP file.

1. This procedure begins on the Inventory Manager window.

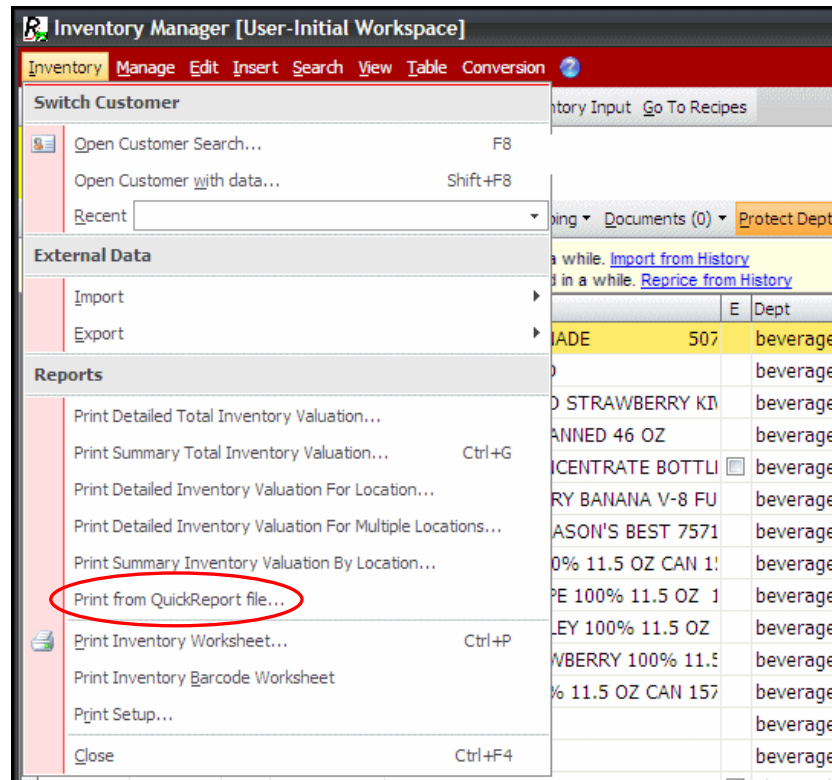
The screenshot shows the 'Inventory Manager [User-Initial Workspace]' window. The main table lists various items with columns for Item, Size, Pack, Brand, Description, E, Dept, Price, Src, Can Order, Broker, Par, Inv Qty, and Inv Value. The first item is '299801 18 OZ' with a price of 21.98 and an inventory value of 0.00. Other items include '314001 EACH', '314011 EACH', '328401 3 DOZEN', '328411 3 DOZEN', '328421 3 DOZEN', '507711 5 LB', '508801 5 LB', '509801 3 LB', '518361 2.5 LB', '518911 5 LB', '518931 5 LB', '519311 5 LB', '519551 5 LB', '130821 5 GAL', '882231 5 LB', and '888231 20 LB'. Below the main table is the 'Item Conversions' section, which shows conversion units for '1.0 CASE', '12.0 18 OZ', and '216.0 OZ'. The bottom right corner of the window displays 'Total for Dept Code beverage 0.00' and 'Total Inv Value 0.00'.

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broker	Par	Inv Qty	Inv Value
299801	18 OZ	12	DIAMOND CT	DRINK MIX, LEMONADE	507	beverage	21.98		<input type="checkbox"/>				0.00
314001	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28		<input type="checkbox"/>				0.00
314011	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55		<input type="checkbox"/>				0.00
328401	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09		<input type="checkbox"/>				0.00
328411	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00
328421	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41		<input type="checkbox"/>				0.00
507711	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10		<input type="checkbox"/>				0.00
508801	5 LB	4	CHEESE MEF	CHEESE, PARMESAN GRATED		cooler	16.86		<input type="checkbox"/>				0.00
509801	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67		<input type="checkbox"/>				0.00
518361	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55		<input type="checkbox"/>				0.00
518911	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85		<input type="checkbox"/>				0.00
518931	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88		<input type="checkbox"/>				0.00
519311	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINI		cooler	45.52		<input type="checkbox"/>				0.00
519551	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10		<input type="checkbox"/>				0.00
130821	5 GAL	1	COMSOURCI	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89		<input type="checkbox"/>				0.00
882231	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94		<input type="checkbox"/>				0.00
888231	20 LB	1	PACKER	TOMATOES, 5X6 2 LAYER		cooler	20.85		<input type="checkbox"/>				0.00

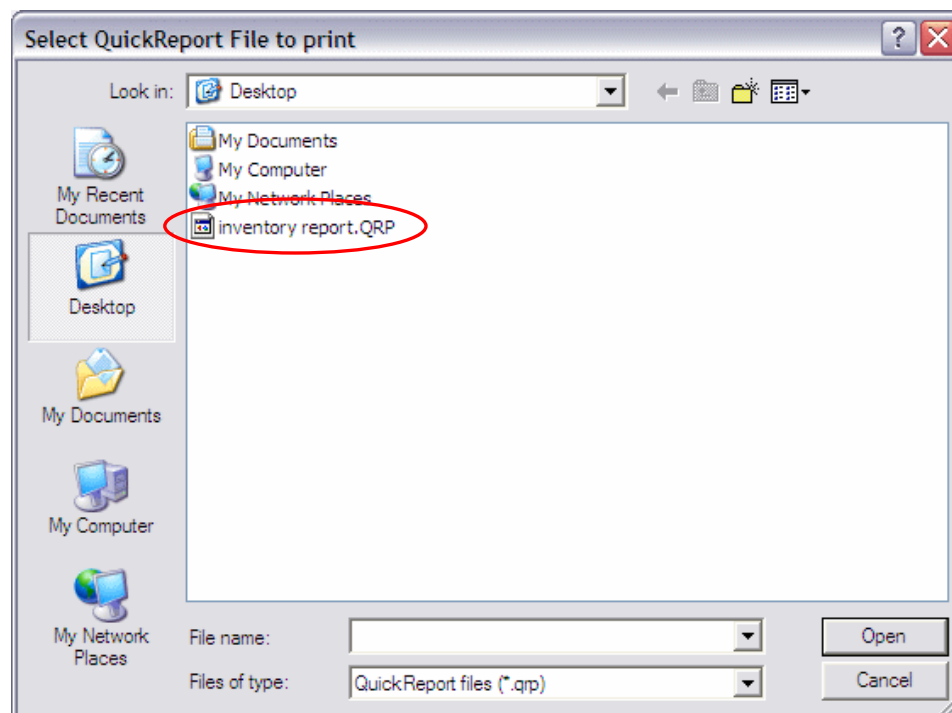
Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		juice and water			<input checked="" type="checkbox"/>	21.980	0.00	0
12.0 18 OZ		(Unassigned)			<input type="checkbox"/>	1.832	0.00	0
216.0 OZ		(Unassigned)			<input type="checkbox"/>	0.102	0.00	0

Total for Dept Code beverage 0.00  
Total Inv Value 0.00

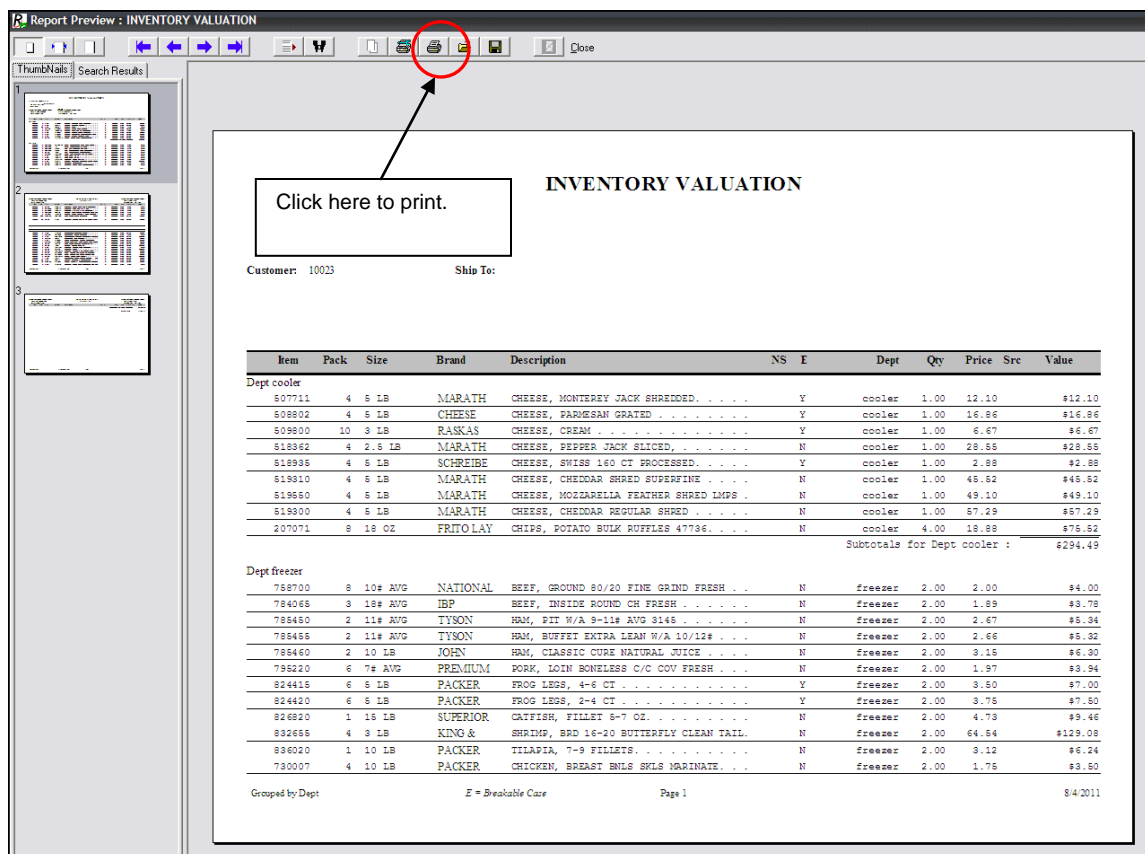
2. Click **File** and click **Print from Quick Report file**.



3. The Select Quick Report File to print box displays. Navigate to the file storage location, select a report, and click **Open**.



4. The Report Preview window displays the selected report.



5. Click **Print** to print and view the report.

## Save and View Inventory Data

After you complete the inventory process, use the procedures in this section to save and archive inventory data.

### Export Inventory Data

Use this procedure to create a compressed .ZIP file of your inventory including items, quantities, inventory locations, and inventory sub-locations.

1. This procedure begins on the Inventory Manager window.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
299801	18 OZ	12	DIAMOND C	DRINK MIX, LEMONADE	507	average	21.98		<input type="checkbox"/>				0.00
314001	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28		<input type="checkbox"/>				0.00
314011	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55		<input type="checkbox"/>				0.00
328401	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09		<input type="checkbox"/>				0.00
328411	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00
328421	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41		<input type="checkbox"/>				0.00
507711	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10		<input type="checkbox"/>				0.00
508801	5 LB	4	CHEESE ME	CHEESE, PARMESAN GRATED		cooler	16.86		<input type="checkbox"/>				0.00
509801	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67		<input type="checkbox"/>				0.00
518361	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55		<input type="checkbox"/>				0.00
518911	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85		<input type="checkbox"/>				0.00
518931	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88		<input type="checkbox"/>				0.00
519311	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINI		cooler	45.52		<input type="checkbox"/>				0.00
519551	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10		<input type="checkbox"/>				0.00
130821	5 GAL	1	COMSOURCI	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89		<input type="checkbox"/>				0.00
882231	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94		<input type="checkbox"/>				0.00
888231	20 LB	1	PACKER	TOMATOES. 5X6 2 LAYER		cooler	20.85		<input type="checkbox"/>				0.00

Ln: 165

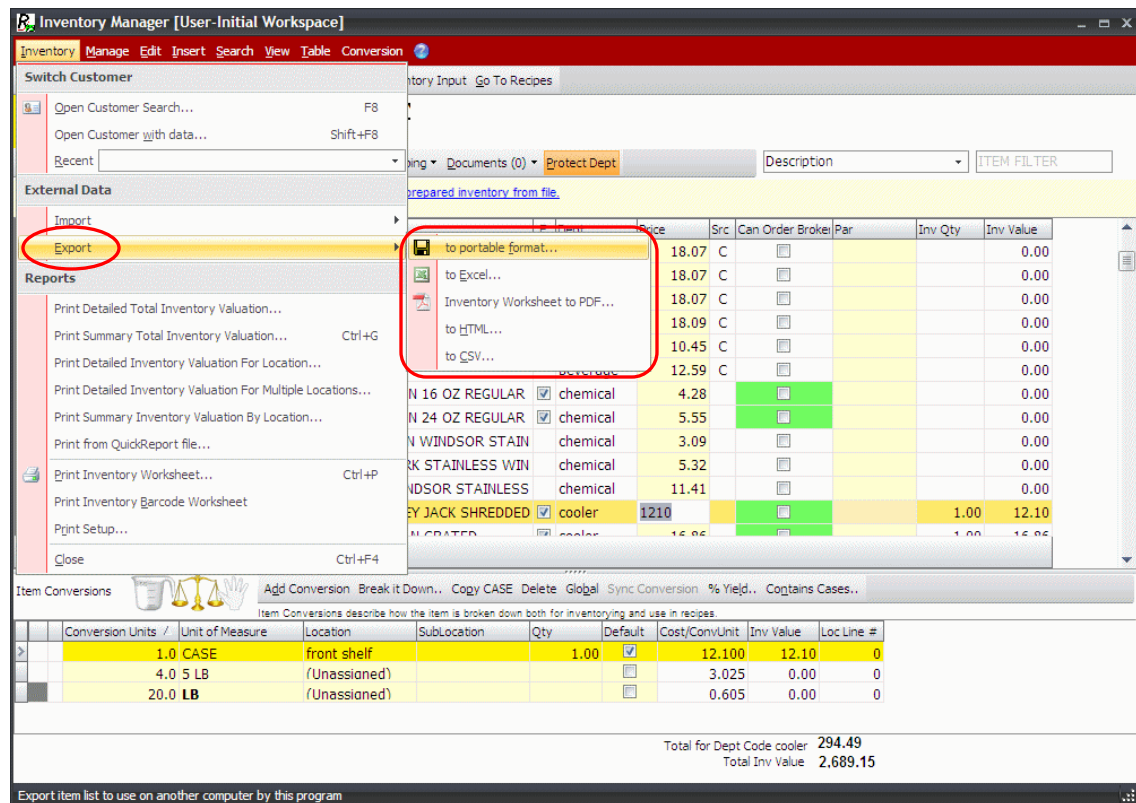
Item Conversions Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

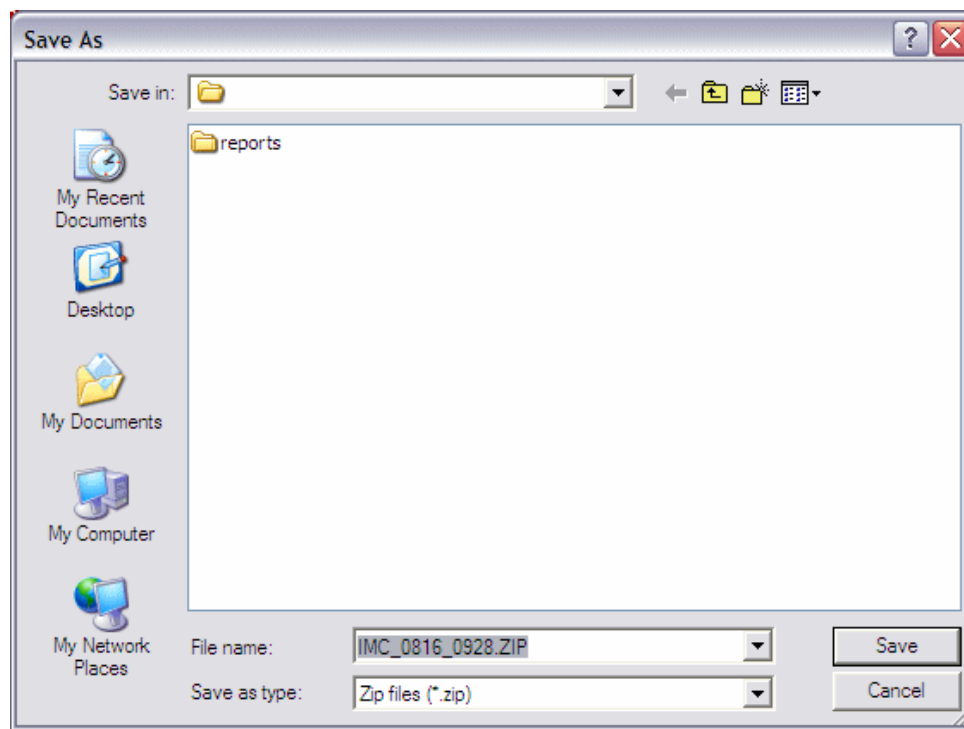
Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		juice and water			<input checked="" type="checkbox"/>	21.980	0.00	0
12.0 18 OZ		(Unassigned)			<input type="checkbox"/>	1.832	0.00	0
216.0 OZ		(Unassigned)			<input type="checkbox"/>	0.102	0.00	0

total for Dept Code beverage 0.00  
Total Inv Value 0.00

2. Click **File** and click **Export**.



- The Save As box displays. An automatically generated file name displays in the **File name** field. Click **Save**.

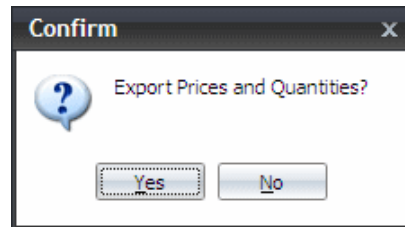


- The Confirm box displays. Click **Yes** to include current quantities and item pricing.



—OR—

Click **No** to exclude current quantities and item pricing if you plan to refresh item pricing when you import the file.

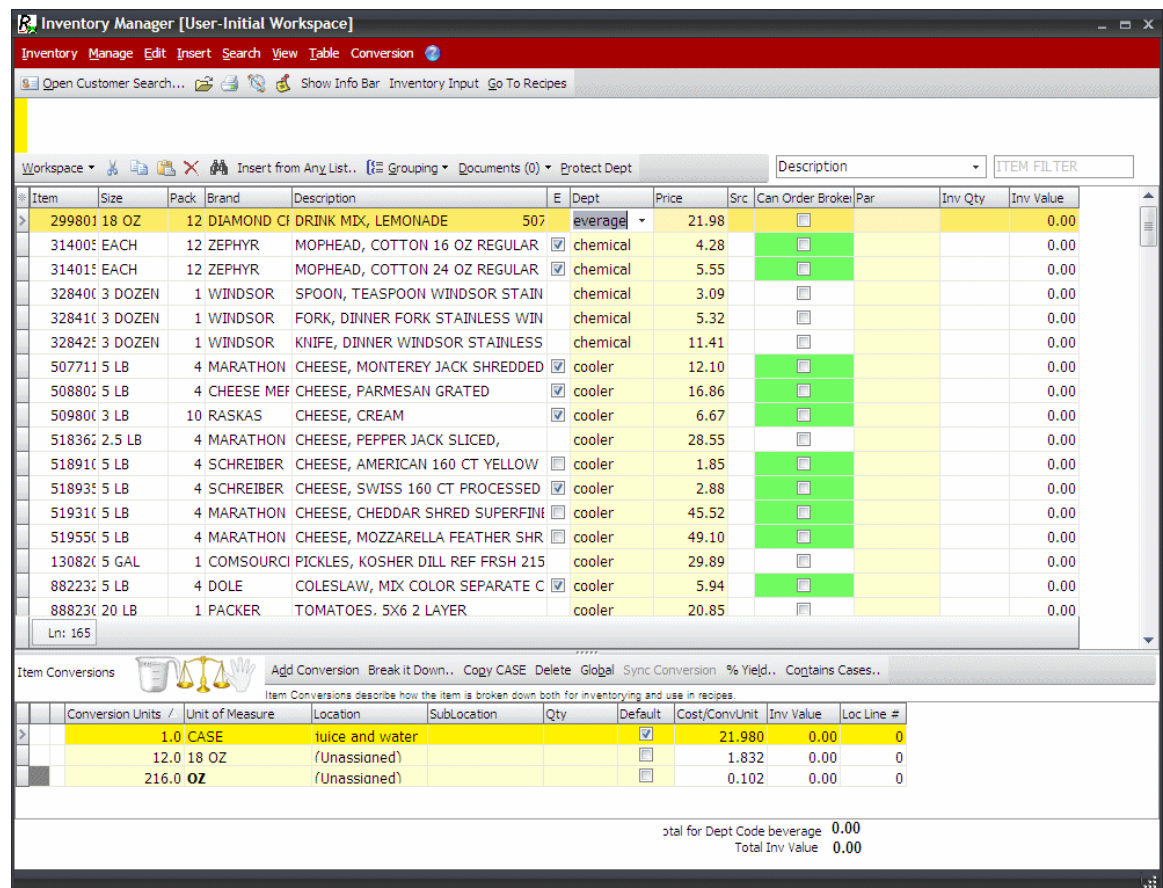


5. The inventory data is saved as a .ZIP file.

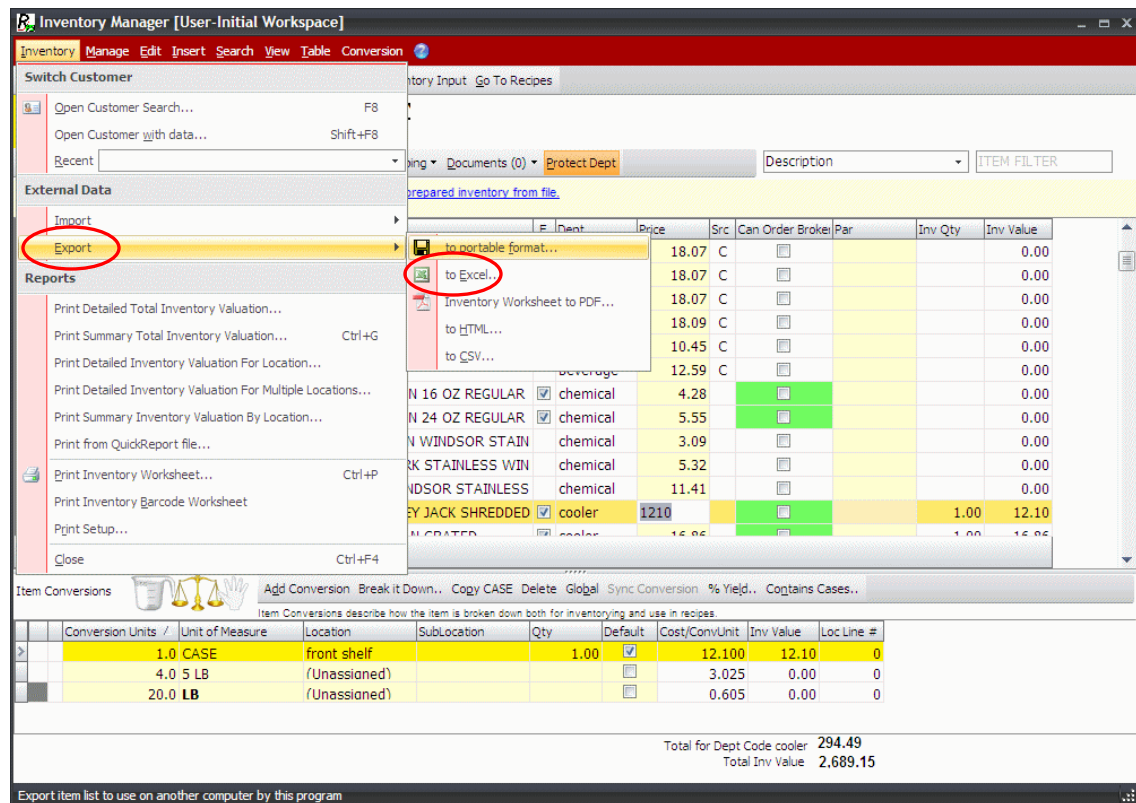
## Save Inventory Items as an Excel Spreadsheet

Use this procedure to save inventory master data as an .xls spreadsheet.

1. This procedure begins on the Inventory Manager window.



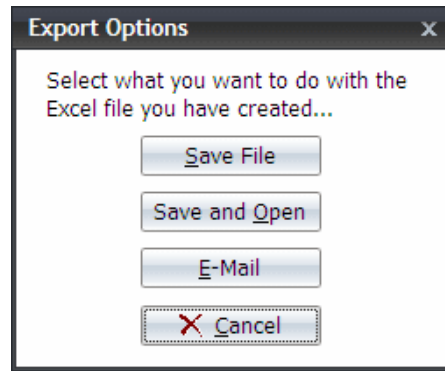
2. Click **File** and click **Export**.



3. Select **to Excel**. The Select one box displays.



4. Indicate which items to export:  
Select **All** to export all inventory items for the selected customer.  
Select **Highlighted item(s) only** to export only selected items in the inventory list.
5. The Inventory Master Export box displays. An automatically generated file name displays in the **File name** field. Click **Save**.



6. Select an action for the export file:

Click **Save File** to save the inventory export file to an .xls file.

Click **Save and Open** to save the inventory export file to an .xls file and launch Excel with the export file open.

Select **E-Mail** to open your default email program, such as Outlook, and attach the inventory export file as an attachment.

Select **Cancel** to exit the export process.

7. The Inventory Master Export box displays. An automatically generated file name displays in the **File name** field. Click **Save**.

### **Save Inventory Data as a PDF File**

Use this procedure to save inventory count information as a .PDF file.

1. This procedure begins on the Inventory Manager window.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

#	Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
>	299801	18 OZ	12	DIAMOND C	DRINK MIX, LEMONADE	507	average	21.98		<input type="checkbox"/>				0.00
	314001	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28		<input type="checkbox"/>				0.00
	314011	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55		<input type="checkbox"/>				0.00
	328401	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09		<input type="checkbox"/>				0.00
	328411	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00
	328421	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41		<input type="checkbox"/>				0.00
	507711	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10		<input type="checkbox"/>				0.00
	508801	5 LB	4	CHEESE MEF	CHEESE, PARMESAN GRATED		cooler	16.86		<input type="checkbox"/>				0.00
	509801	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67		<input type="checkbox"/>				0.00
	518361	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55		<input type="checkbox"/>				0.00
	518911	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85		<input type="checkbox"/>				0.00
	518931	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88		<input type="checkbox"/>				0.00
	519311	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINI		cooler	45.52		<input type="checkbox"/>				0.00
	519551	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10		<input type="checkbox"/>				0.00
	130821	5 GAL	1	COMSOURCI	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89		<input type="checkbox"/>				0.00
	882231	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94		<input type="checkbox"/>				0.00
	888231	20 LB	1	PACKER	TOMATOES. 5X6 2 LAYER		cooler	20.85		<input type="checkbox"/>				0.00

Ln: 165

Item Conversions

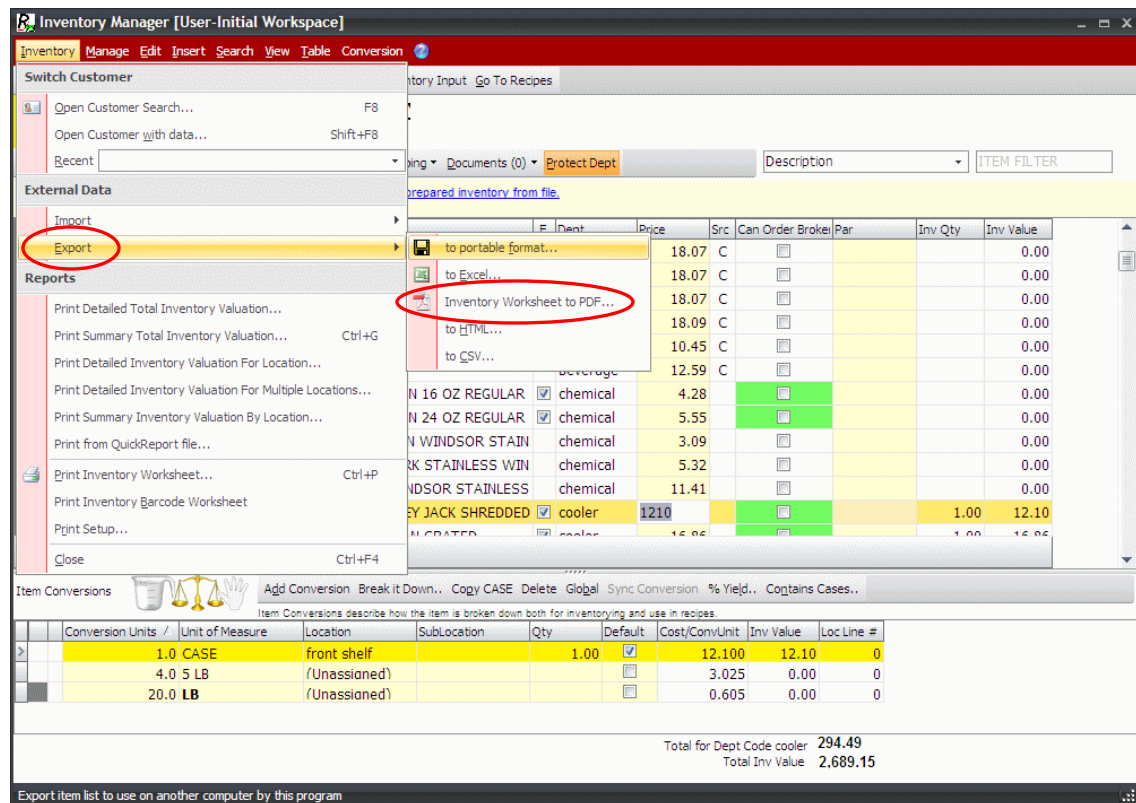
Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

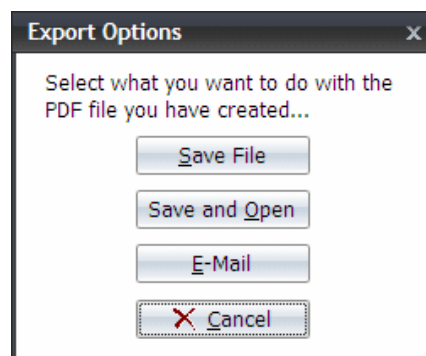
	Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
>	1.0	CASE	juice and water			<input checked="" type="checkbox"/>	21.980	0.00	0
	12.0	18 OZ	(Unassigned)			<input type="checkbox"/>	1.832	0.00	0
	216.0	OZ	(Unassigned)			<input type="checkbox"/>	0.102	0.00	0

total for Dept Code beverage 0.00  
Total Inv Value 0.00

2. Click **File** and click **Export**.



3. Select **Inventory Worksheet to PDF**. The .PDF file is generated and the Select one box displays.



4. Select an action for the export file:

Click **Save File** to save the inventory export file to a .PDF file.

Click **Save and Open** to save the inventory export file to a .PDF file and launch the Adobe Reader with the export file.

Select **E-Mail** to open your default email program, such as Outlook, and attach the inventory export file as an attachment.

Select **Cancel** to exit the export process.

## Save Inventory Data as an HTML File

Use this procedure to save inventory data as an HTML file.

1. This procedure begins on the Inventory Manager window.

The screenshot shows the 'Inventory Manager [User-Initial Workspace]' window. The main table lists various inventory items with columns for Item, Size, Pack, Brand, Description, E, Dept, Price, Src, Can Order, Broken, Par, Inv Qty, and Inv Value. The first item is '299801 18 OZ 12 DIAMOND C DRINK MIX, LEMONADE' with a price of 21.98 and an inventory value of 0.00. Below the main table is the 'Item Conversions' section, which shows how items are broken down for inventorying and use in recipes. It includes columns for Conversion Units, Unit of Measure, Location, SubLocation, Qty, Default, Cost/ConvUnit, Inv Value, and Loc Line #. The first conversion is '1.0 CASE juice and water' with a cost of 21.980 and an inventory value of 0.00. The second conversion is '12.0 18 OZ (Unassigned)' with a cost of 1.832 and an inventory value of 0.00. The third conversion is '216.0 OZ (Unassigned)' with a cost of 0.102 and an inventory value of 0.00. At the bottom right, there is a summary for Dept Code beverage, showing a total inventory value of 0.00.

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
299801	18 OZ	12	DIAMOND C	DRINK MIX, LEMONADE	507	beverage	21.98		<input type="checkbox"/>				0.00
314001	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28		<input type="checkbox"/>				0.00
314011	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55		<input type="checkbox"/>				0.00
328401	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09		<input type="checkbox"/>				0.00
328411	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00
328421	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41		<input type="checkbox"/>				0.00
507711	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10		<input type="checkbox"/>				0.00
508801	5 LB	4	CHEESE MEF	CHEESE, PARMESAN GRATED		cooler	16.86		<input type="checkbox"/>				0.00
509801	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67		<input type="checkbox"/>				0.00
518361	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55		<input type="checkbox"/>				0.00
518911	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85		<input type="checkbox"/>				0.00
518931	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88		<input type="checkbox"/>				0.00
519311	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINI		cooler	45.52		<input type="checkbox"/>				0.00
519551	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10		<input type="checkbox"/>				0.00
130821	5 GAL	1	COMSOURCI	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89		<input type="checkbox"/>				0.00
882231	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94		<input type="checkbox"/>				0.00
888231	20 LB	1	PACKER	TOMATOES. 5X6 2 LAYER		cooler	20.85		<input type="checkbox"/>				0.00

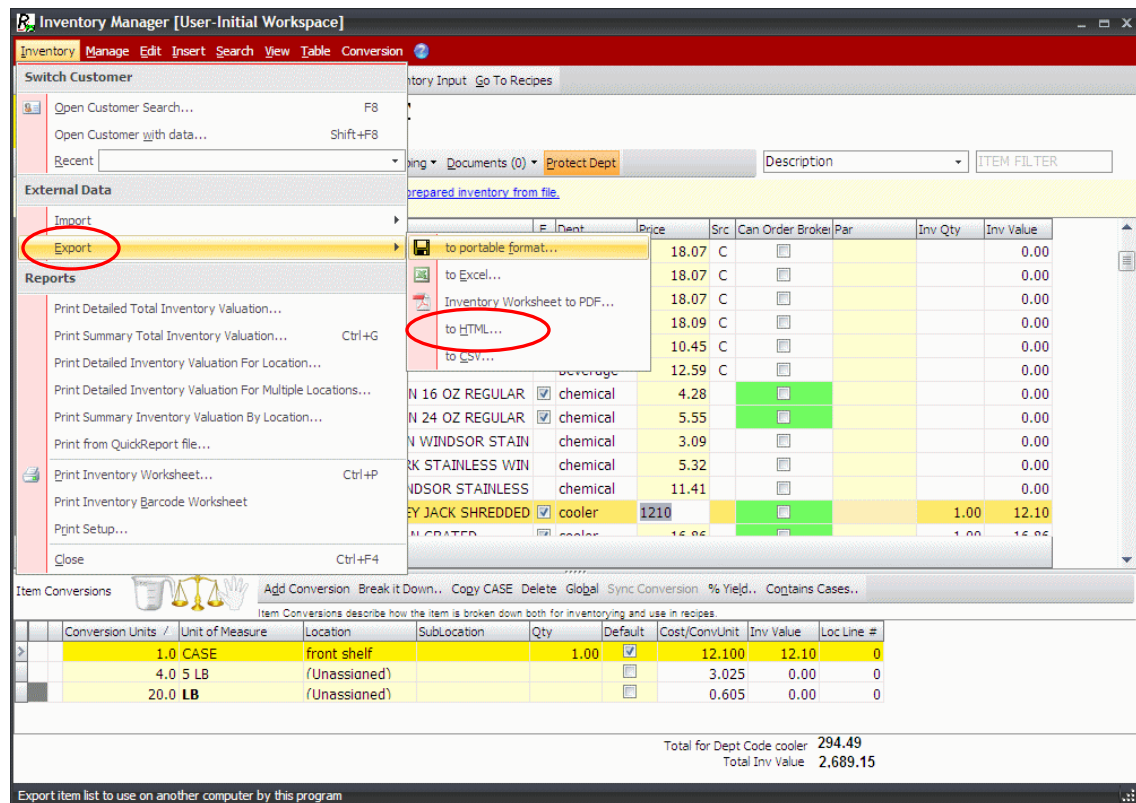
  

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	juice and water				<input checked="" type="checkbox"/>	21.980	0.00	0
12.0 18 OZ	(Unassigned)				<input type="checkbox"/>	1.832	0.00	0
216.0 OZ	(Unassigned)				<input type="checkbox"/>	0.102	0.00	0

total for Dept Code beverage 0.00  
Total Inv Value 0.00

2. Click **File** and click **Export**.



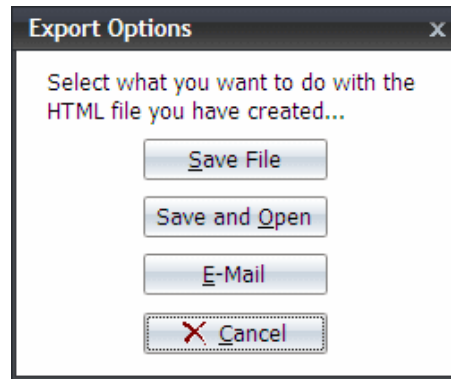


3. Select **to HTML**. The Select one box displays.



4. Indicate which items to export:  
Select **All** to export all inventory items for the selected customer.  
Select **Highlighted item(s) only** to export only selected items in the inventory list.
5. Click **OK**. The Export Options box displays.





6. Select an action for the export file:

Click **Save File** to save the inventory export file to a .PDF file.

Click **Save and Open** to save the inventory export file to a .PDF file and launch the Adobe Reader with the export file.

Select **E-Mail** to open your default email program, such as Outlook, and attach the inventory export file as an attachment.

Select **Cancel** to exit the export process.

### **Save Detail Data as a CSV File**

Use this procedure to save detail data as a Comma Separated Value .CSV file.

1. This procedure begins on the Inventory Manager window.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

#	Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
>	299801	18 OZ	12	DIAMOND C	DRINK MIX, LEMONADE	507	average	21.98		<input type="checkbox"/>				0.00
	314001	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28		<input type="checkbox"/>				0.00
	314011	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55		<input type="checkbox"/>				0.00
	328401	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09		<input type="checkbox"/>				0.00
	328411	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00
	328421	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41		<input type="checkbox"/>				0.00
	507711	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10		<input type="checkbox"/>				0.00
	508801	5 LB	4	CHEESE MEF	CHEESE, PARMESAN GRATED		cooler	16.86		<input type="checkbox"/>				0.00
	509801	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67		<input type="checkbox"/>				0.00
	518361	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55		<input type="checkbox"/>				0.00
	518911	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85		<input type="checkbox"/>				0.00
	518931	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88		<input type="checkbox"/>				0.00
	519311	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINI		cooler	45.52		<input type="checkbox"/>				0.00
	519551	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10		<input type="checkbox"/>				0.00
	130821	5 GAL	1	COMSOURCI	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89		<input type="checkbox"/>				0.00
	882231	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94		<input type="checkbox"/>				0.00
	888231	20 LB	1	PACKER	TOMATOES. 5X6 2 LAYER		cooler	20.85		<input type="checkbox"/>				0.00

Ln: 165

Item Conversions

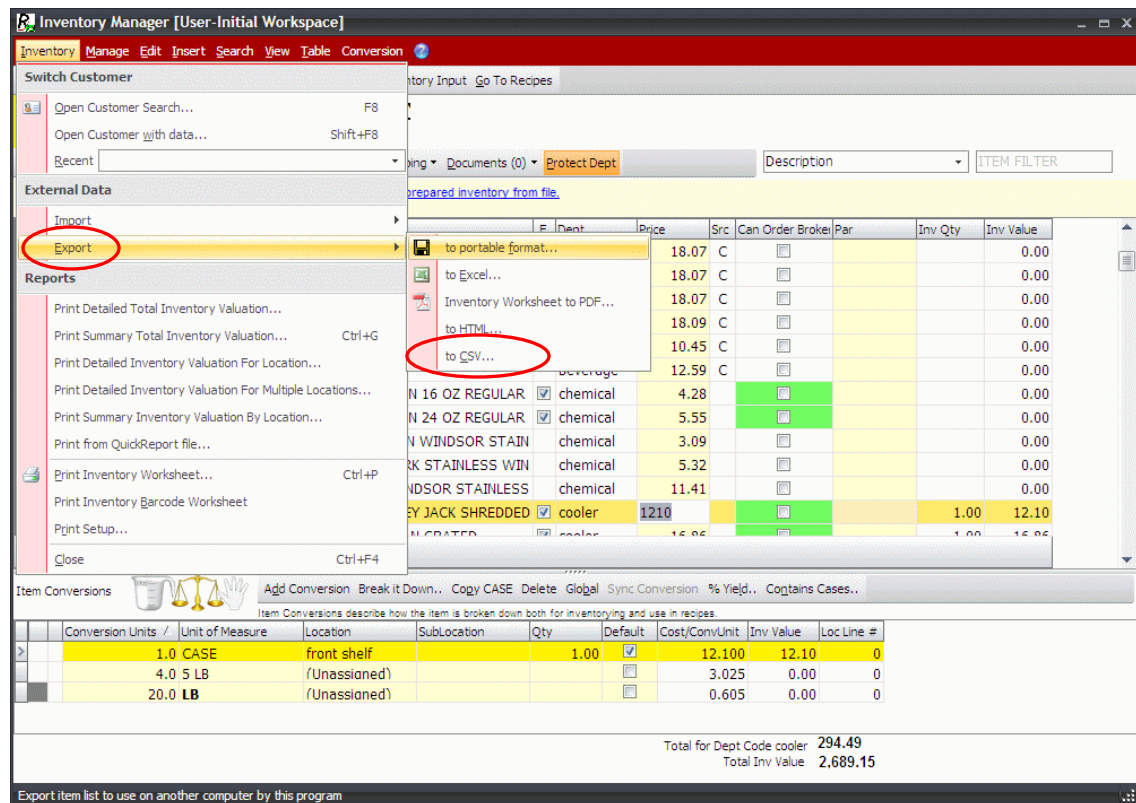
Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

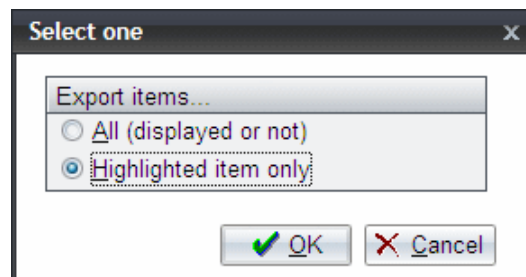
	Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
>	1.0 CASE		juice and water			<input checked="" type="checkbox"/>	21.980	0.00	0
	12.0 18 OZ		(Unassigned)			<input type="checkbox"/>	1.832	0.00	0
	216.0 OZ		(Unassigned)			<input type="checkbox"/>	0.102	0.00	0

total for Dept Code beverage 0.00  
Total Inv Value 0.00

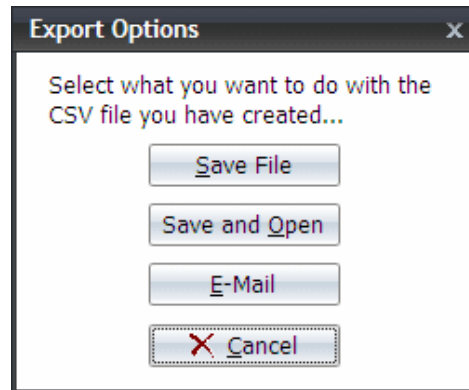
2. Click **File** and click **Export**.



3. Select **to CSV**. The Select one box displays.



4. Indicate which items to export:  
Select **All** to export all inventory items for the selected customer.  
Select **Highlighted item(s) only** to export only selected items in the inventory list.
5. Click **OK**. The Export Options box displays.



6. Select an action for the export file:

Click **Save File** to save the inventory export file to a .CSV file.

Click **Save and Open** to save the inventory export file to a .CSV file and launch the an application such as Excel with the export file.

Select **E-Mail** to open your default email program, such as Outlook, and attach the inventory export file as an attachment.

Select **Cancel** to exit the export process.

## Chapter 9

# Inventory Manager Maintenance

This chapter contains information about Power Sell options that help protect your Inventory Manager data and configure your Inventory Manager environment.

# Inventory Manager Maintenance & Utilities Procedures

This section contains basic guidelines for maintenance required to keep your Inventory Manager application running smoothly.

The Inventory Manager application has several tools you can use as you work with inventory item lists.

## Preventative Maintenance

Use the procedures in this section to back up and restore your Inventory Manager files.

### Back Up Personal Files

This section contains procedures for creating and using backup files you can save on your computer, copy to a portable storage device, or email to another computer for backup.

Use this procedure on a regular basis to back up your Inventory Manager files.

For detailed information about running a back up of your Inventory Manager (and other personal Power Sell files), see the “Back Up Personal Files” procedure in the *Power Sell User Options and Maintenance User Guide*.

### Restore Personal Files

Use this procedure if you need to restore previously backed up Inventory Manager files.

For detailed information about restoring your personal Inventory Manager (and other personal Power Sell files), see the “Restore Personal Files” procedure in the *Power Sell User Options and Maintenance User Guide*.

### Empty All Items

If you restore a previously exported inventory file, use this procedure to clear your current inventory item list and delete all conversions associated with the items.

#### **Warning!**

You cannot restore items deleted from inventory unless you have an export file. You can rebuild much of the inventory from the distributor’s database on your computer or a saved copy of the inventory list. However, you can permanently lose non-database items. If you lose non-database items, you will need to re-create them.

## Inventory Manager Utilities

## Find Suspended or Restricted Items

Inventory Manager has a highlight option to help you find orphan, suspended, and restricted items.

### Note:

For information about orphan items, see the Conversions to a Location section on page 123.

Highlights on suspended and restricted items are informational only. Highlighting originates at your distributor's headquarters and you cannot change them in Power Sell. View suspended and restricted items to help you plan and manage your inventory.

## Highlight Orphaned Items

Use this procedure to highlight items in the selected inventory item list that are not assigned to an inventory location.

1. This procedure begins on the Inventory Manager window.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List.. Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broker	Par	Inv Qty	Inv Value
299801	18 OZ	12	DIAMOND CF	DRINK MIX, LEMONADE	507	average	21.98		<input type="checkbox"/>				0.00
314001	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28		<input checked="" type="checkbox"/>				0.00
314011	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55		<input checked="" type="checkbox"/>				0.00
328401	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09		<input type="checkbox"/>				0.00
328411	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00
328421	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41		<input type="checkbox"/>				0.00
507711	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10		<input checked="" type="checkbox"/>				0.00
508801	5 LB	4	CHEESE MEF	CHEESE, PARMESAN GRATED		cooler	16.86		<input checked="" type="checkbox"/>				0.00
509801	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67		<input checked="" type="checkbox"/>				0.00
518361	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55		<input type="checkbox"/>				0.00
518911	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85		<input checked="" type="checkbox"/>				0.00
518931	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88		<input checked="" type="checkbox"/>				0.00
519311	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINI		cooler	45.52		<input type="checkbox"/>				0.00
519551	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10		<input checked="" type="checkbox"/>				0.00
130821	5 GAL	1	COMSOURCI	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89		<input type="checkbox"/>				0.00
882231	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94		<input checked="" type="checkbox"/>				0.00
888231	20 LB	1	PACKER	TOMATOES. 5X6 2 LAYER		cooler	20.85		<input type="checkbox"/>				0.00

Ln: 165

Item Conversions Add Conversion Break it Down.. Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		juice and water			<input checked="" type="checkbox"/>	21.980	0.00	0
12.0 18 OZ		(Unassigned)			<input type="checkbox"/>	1.832	0.00	0
216.0 OZ		(Unassigned)			<input type="checkbox"/>	0.102	0.00	0

total for Dept Code beverage 0.00  
Total Inv Value 0.00

2. Click **Manage**.



**Inventory Manager [User-Initial Workspace]**

**Manage** | Edit | Insert | Search | View | Table | Conversion

**Setup**

- Launch Initial Setup Wizard...
- Manage Locations/Sub Locations...
- Manage Dept/GL Codes...
- Manage Class/PriceBook Auto-Assignments...
- Manage Global Conversions...
- Manage SizeText Parsing (Advanced)...

**Maintenance**

- Clear Quantities
- Find Errors (blank prices, Dept codes, etc)... Ctrl+Alt+E
- Highlight Orphans**
- Rename All Dept Code "freezer" to..
- Update Item(s) using Global Conversions
- Update Conversion to match Global
- Use with Caution (rarely used)

**Pricing**

- Recalc All Prices using History
- Recalc Blank Prices using Current Price

**Item Conversions**

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	meat locker			2.00	<input checked="" type="checkbox"/>	88.950	177.90	10
1.0 30 LB	(Unassigned)				<input type="checkbox"/>	88.950	0.00	0
30.0 LB	(Unassigned)				<input type="checkbox"/>	2.965	0.00	0

Total for Dept Code freezer 2,235.38  
Total Inv Value 2,529.87

3. Select **Highlight Orphans**. The **Description** field displays highlighted for orphan items. Scroll to view all orphan items.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion Admin

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Orphans are items which are not assigned to any Location.

Workspace Insert from Any List... Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)  
 You have not updated your prices to match the last price you paid in a while. [Reprieve from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broker	Par	Inv Qty	Inv Value
731350	3 OZ	53	ADVANCE	CHICKEN, BREAST GRILL PCKD	3			C	<input type="checkbox"/>				0.00
754190	2 LB	6	JENNIE-O	TURKEY, BREAST SLICED SMOKED .7				C	<input type="checkbox"/>				0.00
519091	8# AVG	2	SAPUTO	CHEESE, SWISS BIG EYE				C	<input type="checkbox"/>				0.00
615473	33.6 OZ	6	ROTELLA	BREAD, WHEAT BERRY 21 SLICE			3.87	C	<input type="checkbox"/>				0.00
271020	10 CAN	6	GARDEN OF EARTH	JELLY, GRAPE				C	<input type="checkbox"/>				0.00
334760	1 DOZEN	6	LIBERTYWARE	SHAKER, GRID W/DOME CAP 5/5		chemical	9.89		<input type="checkbox"/>				0.00
507335	5 LB	4	MARATHON	CHEESE, COLBY/JACK SHRED SUPERF		cooler	45.78		<input type="checkbox"/>				0.00
519075	5 LB	6	LAFERIA	CHEESE, AMERICAN WHITE AMERA M		cooler	60.24		<input type="checkbox"/>				0.00
525425	4.5 LB	6	DAISY BRAND	SOUR CREAM, DAISY POUCH PACK		cooler	34.00		<input type="checkbox"/>				0.00
883855	1 LB	5	FRESH	CILANTRO, CLEANED & TRIMMED		cooler	5.79		<input type="checkbox"/>				0.00
884130	6 CT	4	DOLE	LETTUCE, ICEBERG CELLO WRAP		cooler	19.79		<input type="checkbox"/>				0.00
888240	25 LB	1	FRESH	TOMATOES, BULK #2 CHOPPER SALS		cooler	17.42		<input type="checkbox"/>				0.00
889100	48 CT	1	CALAVO	AVOCADOS, FRESH HASS 48 CT		cooler	59.87		<input type="checkbox"/>				0.00

Ln: 37

Item Conversions

Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		(Unassigned)			<input checked="" type="checkbox"/>	27.200	0.00	0
24.0 EA		(Unassigned)			<input type="checkbox"/>	1.133	0.00	0

Total for Dept Code  
Total Inv Value 0.00

- To hide suspended item highlighting, click **Manage** and select **Highlight Orphans** again.
- Orphan item highlighting is removed.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion Admin

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

You have not imported new items from your Purchase History in a while. [Import from History](#)  
 You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order Broker	Par	Inv Qty	Inv Value
73135	3 OZ	53	ADVANCE PI	CHICKEN, BREAST GRILL PCKD	3			C	<input type="checkbox"/>			0.00
75419	2 LB	6	JENNIE-O	TURKEY, BREAST SLICED SMOKED .7				C	<input type="checkbox"/>			0.00
519091	8# AVG	2	SAPUTO	CHEESE, SWISS BIG EYE	<input type="checkbox"/>			C	<input type="checkbox"/>			0.00
61547	33.6 OZ	6	ROTELLA	BREAD, WHEAT BERRY 21 SLICE			3.87	C	<input type="checkbox"/>			0.00
27102	10 CAN	6	GARDEN CLU	JELLY, GRAPE	<input type="checkbox"/>			C	<input type="checkbox"/>			0.00
33476	1 DOZEN	6	LIBERTYWA	SHAKER, GRID W/DOME CAP S/S	<input checked="" type="checkbox"/>	chemical	9.89		<input type="checkbox"/>			0.00
50733	5 LB	4	MARATHON	CHEESE, COLBY/JACK SHRED SUPERF	<input type="checkbox"/>	cooler	45.78		<input type="checkbox"/>			0.00
51907	5 LB	6	LAFERIA	CHEESE, AMERICAN WHITE AMERA M	<input type="checkbox"/>	cooler	60.24		<input type="checkbox"/>			0.00
52542	4.5 LB	6	DAISY BRAN	SOUR CREAM, DAISY POUCH PACK	<input type="checkbox"/>	cooler	34.00		<input type="checkbox"/>			0.00
88385	1 LB	5	FRESH	CILANTRO, CLEANED & TRIMMED	<input checked="" type="checkbox"/>	cooler	5.79		<input type="checkbox"/>			0.00
88413	6 CT	4	DOLE	LETTUCE, ICEBERG CELLO WRAP	<input type="checkbox"/>	cooler	19.79		<input type="checkbox"/>			0.00
88824	25 LB	1	FRESH	TOMATOES, BULK #2 CHOPPER SALS	<input type="checkbox"/>	cooler	17.42		<input type="checkbox"/>			0.00
88910	48 CT	1	CALAVO	AVOCADOS, FRESH HASS 48 CT	<input type="checkbox"/>	cooler	59.87		<input type="checkbox"/>			0.00

Ln: 37

Item Conversions Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	(Unassigned)				<input checked="" type="checkbox"/>	27.200	0.00	0
24.0 EA	(Unassigned)				<input type="checkbox"/>	1.133	0.00	0

Total for Dept Code  
Total Inv Value 0.00

## Inventory Manager Inquiries

Discontinuing items or item price changes can impact customers and recipes using the items. Depending on the situation, you may need to substitute items or change recipe ingredients.

Use the procedures in this section to find customers and recipes that use an item and find customers that use a location.

### Find Recipes that Use an Item

Use this procedure to find recipes that use an item.

1. This procedure begins on the Inventory Manager window.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List.. Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
299801	18 OZ	12	DIAMOND C	DRINK MIX, LEMONADE	507	beverage	21.98		<input type="checkbox"/>				0.00
314005	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28		<input type="checkbox"/>				0.00
314015	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55		<input type="checkbox"/>				0.00
328406	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09		<input type="checkbox"/>				0.00
328416	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00
328425	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41		<input type="checkbox"/>				0.00
507711	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10		<input type="checkbox"/>				0.00
508802	5 LB	4	CHEESE MEF	CHEESE, PARMESAN GRATED		cooler	16.86		<input type="checkbox"/>				0.00
509800	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67		<input type="checkbox"/>				0.00
518362	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55		<input type="checkbox"/>				0.00
518916	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85		<input type="checkbox"/>				0.00
518935	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88		<input type="checkbox"/>				0.00
519316	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINE		cooler	45.52		<input type="checkbox"/>				0.00
519555	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10		<input type="checkbox"/>				0.00
130826	5 GAL	1	COMSOURC	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89		<input type="checkbox"/>				0.00
882232	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94		<input type="checkbox"/>				0.00
888236	20 LB	1	PACKER	TOMATOES. 5X6 2 LAYER		cooler	20.85		<input type="checkbox"/>				0.00

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Item Conversions

Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

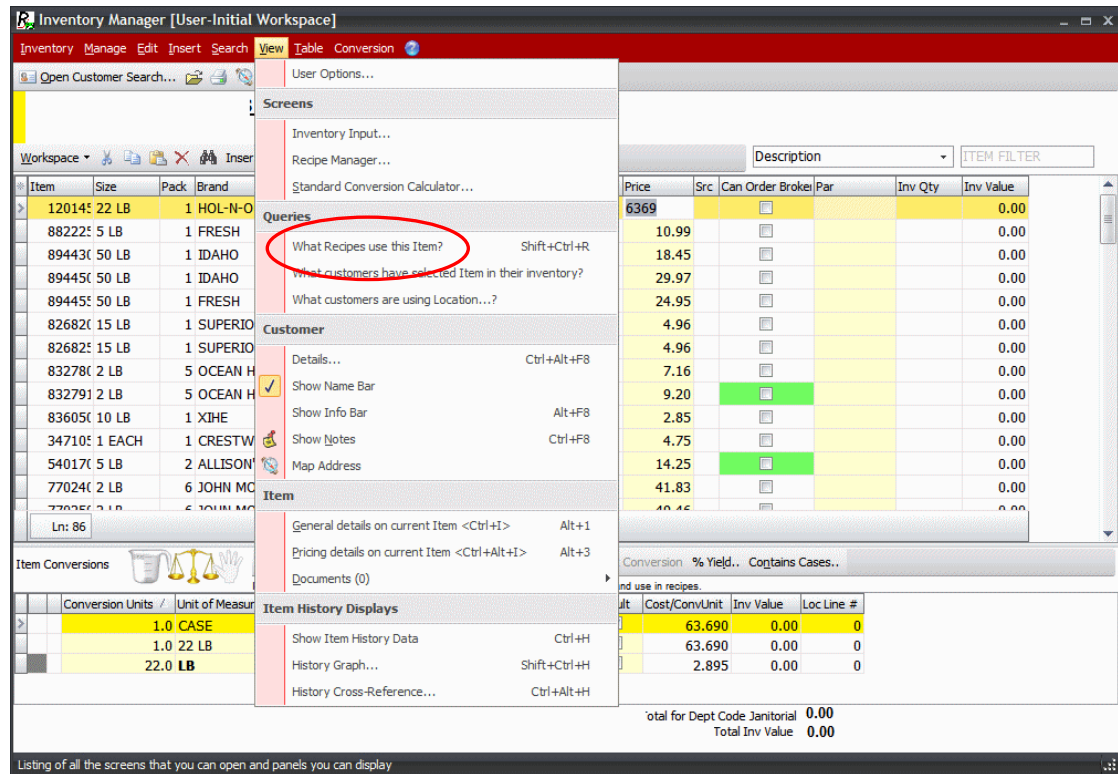
Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		juice and water			<input checked="" type="checkbox"/>	21.980	0.00	0
12.0 18 OZ		(Unassigned)			<input type="checkbox"/>	1.832	0.00	0
216.0 OZ		(Unassigned)			<input type="checkbox"/>	0.102	0.00	0

atal for Dept Code beverage 0.00  
Total Inv Value 0.00

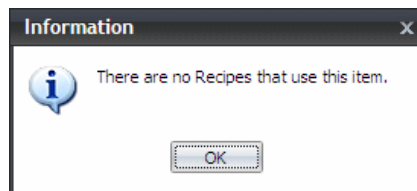
2. Select an item and press SHIFT+CTRL+R.

—OR—

Select an item, click **View**, and select **What Recipes use this item?**

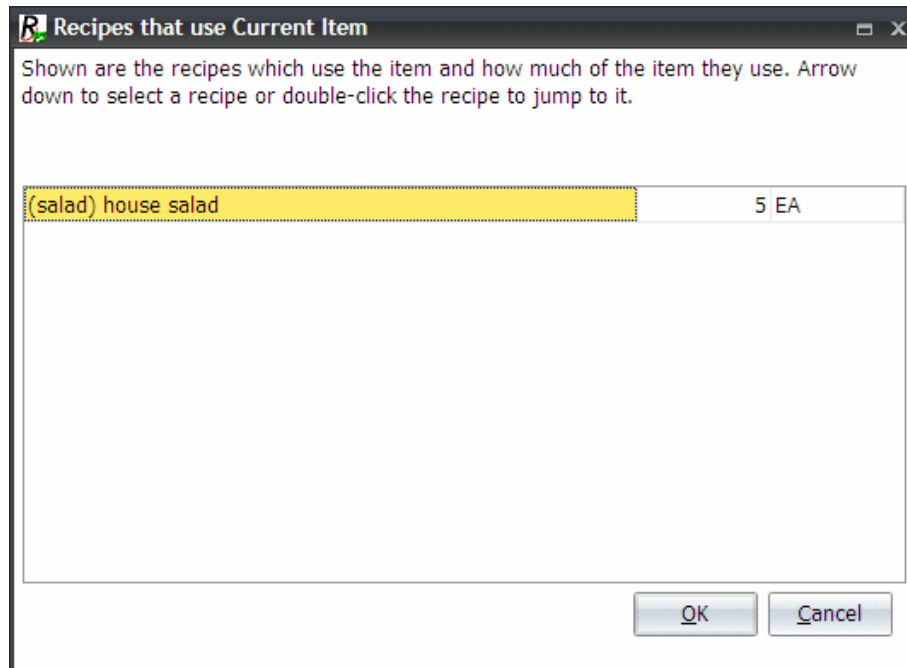


- If no recipes use the selected item, the Information box displays the message: There are no Recipes that use this item. Click **OK** to close the Information box.



—OR—

If recipes use the selected item, the Recipes that use Current Item box displays.



4. Select a recipe and click **OK** or double-click the recipe to open the Recipe Manager window for the selected recipe.
5. The Recipe Manager window displays. To return to the Inventory Manager window from the Recipe Manager window, click **Go To Inventory**.

**Note:**

For information about recipes, see the *Power Sell Recipe Manager User Guide*.

**Find Customers that Use an Item**

Use this procedure to find customers that use an item.

1. This procedure begins on the Inventory Manager window.



Inventory Manager [User-Initial Workspace] \*\*ADMIN MODE\*\*

Inventory Manage Edit Insert Search View Table Conversion Admin

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List... Documents (0) Protect Dept Description

You have not imported new items from your Purchase History in a while. [Import from History](#)  
 You have not updated your prices to match the last price you paid in a while. [Reprice from History](#)

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
R000002	BATCH	1	RECIPE	house salad			5.96	R					0.00
R000006	BATCH	1	RECIPE	turkey sandwich				R					0.00
200730	16.9 OZ	12	IMPORTED	VINEGAR, BALSAMIC				C					0.00
252005	3 LITER	4	COLAVITA	OIL, OLIVE EXTRA VIRGIN 100%			27.20	C					0.00
882121	3 LB	1	FRESH	LETTUCE, SPRING MIX									0.00
216605	10 CAN	6	UNIFRO MAF	CARROTS, DICED									0.00
888282	1 LB	1	FRESH	TOMATOES, ROMA FRESH									0.00
884131	1 EACH	1	DOLE	LETTUCE, CELLO WRAP			27.20	C					0.00
731350	3 OZ	53	ADVANCE PI	CHICKEN, BREAST GRILL PCKD	3-			C					0.00
754190	2 LB	6	JENNIE-O	TURKEY, BREAST SLICED SMOKED .7				C					0.00
519091	8# AVG	2	SAPUTO	CHEESE, SWISS BIG EYE				C					0.00
615473	33.6 OZ	6	ROTELLA	BREAD, WHEAT BERRY 21 SLICE			3.87	C					0.00
271020	10 CAN	6	GARDEN CLL	JELLY, GRAPE				C					0.00
334760	1 DOZ FN	6	LIBERTYWA	SHAKER. GRID W/DOME CAP S/S		chemical	9.89						0.00

Ln: 37

Item Conversions

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	(Unassigned)					3.870	0.00	0
6.0 33.6 OZ	(Unassigned)					0.645	0.00	0
201.6 OZ	(Unassigned)					0.019	0.00	0

Total for Dept Code  
Total Inv Value 0.00

2. Select an item, click **Manage**, and click **What customers have selected Item in their inventory?**

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... User Options...

Workspace Insert from Any List... Documents (0) Protect Dept Description

120145 22 LB 1 HOL-N-O

882225 5 LB 1 FRESH

894435 50 LB 1 IDAHO

894455 50 LB 1 IDAHO

894455 50 LB 1 FRESH

826825 15 LB 1 SUPERIO

826825 15 LB 1 SUPERIO

832785 2 LB 5 OCEAN H

832791 2 LB 5 OCEAN H

836055 10 LB 1 XIHE

347105 1 EACH 1 CRESTW

540175 5 LB 2 ALLISON

770245 2 LB 6 JOHN MC

770255 2 LB 6 JOHN MC

Ln: 86

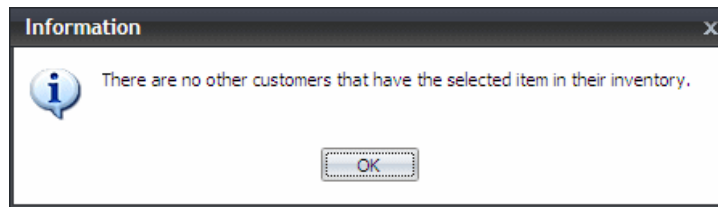
Item Conversions

Conversion Units	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE	(Unassigned)					63.690	0.00	0
1.0 22 LB	(Unassigned)					63.690	0.00	0
22.0 LB	(Unassigned)					2.895	0.00	0

Listing of all the screens that you can open and panels you can display

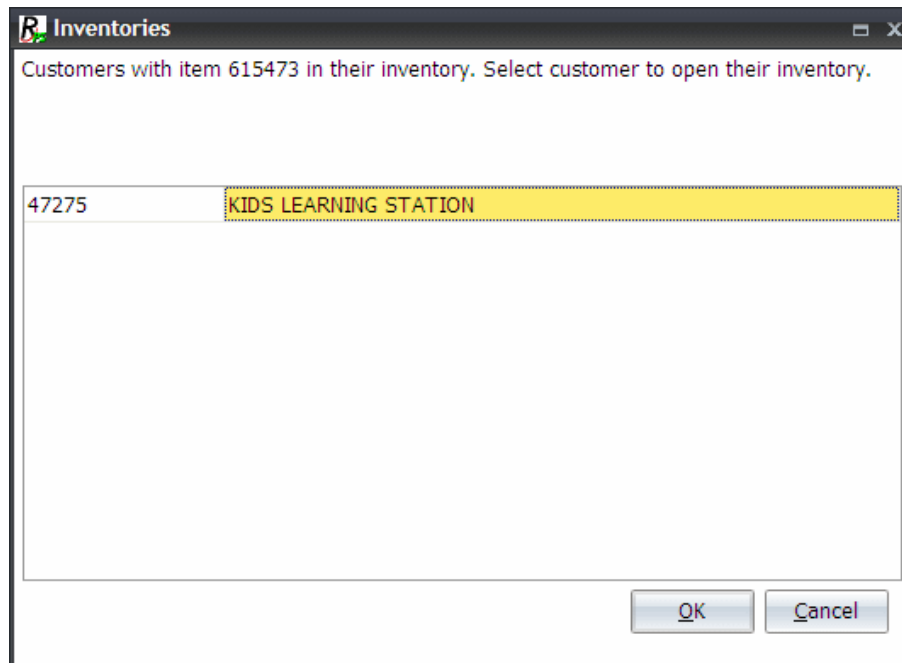


3. If other customers do not use the selected item, the Information box displays the message: There are no other customers that have the selected item in their inventory. Click **OK** to close the Information box.



—OR—

If other customers use the selected item, the Inventories box displays. Select a customer and click **OK**.

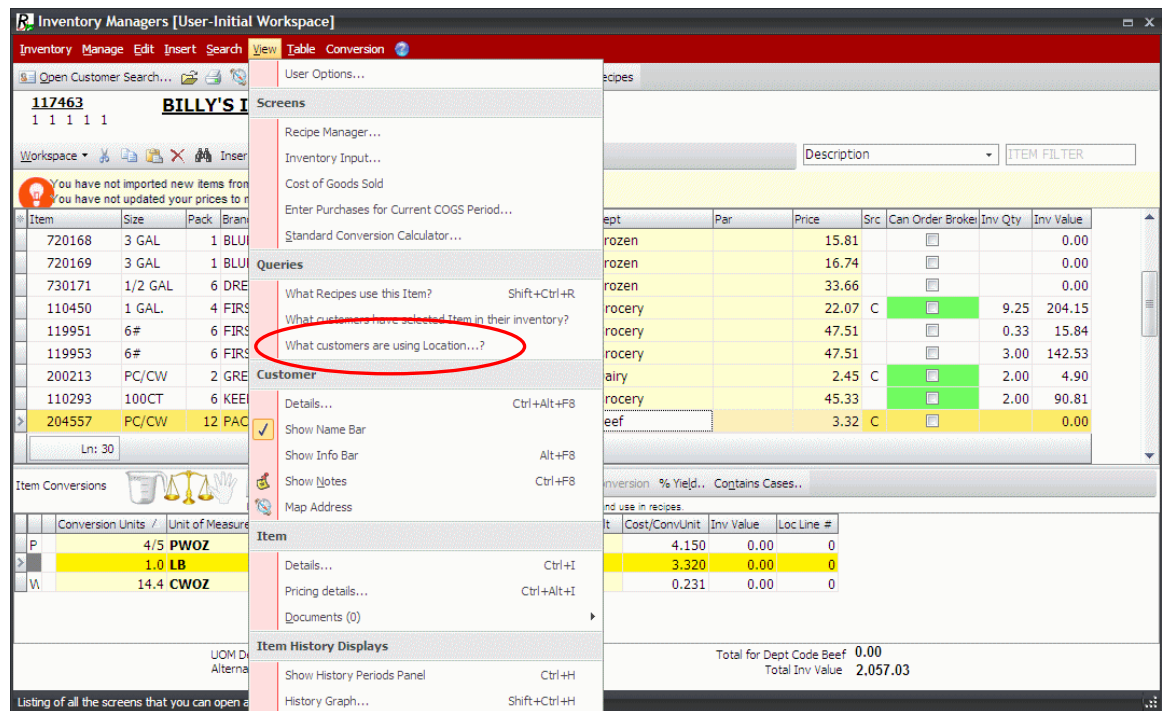


4. The Inventory Manager window opens for the selected customer. The originally selected item is selected.

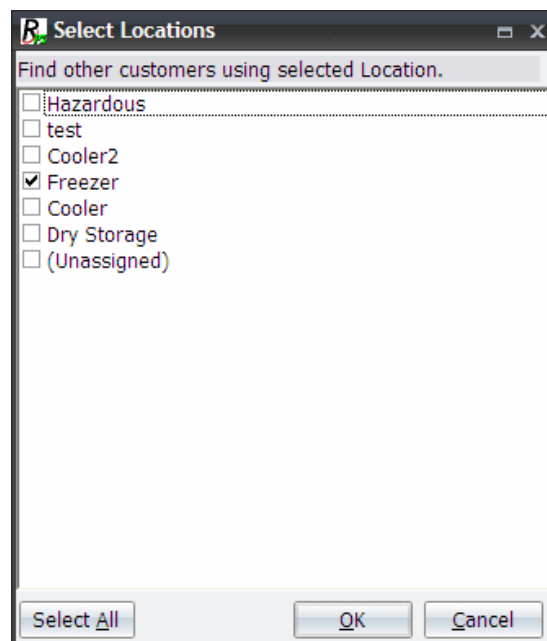
### Find Customers that Use a Location

Use this procedure to find customers that use a location.

1. This procedure begins on the Inventory Manager window.
2. Select an item, click **Manage**, and click **What customers are using Location?**



3. The Select Locations box displays. The selected item's location displays selected. Click **OK** to view the selected location.



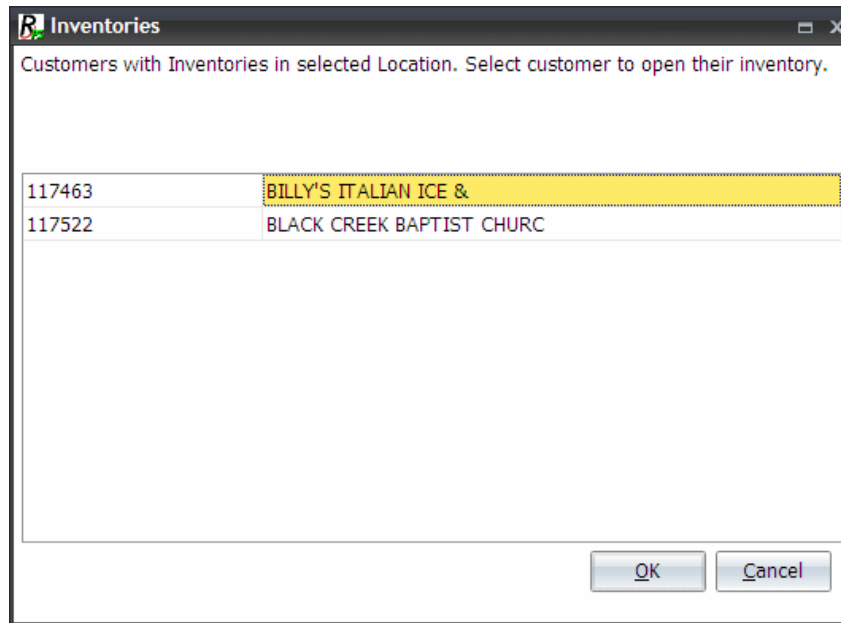
—OR—

Select another location or locations to view and click **OK**.

—OR—

To view all locations, click **Select All** and click **OK**.

4. The Inventories box displays. Select a customer and click **OK** or double-click the customer name.



5. The Inventory Input window displays for the selected customer. If you selected one location to view, the selected location displays.
6. To return to the Inventory Manager window, click **Go to Inventory Manager**.

### Locate Errors

Use this procedure to find items that have price, department code, or conversion errors.

1. This procedure begins on the Inventory Manager window.

Inventory Manager [User-Initial Workspace]

Inventory Manage Edit Insert Search View Table Conversion

Open Customer Search... Show Info Bar Inventory Input Go To Recipes

Workspace Insert from Any List... Grouping Documents (0) Protect Dept Description ITEM FILTER

Item	Size	Pack	Brand	Description	E	Dept	Price	Src	Can Order	Broken	Par	Inv Qty	Inv Value
299801	18 OZ	12	DIAMOND C	DRINK MIX, LEMONADE	507	average	21.98		<input type="checkbox"/>				0.00
314001	EACH	12	ZEPHYR	MOPHEAD, COTTON 16 OZ REGULAR		chemical	4.28		<input type="checkbox"/>				0.00
314011	EACH	12	ZEPHYR	MOPHEAD, COTTON 24 OZ REGULAR		chemical	5.55		<input type="checkbox"/>				0.00
328401	3 DOZEN	1	WINDSOR	SPOON, TEASPOON WINDSOR STAIN		chemical	3.09		<input type="checkbox"/>				0.00
328411	3 DOZEN	1	WINDSOR	FORK, DINNER FORK STAINLESS WIN		chemical	5.32		<input type="checkbox"/>				0.00
328421	3 DOZEN	1	WINDSOR	KNIFE, DINNER WINDSOR STAINLESS		chemical	11.41		<input type="checkbox"/>				0.00
507711	5 LB	4	MARATHON	CHEESE, MONTEREY JACK SHREDDED		cooler	12.10		<input type="checkbox"/>				0.00
508801	5 LB	4	CHEESE MEF	CHEESE, PARMESAN GRATED		cooler	16.86		<input type="checkbox"/>				0.00
509801	3 LB	10	RASKAS	CHEESE, CREAM		cooler	6.67		<input type="checkbox"/>				0.00
518361	2.5 LB	4	MARATHON	CHEESE, PEPPER JACK SLICED,		cooler	28.55		<input type="checkbox"/>				0.00
518911	5 LB	4	SCHREIBER	CHEESE, AMERICAN 160 CT YELLOW		cooler	1.85		<input type="checkbox"/>				0.00
518931	5 LB	4	SCHREIBER	CHEESE, SWISS 160 CT PROCESSED		cooler	2.88		<input type="checkbox"/>				0.00
519311	5 LB	4	MARATHON	CHEESE, CHEDDAR SHRED SUPERFINI		cooler	45.52		<input type="checkbox"/>				0.00
519551	5 LB	4	MARATHON	CHEESE, MOZZARELLA FEATHER SHR		cooler	49.10		<input type="checkbox"/>				0.00
130821	5 GAL	1	COMSOURCI	PICKLES, KOSHER DILL REF FRSH 215		cooler	29.89		<input type="checkbox"/>				0.00
882231	5 LB	4	DOLE	COLESLAW, MIX COLOR SEPARATE C		cooler	5.94		<input type="checkbox"/>				0.00
888231	20 LB	1	PACKER	TOMATOES. 5X6 2 LAYER		cooler	20.85		<input type="checkbox"/>				0.00

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Item Conversions

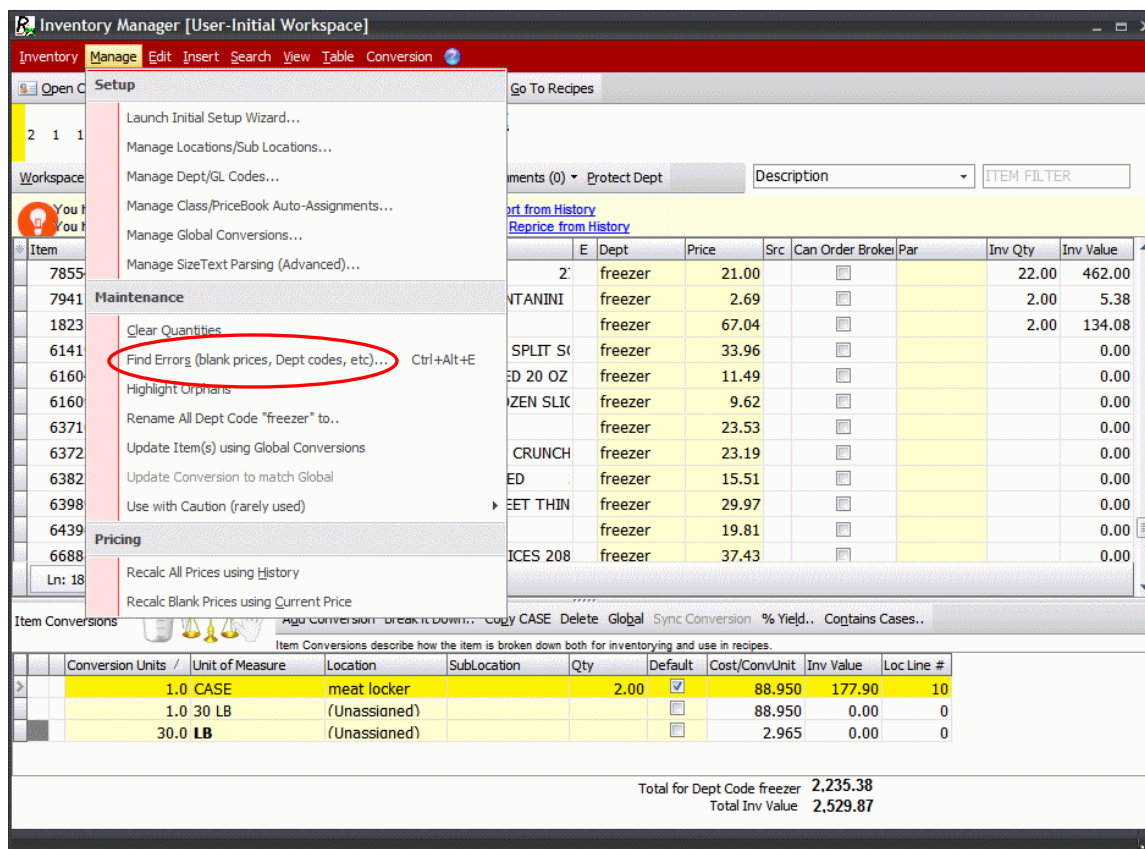
Add Conversion Break it Down... Copy CASE Delete Global Sync Conversion % Yield.. Contains Cases..

Item Conversions describe how the item is broken down both for inventorying and use in recipes.

Conversion Units /	Unit of Measure	Location	SubLocation	Qty	Default	Cost/ConvUnit	Inv Value	Loc Line #
1.0 CASE		juice and water			<input checked="" type="checkbox"/>	21.980	0.00	0
12.0 18 OZ		(Unassigned)			<input type="checkbox"/>	1.832	0.00	0
216.0 OZ		(Unassigned)			<input type="checkbox"/>	0.102	0.00	0

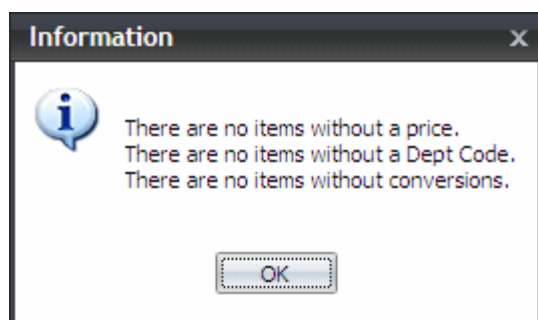
total for Dept Code beverage 0.00  
Total Inv Value 0.00

2. Select **Manage**. The **Manage** menu displays.

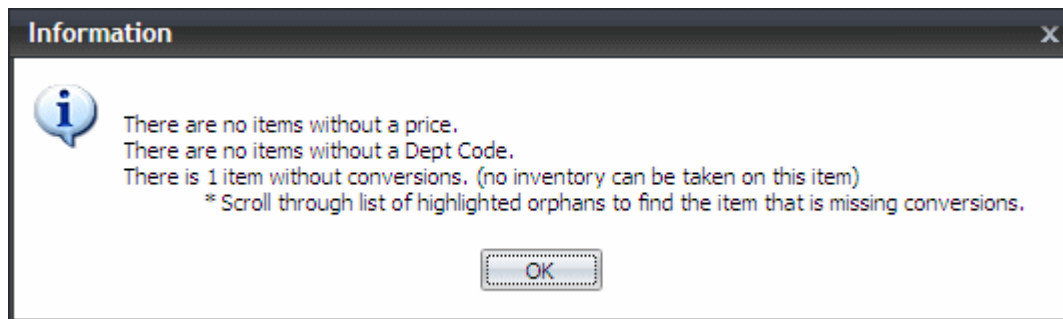


### 3. Select **Find Errors**.

- If inventory items do not have errors, a message displays indicating price, department code, and conversion errors do not exist.



- If inventory items have errors, a message indicates the number of errors.



- If errors exist, use the **Highlight Orphans** option to locate and fix the errors. In this example, macaroni & cheese does not have any conversions assigned, so it is highlighted when the **Highlight Orphans** option is selected.

