



Supplier | Inventory | Food Costing

Recommended sequential order of steps for a full implementation of the efish COGS Optimization solution:

- Vendor Set Up: EDI & manual
- Base Unit Verification
- Category Confirmation
- GL Code Assignment
- Inventory Taker Simple Set Up
- Enter Beginning Inventory (as soon as the vendor's components loaded)
- Purchase Orders
- Invoicing: Electronic and all others
- Taking Inventory
- Recipes
- Utilizing the On-Hand Report
- Utilizing the Ingredient Usage Report

Vendor Set Up, EDI (electronic data interchange) & Manual Estimated Time: 2-6 weeks

Objective: Configure all capable vendors with efish for automated or semi-automated order guide management, receipt of electronic invoices and issuance of PO's.

Check off steps once completed

- Step 1:** Issue Authorization letter/email notifying participating vendors you have installed an inventory and food cost platform from Point Blank Software equipped with EDI capability. Normally, it is sent to the sales person who makes a request to the IT department. Include the name and number of the Point Blank Contact for your account. Point Blank will notify you once EDI notification is complete.
Total Time: *It may take 2 - 4 weeks for the vendor to officially put the project in queue. (15-30 minutes actual time to put in place)*
- Step 2:** Begin Manually Adding a Vendor's Order Guide into efish. See page 4 of "[Component Admin How To](#)" available in the Inventory Tab on Pointblanksoftware.com for information on how to manually enter a vendor's order guide, including to correct formatting. (time will vary based on how many manual vendors you have and how many items for each vendor need to be added.) typically takes about 1-2 weeks. We recommend sending completed vendor sheets to us for audit before importing them into efish directly.
- Step 3:** Verify Order guide pricing and accuracy. Once the order guide is loaded in efish from
EDI Inventory (v.1) 3/2020



the supplier, verify the items and pricing vs the current order guide used by the store.

Total Time: To verify one order guide from one vendor 15 min to 1 hour.

The order guide may be viewed online or printed out.

- **View Online:**
 - [Administration > Component Admin > Select Restaurant Location > Select Vendor > Click Search Components]
- **Print Out the Order Guide:**
 - [Administration > Component Admin > Import/Export > Select Company > Select Vendor > Blue Export Button CSV]

Step 4: Verify Base Units, Categories, and GL Codes for each item. (total time = 1-3 days, will vary based on how many vendors/items you have) refer to the how to guides listed below:

- [Verify Components](#)
- [Setting GL Codes](#)
- [Component Admin](#)

Step 5: Set Inventory storage locations and the items to count within each storage location. Using your current “sheet to shelf” or other inventory tool as a guide, add the storage locations in the order the locations should be counted.

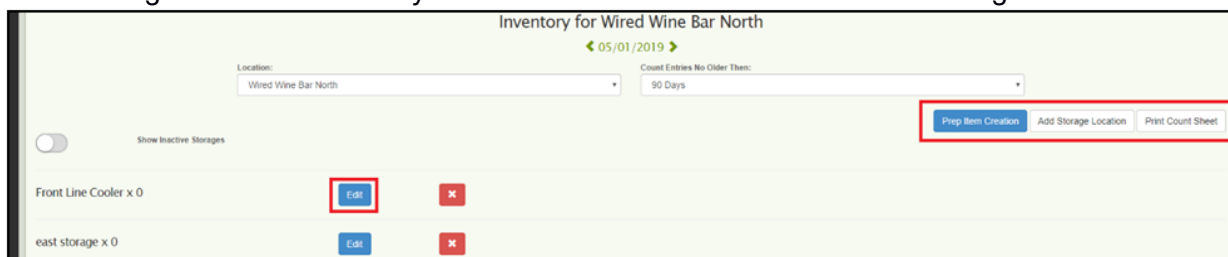
Total Time: To add all storage locations: 15-30 Minutes

Total Time: To add all items for each storage location: 1-2 hours

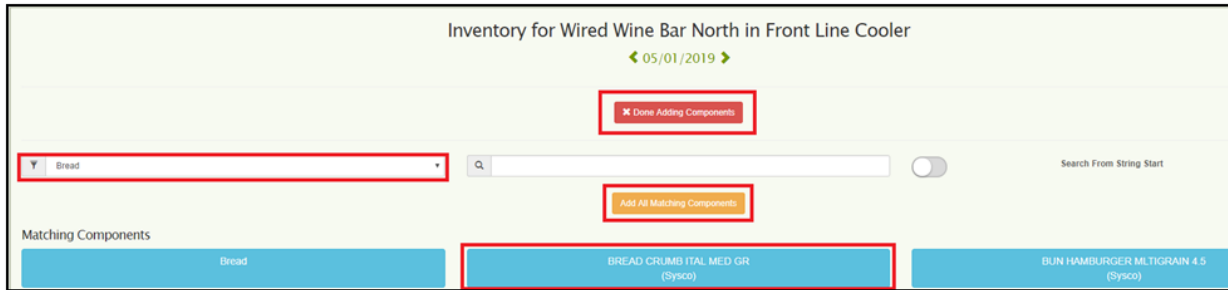
- [Operations > Inventory Taker > Select Store Location > Add Location > Type in the name of the storage location > save]
- Repeat for all the storage locations.

Refer to the following how to guide for help: [Inventory Taker](#)

Add the items you count in each storage location: Add items in the storage locations categories. You may have the same item in multiple locations. You may count the same item in the same storage location differently. You may have items from more than one category in the same storage locations. You may have more than one vendor’s items in storage locations.



Click on [Edit] next to the storage location > click [Add Components] > Select Type from the [Drop Down] > Click [each of the items you wish to add]. Once all items in the category have been added click [done adding components]. Go to the next category with items to add in the current storage location.



- Once all the items have been added to the storage location > left click on the arrows in front of each item and place them in the most efficient order for counting.

Step 6: Setting System Alerts, Notifications and cost Controls within efish
(GL Codes - Par Levels - Pricing Tolerance - Menu Margins (addressed in recipe section))

- **Setting GL-codes for each component:**

Each item will need a GL-code set for automated and accurate accounting practices including PO to Invoice reconciliation. They may be set in either the Component Administration Area **[Administration > Component Admin]** area or A/P Processing area **[Accounting > AP Processing]**.

Total Time: Setting All GL Codes for all items - 20 min to 1 hour

Name	Cost Account	Inventory Account	Category/Attributes	Base Unit	Active
3 Olives Cherry	5220 - Liquor COGS	1515 - Liquor Inventory	Liquor	Bottle_750ml Verified by AIM IT Services	<input checked="" type="checkbox"/>
3 Olives Grape	5220 - Liquor COGS	Select Account	Liquor	Fluid Ounce Verified by AIM IT Services	<input checked="" type="checkbox"/>

[Administration > Component Admin > Store Location > Vendor > Category > Search Components]

- It is recommended to set the GL codes by category due to similarity of items and a smaller number of items to work with at one time.

In the middle of the page are the **[Drop Down Menus]** to assign each item to a GL Code once the category you are working on is complete. Select a different category and map those items to their GL codes.

- **Setting the Par Levels (Re-Order Stock Levels Min & Max)**

This is required for the suggested PO function to work properly

Utilizing your current “sheet to shelf” or other inventory document, set the minimum amount of an item the store should carry and the maximum amount of the item the store should carry (also known as par levels).

Total Time: If these are already established, 1.5 -2.5 hours for all vendors.

[Administration > Component Admin > Store Location > Vendor > Category > Search Components]

On the component admin page with vendor items displaying click the **[Edit Icon]**.



Set the minimum amount to have in the store and the maximum amount to have stocked at each location, normally this is by how the item is ordered. (if it is the same at all locations you only need to fill out the top “All Locations” Section. Normally this is by how the item is ordered. This setting will be used to automatically create a PO. Based on the most recent count entered.

Location Settings

GLOBAL SELECTIONS: Changes to the values below will be copied across all locations

COGS Account: Select one: Inventory Account: Select one: Cost: \$ 0 Amt/Cost: BOTTLE_750ML

ALL LOCATIONS

Reorder Thld: 0 BOTTLE_750ML Max Stk Lvl: 0 BOTTLE_750ML Low Price Thld: \$ 0 / BOTTLE_750ML High Price Thld: \$ 0 / BOTTLE_750ML Yld: 100 %

- **Setting Price Thresholds:** The system default setting is pre-set at 20% for all items. So, if you do not get to this for a while there are still controls at work for you in the system.

Location Settings

GLOBAL SELECTIONS: Changes to the values below will be copied across all locations

COGS Account: Select one: Inventory Account: Select one: Cost: \$ 0 Amt/Cost: BOTTLE_750ML

ALL LOCATIONS

Reorder Thld: 0 BOTTLE_750ML Max Stk Lvl: 0 BOTTLE_750ML Low Price Thld: \$ 0 / BOTTLE_750ML High Price Thld: \$ 0 / BOTTLE_750ML Yld: 100 %

Individual Location Settings

Step 7: Enter Beginning Inventory: this may be done by utilizing the most recent months ending inventory count sheets and making sure you enter the correct “beginning inventory date” or you can choose to count today using efish and use today as your “beginning inventory date” **[Operations > Inventory Taker > Set Date for beginning inventory > Select Storage Location to Start]**

While on-boarding, different vendors may have their beginning inventories entered efish on different days. Make sure and use a consistent date.

Entering Inventory, Entering on Hand for Ordering & Auto PO Generation:

[Operations > Inventory Taker > Select Storage Location to Start]

How inventory is counted is critical. Make sure quantity entered matches the second **[dropdown]** (case, lb, etc) Make necessary adjustments by clicking **[Add Adjustments]**

After the last storage location is completed Click **[Save]** you may **[view report]** at the bottom of the page.



Component	Previous Count	Purchased	Sales	Internal Transfer	Adjustments	Current Count	Pending Delivery	Reorder Threshold
AVOCADO HASS BRNG #2 GUAC PAK (3984773)	Each x37 (08/08/2019)	0	1,999.3			Each x74	252	150
Needs to be adjusted:								
1996.3						Stock Purchase (increase)		
Reason								
[Save]								
Component	Previous Count	Purchased	Sales	Internal Transfer	Adjustments	Current Count	Pending Delivery	Reorder Threshold
Bacon	Pound x1 (08/08/2019)	0	107.888			Pound x12	0	
Needs to be adjusted:								
118.89						Stock Purchase (increase)		
Reason								
[Save]								

- The Report will display the Previous count, number purchased, any Transfers, It will give you any alert when something needs to be adjusted and allow you to enter the adjustment within the report. It also displays the current count, and pending delivery, and the Reorder threshold – if they needed to reorder based on the threshold the box would automatically be checked.
- After you view the report of items entered you may Create PO for selected Items. On days when you just need to place an order, just enter the on hand count of the vendors item. When you view report and generate PO it will be for those counted items only.

Step 8 - Issue Purchase Order: Not using the inventory taker
[Accounting > Purchase Order > Add New PO > Select Location > Select Vendor > Select Filters or Linked Components]

Note: For non EDI Suppliers purchase orders must be generated in efish for item level calculations – if the PO’s are not generated in efish you would have to enter every line item on the invoice from your supplier to have line item calculations.

Purchase Orders

Start Date: 04/01/2019
End Date: 05/01/2019

Company (toggle): Wired Wine Bar North, BKB, Cafe Panini, Fractured Prune, Prison Rock Pizzeria, ...
Location (toggle): Wired Wine Bar North, BKB, Cafe Panini, Fractured Prune, Prison Rock Pizzeria, ...
Vendor (toggle):

[Refresh]

[Add New PO] [Add New Component]



After selecting all items and quantities, **[Save]** the PO first then you may **[print]**, **[email]** or send electronically.

Note: It is highly recommended to print out the PO and use that to check in your suppliers. It is also used to note changes or prices in items for manual vendors.

Step 9 - Recipes: Enter the actual recipe including ingredients and quantity, enter the description of how to implement the recipe, upload image of recipe – Total Time = 5 - 10min per recipe (example: 50 recipes = approx. 4 - 8.5 hours) use the [Recipes](#) how to guide for help.

Entering a Recipe in efish:

[Operations > Recipes] or **[Reporting > Recipes]** (depends how set up)

- Click on a **[Menu Category]** on the left side of the Recipes page OR type the name of the item in the **[menu filter box]**
- Click on the **[item]** to create a recipe
- Set the target Margin or target food cost for the menu item
- Set the Waste Factor (if any) for the item
- Click on the Green **[Quick Add]**
- Type the name of the ingredient being added for the recipe
- Enter the quantity of the ingredient
- From the **[drop down]** select the unit of measure (if the unit of measure is not present, click on **[create custom]**)
- Repeat until all ingredients/components are entered for the menu item
- Enter the step by step instructions for executing the recipe
- Upload an image of the finished product if available
- click on **[Save]** at the bottom of the page

On Hand Inventory: On hand inventory allows you to quickly check how much inventory levels for any item. It will include the last count date, any adjustments and/or transfers that have



occurred, how much you have sold/received, any are currently on order and what needs to be ordered. Refer to the [On Hand Inventory](#) how to for help.

Ingredient Usage Report: Provides Theoretical vs Actual Cost and Quantity. Refer to the [Ingredient Usage](#) how to guide for help.

***Recipes must be entered for the solution to work fully. ***

[Reporting > Ingredient Usage > Enter Company/Location > Beginning and ending Dates > GO]

Description	UOM	YLD	Beg Inventory	Purchase QTY	End Inventory	Actual Usage	Theor Usage	Qty Diff	Beg Amount	Purchase Amount	End Amount	Avg Cost	Actual Cost	Theor Cost	Cost Diff
MERLOT CAKEBREAD 7	BOTTLE_750ML	100.00%	10.00	0.00	8.00	2.00	0.00	-2.00	\$45.40	\$0.00	\$36.32		\$9.08		(\$9.08)
CHARD CAKEBREAD 16	BOTTLE_750ML	100.00%	9.00	0.00	13.00	-4.00	2.00	6.00	\$229.50	\$0.00	\$331.50			\$51.00	\$153.00
SAUV BLANC CAKEBREAD	BOTTLE_750ML	100.00%	4.00	12.00	10.00	6.00	0.00	-6.00	\$84.00	\$258.00	\$210.00	\$21.50	\$132.00		(\$132.00)

Note: Theoreticals will only be given to items that were in the beginning and the ending inventory counts.