Inventory Implementation Checklist

Recommended sequential order of steps for full implementation of the efish Inventory Solution: *Total Estimated Time: 2-6+ Months.*

1. Send EDI Vendor Integration Request Email to all EDI capable vendors *(Sysco, Shamrock, PFG, etc.)*
2. Vendor & Chart of Accounts Import or Creation in efish.
3. Manual Vendor Component CSV Creation/Import
4. Base Unit Verification
   a. Category Confirmation *(Best to review and update categories when doing Base unit verification)*
   b. GL Code Assignment *(Best to review and GL Codes when doing Base Unit verification)*
5. Inventory Taker Set Up
6. Enter Beginning Inventory (Once All Steps above have been completed)
7. Implement efish Purchase Orders
8. Invoicing: Electronic and all others
9. Creating and Implementing Recipes *(start with 10 or less and monitor those before adding the rest)*
10. Reviewing/Utilizing the On-Hand Report
11. Reviewing/Utilizing the Ingredient Usage Report

Objective: Configure all capable vendors with efish for automated or semi-automated order guide management, receipt of electronic invoices, etc.

- ***Use this guide & check off steps once completed.***

☐ **EDI Vendor Integration Request Email**: Issue Authorization letter/email notifying participating EDI vendors *(Sysco, Shamrock, PFG, US Foods.)* that you have installed the efish inventory and food cost platform from Point Blank Software equipped with EDI capability and need them to initiate the integration. Normally, it is sent to your company's sales or support person with that vendor who then makes a request to their IT department to set up the Integration and prepares the OG and Invoice files to be sent over from the vendor via EDI to efish. In the email request, include the name and email of the Point Blank Contact for your account *(if unsure, use support@pointblanksoftware.com).* The vendor will provide Point Blank with updates and credentials needed to complete the EDI integration in efish. Point Blank will notify you once EDI set up is complete and ready for audit. ***Time est.*** *It may take 6 – 8 weeks or more for the vendor to officially put the project in queue. In some cases, it can take even more time for the vendor to setup/complete the Order Guide & invoice File Format Required for EDI Communication with efish. (1hr actual time to setup/connect via integration)*
   o Feel free to copy/paste and edit the following example EDI Request Email below to email your vendor *(don't forget to CC your Point Blank Rep or support@pointblanksoftware.com):*

EDI Inventory (v.1) 2024

TO: *Vendor Rep* + **CC:** *PB Rep*
SUBJECT: *Organization Name + Point Blank Software efish EDI Request*
BODY:

We have implemented Point Blank Software's efish Inventory Management software and need your IT/EDI team to set up EDI connection to efish and provide our Point Blank Software Rep (CC'd on this email) the following integration credentials for each location which they will need to complete the EDI set up on their end:
- ***Customer Number:***
- ***ftp_username:***
- ***Ftp_host:***
- ***Password:*** *if applicable*
- ***Distributor/OpCo code:*** *if applicable*

Once EDI has been set up on both ends, we will need you to send over the complete order guides for each location in proper EDI format for Point Blank. Please ensure that all invoices are set up to be sent over via EDI as well.

Please let us know if there is anything else you need from us to set up EDI to efish.

Thanks,

- *Once the Vendors OG comes in you must Audit to ensure everything is being sent over properly, Refer to the <u>Electronic Vendor Order Guide Audit</u> How To Guide.*

<u>**Vendor & Chart of Accounts Import or Creation in efish:**</u> for those that are also implementing the efish AP Module vendors will come in via the AP Software Integration, The AP Software Admin should reach out to efish support to schedule a quick 30min call to get the AP software Integrated and get your accounts/vendors brought into efish.
- If you are NOT using the AP processing module in efish you must import your vendors by following the steps in the <u>Adding Vendors to efish</u> how to doc.
- If you are NOT using the AP processing module in efish you must import your chart of accounts manually in companyname.efish.biz/csvfile-accounting.php by:
1. Exporting your chart of accounts and vendors from your AP Software, Modifying those lists as a CSV file in the correct format for import as follows: <u>Chart of Accounts Sample Format</u>, <u>Vendor Sample Format</u>. *(Time est. 2-5hrs)*
     - *you can also Manually add vendors into efish one at a time manually by going to **Accounting > Purchase Order > Add New PO** > Select a Company from the Drop down and then click the* ==**[+ Icon]**== *next to the Vendor drop down to create a new vendor filling out all applicable fields including the email address as this is how efish will send PO's out.*

Manual Vendor Component CSV Creation/Import:
- Begin manually adding a vendor's Order Guide into efish. See "Creating & Importing Manual Order Guides (for non-EDI Vendors)" Section of <u>"Component Admin How To"</u> available in the Inventory Tab on <u>Pointblanksoftware.com/help</u> for information on how to

EDI Inventory (v.1) 2024

manually enter a vendor's order guide, including the correct formatting. *(Time est. 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 Months.)*

- *We recommend sending completed vendor csv sheets to us for audit before importing them into efish directly.*

Base Unit Verification: Verify Order Guide pricing and accuracy. Once the order guide is loaded in efish from the supplier or manually, verify the components and pricing vs the current order guide used by the store. *Time est. To verify one order guide from one vendor 1 to 3 hours. The order guide may be viewed online or exported/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 > Export Button CSV]**

Verify Base Units, Categories, and GL Codes for all components. *(Time est. 1-4 weeks, will vary based on how many vendors/items you have)* refer to the how to guides listed below:

- Component Admin
- Setting GL Codes
- Verify Components

Setting System Alerts, Notifications, and cost Controls within efish:

- **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]** when an item comes in from an invoice. *Time est. Setting All GL Codes for all items – 2-3 hours.*

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

EDI Inventory (v.1) 2024

- o It is recommended to set the GL codes by location and category due to similarity of items and a smaller number of items to work with at one time.
- o You can click the **"Missing GL Accounts"** check box to narrow down the list to only those who need GL Codes.

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). ***Time est.*** *If these are already established, 3-4 hours for each vendor.*
- **[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, based on the Base Unit Set. (If it is the same at all locations you only need to fill out the top "All Locations" Section. This setting will be used to automatically point out on the On Hand Report that you may need to create a PO, based on what is currently On Hand.

- **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.

Inventory Taker Set Up: Setup the Inventory Taker's storage locations and add all components to count within each storage location. Using your current count sheet or other inventory tool as a
EDI Inventory (v.1) 2024

guide, add the storage locations in the same order you want the locations should be counted in.

- ◦ **Time est.** *To add all storage locations: 15-60 Minutes.*
- ◦ **Time est.** *To add all items for each storage location: 5-10 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 **[Open]** 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 first category, go to the next category with items to add in the current storage location.
- • Sort Items > click on the arrows in front of each item and drag them in the most efficient order for counting.
- • once all the components have been added with a value of 0 or greater click **[done adding components]** and click **[Save.]**

Enter Beginning Inventory (Once All Steps above have been completed): this may be done by utilizing the most recent months ending inventory count sheets and making sure you select the correct "beginning inventory date" from the top of the Inventory Taker or you can

EDI Inventory (v.1) 2024

choose to count today using efish and use today's date as your "beginning inventory date."
[Operations > Inventory Taker > Set Date for beginning inventory > Select Storage Location to Start]

How inventory is counted is critical. efish assumes any counts entered were taken at the end of the day selected *(if you take it first thing in the Morning you may want to select the Previous date to enter your counts),* make sure quantity entered matches the unit in the **[drop down]** (case, lb, etc)

- Make necessary adjustments by clicking the **[Add Adjustment]** Button under that item in the Inventory Taker, enter the type, unit, amount, and reason for the adjustment, then click the save button.
- After the last storage location count is completed Click **[Save]**

To review a count, you may select the date from the top of the Inventory Taker and then click the red **[view]** button next to each storage location to expand the counts for each.

- This will display the previous count taken on the date selected in each storage location.

Implement Purchase Orders: You can create POs in efish from:
[Accounting > Purchase Order > Add New PO > Select Location > Select Vendor > Select Filters or Linked Components]

Note: For all vendors, purchase orders must be generated in efish for item level calculations – if the POs are not created in efish you would have to enter every line item on an invoice from your supplier to have updated line-item calculations when an order is placed.

- *If your suppliers submit orders via their portal or on your behalf, you must still create and "Send" those orders in efish (you would just want to make sure that vendor does not actually have an email set up in efish to prevent efish from sending your sales rep a duplicate order.) If you fail to submit POs in efish then your inventory reports will not show accurate on hand numbers.*

Purchase Orders

Start Date	Company (toggle)	Location (toggle)	Vendor (toggle)
07/15/2023	Wired Wine Bar North Alpaca Test Beach Blonde BKB Cafe Penini	Wired Wine Bar North Alpaca Test Beach Blonde BKB Cafe Panini	
End Date			
08/15/2023			

Refresh

Add New PO | Add New Component

Open PO's	Closed PO's

ID ▲	Date ⇕	Delivery Date ⇕	Company ⇕	Location ⇕	Vendor Name ⇕	Email Sent ⇕	% Receiv
3	03/21/2017	03/22/2017	Wired Wine Bar North	Wired Wine Bar North	Sysco	Not Sent	0%

EDI Inventory (v.1) 2024

After selecting all items and quantities, **[Save]** the PO first then you may **[print]** or **[Send by email]** to the vendors email address on file. ***Note****: It is highly recommended to save the PO Print View as a PDF and upload as an invoice in **[Accounting > Invoice Upload]** or print out the PO and use that to check in your suppliers. It can also be used to note changes or prices in items for manual vendors upon delivery.*

PURCHASE ORDER

Wired Wine Bar North

Gilbert, AZ
85251

PO Number	4
Date	03/23/17
Delivery Date	03/24/17
Ship Date	
Due Date	
Delivery Terms	

VENDOR

Contact Name	Paul
Company	Sysco
Address	777 We Love efish Way
City/State/Prv	PointBlank, AZ
Zip	85008
Country	85008
Phone	555556565

DELIVER TO

Contact Name	AIM IT Services
Company	Wired Wine Bar North
Address	
City/State/Prv	Gilbert, AZ
Zip	85251
Country	US
Phone	

Item ID	Description	Unit	Qty	Unit Price	Amount
3419819	TOWEL WIPER FDSVC 21" WHITE	CS	5.00	$35.14	$175.70
7637569	SANITIZER MULTI QUAT LIQ DISP	CS	1.00	$36.26	$36.26
				Subtotal	$211.96
				Tax	
				Shipping	
				Total	$211.96

Invoicing: Electronic and all others
- EDI Vendors will have Invoices loaded into the AP Processing Coding Stage upon receipt.
- Manual (NON EDI) vendors will need Invoices uploaded for them in efish **[Accounting > Invoice Upload > Add to Queue]**
  - o You can upload a PDF file of the Invoice the vendor gives you upon receipt (either by

EDI Inventory (v.1) 2024

scanning it or Mobily taking a pic within efish **[Accounting > Invoice Upload > Add to Queue]**

- you can upload the efish Print Generated PO as a PDF invoice at any time.

Once an invoice is in the Coding Stage in > **[Accounting > AP Processing > Coding]**

- Click the **Edit Invoice Icon** to code the invoice.
- Select the Vendor from the Vendor Drop Down
- If you have sent a PO for this invoice via efish
  you will see an option to Select that PO # under the Purchase order section and click the **[Prefill Button]** to load all the Invoice Details, GL Codes (if set), Invoice Total.
- You can expand the Accounts to see each component on that invoice.
- You can adjust any prices that needed to be adjusted here. Once you click the **[Process Button]** the price for those items will be saved across efish updating any that were changed.
- You must enter a reference number **(invoice number)** before you can save or process the invoice.
- Clicking the **[Save Button]** at the bottom will save the invoice in the Coding Stage and allow you to come back to it and update later, **Processing will send the Invoice to the Next Stage in AP Processing, it will also update the Received Items for any PO linked to that invoice.**

Creating and Implementing Recipes (start with 10 or less and monitor those before adding the rest): Enter the actual recipe including ingredients and quantity, enter the description of how

EDI Inventory (v.1) 2024

to implement the recipe, upload image of recipe – *Time est. = 5 - 10min per recipe (example: 10 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 **[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 the green **[+]** button to add a custom conversion linked to that item)
• 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 Theoretical Usage to reflect accurate/complete data
[Reporting > Ingredient Usage > Enter Company/Location > Beginning and ending Dates which inventory was taken on > 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: Items/Components will only be displayed on the report for items that were counted on the Ending Inventory Date selected. (if not counted on the selected Ending Inventory Date, they will show up at the bottom of the page listed under the table)
(If not counted on the Beginning Inventory date, they will have no value displayed in the report since we don't have a count for the Beginning inventory date selected)