

Inventory Control

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Inventory Control

The Inventory System by Execu/Tech is designed to provide for purchasing, stocking, costing, and issuing of items. It is used in a variety of applications from Food & Beverage to Retail. Inventory status is maintained for any number of locations.

The system is divided into the following modules:

Item Set-up. Each inventory item is given a code, description, cost, selling price, location, and other basic information.

Purchase Orders. Purchase orders can be entered, maintained and printed.

Inventory Receipts. Receipts are entered from purchase orders, partially or completely.

Miscellaneous Transactions. Inventory adjustments, transfers, issues.

Physical Inventory Entry. Quick method of adjusting the computer's inventory to match the physical inventory.

Waste Entry. Method of entering daily adjustments for waste.

Reporting.

Display Item Detail. Each transaction is displayed on the screen. You may maintain transaction history as long as computer capacity allows. Also shows the current inventory on hand and availability for all locations or any selected location.

Print Inventory Status Reports.

- Inventory value.
- Sales for any time period.
- Purchases for any time period.
- Item information list.
- Variance - computer on-hand vs. physical inventory.

Print Physical Inventory Worksheet. You may print a worksheet of your inventory items for recording physical inventory.

Control File Set-up. Define locations (warehouses) and item categories. The system maintains the following files:

Item Master File. One record per unique inventory item. Contains the item's code, description, cost, units of measure, vendor, vendor part no., and bin/locations.

Item Detail File. One record per transaction (adjustment, transfer, issue, purchase, receipt).

Transaction Batch File. Adjustments, transfers, issues, purchases, receipts, and physical inventory entries are held in this file. When you run "Print & Update Postings" and answer "Y" to "Do you wish to update this batch?" the file is cleared and a new batch is created.

Control File. Contains the code and descriptions of the locations and item classes (categories).

Inventory Menu

The Inventory Menu contains all the program selections for the Inventory System.

Inventory Processing. Item Set-up, Recipe Set-up, Purchase Order Entry, Receive Inventory, Miscellaneous Postings, Item Detail Display.

Print & Update Postings. Update purchase orders, receipts, transfers, adjustments, and issues into the Item Detail File.

Print Inventory Status Reports. Print Sales by Period, Purchases by Period, Inventory Value Report, Inventory List, Inventory Variance - Computer vs. Physical.

Print Inv. Requisition Worksheet. Print worksheet for ordering inventory.

Print Physical Inventory Worksheet. Convenient form printed by location to facilitate physical inventory.

Enter Physical Inventory. Enter results of physical inventory. Automatically adjusts inventory accordingly.

Enter Waste Adjustments. Enter daily waste adjustments.

Set up Control File. Identify Locations and Item Categories.

Inventory Processing

The Inventory Processing Menu contains program selections for the following:

Set-up inventory items. Add, change, delete inventory items. Maintain basic information such as code, description, cost, selling price, location, vendor, etc.

Set up recipes. Maintains a .recipe. for each item in the Execu/Tech Food & Beverage System. Associates Point-of Sale items with inventory items.

Enter purchase orders. Add, change, and delete purchase orders.

Receive inventory. Receive into inventory items previously entered into purchase orders.

Miscellaneous postings. Enter inventory adjustments, transfers, and issues. Batch entry.

Item detail display. Display detail activity for any select item. Shows all purchases, receipts, adjustments, transfers, and issues (sales). May be displayed for all locations or one location.

Set-up Inventory Items

ITEM SET-UP

Exit

POS=Y122

Item code: 1122 ... Next EXISTING ITEM

1. Item description: SPECIALTY MUG

2. Vendor item code:

3. Purchase unit of measure: EA

4. Unit cost/ purch unit: 2.00 18. Location/ bin no 1: \$

5. Stock unit of measure: EA 19. Location/ bin no 2: \$

6. Purchase/ stock quantity: 1 20. Location/ bin no 3: \$

7. Issue unit of measure: EA 21. Extra location:

8. Stock/ issue quantity: 1 22. Extra location:

9. Vendor code: 100100 23. Extra location:

10. Sale price/ unit: 4.95 24. Extra location:

11. Item class/ category: G 25. Extra location:

12. Size:

13. Color:

14. Minimum qty on hand: .00 28. Extra location:

15. Maximum qty on hand: .00 29. Extra location:

16. Taxable? (Y/N) POS only:

17. Alternate cost: .00 30. Extra location:

Yes Cancel Delete

The Item Set-up Screen used to set up and maintain Inventory Items.

Item code. Enter an alphanumeric code for this inventory item, up to 15 characters. Type **L** to look up inventory items by description. If the item exists, all the information for this item will appear.

Item description. Enter an alphanumeric description for this item, up to 30 characters.

Vendor's item code. Enter the code by which the vendor or supplier identifies this item, alphanumeric, up to 15 characters.

Purchase unit of measure. Enter the description of the unit of measure by which this item is purchased, (such as .CASE.) up to 4 characters.

Unit cost/ purch unit. Enter the cost per purchase unit (such as .CASE.) for the item. This is the default cost used in purchase order entry, but may be overridden.

Stock unit of measure. Enter the description of the unit of measure by which this item is stocked, up to 4 characters. The inventory value report and physical inventory entry use the stock unit of measure.

Purchase/ stock factor. Enter the multiplying factor of the stock unit of measure to the purchase unit of measure. Example:

Purchase unit of measure = Case of 24 bottles.

Stock unit of measure = Bottle.

Purchase/ stock factor = 24 (bottles in a case).

Issue unit of measure. Enter the description of the unit of measure by which this item is issued (sold), up to 4 characters.

Stock/ issue factor. Enter the multiplying factor of the issue unit of measure to the stock unit of measure. Example:

Stock unit of measure = 16 oz. bottle

Issue unit of measure = oz.

Stock/issue factor = 16 (ounces in a bottle)

Vendor code. Enter the code of the vendor from which this item is usually purchased, up to 5 characters. Press <Enter> to look up existing vendors by name, and optionally to set one up. The Vendor Master File is also used by the Execu/Tech Accounts Payable System.

Sale price/ unit. Enter the selling price of this item per issuing unit. This price is not used if the item is issued through the recipe file.

Item class. Enter the class (category) of this item, up to 4 characters. The class code must be already set up in the Control File Setup Program.

Minimum qty on hand. Enter the minimum quantity (stock unit of measure) on hand desired for this item. This is used by the Inventory Value Report.

Maximum qty on hand. Enter the maximum quantity (stock unit of measure) on hand desired for this item. This is used by the Inventory Value Report.

Taxable (Y/N). Enter "Y" if this item is taxable when it is sold. Enter "N" if it is not taxable.

Alternate Cost. Enter an alternate cost for reporting purposes.

Location/ bin no 1. Enter the primary location, up to 2 characters, and the bin, up to 4 characters for this item.

Location/ bin no 2. Enter the second location, up to 2 characters, and the bin, up to 4 characters for this item.

Location/ bin no 3. Enter the third location, up to 2 characters, and the bin, up to 4 characters for this item. These 3 location/ bin numbers are used for the printing of the Inventory List. Items may actually be stocked in any defined location.

Extra Locations. Enter any additional locations for this inventory item.

Update Information? Press "Yes" if the information is correct. Press "Cancel" if the information is not correct. The information is not updated. Press "Delete" to delete this item.

Set-up Recipe

E SET UP RECIPE
EXECU/TOUCH
_ □ ×

Exit

POS Store:	01	NEW RECIPE	POS Cost:	.00
POS item:	0001	(?)Look-up, (M)odifier	Sale Price:	6.50
Description:	Chocolate Chip Pancakes			Calculated Cost:
Units/Batch:	0		Calc Cost %:	15.39

-----INGREDIENTS-----

Item	Description	Unit/ Meas	Portion	Cost/ Unit	Item Cost
FLOUR	FLOUR	OZ	4.00	0.130	.50
EGGS	EGGS	EA	2.00	0.170	.33
CHOC CHIPS	CHOCOLATE CHIPS	OZ	1.00	0.170	.17

<Enter> done, <up-arrow> change, (P)rint, (D)elete recipe, (U)nits

The Recipe Set-up Screen is used to set up item recipes for interface into the Execu/Touch Point of Sale System. This file is used to update inventory usage based upon sales in the point of sale system.

POS store. Enter the store number (company) in the point of sale system in which this item is sold.

POS product code. Enter the item (PLU) number in the point of sale system.

Description. The description of the point of sale item is displayed. You are now prompted to enter items that make up the recipe.

Item. Enter the item code as defined in the inventory system, up to 15 characters. Type * (asterisk) when done with this recipe. Type ? to look up an inventory item by description. Type D to delete this item from the recipe. Press <up-arrow> or <down-arrow> to go to the previous or next item. Press <Esc> to exit this screen.

Description. The description of the inventory item is displayed.

Unit/Meas. The Issue unit of measure is displayed.

Portion. Enter the quantity (issue units) for this item.

Cost/Unit. The cost per issue unit is displayed.

Item Cost. The cost of this portion of this item is calculated and displayed.

<Enter> done, <up-arrow> change, (P)rint, (D)elete recipe. Press <Enter> when through with this invoice. Press the <up-arrow> key to go back and change an item in this recipe. Type **P** to print this recipe. Type **D** to delete this entire recipe.

Purchase Order Entry

ENTER PURCHASE ORDERS EXECU/TOUCH

Exit

P.O. Number.: 12345 (?) Look-up
 Vendor Code: 100100 (?) Look-up
 P.O. Date.: 52404

EXISTING P.O. Freight: 7.50
 PO Total: 56.00

Line Item	Description	Size	Colr	Loc	Qty-ord	Received	Cost
1	FLOUR	FLOUR		K	12.00		2.00
2	EGGS	EGGS		K	10.00		2.00
3	CHOC CHIPS	CHOCOLATE CHIPS		K	6.00		2.00

(*), (?), (S), (R)

All inventory purchases are entered in the Purchase Order. Purchase order entry creates transactions for the items selected. You may enter new purchase orders, change existing orders, receive into inventory all or part of the orders, close orders, and delete entire orders.

P.O. Number. Enter a user defined purchase order number, up to 10 letters or numbers. If the order exists, it is displayed on the screen. Type ? to look up and select existing orders. Press <Esc> to exit this screen.

Vendor Code. Enter the code (up to 5 characters) of the vendor for this purchase order. The vendor must exist in the Vendor Master File. Type ? to look up and/or set up a vendor.

P.O. Date. Enter the date of the purchase order. Enter month day year. (MMDDYY). You are now prompted to enter items into the purchase order. You may enter multiple pages.

Item. Enter the item code (up to 15 characters) of the item that you want to place on order. Type ? to look up and select items by description. Type * (**asterisk**) when you are finished entering items. Press <up-arrow> or <down-arrow> to go to the next or previous line of the purchase order. If this is an existing order, you may type **R** at this point to receive this item into inventory.

Loc. Enter the location (warehouse) for which this item will be ordered. This location code must have been set up in the "Set up Control File" screen.

Qty-ord. Enter the quantity (in purchase units) of this item to order.

Cost. Enter the cost per unit for this item. Press <Enter> to use the default item cost as set up in the Item Set-up Screen.

<Enter> done, <up-arrow> change, (R)eceive, (P)rint, (C)lose, (D)elete.

Press <Enter> when you are through with this order. The item master is updated and purchase transactions are created in the current batch. Press <up-arrow> to go back and add or change an item of the order.

Execu/Touch Point of Sale

Type **R** to receive into inventory an item on the order. You will then be prompted for the quantity received and the unit cost. You may also use the "Receive Inventory" screen described later to receive items into inventory.

Type **A** to receive into inventory all items on the order.

Type **P** to print this purchase order.

Type **C** to close this purchase order.

Type **D** to delete this purchase order. All order and receipt transactions in the item file will also be deleted.

Receive Inventory

RECEIVING INVENTORY EXECU/TOUCH

Exit

P.O. Number.: 12345 (?) Look-up
 Vendor Code: 100100 (?) Look-up
 P.O. Date.: 52404 EXISTING P.O. Freight: 7.50
 PO Total: 56.00

Line Item	Description	Size	Colr	Loc	Qty-ord	Received	Cost
1	FLOUR			K	12.00	12.00	2.00
2	EGGS			K	10.00	10.00	2.00
3	CHOC CHIPS			K	6.00	4.00	2.00

<Enter>done (R)eceive recv(A)ll (F)reight (P)rint (C)lose (D)elete (T)emplate

The Receive Inventory Screen is used to receive items into inventory. The items must first be placed on order in the Purchase Order Entry screen described on the previous pages.

P.O. Number. Enter the number of the purchase order from which you wish to receive items into inventory. Type ? to look up and select a purchase order. Once the purchase order is selected, it is displayed on the screen. You are then prompted for each item to receive. Press the <up-arrow> and <down-arrow> keys to select the items to receive.

Received. Enter the quantity received for this item. Press <Enter> to use the quantity ordered. Press <Esc> to go to the bottom of the screen.

Backorder? (Y)es, (N)o. If the quantity received is less than the quantity ordered, this question is asked. Answer **Y** to leave the un-received portion of the item on order. Answer **N** to reduce the quantity ordered to the quantity received.

Cost. Enter the cost per unit for the items received. Press <Enter> to use the cost as entered when the purchase order was made.

<Enter> done, <up-arrow> change, (R)eceive, (P)rint, (C)lose, (D)elete.

Press <Enter> when you are through with this order. The item master is updated and receipt transactions are created in the current batch. Press <up-arrow> to go back and change the quantity received or cost of an item.

Type **R** to go back to the first line of the page.

Type **A** to receive the entire purchase order

Type **P** to print this purchase order.

Type **C** to close this purchase order.

Type **D** to delete this purchase order. All order and receipt transactions in the item file will also be deleted.

Enter Miscellaneous Posting

SEQ	TYPE	ITEM-NO	DATE	LOC	LOC	UOM	QTY	COST	ADJ
00001	R	FLOUR	052404	K		EA	12.00	2.00	
00002	R	EGGS	052404	K		CS	10.00	2.00	
00003	R	CHOC CHIPS	052404	K		BAG	4.00	2.00	

The Miscellaneous Postings Screen is used to enter inventory adjustments, transfers from one location to another, and issues (such as sales). This program is batch mode. This means that the entries are not updated into the item records until the Print and Update Postings program is run.

Type. Enter the type of the transaction. **T** if transfer, **A** if adjustment, **I** if issue, or **D** to delete this entry. Press <Esc> to exit this screen. Press <up-arrow> to go to the previous line on the screen. Press <down-arrow> to go to the next line on the screen. Press <PgUp> to go the prior page, <PgDn> to go to the next page.

Item-no. Enter the item code of the item to transfer, adjust, or issue, up to 15 characters. Type ? to look up and select an item by description.

Date. Enter the date of the transaction. Enter date (MMDDYY). Press <Enter> to use the date shown (either today's date or the previous date entered).

Loc. Enter the location code for this transaction. If this is a transfer, enter the location you are transferring this item FROM.

Loc. If this a transfer, enter also the location you are transferring this item TO.

UOM. Enter the unit of measure for this item. It must be a valid purchase, stock, or issue unit of measure for this item.

Qty. Enter the quantity of units of this item that you are transferring, adjusting, or issuing. If this is a negative quantity, press the “-“ key before or after the quantity and before pressing the <Enter> key.

Cost. Enter the cost per unit for this item. Press <Enter> to use the cost from the item master record.

Adj. If this is an adjustment, enter a user defined adjustment code (spoilage, breakage, etc.), up to 4 characters.

Display Item Detail

E ITEM DETAIL DISPLAY
✕

Exit
Help

```

Location.....: K      Item: FLOUR      FLOUR
Begin date....: 52404  Qty on hand-OZ : 192.00  Qty reserved:
End date.....: 52404  Qty reserved....:           Value-avg...: 24.96
Avg cost..EA  : 2.00  Qty available...: 192.00  Value-last...: 24.00
Last cost.EA  : 2.00  Qty on order....:
    
```

Date	Type	Reference	Quantity	Cost	Price	Loc	Uom
5/24/04	PURCHASE	12345	12.00	2.00		K	EA
5/24/04	RECEIPT	12345	12.00	2.00		K	EA

Press <Enter> to continue, (P)rint, <Esc> to exit.

The Item Display Screen is used to display activity for any selected item. Cost, on hand, reserved, and availability totals are displayed as well as all transactions for any time period desired.

Item code. Enter the code of the item to display, up to 15 characters. Press <Esc> to exit this screen.

Location. Enter the location code to display. Press <Enter> to display for all locations.

Begin date. Enter the beginning date for which detail transactions will display. Enter date (MMDDYY). Type 0 (zero) to display all detail.

Press <Enter> to continue, <Esc> to exit. Press <Enter> to continue to the next page, <Esc> to exit this screen.

Print Inventory Status Reports

The Inventory Status Reports program prints; Inventory Value, Sales/ Purchases to Date, Inventory List, Variance Report, and Waste Report.

Inventory Value Report - Prints current quantities and values.

Sales/ Purchases to Date Report – Prints sales and purchases for any time period desired.

Inventory List - Prints basic information for each item selected.

Variance Report - Prints the quantity on hand as of the last physical inventory compared to the quantity on hand in the computer.

Waste Report - Prints the waste adjustments entered for that day.

Inventory Variance Report - Compares the computer inventory with the on-hand inventory.

Inventory Value Report

Location to print. Enter the location to print. Press <Enter> to print all locations.

Beginning item to print. Enter the beginning item code to print. Press <Enter> to start printing at the beginning of the file.

Ending item to print. Enter the ending item code to print. Press <Enter> to print to the end of the file.

Vender code to print. Enter the vender code to print. Press <Enter> to print all vendors.

Item class to print. Enter the item class (category) code to print. Press <Enter> to print all categories.

Print: (1) All items, (2) Below min. & above max. (Inventory Value Report only)

Type **1** to print all items, regardless of quantity on hand.

Type **2** to print only items that are below the minimum or above the maximum quantity on hand (all locations or selected locations) as defined in the item master file.

Sort by:

Type **I** to print the report in item code sequence.

Type **V** to print in vendor code and item code sequence.

Type **D** to print in item description sequence.

Continue?

Type **Y** to print the report.

Type **N** to go back to the top of the screen.

Print Physical Inventory Worksheet

The Print Physical Inventory Worksheet program prints items for selected locations for physical inventory use. The report is double-spaced with work areas to enter the physical inventory.

Enter Physical Inventory

Enter Physical Inventory EXECU/TOUCH

Exit

Date (MMDDYY): 52404

Location: K

Item code: CHOC CHIPS
or (C)ategory CHOCOLATE CHIPS

Quantity: .00 OZ

Physical quantity counted, <Esc>=quit, <Down Arrow>=skip

The Physical Inventory Entry Screen is a quick method of forcing the computer inventory to match the physical inventory.

Date. Enter the date the physical inventory was actually made. Enter date (MMDDYY). Press <Enter> to use the last date entered.

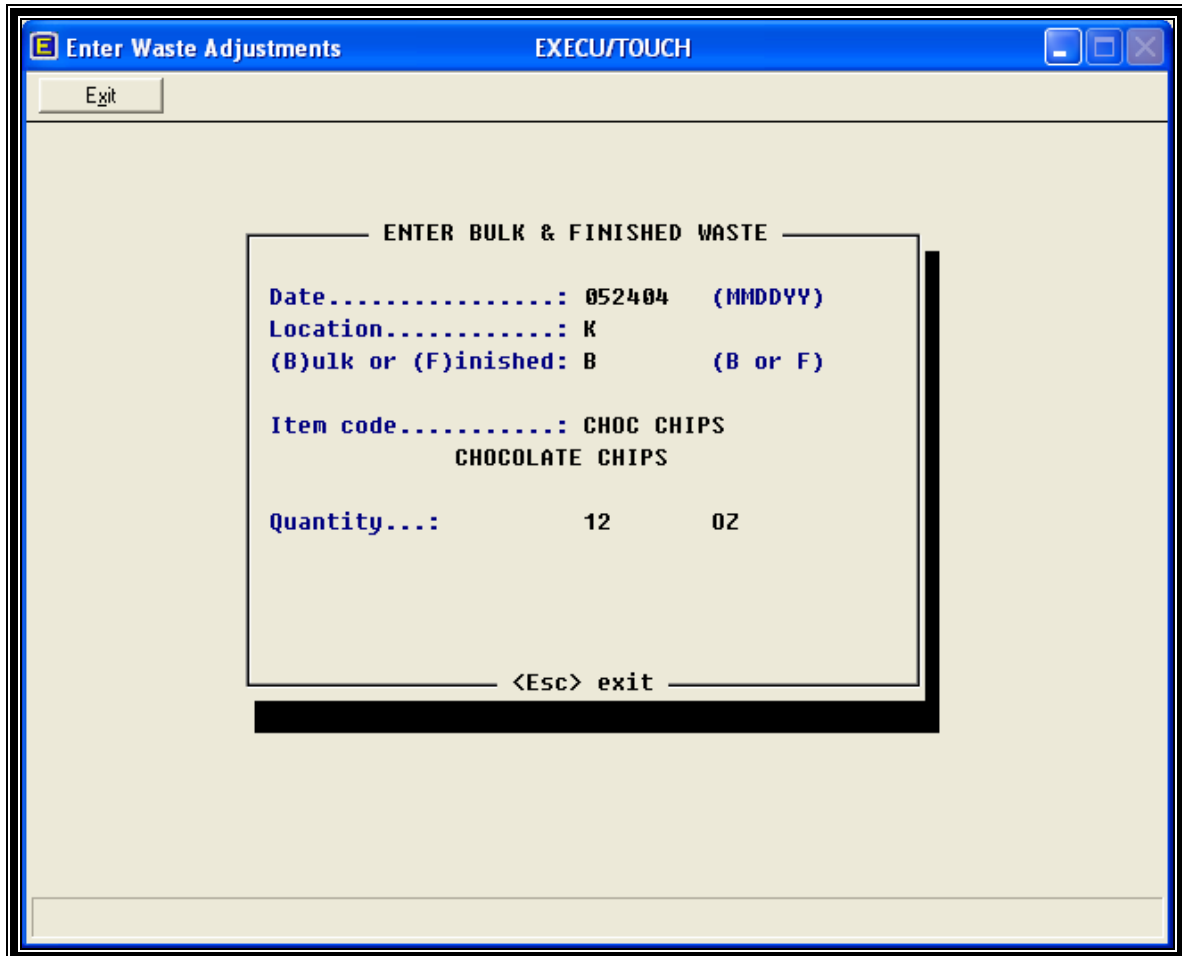
Location. Enter the location code in which the item was counted. Press <Enter> to use the last location code entered. Press <Esc> to exit this screen.

Item code or (C) for Category. Enter the item code of the item counted. You may enter "C" to enter the quantities for a whole category of items, one item at a time.

Quantity. Enter the quantity (in stock units) counted. The stock unit of measure is displayed.

Print and update now? (Y)es, (N)o. This question is asked when the program is exited. Answer **Y** to run the Print & Update Postings Reports and clear this batch. Answer **N** to exit the program and continue with this batch later.

Enter Bulk & Finished Waste



The screenshot shows a window titled "Enter Waste Adjustments" with the program name "EXECU/TOUCH" in the top right corner. An "Exit" button is located in the top left of the window. The main content area displays a form titled "ENTER BULK & FINISHED WASTE" with the following fields and values:

Date.....	: 052404	(MMDDYY)
Location.....	: K	
(B)ulk or (F)inished:	B	(B or F)
Item code.....	: CHOC CHIPS	
	CHOCOLATE CHIPS	
Quantity...:	12	02

At the bottom of the form, it says "<Esc> exit".

The Enter Waste Adjustments Screen is a method of entering wasted inventory at the end of the day.

Date. Enter the date the physical inventory was wasted. Enter date (MMDDYY). Press <Enter> to use the last date entered.

Location. Enter the location code in which the item was wasted. Press <Enter> to use the last location code stored. Press <Esc> to exit this screen.

(B)ulk or (F)inished. Answer **B** if wasted inventory was raw stock. Answer **F** if wasted inventory was a finished good.

Item code. Enter the item code of the item wasted.

Quantity. Enter the quantity (in purchase units, stock units, and issue units) wasted.

Print and update now? (Yes, No). This question is asked when the program is exited. Answer **Y** to run the Print & Update Postings Reports and clear this batch. Answer **N** to exit the program and continue with this batch later.

Inventory Control File Set-up

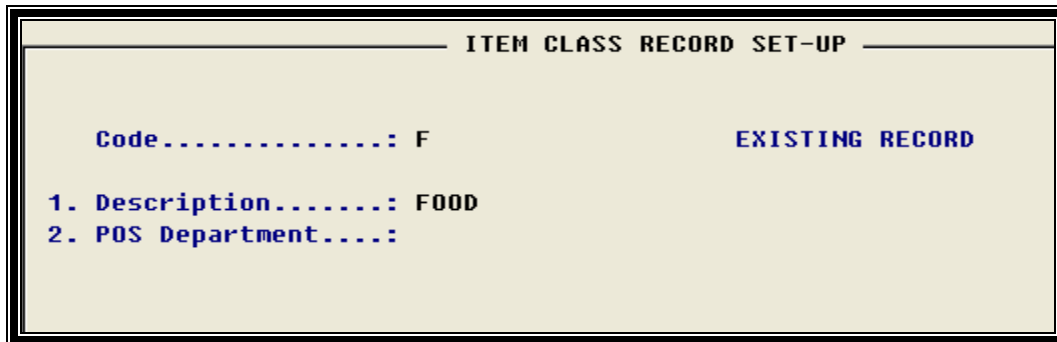
The Control file consists of Item Class Records and Location Records.

Item Class Records. Enter your own code and a description of up to 30 characters based on the product class of the item.

Location Records. Enter your own code and a description of up to 30 characters based on the location of the item.

Inventory Store Record. Determines whether PLU numbers print on your purchase orders.

Item Class Record Set-up



```
ITEM CLASS RECORD SET-UP  
  
Code.....: F                               EXISTING RECORD  
  
1. Description.....: FOOD  
2. POS Department.....:
```

Code. Enter the code of the class you are creating.

Description. Enter the description for the class you are creating.

Location Record Set-up



```
LOCATION RECORD SET-UP  
  
Code.....: K                               EXISTING RECORD  
  
1. Description.....: KITCHEN
```

Code. Enter the code of the inventory location you are creating.

Description. Enter the description for the inventory location you are creating.

Inventory Store Set-up

STORE RECORD SET-UP	
	NEW RECORD
1. Print PLU no on PO's: Y	

Answer Y to print PLU numbers on your purchase orders.