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Inventory Vendor List Report Examples

The Inventory Vendor List Report contains information about inventory items (including average cost, last cost [and its date], last quote cost [and its date], preferred purchase unit, storage/purchase ratio, PLU code, storage unit, vendor's item description, and primary vendor) and their associated vendors. For each inventory item, the report identifies the primary vendor with the primary flag (P). The report also identifies any inventory item that you have designated as a key item with the key item icon (K).

What each column of the Inventory Vendor list report contains or how Digital Dining calculates the column is some times not self evident:

The **Average Cost** column displays a weighted average of your inventory items. That is, if you purchase, let's say, 10 heads of lettuce one week for \$0.20 and use 8 of them, then you purchase 10 more heads of lettuce for \$.25. Your average cost is the 2 remaining heads of lettuce multiplied by its cost plus the 10 new heads of lettuce, all of which you divide by the total count of heads of lettuce, which gives you the following equation:

$$((2 \times .20) + (10 \times .25)) / 12 = 0.241666666666667$$

The **Last Cost** column displays the date and the last cost that your operation paid for the inventory item.

The **Last Quote** column shows the date of the last time that you entered a price quote for the inventory item.

Inventory Vendor List Report: Audit Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Audit** format of the Inventory Vendor List Report lists the details for each for each inventory item broken down by each vendor. For more information on what the columns of this report contain or how to calculate their values, see “Inventory Vendor List Report Examples” on page 1.

DD CAFE										
Date 12/11/02 12:19:30 Operator: wizard								Page 1		
Report Description										
Inventory Vendor List (Audit)										
All										
Sorted By: Item Code Filtered By: Location										
Item Code		Average Cost	Last Cost	Last Quote	Purchase Unit	Stor/Purc Ratio	PLU Stor Unit	Vendor's Item Description Primary Vendor		
1001	Amaretto									
1001	ABC Liquor Company	7.67	4/7/99	7.67	4/2/99	Liter	1.00	1001	Amaretto	
1001	Amaretto	7.67	7.67	4/7/99		Liter	1.00	Liter	ABC Liquor Company	o-w
1002	Bacardi									
1002	ABC Liquor Company	18.00	2/14/02	18.00	12/30/98	Liter	1.00	1002	Bacardi	
1002	Premium Distributor	0.00	3/18/99	0.00	11/24/98	Liter	1.00	1002	Bacardi	
1002	Bacardi	0.00	18.00	2/14/02		Liter	1.00	Liter	Premium Distributor	
1003	Bacardi dark									
1003	ABC Liquor Company	0.00	4/7/99	12.24	12/30/99	Liter	1.00	1003	Bacardi dark	
1003	Bacardi dark	0.00	0.00	4/7/99		Liter	1.00	Liter	ABC Liquor Company	
1004	Bailey's									
1004	ABC Liquor Company	0.00	4/7/99	0.00	12/30/98	Liter	1.00	1004	Bailey's	
1004	Bailey's	0.00	0.00	4/7/99		Liter	1.00	Liter	ABC Liquor Company	o-w
1005	B&B									
1005	ABC Liquor Company	0.00	4/7/99	0.00	12/30/98	Liter	1.00	1005	B&B	
1005	B&B	0.00	0.00	4/7/99		Liter	1.00	Liter	ABC Liquor Company	
1006	Beefeaters									
1006	ABC Liquor Company	0.00	4/7/99	0.00	12/30/98	Liter	1.00	1006	Beefeaters	
1006	Beefeaters	0.00	0.00	4/7/99		Liter	1.00	Liter	ABC Liquor Company	o-w
1007	Canadian Club									
1007	ABC Liquor Company	0.00	4/7/99	0.00	12/30/98	Liter	1.00	1007	Canadian Club	
1007	Canadian Club	0.00	0.00	4/7/99		Liter	1.00	Liter	ABC Liquor Company	
1008	Courvosier									
1008	ABC Liquor Company	0.00	4/7/99	0.00	12/30/98	Liter	1.00	1008	Courvosier	
1008	Courvosier	0.00	0.00	4/7/99		Liter	1.00	Liter	ABC Liquor Company	o-w

Inventory Vendor List Report: Summary Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Summary** format of the Inventory Vendor List Report lists only a summary line for each inventory item. For more information on what the columns of this report contain or how to calculate their values, see "Inventory Vendor List Report Examples" on page 1.

DD CAFE									
Date 12/11/02 12:33:04 Operator: wizard								Page 1	
Report Description									
Inventory Vendor List (Summary)									
All									
Sorted By: Item Code Filtered By: location									
Item Code		Average Cost	Last Cost	Last Quote	Purchase Unit	Stor/Purc Ratio	PLU Stor Unit	Vendor's Item Description Primary Vendor	
1001	Amaretto	7.67	7.67	4/7/99	Liter	1.00	Liter	ABC Liquor Company	OTW
1002	Bacardi	0.00	18.00	2/14/02	Liter	1.00	Liter	Premium Distributor	
1003	Bacardi dark	0.00	0.00	4/7/99	Liter	1.00	Liter	ABC Liquor Company	
1004	Bailey's	0.00	0.00	4/7/99	Liter	1.00	Liter	ABC Liquor Company	OTW
1005	B&B	0.00	0.00	4/7/99	Liter	1.00	Liter	ABC Liquor Company	
1006	Beefeaters	0.00	0.00	4/7/99	Liter	1.00	Liter	ABC Liquor Company	OTW
1007	Canadian Club	0.00	0.00	4/7/99	Liter	1.00	Liter	ABC Liquor Company	
1008	Courvosier	0.00	0.00	4/7/99	Liter	1.00	Liter	ABC Liquor Company	OTW
1009	Creme De Menthe	0.00	0.00	4/7/99	Liter	1.00	Liter	ABC Liquor Company	
1010	Dewars	0.00	0.00	4/7/99	Liter	1.00	Liter	ABC Liquor Company	OTW
1011	Grand Marnier	0.00	0.00	4/7/99	Liter	1.00	Liter	ABC Liquor Company	OTW
1012	J&B	0.00	0.00	4/7/99	Liter	1.00	Liter	ABC Liquor Company	OTW
1013	Jamesons Irish	0.00	0.00	4/7/99	Liter	1.00	Liter	ABC Liquor Company	OTW
1014	Kahlua	0.00	0.00	4/7/99	Liter	1.00	Liter	ABC Liquor Company	OTW
1015	Mount Gay	0.00	0.00	4/7/99	Liter	1.00	Liter	ABC Liquor Company	

Inventory Usage Report Examples

The Inventory Usage Report contains usage information about inventory items (including the storage units [its usage count, expected count, actual count, and variance between the actual and expected], the dollar value of the actual usage and variance, the purchase units [its turn count, preferred purchase units, actual count, and variance], the PTD purchases, and period to date usage). For each inventory item, the report identifies the primary storage location with the primary flag (P). The report also identifies any inventory item that you have designated as a key item with the key item icon (K).

What each column of the Inventory Usage report contains or how Digital Dining calculates the column is some times not self evident:

The **STORAGE UNITS-Expected** column displays the value of your opening inventory levels plus your purchases minus the quantity of inventory items in menu item recipes minus waste (Opening + Purchases – Inventory items in Recipes – Waste).

The **STORAGE UNITS-Actual** column displays the value of your inventory after you perform a manual inventory and Stock Take Transaction.

The **STORAGE UNITS-Var** column displays the value of the Actual column minus the value of the Expected column.

The **VALUE-Actual** column displays the value of the actual stock on hand (from an Inventory Stock Take transaction) multiplied by the average cost of that inventory item.

The **VALUE-Variance** column displays the value of the Var column multiplied by the average cost of that inventory item.

The **Turn** column displays the number of times the inventory item has turned over during the current reorder period. Ideally, you want to turn each inventory item only once per its reorder period.

The **PURCHASE UNITS-Actual** column displays the conversion of the STORAGE-Actual column to purchase units.

The **PURCHASE UNITS-Var** column displays the conversion of the STORAGE-Var column to purchase units.

Inventory Usage Report: Audit Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Audit** format of the Inventory Usage Report lists the details for each inventory item broken down by storage location. For more information on what the columns of this report contain or how to calculate their values, see "Inventory Usage Report Examples" on page 4.

DD CAFE												
Date: 12/11/02 12:43:26 Operator: wizard										Page 1		
All Inventory Item Usage (Audit)												
Sorted By: Item Code Filtered By: Location												
Item Code	STORAGE UNITS					VALUE		Turn	PURCHASE UNITS			
	Unit	Usage	Expected	Actual	Var	Actual	Variance		Unit	Actual	Var	
1037 Milk	Quart	0.00	15.60	0.00	15.60	0.00	0.00	0.00	Case	0.00	1.30	0.00
☐ Main Cooler	Quart	0.00	15.60	0.00	15.60	0.00	0.00	0.0	Case	0.00	1.30	
1038 Butter	Pound	0.00	57.60	0.00	57.60	0.00	0.00	0.00	Case	0.00	1.20	
☐ Main Cooler	Pound	0.00	57.60	0.00	57.60	0.00	0.00	0.0	Case	0.00	1.20	
1039 Sour Cream	Pound	0.00	19.20	0.00	19.20	0.00	0.00	0.00	Case	0.00	0.40	0.00
☐ Main Cooler	Pound	0.00	19.20	0.00	19.20	0.00	0.00	0.0	Case	0.00	0.40	
1040 Cream, heavy	Quart	0.00	30.00	0.00	30.00	0.00	0.00	0.00	Case	0.00	2.50	
☐ Main Cooler	Quart	0.00	30.00	0.00	30.00	0.00	0.00	0.0	Case	0.00	2.50	
1041 Eggs	Dozen	0.00	96.00	0.00	96.00	0.00	90.00	0.00	Case	0.00	2.00	
☐ Main Cooler	Dozen	0.00	96.00	0.00	96.00	0.00	90.00	0.0	Case	0.00	2.00	
1042 American Cheese	Pound	0.06	28.74	0.00	28.74	0.00	0.00	0.00	Pound	0.00	28.74	
☐ Main Cooler	Pound	0.06	28.74	0.00	28.74	0.00	0.00	0.0	Pound	0.00	28.74	
1043 Swiss Cheese	Pound	0.00	16.80	0.00	16.80	0.00	0.00	0.00	Pound	0.00	16.80	
☐ Main Cooler	Pound	0.00	16.80	0.00	16.80	0.00	0.00	0.0	Pound	0.00	16.80	
1044 Cheddar Cheese	Pound	0.31	47.69	0.00	47.69	0.00	121.13	0.00	Pound	0.00	47.69	
☐ Main Cooler	Pound	0.31	47.69	0.00	47.69	0.00	121.13	0.0	Pound	0.00	47.69	
1045 Provolone	Pound	0.00	16.80	0.00	16.80	0.00	0.00	0.00	Pound	0.00	16.80	
☐ Main Cooler	Pound	0.00	16.80	0.00	16.80	0.00	0.00	0.0	Pound	0.00	16.80	

*** End of Report ***

Inventory Usage Report: Summary Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Summary** format of the Inventory Usage Report lists only a summary line for each inventory item. For more information on what the columns of this report contain or how to calculate their values, see "Inventory Usage Report Examples" on page 4.

DD CAFE												
Date: 12/11/02 12:43:26										Page 1		
Operator: wizard												
All												
Inventory Item Usage (Summary)												
Sorted By: Item Code Filtered By: Location												
Item Code	STORAGE UNITS					VALUE		Turn	PURCHASE UNITS			
	Unit	Usage	Expected	Actual	Var	Actual	Variance		Unit	Actual	Var	
1037 Milk	Quart	0.00	15.60	0.00	15.60	0.00	0.00	0.00	Case	0.00	1.30	◀
1038 Butter	Pound	0.00	57.60	0.00	57.60	0.00	0.00	0.00	Case	0.00	1.20	
1039 Sour Cream	Pound	0.00	19.20	0.00	19.20	0.00	0.00	0.00	Case	0.00	0.40	◀
1040 Cream, heavy	Quart	0.00	30.00	0.00	30.00	0.00	0.00	0.00	Case	0.00	2.50	
1041 Eggs	Dozen	0.00	96.00	0.00	96.00	0.00	90.00	0.00	Case	0.00	2.00	
1042 American Cheese	Pound	0.06	28.74	0.00	28.74	0.00	0.00	0.00	Pound	0.00	28.74	
1043 Swiss Cheese	Pound	0.00	16.80	0.00	16.80	0.00	0.00	0.00	Pound	0.00	16.80	
1044 Cheddar Cheese	Pound	0.31	47.69	0.00	47.69	0.00	121.13	0.00	Pound	0.00	47.69	
1045 Provolone	Pound	0.00	16.80	0.00	16.80	0.00	0.00	0.00	Pound	0.00	16.80	
*** End of Report ***												

Inventory Usage Report: By Type Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **By Type** format (available only to Usage, Reorder, or Variance reports) of the Inventory Usage Report lists a summary line for each inventory type. For more information on what the columns of this report contain or how to calculate their values, see “Inventory Usage Report Examples” on page 4.

Note If you click **By Type** from the **Report Type** area, the report will ignore any sort by or group by options you might have selected. Instead, the Inventory program will organize the report based on the Inventory Type sort order.

DD CAFE											
Date: 12/11/02 12:43:26 Operator: wizard								Page 1			
All											
Inventory Item Usage (By Type)											
Sorted By: Item Code Filtered By: Location											
Item Code	STORAGE UNITS				VALUE			Turn	PURCHASE UNITS		
	Unit	Usage	Expected	Actual	Var	Actual	Variance		Unit	Actual	Var
Seafood		10.45	19.55	0.00	19.55	0.00	343.73	0.00	0.00	19.55	
Beer		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Produce		171.67	807.33	0.00	807.33	0.00	241.24	0.00	0.00	14.30	
Dairy		2.76	374.04	0.00	374.04	0.00	238.04	0.00	0.00	118.38	
Meat		224.75	620.25	0.00	620.25	0.00	1,638.92	6.27	0.00	609.25	
Totals:		409.63	1,821.17	0.00	1,821.1	0.00	2,461.94	0.98	0.00	761.48	
*** End of Report ***											

Inventory Stock On Hand Report Examples

The Inventory Stock On Hand Report contains information about inventory items currently in stock, including each item's storage unit, quantity on hand, its price (average and current), and its value (average and current).

For each inventory item, the report identifies the primary storage location with the primary flag (P). The report also identifies any inventory item that you have designated as a key item with the key item icon (K).

What each column of the Inventory Stock On Hand report contains or how Digital Dining calculates the column is some times not self evident:

The **PRICE-Average** column displays the weighted average of the inventory items. That is, if you purchase, let's say, 10 heads of lettuce one week for \$0.20 and use 8 of them, then you purchase 10 more heads of lettuce for \$.25. Your average cost is the 2 remaining heads of lettuce multiplied by its cost plus the 10 new heads of lettuce, all of which you divide by the total count of heads of lettuce, which gives you the following equation:

$$((2 \times .20) + (10 \times .25)) / 12 = 0.241666666666667$$

The **PRICE-Current** column displays the most recent price that you paid for the inventory item.

The **VALUE-Average** column displays the value of the PRICE-Average column multiplied by the STORAGE UNITS-On Hand column.

The **VALUE-Current** column displays the value of the PRICE-Current column multiplied by the STORAGE UNITS-On Hand column.

Inventory Stock On Hand Report: Audit Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Audit** format of the Inventory Stock On Hand Report lists the details for each inventory item broken down by storage location. For more information on what the columns of this report contain or how to calculate their values, see "Inventory Stock On Hand Report Examples" on page 8.

DD CAFE							
Date: 12/11/02 13:40:57						Page 1	
Operator: wizard							
All							
Inventory Stock On Hand (Audit)							
Sorted By: Item Code Filtered By: Location							
Item Code		STORAGE UNITS		PRICE		VALUE	
		Unit	On Hand	Average	Current	Average	Current
6700	Steve's Home Brew	Bottle	0.00	0.65	0.60	0.00	0.00
	Main Cooler	Bottle	0.00	0.65	0.60	0.00	0.00
1037	Milk	Quart	0.00	0.00	0.00	0.00	0.00
	Main Cooler	Quart	0.00	0.00	0.00	0.00	0.00
1038	Butter	Pound	0.00	0.00	0.00	0.00	0.00
	Main Cooler	Pound	0.00	0.00	0.00	0.00	0.00
1039	Sour Cream	Pound	0.00	0.00	0.00	0.00	0.00
	Main Cooler	Pound	0.00	0.00	0.00	0.00	0.00
1040	Cream, heavy	Quart	0.00	0.00	0.00	0.00	0.00
	Main Cooler	Quart	0.00	0.00	0.00	0.00	0.00
1041	Eggs	Dozen	0.00	0.94	0.94	0.00	0.00
	Main Cooler	Dozen	0.00	0.94	0.94	0.00	0.00
1042	American Cheese	Pound	0.00	0.00	0.00	0.00	0.00
	Main Cooler	Pound	0.00	0.00	0.00	0.00	0.00
1043	Swiss Cheese	Pound	0.00	0.00	0.00	0.00	0.00
	Main Cooler	Pound	0.00	0.00	0.00	0.00	0.00
1044	Cheddar Cheese	Pound	0.00	2.54	2.54	0.00	0.00
	Main Cooler	Pound	0.00	2.54	2.54	0.00	0.00
1045	Provolone	Pound	0.00	0.00	0.00	0.00	0.00
	Main Cooler	Pound	0.00	0.00	0.00	0.00	0.00

*** End of Report ***

Inventory Stock On Hand Report: Summary Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Summary** format of the Inventory Stock On Hand Report lists only a summary line for each inventory item. For more information on what the columns of this report contain or how to calculate their values, see “Inventory Stock On Hand Report Examples” on page 8.

DD CAFE							
Date: 12/11/02 13:40:57						Page 1	
Operator: wizard							
All							
Inventory Stock On Hand (Summary)							
		STORAGE UNITS		PRICE		VALUE	
Item Code		Unit	On Hand	Average	Current	Average	Current
6700	Steve's Home Brew	Bottle	0.00	0.65	0.60	0.00	0.00
1037	Milk	Quart	0.00	0.00	0.00	0.00	0.00
1038	Butter	Pound	0.00	0.00	0.00	0.00	0.00
1039	Sour Cream	Pound	0.00	0.00	0.00	0.00	0.00
1040	Cream, heavy	Quart	0.00	0.00	0.00	0.00	0.00
1041	Eggs	Dozen	0.00	0.94	0.94	0.00	0.00
1042	American Cheese	Pound	0.00	0.00	0.00	0.00	0.00
1043	Swiss Cheese	Pound	0.00	0.00	0.00	0.00	0.00
1044	Cheddar Cheese	Pound	0.00	2.54	2.54	0.00	0.00
1045	Provolone	Pound	0.00	0.00	0.00	0.00	0.00
*** End of Report ***							

Inventory Stock On Hand Report: By Type Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **By Type** format (available only to Usage, Reorder, or Variance reports) of the Inventory Stock On Hand Report lists a summary line for each inventory type. For more information on what the columns of this report contain or how to calculate their values, see “Inventory Stock On Hand Report Examples” on page 8.

Note If you click **By Type** from the **Report Type** area, the report will ignore any sort by or group by options you might have selected. Instead, the Inventory program will organize the report based on the Inventory Type sort order.

DD CAFE						
Date: 12/11/02 13:40:57		Page 1				
Operator: wizard						
All						
Inventory Stock On Hand (By Type)						
Sorted By: Item Code		Filtered By: Location				
Item Code	Unit	On Hand	Average	Current	Average	Current
Beer		0.00	0.65	0.60	0.00	0.00
Dairy		0.00	0.41	0.41	0.00	0.00
Meat		0.00	1.69	1.69	0.00	0.00
Produce		0.00	0.62	0.62	0.00	0.00
Seafood		0.00	6.89	6.89	0.00	0.00
Totals:		0.00	1.70	1.70	0.00	0.00

*** End of Report ***

Reorder Report Examples

The Reorder Report contains information about inventory items (including the storage units [its actual count, reorder count, par, and minimum], the PTD usage, the dollar value, the storage to purchase ratio, and the preferred purchase units [its actual count, reorder count, the par, and PTD usage]). For each inventory item, the report identifies the primary storage location with the primary flag (P).

What each column of the Reorder report contains or how Digital Dining calculates the column is some times not self evident:

The **Value** column displays the value of the Reorder column multiplied the inventory item's average cost. That is, if you purchase, let's say, 10 heads of lettuce one week for \$0.20 and use 8 of them, then you purchase 10 more heads of lettuce for \$.25. Your average cost is the 2 remaining heads of lettuce multiplied by its cost plus the 10 new heads of lettuce, all of which you divide by the total count of heads of lettuce, which gives you the following equation:

$$((2 \times .20) + (10 \times .25)) / 12 = 0.241666666666667$$

The **Ratio** column displays the storage to purchase ratio for the inventory item.

Reorder Report: Audit Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Audit** format of the Reorder Report lists the details for each inventory item broken down by storage location. For more information on what the columns of this report contain or how to calculate their values, see “Reorder Report Examples” on page 12.

DD CAFE												
Date 12/11/02 14:34:14 Operator: wizard										Page 1		
Report Description Inventory Item Reorder (Audit)												
All Sorted By: Item Code Filtered By: Location Reorder quantity calculated at 100.00% of par.												
Item Code	Actual	Reorder	STORAGE UNITS				Value	Ratio	PREFERRED PURCHASE UNITS			
			Par	Min	PTD Usage	Actual			Reorder	Par	PTD Usage	
1037 Milk												
☒ Main Cooler	0.00		12.00	8.00	0.00	Quart	12.00	0.00		1.00	0.00	Case
1037 Milk total	0.00	12	12.00	8.00	0.00	Quart	\$0.00	12.00	0.00	1	1.00	0.00 Case
1038 Butter												
☒ Main Cooler	0.00		48.00	24.00	0.00	Pound	48.00	0.00		1.00	0.00	Case
1038 Butter total	0.00	48	48.00	24.00	0.00	Pound	\$0.00	48.00	0.00	1	1.00	0.00 Case
1039 Sour Cream												
☒ Main Cooler	0.00		12.00	8.00	0.00	Pound	48.00	0.00		0.25	0.00	Case
1039 Sour Cream total	0.00	12	12.00	8.00	0.00	Pound	\$0.00	48.00	0.00	1	0.25	0.00 Case
1040 Cream, heavy												
☒ Main Cooler	0.00		24.00	20.00	0.00	Quart	12.00	0.00		2.00	0.00	Case
1040 Cream, heavy total	0.00	24	24.00	20.00	0.00	Quart	\$0.00	12.00	0.00	2	2.00	0.00 Case
1041 Eggs												
☒ Main Cooler	0.00		96.00	48.00	0.00	Dozen	48.00	0.00		2.00	0.00	Case
1041 Eggs total	0.00	96	96.00	48.00	0.00	Dozen	\$90.00	48.00	0.00	2	2.00	0.00 Case
1042 American Cheese												
☒ Main Cooler	0.00		24.00	12.00	0.06	Pound	1.00	0.00		24.00	0.06	Pound
1042 American Cheese total	0.00	24	24.00	12.00	0.06	Pound	\$0.00	1.00	0.00	24	24.00	0.06 Pound
1043 Swiss Cheese												
☒ Main Cooler	0.00		12.00	8.00	0.00	Pound	1.00	0.00		12.00	0.00	Pound
1043 Swiss Cheese total	0.00	12	12.00	8.00	0.00	Pound	\$0.00	1.00	0.00	12	12.00	0.00 Pound
1044 Cheddar Cheese												
☒ Main Cooler	0.00		12.00	10.00	0.31	Pound	1.00	0.00		12.00	0.31	Pound
1044 Cheddar Cheese total	0.00	12	12.00	10.00	0.31	Pound	\$30.48	1.00	0.00	12	12.00	0.31 Pound
1045 Provolone												
☒ Main Cooler	0.00		12.00	8.00	0.00	Pound	1.00	0.00		12.00	0.00	Pound
1045 Provolone total	0.00	12	12.00	8.00	0.00	Pound	\$0.00	1.00	0.00	12	12.00	0.00 Pound
Totals:	0.00	2,528		409.60			\$3,068.88		0.00	680		170.65

The reorder report will suggest a reorder amount based on three values: the value in the Actual column, the value in the Par column, and the value in the Min column. That is, if the value in the Actual column is less than the value in the Min column, then Digital Dining will suggest a reorder amount that makes the sum of the Actual column and the Reorder column equal to the value of the Par column (for more information, see “Par and Minimum” on page 22).

Reorder Report: Summary Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Summary** format of the Reorder Report lists only a summary line for each inventory item. For more information on what the columns of this report contain or how to calculate their values, see “Reorder Report Examples” on page 12.

DD CAFE														
Date 12/11/02 14:34:14 Operator: wizard										Page 1				
Report Description Inventory Item Reorder (Summary)														
All Sorted By: Item Code Filtered By: Location Reorder quantity calculated at 100.00% of par.														
Item Code		Actual	Reorder	STORAGE UNITS				Value	Ratio	PREFERRED PURCHASE UNITS				
				Par	Min	PTD Usage	Actual			Reorder	Par	PTD Usage		
1037	Milk	0.00	12	12.00	8.00	0.00	Quart	\$0.00	12.00	0.00	1	1.00	0.00	Case
1038	Butter	0.00	48	48.00	24.00	0.00	Pound	\$0.00	48.00	0.00	1	1.00	0.00	Case
1039	Sour Cream	0.00	12	12.00	8.00	0.00	Pound	\$0.00	48.00	0.00	1	0.25	0.00	Case
1040	Cream, heavy	0.00	24	24.00	20.00	0.00	Quart	\$0.00	12.00	0.00	2	2.00	0.00	Case
1041	Eggs	0.00	96	96.00	48.00	0.00	Dozen	\$90.00	48.00	0.00	2	2.00	0.00	Case
1042	American Cheese	0.00	24	24.00	12.00	0.06	Pound	\$0.00	1.00	0.00	24	24.00	0.06	Pound
1043	Swiss Cheese	0.00	12	12.00	8.00	0.00	Pound	\$0.00	1.00	0.00	12	12.00	0.00	Pound
1044	Cheddar Cheese	0.00	12	12.00	10.00	0.31	Pound	\$30.48	1.00	0.00	12	12.00	0.31	Pound
1045	Provolone	0.00	12	12.00	8.00	0.00	Pound	\$0.00	1.00	0.00	12	12.00	0.00	Pound
Totals:		0.00	2,528			409.60		\$3,068.88		0.00	680		170.65	

The reorder report will suggest a reorder amount based on three values: the value in the Actual column, the value in the Par column, and the value in the Min column. That is, if the value in the Actual column is less than the value in the Min column, then Digital Dining will suggest a reorder amount that makes the sum of the Actual column and the Reorder column equal to the value of the Par column (for more information, see “Par and Minimum” on page 22).

Reorder Report: By Type Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **By Type** format (available only to Usage, Reorder, or Variance reports) of the Reorder Report lists a summary line for each inventory type. For more information on what the columns of this report contain or how to calculate their values, see “Reorder Report Examples” on page 12.

Note If you click **By Type** from the **Report Type** area, the report will ignore any sort by or group by options you might have selected. Instead, the Inventory program will organize the report based on the Inventory Type sort order.

DD CAFE												
Date		12/11/02		14:59:29								Page 1
Operator:		wizard										
Report Description												
Inventory Item Reorder (By Type)												
All												
Sorted By: Item Code Filtered By: ocation												
Reorder quantity calculated at 100.00% of par.												
Item Code	Actual	STORAGE UNITS			PTD Usage	Value	Ratio	PREFERRED PURCHASE UNITS			PTD Usage	
		Reorder	Par	Min				Actual	Reorder	Par		
Seafood	0.00	90			10.50	\$689.40		0.00	84			10.45
Beer	0.00	0			0.00	\$0.00		0.00	0			0.00
Produce	0.00	715			171.70	\$224.39		0.00	13			5.03
Dairy	0.00	272			2.80	\$148.80		0.00	68			0.42
Meat	0.00	187			224.80	\$471.85		0.00	175			154.75
Totals:	0.00	2,528			409.60	\$3,068.88		0.00	680			170.65

The reorder report will suggest a reorder amount based on three values: the value in the Actual column, the value in the Par column, and the value in the Min column. That is, if the value in the Actual column is less than the value in the Min column, then Digital Dining will suggest a reorder amount that makes the sum of the Actual column and the Reorder column equal to the value of the Par column (for more information, see “Par and Minimum” on page 22).

Inventory Master List Report Examples

The Inventory Master List Report contains information about inventory items (including the usage units and count, usage/storage ratio, storage unit, storage/purchase ratio, purchase unit, reorder period, inventory type, yield percentage, par, minimum, primary vendor, and quote cost per purchase unit). For each inventory item, the report identifies the primary storage location with the primary flag (P).

Inventory Master List Report: Audit Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Audit** format of the Inventory Master List Report lists the details for each inventory item broken down by storage location. You can find all of the information for this report on the **Main** tab of the Inventory Item Maintenance window. You can use the report to ensure (at a glance) that you have properly set up your inventory items.

DD CAFE													
Date		12/11/02		11:15:42								Page 1	
Operator:		wizard											
Report Description													
Inventory Item Master List (Audit)													
All													
Sorted By: Item Code Filtered By: Primary Vendor, Location													
Reorder													
Item Code	Usage	Ratio	UNITS	Ratio	Purch	Period	Type	Yield	Par	Min	Primary Vendor	Quote / Unit	
1037	Milk	Fluid O	32.00	Quart	12.00	Case	Daily	Dairy	100.00%	12.00	8.00	Daves Dairy Products	8.40 / Case
	<input type="checkbox"/> Main Cooler	12.00	8.00										
1038	Butter	Wt Oz	16.00	Pound	48.00	Case	M-W-F	Dairy	100.00%	48.00	24.00	Daves Dairy Products	0.00 / Case
	<input type="checkbox"/> Main Cooler	48.00	24.00										
1039	Sour Cream	Wt Oz	16.00	Pound	48.00	Case	M-W-F	Dairy	100.00%	12.00	8.00	Daves Dairy Products	0.00 / Case
	<input type="checkbox"/> Main Cooler	12.00	8.00										
1040	Cream, heavy	Fluid O	32.00	Quart	12.00	Case	M-W-F	Dairy	100.00%	24.00	20.00	Daves Dairy Products	0.00 / Case
	<input type="checkbox"/> Main Cooler	24.00	20.00										
1041	Eggs	Each	12.00	Dozen	48.00	Case	M-W-F	Dairy	100.00%	96.00	48.00	Daves Dairy Products	0.00 / Case
	<input type="checkbox"/> Main Cooler	96.00	48.00										
1042	American Cheese	Slice	16.00	Pound	1.00	Pound	M-W-F	Dairy	100.00%	24.00	12.00	Daves Dairy Products	0.00 / Pound
	<input type="checkbox"/> Main Cooler	24.00	12.00										
1043	Swiss Cheese	Slice	16.00	Pound	1.00	Pound	M-W-F	Dairy	100.00%	12.00	8.00	Daves Dairy Products	0.00 / Pound
	<input type="checkbox"/> Main Cooler	12.00	8.00										
1044	Cheddar Cheese	Slice	16.00	Pound	1.00	Pound	M-W-F	Dairy	100.00%	12.00	10.00	Daves Dairy Products	0.00 / Case
	<input type="checkbox"/> Main Cooler	12.00	10.00										
1045	Provolone	Slice	16.00	Pound	1.00	Pound	M-W-F	Dairy	100.00%	12.00	8.00	Daves Dairy Products	0.00 / Case
	<input type="checkbox"/> Main Cooler	12.00	8.00										

Inventory Master List Report: Summary Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Summary** format of the Inventory Master List Report lists only a summary line for each inventory item.

DD CAFE												
Date		12/11/02		12:03:29								Page 1
Operator:		wizard										
Report Description												
Inventory Item Master List (Summary)												
All												
Sorted By: Item Code Filtered By: Primary Vendor, Location												
Item Code	Usage	Ratio	UNITS Store	Ratio	Purch	Reorder Period	Type	Yield	Par	Min	Primary Vendor	Quote / Unit
1037	Milk	Fluid O	32.00	Quart	12.00	Case	Daily	Dairy	100.00%	12.00	8.00	Daves Dairy Products 8.40 / Case
1038	Butter	Wt Oz	16.00	Pound	48.00	Case	M-W-F	Dairy	100.00%	48.00	24.00	Daves Dairy Products 0.00 / Case
1039	Sour Cream	Wt Oz	16.00	Pound	48.00	Case	M-W-F	Dairy	100.00%	12.00	8.00	Daves Dairy Products 0.00 / Case
1040	Cream, heavy	Fluid O	32.00	Quart	12.00	Case	M-W-F	Dairy	100.00%	24.00	20.00	Daves Dairy Products 0.00 / Case
1041	Eggs	Each	12.00	Dozen	48.00	Case	M-W-F	Dairy	100.00%	96.00	48.00	Daves Dairy Products 0.00 / Case
1042	American Cheese	Slice	16.00	Pound	1.00	Pound	M-W-F	Dairy	100.00%	24.00	12.00	Daves Dairy Products 0.00 / Pound
1043	Swiss Cheese	Slice	16.00	Pound	1.00	Pound	M-W-F	Dairy	100.00%	12.00	8.00	Daves Dairy Products 0.00 / Pound
1044	Cheddar Cheese	Slice	16.00	Pound	1.00	Pound	M-W-F	Dairy	100.00%	12.00	10.00	Daves Dairy Products 0.00 / Case
1045	Provolone	Slice	16.00	Pound	1.00	Pound	M-W-F	Dairy	100.00%	12.00	8.00	Daves Dairy Products 0.00 / Case

Inventory Variance Report Examples

The Inventory Variance Report contains variance information about inventory items (including the opening unit count, purchase count, usage count, waste count, expected count, actual count, variance count, variance unit, expected value [dollar amount], actual value, variance value, variance percentage, and waste percentage). For each inventory item, the report identifies the primary storage location with the primary flag (P).

What each column of the Inventory Variance report contains or how Digital Dining calculates the column is some times not self evident:

The **\$Expected** column displays the value of the Expected column multiplied by the average cost for the inventory item. If you purchase, let's say, 10 heads of lettuce one week for \$0.20 and use 8 of them, then you purchase 10 more heads of lettuce for \$.25. Your average cost is the 2 remaining heads of lettuce multiplied by its cost plus the 10 new heads of lettuce, all of which you divide by the total count of heads of lettuce, which gives you the following equation:

$$((2 \times .20) + (10 \times .25)) / 12 = 0.241666666666667$$

The **\$Actual** column displays the value of the Actual column multiplied by the average cost for the inventory item.

The \$Variance column displays the value of the Var column multiplied by the average cost for the inventory item.

The \$Waste column displays the value of the Waste column multiplied by the average cost for the inventory item.

The %Variance column displays the value of the Var column as a percentage of the usage column.

The %Waste column displays the value of the Waste column as a percentage of the usage column.

Inventory Variance Report: Audit Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Audit** format of the Inventory Variance Report lists the details for each inventory item broken down by storage location. For more information on what the columns of this report contain or how to calculate their values, see "Inventory Variance Report Examples" on page 19.

DD CAFE																
Date 12/11/02 13:58:29 Operator: wizard															Page 1	
Report Description Inventory Item Variance (Audit)																
All Sorted By: Item Code Filtered By: Location																
Item Code	Opening	Purch	Trans	Usage	Waste	Expected	Actual	Var	Unit	\$Expected	\$Actual	\$Variance	\$Waste	%Variance	%Waste	
1037 Milk																
F Main Coo	0.00	15.60	0.00	0.00	0.00	15.60	0.00	15.60	Quart	0.00	0.00	0.00	0.00	100.00%	0.00%	
1037 Milk total	0.00	15.60	0.00	0.00	0.00	15.60	0.00	15.60	Quart	0.00	0.00	0.00	0.00	100.00%	0.00%	
1038 Butter																
F Main Coo	0.00	57.60	0.00	0.00	0.00	57.60	0.00	57.60	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%	
1038 Butter total	0.00	57.60	0.00	0.00	0.00	57.60	0.00	57.60	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%	
1039 Sour Cream																
F Main Coo	0.00	19.20	0.00	0.00	0.00	19.20	0.00	19.20	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%	
1039 Sour Cream total	0.00	19.20	0.00	0.00	0.00	19.20	0.00	19.20	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%	
1040 Cream, heavy																
F Main Coo	0.00	30.00	0.00	0.00	0.00	30.00	0.00	30.00	Quart	0.00	0.00	0.00	0.00	100.00%	0.00%	
1040 Cream, heavy tota	0.00	30.00	0.00	0.00	0.00	30.00	0.00	30.00	Quart	0.00	0.00	0.00	0.00	100.00%	0.00%	
1041 Eggs																
F Main Coo	0.00	96.00	0.00	0.00	0.00	96.00	0.00	96.00	Dozen	90.00	0.00	90.00	0.00	100.00%	0.00%	
1041 Eggs total	0.00	96.00	0.00	0.00	0.00	96.00	0.00	96.00	Dozen	90.00	0.00	90.00	0.00	100.00%	0.00%	
1042 American Cheese																
F Main Coo	0.00	28.80	0.00	0.06	0.00	28.74	0.00	28.74	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%	
1042 American Cheese to	0.00	28.80	0.00	0.06	0.00	28.74	0.00	28.74	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%	
1043 Swiss Cheese																
F Main Coo	0.00	16.80	0.00	0.00	0.00	16.80	0.00	16.80	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%	
1043 Swiss Cheese total	0.00	16.80	0.00	0.00	0.00	16.80	0.00	16.80	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%	
1044 Cheddar Cheese																
F Main Coo	0.00	48.00	0.00	0.31	0.00	47.69	0.00	47.69	Pound	121.13	0.00	121.13	0.00	100.00%	0.00%	
1044 Cheddar Cheese to	0.00	48.00	0.00	0.31	0.00	47.69	0.00	47.69	Pound	121.13	0.00	121.13	0.00	100.00%	0.00%	
1045 Provolone																
F Main Coo	0.00	16.80	0.00	0.00	0.00	16.80	0.00	16.80	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%	
1045 Provolone total	0.00	16.80	0.00	0.00	0.00	16.80	0.00	16.80	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%	
Totals:										2,461.94	0.00	2,461.94	0.00	87.50%	0.00%	

Inventory Variance Report: Summary Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Summary** format of the Inventory Variance Report lists only a summary line for each inventory item. For more information on what the columns of this report contain or how to calculate their values, see "Inventory Variance Report Examples" on page 19.


DD CAFE																
Date 12/11/02 13:58:29															Page 1	
Operator: wizard																
Report Description																
Inventory Item Variance (Summary)																
All																
Sorted By: Item Code Filtered By: Location																
Item Code	Opening	Purch	Trans	Usage	Waste	Expected	Actual	Var	Unit	\$Expected	\$Actual	\$Variance	\$Waste	%Variance	%Waste	
1037	Milk	0.00	15.60	0.00	0.00	0.00	15.60	0.00	15.60	Quart	0.00	0.00	0.00	0.00	100.00%	0.00%
1038	Butter	0.00	57.60	0.00	0.00	0.00	57.60	0.00	57.60	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%
1039	Sour Cream	0.00	19.20	0.00	0.00	0.00	19.20	0.00	19.20	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%
1040	Cream, heavy	0.00	30.00	0.00	0.00	0.00	30.00	0.00	30.00	Quart	0.00	0.00	0.00	0.00	100.00%	0.00%
1041	Eggs	0.00	96.00	0.00	0.00	0.00	96.00	0.00	96.00	Dozen	90.00	0.00	90.00	0.00	100.00%	0.00%
1042	American Cheese	0.00	28.80	0.00	0.06	0.00	28.74	0.00	28.74	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%
1043	Swiss Cheese	0.00	16.80	0.00	0.00	0.00	16.80	0.00	16.80	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%
1044	Cheddar Cheese	0.00	48.00	0.00	0.31	0.00	47.69	0.00	47.69	Pound	121.13	0.00	121.13	0.00	100.00%	0.00%
1045	Provolone	0.00	16.80	0.00	0.00	0.00	16.80	0.00	16.80	Pound	0.00	0.00	0.00	0.00	100.00%	0.00%
Totals:											2,461.94	0.00	2,461.94	0.00	87.50%	0.00%

Inventory Variance Report: By Type Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **By Type** format (available only to Usage, Reorder, or Variance reports) of the Inventory Variance Report lists a summary line for each inventory type. For more information on what the columns of this report contain or how to calculate their values, see “Inventory Variance Report Examples” on page 19.

DD CAFE															
Date 12/11/02 13:58:29											Page 1				
Operator: wizard															
Report Description															
Inventory Item Variance (Audit)															
All															
Sorted By: Item Code Filtered By: Location															
Item Code	Opening	Purch	Trans	Usage	Waste	Expected	Actual	Var	Unit	\$Expected	\$Actual	\$Variance	\$Waste	%Variance	%Waste
Seafood										343.73	0.00	343.73	0.00	40.00%	0.00%
Beer										0.00	0.00	0.00	0.00	0.00%	0.00%
Produce										241.24	0.00	241.24	0.00	100.00%	0.00%
Dairy										238.04	0.00	238.04	0.00	100.00%	0.00%
Meat										1,638.92	0.00	1,638.92	0.00	100.00%	0.00%
Totals:										2,461.94	0.00	2,461.94	0.00	87.50%	0.00%

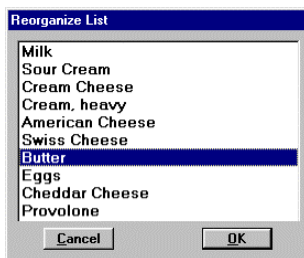
Inventory Stock Take Worksheet Examples

Typically, you create an inventory worksheet when you want to take physical inventory. For example, you can create an inventory worksheet that includes only key items so that you can record the on-hand quantity of the inventory items that you have designated as key items. Just like reports, you can define your worksheets to include or exclude inventory types, vendor types, or reorder periods. The report also identifies any inventory item that you have designated as a key item with the key item icon ().

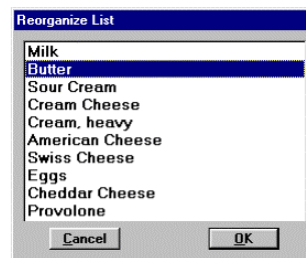
Inventory Stock Take Worksheet: Audit Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Audit** format of the Inventory Stock Take Worksheet lists the details for each inventory item broken down by storage location. For more information on what the columns of this report contain or how to calculate their values, see “Inventory Stock Take Worksheet Examples” on page 23.

DD CAFE						
Date 12/11/02 15:46:18					Page 1	
Operator: wizard						
Report Description						
Inventory Stock Take Worksheet (Audit)						
All						
Grouped By: Location						
	Item Code	Par	Min			Stock on Hand
Main Storage						
Main Storage						
☞	1074	Coca Cola	0.00	0.00		Case
☞	1068	Bread (Sliced White)	0.00	0.00		Loaf
Main Storage						
	0.00	0.00				
Main Cooler						
Main Cooler						
☞	1037	Milk	12.00	8.00		Quart
☞	1039	Sour Cream	12.00	8.00		Pound
	1075	Cream Cheese	20.00	12.00		Pound
	1040	Cream, heavy	24.00	20.00		Pound
	1045	Provolone	12.00	8.00		Pound
☞	1048	Lemons	133.00	100.00		Each
☞	1049	Limes	133.00	100.00		Each
	1050	Oranges	133.00	100.00		Each
	1051	Broccoli	24.00	12.00		Bunch
	1052	Green Peppers	48.00	24.00		Each
☞	1053	Iceburg	48.00	24.00		Each
	6700	Steve's Home Brew	0.00	0.00		Bottle
☞	1054	Romaine	48.00	24.00		Each
	1055	Tomatoes	48.00	24.00		Each
	1056	Potatoes	48.00	24.00		Each
	1057	Onion	48.00	24.00		Each
	1058	Pickles	4.00	3.00		Gallon
	1059	Ground Beef	50.00	40.00		Pound
Main Cooler						
	1,264.0	820.00				



You can drag inventory items to reorganize the order for the Inventory Stock Take worksheet.



By reorganizing a list, you change the organization of the Inventory Stock Take worksheet.

Operator: wizard

Inventory S

Item Code

Main Cooler	
1037	Milk
1039	Sour Cream
1075	Cream Cheese
1040	Cream, heavy
1042	American Cheese
1043	Swiss Cheese
1038	Butter
1041	Eggs
1044	Cheddar Cheese
1045	Provolone

Main Cooler

Operator: wizard

Inventory S

Item Code

Main Cooler	
1037	Milk
1038	Butter
1039	Sour Cream
1075	Cream Cheese
1040	Cream, heavy
1042	American Cheese
1043	Swiss Cheese
1041	Eggs
1044	Cheddar Cheese
1045	Provolone

Main Cooler

Also, if you reorganize the list, then you change the organization of the Inventory Stock Take transaction. Therefore, your printed worksheets (on which you can manually record the inventory levels) have the same organization as the transaction you use to record the inventory levels electronically.

Digital Dining Inventory 1.3.0 - [Transaction Maintenance]

Inventory Vendors Logations Options Logout Help

All (Transaction Number 1259)

Cancel Delete New Transaction Date

Item Code	Item	
1037	Milk	Main
1039	Sour Cream	Main
1075	Cream Cheese	Main
1040	Cream, heavy	Main
1042	American Cheese	Main
1043	Swiss Cheese	Main
1038	Butter	Main
1041	Eggs	Main
1044	Cheddar Cheese	Main

Digital Dining Inventory 1.3.0 - [Transaction Maintenance]

Inventory Vendors Logations Options Logout Help

All (Transaction Number 1258)

Cancel Delete New Transaction Date

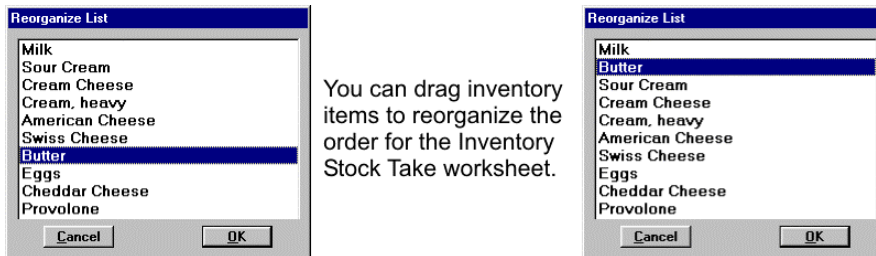
Item Code	Item	
1037	Milk	Main
1038	Butter	Main
1039	Sour Cream	Main
1075	Cream Cheese	Main
1040	Cream, heavy	Main
1042	American Cheese	Main
1043	Swiss Cheese	Main
1041	Eggs	Main
1044	Cheddar Cheese	Main

Inventory Stock Take Worksheet: Summary Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Summary** format of the Inventory Stock Take Worksheet lists only a summary line for each inventory item. For more information on what the columns of this report contain or how to calculate their values, see “Inventory Stock Take Worksheet Examples” on page 23.

DD CAFE				
Date	12/11/02 15:46:18			Page 1
Operator:	wizard			
Report Description				
Inventory Stock Take Worksheet (Summary)				
All				
Grouped By: Location				
	Item Code	Par	Min	Stock on Hand
Main Storage				
Main Storage	0.00	0.00		
Main Cooler				
Main Cooler	1,264.0	820.00		

The Inventory Stock Take worksheet prints the inventory items in the order that you set in the Reorganize List window, which you can access by clicking **Set Sequence** on the Inventory Location Maintenance window.



By reorganizing a list, you change the organization of the Inventory Stock Take worksheet.

Operator: wizard		Inventory S
Item Code		
Main Cooler		
☞ 1037	Milk	
☞ 1039	Sour Cream	
1075	Cream Cheese	
1040	Cream, heavy	
1042	American Cheese	
1043	Swiss Cheese	
1038	Butter	
1041	Eggs	
1044	Cheddar Cheese	
1045	Provolone	
Main Cooler		

Operator: wizard		Inventory S
Item Code		
Main Cooler		
☞ 1037	Milk	
☞ 1038	Butter	
☞ 1039	Sour Cream	
1075	Cream Cheese	
1040	Cream, heavy	
1042	American Cheese	
1043	Swiss Cheese	
1041	Eggs	
1044	Cheddar Cheese	
1045	Provolone	
Main Cooler		

Also, if you reorganize the list, then you change the organization of the Inventory Stock Take transaction. Therefore, your printed worksheets (on which you can manually record the inventory levels) have the same organization as the transaction you use to record the inventory levels electronically.

Digital Dining Inventory 1.3.0 - [Transaction Maintenance]

Inventory Vendors Logations Options Logout Help

All (Transaction Number 1259)

Cancel Delete New Transaction Date

Item Code	Item	
1037	Milk	Ma
1039	Sour Cream	Ma
1075	Cream Cheese	Ma
1040	Cream, heavy	Ma
1042	American Cheese	Ma
1043	Swiss Cheese	Ma
1038	Butter	Ma
1041	Eggs	Ma
1044	Cheddar Cheese	Ma

Digital Dining Inventory 1.3.0 - [Transaction Maintenance]

Inventory Vendors Logations Options Logout Help

All (Transaction Number 1258)

Cancel Delete New Transaction Date

Item Code	Item	
1037	Milk	Ma
1038	Butter	Ma
1039	Sour Cream	Ma
1075	Cream Cheese	Ma
1040	Cream, heavy	Ma
1042	American Cheese	Ma
1043	Swiss Cheese	Ma
1041	Eggs	Ma
1044	Cheddar Cheese	Ma

Purchase Order Worksheet Examples

You can create a purchase order worksheet when you want to work out purchase quantities for inventory items. For example, you can create a purchase order worksheet that includes only key items so that you can calculate a purchase quantity for those inventory items that you have designated as key items. Just like reports, you can define your worksheets to include or exclude inventory types, vendor types, or reorder periods. For each inventory item, the report identifies the primary storage location with the primary flag (P). The report also identifies any inventory item that you have designated as a key item with the key item icon (K).

What each column of the Purchase Order Worksheet report contains or how Digital Dining calculates the column is some times not self evident:

The **Actual** column displays the value of your inventory after you perform a manual inventory and Stock Take Transaction.

The **Cost** column displays the last cost you paid for the inventory item, which Digital Dining retrieves from the most recent incoming invoice transaction.

The **Reorder Value** column displays the value of the Cost column multiplied by the Reorder column.

Purchase Order Worksheet: Audit Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Audit** format of the Purchase Order Worksheet lists the details for each inventory item broken down by storage location. For more information on what the columns of this report contain or how to calculate their values, see "Purchase Order Worksheet Examples" on page 28.

DD CAFE								
Date 12/11/02 16:06:11							Page 1	
Operator: wizard								
Report Description								
Inventory Item Purchase Order Worksheet (Audit)								
All								
Sorted By: Item Code								
Reorder quantity calculated at 100.00 % of par.								
NOTE: All quantities are displayed in preferred purchase units.								
Item Code		Unit	Par	Min	Actual	Reorder	Cost	Reorder Value
◐w 1001	Amaretto							
	Main Bar	Liter	2.00	1.00	0.00	2.00	7.67	\$15.34 _____
	Y ⁽²⁾ Main Liquor Room	Liter	3.00	2.00	2.00	0.00	7.67	\$0.00 _____
	Service Bar	Liter	1.00	0.50	0.00	1.00	7.67	\$7.67 _____
1001	Amaretto	Liter	6.00	3.50	2.00	3.00	7.67	\$23.01 _____
1002	Bacardi							
	Main Bar	Liter	2.00	1.00	0.00	2.00	18.00	\$36.00 _____
	Y ⁽²⁾ Main Liquor Room	Liter	5.00	3.00	2.48	3.00	18.00	\$54.00 _____
	Service Bar	Liter	2.00	1.00	0.00	2.00	18.00	\$36.00 _____
1002	Bacardi	Liter	9.00	5.00	2.48	7.00	18.00	\$126.00 _____
1003	Bacardi dark							
	Main Bar	Liter	2.00	1.00	0.00	2.00	0.00	\$0.00 _____
	Y ⁽²⁾ Main Liquor Room	Liter	3.00	2.00	0.00	3.00	0.00	\$0.00 _____
	Service Bar	Liter	1.00	1.00	0.00	1.00	0.00	\$0.00 _____
1003	Bacardi dark	Liter	6.00	4.00	0.00	6.00	0.00	\$0.00 _____
◐w 1004	Bailey's							
	Main Bar	Liter	3.00	2.00	0.00	3.00	0.00	\$0.00 _____
	Y ⁽²⁾ Main Liquor Room	Liter	5.00	4.00	0.00	5.00	0.00	\$0.00 _____
	Service Bar	Liter	2.00	1.00	0.00	2.00	0.00	\$0.00 _____
1004	Bailey's	Liter	10.00	7.00	0.00	10.00	0.00	\$0.00 _____
1005	B&B							
	Main Bar	Liter	2.00	1.00	0.00	2.00	0.00	\$0.00 _____
	Y ⁽²⁾ Main Liquor Room	Liter	1.00	1.00	0.00	1.00	0.00	\$0.00 _____
	Service Bar	Liter	1.00	0.50	0.00	1.00	0.00	\$0.00 _____
1005	B&B	Liter	4.00	2.50	0.00	4.00	0.00	\$0.00 _____
◐w 1006	Beefeaters							
	Main Bar	Liter	3.00	2.00	0.00	3.00	0.00	\$0.00 _____
	Y ⁽²⁾ Main Liquor Room	Liter	5.00	4.00	0.00	5.00	0.00	\$0.00 _____
	Service Bar	Liter	2.00	1.00	0.00	2.00	0.00	\$0.00 _____
1006	Beefeaters	Liter	10.00	7.00	0.00	10.00	0.00	\$0.00 _____
Totals:						763.00		\$3,641.13

Purchase Order Worksheet: Summary Format

You can change the report format by using the **Report Type** area on the **Main** tab of the Standard Report Definition Window. The **Summary** format of the Purchase Order Worksheet lists only a summary line for each inventory item. For more information on what the columns of this report contain or how to calculate their values, see "Purchase Order Worksheet Examples" on page 28.

DD CAFE									
Date 12/11/02 16:06:11							Page 1		
Operator: wizard									
Report Description									
Inventory Item Purchase Order Worksheet (Summary)									
All									
Sorted By: Item Code									
Reorder quantity calculated at 100.00 % of par.									
NOTE: All quantities are displayed in preferred purchase units.									
Item Code	Unit	Par	Min	Actual	Reorder	Cost	Reorder Value		
☞ 1001	Amaretto	Liter	6.00	3.50	2.00	3.00	7.67	\$23.01	_____
1002	Bacardi	Liter	9.00	5.00	2.48	7.00	18.00	\$126.00	_____
1003	Bacardi dark	Liter	6.00	4.00	0.00	6.00	0.00	\$0.00	_____
☞ 1004	Bailey's	Liter	10.00	7.00	0.00	10.00	0.00	\$0.00	_____
1005	B&B	Liter	4.00	2.50	0.00	4.00	0.00	\$0.00	_____
☞ 1006	Beefeaters	Liter	10.00	7.00	0.00	10.00	0.00	\$0.00	_____
Totals:					763.00			\$3,641.13	

Inventory Recipes Report Examples

The Recipes report generates a list of all inventory items whose inventory mode you have set to Batch Recipe or Sub Recipe. The report shows the name of the recipe, the short description, plate cost, and inventory mode (Batch Recipe or Sub Recipe). The report also lists the ingredients, the usage quantity of the ingredient for the recipe, and the inventory mode of the ingredient (Sub Recipe or Inventory Item).

Inventory Recipes Report

The Inventory Recipes report displays a list of the menu items and the ingredients to create that menu item.

MENUSOFT BAR & GRILL				
Date	6/28/01 09:05:17			Page 1
Operator: wizard				
Inventory Recipes				
Filtered By: Sub Recipes Sorted By: Item Desc				
Item Code	Recipe	Short Desc	Plate Cost	Inventory Mode
1028	Mixed Vegetables	MixVegs	0.00	Sub Recipe
	<u>Ingredients</u>		<u>Quantity</u>	
	Peas		1.00	Inventory Item
	Carrots		1.00	Inventory Item
	Zucchini		1.00	Inventory Item

Inventory Transaction Report Examples

The Inventory Transaction report allows you to generate a report of the transactions you have performed. The report shows the transaction type, date, transaction number, item description, vendor, location, unit, transaction quantity, new cost, old cost, and cost change percentage. The report then calculates subtotals and grand totals.

What each column of the Inventory Transaction report contains or how Digital Dining calculates the column is some times not self evident:

The **New Cost** column displays the value that you entered from the most recent invoice.

The **Old Cost** column displays the value that you paid for the inventory item for the last purchase order.

The **Cost Chg %** is the value of the New Cost column divided by the Old Cost column. You can create a very useful report by filtering your inventory items by their cost change percentage. For example, you could define a report that returned only those inventory items that increased greater than, let's say, 5% from the last reorder period. With that report, you could review your list of menu items that use that inventory item and adjust the price of the menu item (if needed), or you could better explain the results of a Menu Item Sales Analysis report or a Menu Item Monthly Sales report.

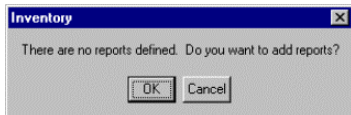
Inventory Transaction Report: Audit Extension Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Inventory Transaction Report Maintenance Window. The **Audit Extension** format of the Inventory Transaction Report allows you to generate a report that allows you to analyze the total value of each inventory item for each transaction for the date range or period you provide. For more information on what the columns of this report contain or how to calculate their values, see "Inventory Transaction Report Examples" on page 33.

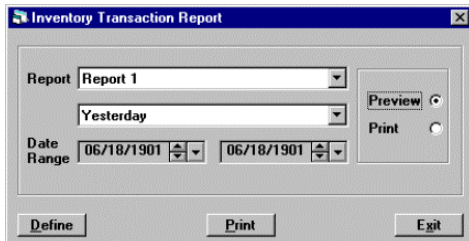
DD CAFE											
12/11/02 Date 15:20:32			Date Range: 1/3/00 to 12/3/02						Page 1		
Operator: wizard											
Transaction											
Sorted By: Item Code Grouped By: Location Type											
Filtered By: Transaction Type, Vendor Type, Location Type											
Transaction Type	Date	Tran No.	Item Desc	Vendor	Location	Actual Qty	Unit	Storage Qty	Unit	Cost	Value
Main Cooler											
Incoming Invoice	2/14/00	1147	Gr Beef	Metro Me	Main Coo	25.00	Pound	25.00	Pound	1.17	29.25
Incoming Invoice	2/15/00	1148	Gr Beef	Metro Me	Main Coo	10.00	Pound	10.00	Pound	1.23	12.30
Incoming Invoice	2/12/00	1146	Gr Beef	Metro Me	Main Coo	20.00	Pound	20.00	Pound	1.22	24.40
Incoming Invoice	6/7/00	1150	Gr Beef	Metro Me	Main Coo	9.00	Pound	9.00	Pound	1.16	10.44
Incoming Invoice	12/1/00	1150	Gr Beef	Metro Me	Main Coo	10.00	Pound	10.00	Pound	1.15	11.50
Incoming Invoice	7/24/02	1230	Pr Rib	Metro Me	Main Coo	23.50	Pound	23.50	Pound	4.69	110.22
Incoming Invoice	8/15/02	1244	Pr Rib	Metro Me	Main Coo	10.50	Pound	10.50	Pound	4.89	51.35
Incoming Invoice	7/17/02	1228	Pr Rib	Metro Me	Main Coo	25.00	Pound	25.00	Pound	4.89	122.25
Main Cooler Total				No. of Transactions :		8		133.00		371.70	
						Average:		16.63		46.46	
Grand Total				No. of Transactions :		8		133.00		371.70	
						Average:		16.63		46.46	
*** End of Report ***											

Of the various transaction types some reduce inventory like waste and usage, others increase inventory like incoming invoice, and some do not impact inventory levels at all like purchase orders.

If you do not have any reports already defined for Inventory Transaction reports, then the Inventory program will ask if you want to add reports. After you click **OK**, the Inventory program will display the Inventory Transaction Report Maintenance window (shown above).



If you have already created report definitions for the Inventory Transaction report, then the Inventory program will not show the Inventory Transaction Report Maintenance window. Instead, it will display the Inventory Transaction Report window.



If you click **Define**, the Inventory program will display the Inventory Transaction Report Maintenance window.

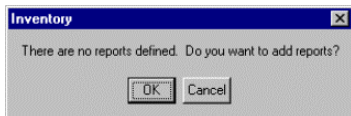
Inventory Transaction Report: Audit Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Inventory Transaction Report Maintenance Window. The **Audit** format of the Inventory Transaction Report lists the details for each transaction you perform. For more information on what the columns of this report contain or how to calculate their values, see “Inventory Transaction Report Examples” on page 33.

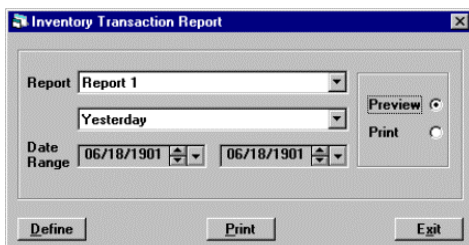
DD CAFE												
12/11/02		Date	15:20:32		Date Range: 1/3/00 to 12/3/02				Page 1			
Operator: wizard												
Transaction												
Sorted By: Item Code				Grouped By: Location Type								
Filtered By: Transaction Type, Vendor Type, Location Type												
Transaction Type	Date	Tran No.	Item Desc	Vendor	Location	Actual Qty	Unit	Storage Qty	Unit	New Cost	Old Cost	Cost Chg %
Main Cooler												
Incoming Invoice	2/14/00	1147	Gr Beef	Metro Me	Main Coo	25.00	Pound	25.00	Pound	1.17	1.19	-1.68
Incoming Invoice	2/15/00	1148	Gr Beef	Metro Me	Main Coo	10.00	Pound	10.00	Pound	1.23	1.19	3.36
Incoming Invoice	2/12/00	1146	Gr Beef	Metro Me	Main Coo	20.00	Pound	20.00	Pound	1.22	1.19	2.52
Incoming Invoice	6/7/00	1150	Gr Beef	Metro Me	Main Coo	9.00	Pound	9.00	Pound	1.16	1.19	-2.52
Incoming Invoice	12/1/00	1150	Gr Beef	Metro Me	Main Coo	10.00	Pound	10.00	Pound	1.15	1.19	-3.36
Incoming Invoice	7/24/02	1230	Pr Rib	Metro Me	Main Coo	23.50	Pound	23.50	Pound	4.69	5.43	-13.63
Incoming Invoice	8/15/02	1244	Pr Rib	Metro Me	Main Coo	10.50	Pound	10.50	Pound	4.89	5.43	-9.94
Incoming Invoice	7/17/02	1228	Pr Rib	Metro Me	Main Coo	25.00	Pound	25.00	Pound	4.89	5.43	-9.94
Main Cooler Total						No. of Transactions : 8		133.00				
						Average: 16.63				-4.40		
Grand Total						No. of Transactions : 8		133.00				
						Average: 16.63				-4.40		
*** End of Report ***												

Of the various transaction types some reduce inventory like waste and usage, others increase inventory like incoming invoice, and some do not impact inventory levels at all like purchase orders.

If you do not have any reports already defined for Inventory Transaction reports, then the Inventory program will ask if you want to add reports. After you click **OK**, the Inventory program will display the Inventory Transaction Report Maintenance window (shown above).



If you have already created report definitions for the Inventory Transaction report, then the Inventory program will not show the Inventory Transaction Report Maintenance window. Instead, it will display the Inventory Transaction Report window.



If you click **Define**, the Inventory program will display the Inventory Transaction Report Maintenance window.

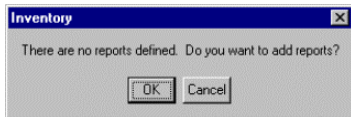
Inventory Transaction Report: Summary Format

You can change the report format by using the **Report Format** list on the **Main** tab of the Inventory Transaction Report Maintenance Window. The **Summary** format of the Inventory Transaction Report lists only a summary line for each transaction type that you perform. For more information on what the columns of this report contain or how to calculate their values, see “Inventory Transaction Report Examples” on page 33.

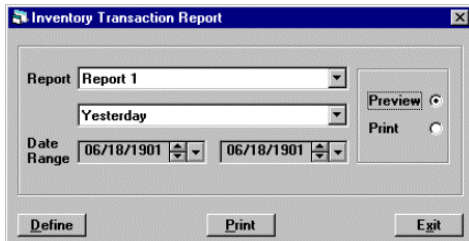
DD CAFE								
12/11/02	Date	15:20:32	Date Range: 1/3/00 to 12/3/02			Page 1		
Operator: wizard								
Transaction								
Sorted By: Item Code Grouped By: Location Type								
Filtered By: Transaction Type, Vendor Type, Location Type								
Inventory Type	Tran Qty	Value	Avg. Item Cost	No. of Trans.	Avg. Items/Entry	Avg.Cost/Entry	Old Value	Value Chg %
Main Cooler								
Main Cooler Total	133.00	371.70	2.79	8	16.63	46.46	408.43	-4.40
Grand Total	133.00	371.70	2.79	8	16.63	46.46	408.43	-4.40
*** End of Report ***								

Of the various transaction types some reduce inventory like waste and usage, others increase inventory like incoming invoice, and some do not impact inventory levels at all like purchase orders.

If you do not have any reports already defined for Inventory Transaction reports, then the Inventory program will ask if you want to add reports. After you click **OK**, the Inventory program will display the Inventory Transaction Report Maintenance window (shown above).



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