



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
- Utilizing the Usage Report
- Utilizing the On-Hand 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.
- Step 3:** Verify Order guide pricing and accuracy. Once the order guide is loaded in efish from the supplier, verify the items and pricing vs the current order guide used by the store.
Total Time: *Verify one order guide from one vendor 15 min to 1 hour.
The order guide may be viewed online or printed out.*

EDI Inventory (v.1) 8/2019



- **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]

***Notify Point-Blank of any price differences and any missing items. ***

Step 4: Verify Base Units, Categories, and GL Codes from EDI Suppliers.

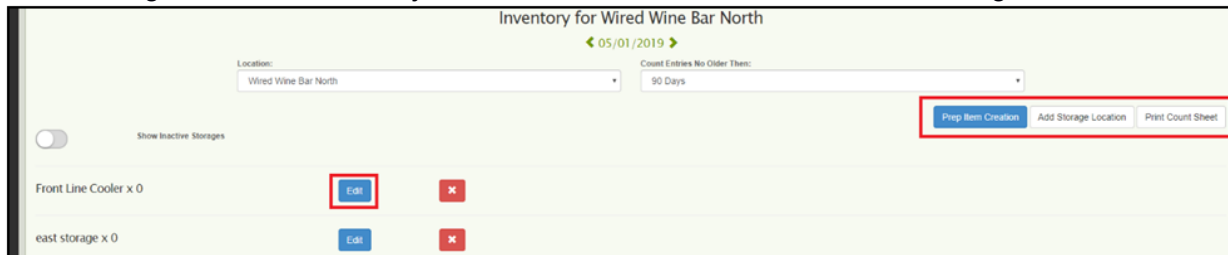
Step 5: Set Inventory storage locations and the items to count within each storage location. Using your current “sheet to shelf” or other inventory tool as a guide, add the storage locations in the order the locations should be counted.

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

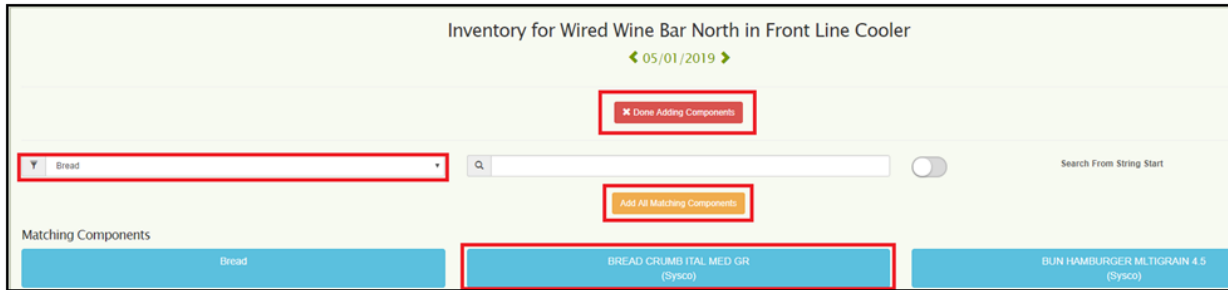
Total Time: To add all items for each storage location: 1-2 hours

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

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 **[drop down]** (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:								
1999.3						Stock Purchase (increase)	Reason	
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	

- 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.

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	Company (toggle)	Location (toggle)	Vendor (toggle)
04/01/2019	Wired Wine Bar North BKB Cafe Penini Fractured Prune Prison Rock Pizzeria	Wired Wine Bar North BKB Cafe Penini Fractured Prune Prison Rock Pizzeria	
End Date			
05/01/2019			
<input type="button" value="Refresh"/>			
<input type="button" value="Add New PO"/> <input type="button" value="Add New Component"/>			



New Purchase Order

Date: Delivery Date: Company: Vendor:

Component Selection:

Filters: Filter: Linked Components: All Components:

Component	Unit	Unit Price	Quantity	Total	Location
You have unsaved changes!					

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.

Ingredient Usage Report: Provides Theoretical vs Actual Cost and Quantity.

***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.