# Usage Summary- Count Amounts Troubleshooting Guide
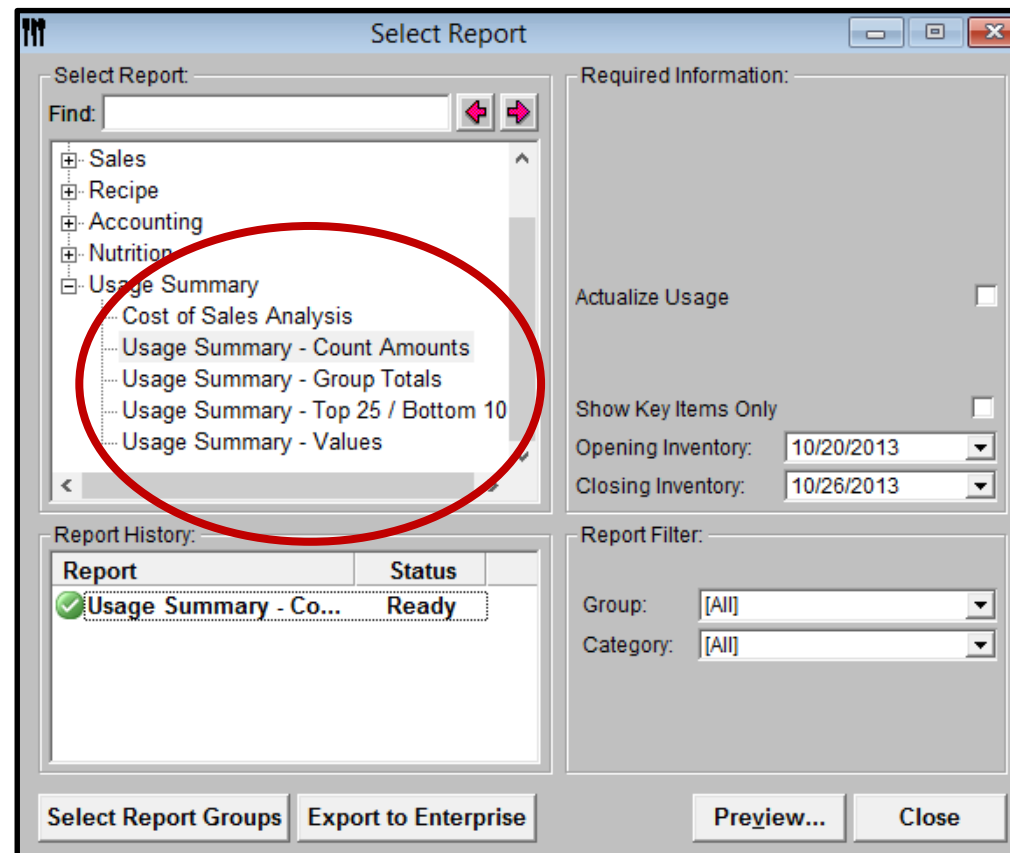
**Version 4.0**

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# Getting Started

Run the Usage Summary report from the Select Report window in order to view detailed usage information for each of your inventory items. You may sort this report by any desired column by double clicking the column's header. This report can be set to display by Count Amounts, Values, Group Totals, and the Top 25/Bottom 10.

# Header Listing



1. **Date Range –** The opening inventory date to the closing inventory date
2. **Sales –** The total value of all combines daily sales detail entries for the specified reporting period
3. **Actual Cost of Sales –** The cost of sales based on physical counts and purchases
4. **Ideal Cost of Sales –** The cost of sales based on the ingredient usage calculated from the Sales Mixes brought in from the POS System, Event Sales, or sales that have been manually entered through Till Tape
5. **Variance –** The Actual Cost of sales less the Ideal Cost of sales before Waste is subtracted from the total
   **Actual Cost – Ideal Cost = Variance**
6. **Waste –** The total cost of the Waste that has been entered for the specified reporting period
7. **Net Variance –** The variance calculated from the Actual Cost of sales less the Ideal Cost and Waste
   **Actual Cost – Ideal Cost – Waste = Net Variance**

| Description ⑧ | UOM | Opening Inventory | Period Purchases | Ending Inventory | Actual Usage Amount | Actual Usage Value |
|---|---|---|---|---|---|---|
| **Food**  Sales: $54,655.00 ⑨ | ⑩ | ⑪ | ⑫ | ⑬ | | ⑭ |
| **Dairy** | | | | | | |
| Cheese, Fontina | lb | 16.829 | 21.980 | 7.258 | 31.551 | $155.54 |
| Cheese, Goat | lb | 4.000 | 16.000 | 9.000 | 11.000 | $69.45 |
| Cheese, Monterey Jack | lb | 113.950 | 42.410 | 62.800 | 93.560 | $186.08 |
| Eggs | each | 233.816 | 0.000 | 40.933 | 192.883 | $26.49 |
| Milk | gal | 5.097 | 12.000 | 3.706 | 13.391 | $43.78 |
| **Dairy Totals** | | | | | [ 0.88% | $481.33 ] |
| **Pork** | | | | | | |
| Pork Butt | lb | 147.883 | 0.000 | 70.768 | 77.115 | $121.61 |
| **Pork Totals** | | | | | [ 0.22% | $121.61 ] |

8. **Description** – The Item Descriptions are listed in this column and they're sorted in alphabetical order. The items are first classified by Sales Category then further categorized by item/Product Group.

   **TIP: Double-click on an item description to generate an item activity report for that item**

9. **Category Sales Totals** – The total amount of sales for that Sales Category that was either imported automatically when Sales Mixes were processed or manually entered in the Daily Sales Summary.

10. **UOM** – The unit of measure (UOM) selected as the Reporting Unit in the items window under case information.

11. **Opening Inventory** – The last periods closing inventory.

    **TIP: Double-click on opening count number in order to view supporting documentation on the Item's inventory valuation**

12. **Period Purchases** – The total amount of purchases during the specified reporting period.

    **TIP: Double-click on the amount purchased to view the purchase detail report for that item**

13. **Ending Inventory** – The summarized inventory counts from the Closing Inventory.

    **TIP: Double-click on the ending count number in order to view supporting documentation on the item's inventory valuation**

14. **Actual Usage Amount/Value** – The total amount used calculated by the Opening Inventory count combined with the Period Purchases less the Ending Inventory count.

   **Opening Inventory + Period Purchases – Ending Inventory = Actual Usage Value**

| Ideal Usage | | Waste | | Difference | |
|---|---|---|---|---|---|
| Amount | Value | Amount | Value | Amount | Value |
| | ⑮ | | ⑯ | | ⑰ |
| 16.927 | $83.44 | 0.000 | $0.00 | 14.624 | $72.09 |
| 10.926 | $68.98 | 0.000 | $0.00 | 0.074 | $0.47 |
| 99.249 | $197.39 | 0.000 | $0.00 | -5.689 | ($11.31) |
| 159.090 | $21.85 | 0.000 | $0.00 | 33.793 | $4.64 |
| 3.190 | $10.43 | 0.000 | $0.00 | 10.201 | $33.35 |
| 0.70% | $382.10][ | 0.00% | $0.00 ][ | 0.18% | $99.23] |
| | | | | | |
| 43.345 | $68.35 | 0.000 | $0.00 | 33.770 | $53.26 |
| 0.13% | $68.35][ | 0.00% | $0.00 ][ | 0.10% | $53.26] |
| | | | | | |
| 53.125 | $200.50 | 0.000 | $0.00 | 1.875 | $7.08 |
| 140.346 | $263.69 | 0.000 | $0.00 | -1.359 | ($2.55) |
| 18.688 | $93.25 | 0.000 | $0.00 | 5.762 | $28.75 |
| 41.488 | $116.75 | 0.000 | $0.00 | 0.512 | $1.44 |
| 1.23% | $674.19][ | 0.00% | $0.00 ][ | 0.06% | $34.72] |

15. **Ideal Usage Amount / Value –** The total amount of usage calculate by the amount sold for each Sales Mix based on product recipes.
        **TIP: Double-click on the Ideal Usage to bring up an Item Sales Detail report showing a listing of what was extracted from inventory for Sales Mix and displays all of the related recipes**
16. **Waste Amount/Value –** The total amount and value of waste calculated using the Waste entries.
17. **Difference Amount/Value –** The total variance for the item calculated by subtracting the Ideal Usage and Waste from the Actual Usage Amount.

**Actual Usage Amount – Ideal Usage – Waste = Difference Value**

# Reporting

**Reporting Options**

- **Actualize Usage –** If Actualize Usage is checked off, the Usage Summary will be generated with the Actual Usage amount for Actualized Items as well as a compensating ideal usage for those items in order to cancel out the variance caused by Actual Usage.

- **Key Items –** If Show Key Items Only is check off, the Usage Summary will be displayed with all of the non-key items omitted.

- **Select Report Groups –** Before the Usage Summary is generated, you may click on the Select Report Groups button at the bottom left corner of the Reports pick window while one of the Usage Summary reports is selected. From the Select Report Groups window you may select which specific Item/Product Groups you want to appear in the Usage Summary.

**Hints and Tips**

- **Red Numbers** signify a negative variance meaning that less inventory was used than what theoretically should have been used during the specified reporting period. **Black Numbers** signify a positive variance meaning that more inventory had been used than what was supposed to have been for the specified reporting period.

- Any **Preps** that were counted on the inventory count sheet will show up in the Usage Summary broken down into the items that have been included in the Prep recipe and the amount added to each inventoried item is based on the amount of the Prep that was counted.

- By checking off the **Key Inventory Item** box from the Items window, or the Key Item box from the Items pick window, you are creating a list of items that will be displayed in the Key Item inventory count sheets.

- When **Inventory Lists** are used to generate an inventory count sheet in the reporting period; there will be a dropdown menu at the top of the screen, (once the usage summary has been generated) which allows the option to choose which Inventory List is displayed in the Usage Summary.

**Generate Report Options**

- **Count Amounts** displays all inventory items listed by group. This report will detail variances based on inventory units and approximate value.

- **Group Totals** will display totals are variances for each group, by value.

- **Top 25 / Bottom 10** details the top 25 most overused and the 10 most underused items all in one report. If you can take care of the items on this sheet you will be in good shape. There are no drill downs or filtering available in this mode.

- **Values** will display all inventory items by value.

# Frequently Asked Questions

**Inventory Count Issues**

**Question:** Why are my inventory amount incorrect?

**Reasons:** 1. The Item was counted using the wrong unit of measure.
    **To solve this:** This is usually caused when an inventory item's purchasing unit of measure was entered incorrectly. The reporting unit of measure may also have been recently changed. Adjusting the inventory count using the proper unit of measure will correct the count amount.
    2. A prep contains the incorrect quantity of an ingredient.
    **To solve this:** Open the I.R.M to find out which preps the item is included in. Correct the quantity of the item within the prep recipe and re-enable/re-summarize the inventory count sheet. Re-enable the inventory by clicking Delete then selecting No.

**Question:** Why is it that my actual and ideal usage match for an item but there's still a variance in value?

**Reason:** This is because the cost has been updated for an item without entering a purchase.
    **To solve this:** Click **File|Preferences|Settings|Inventory** to change the inventory valuation to Last Cost. Adjust the inventory count by entering the same count amount and the value will be corrected to reflect the current case cost for the inventory item in question.

**Question:** Why is my inventory value for an item inaccurate?

**Reason:** The First in First Out (FIFO) function is calculating incorrectly.
    **To solve this:** Click **File|Preferences|Settings|Inventory** then select Last Cost. Revaluing the inventory is not a problem as you can adjust the inventory (even to the same counted amount) and it will be recalculated based on the current case size's cost. for invoices you many have to re-save the ones that include the item in question. You can determine which invoices the item has been included on by running an item activity report.

## Purchasing Issues

**Question:** Why are my inventory amounts imprecise?

**Reason:**    The item was purchased using the wrong unit of measure.
> **To solve this:** Resaving the invoice after checking that the correct unit of measure was used will correct the period purchase for this item.

**Question:** Why are there uneven numbers in my Period Purchases?

**Reason:**    Multiple case sizes have been purchased if the amount ends with a fraction.
> **To solve this:** Double check that all purchases have been entered into Optimum for the reporting period. Double-click the period purchase amount to view a purchase detail report that indicates all of the difference case sizes that the item has been purchased by.

## Actual Usage Issues

**Question:** Why are there negative actual usage numbers in my Usage Summary?

**Reasons:**    1. A count has been entered incorrectly.
> **To solve this:** Adjust the inventory count for the item(s) in question. For example, if you ended more than with you started with it will appear as if you "grew" inventory.

2. A purchase has been missed.
> **To solve this:** Enter the missing invoice and regenerate the Usage Summary.

3. The item wasn't included in the inventory count sheets.
> **To solve this:** This can happen when you have chosen to only count key items for your inventory. Optimum Control takes whatever amount it has been tracking as the proper count for the non key items and until you set the closing inventory amounts for the non key items they may be incorrect.
> **IMPORTANT:** If you are running only Key items in your counts then ONLY key items should be run in the usage summary report. When you do a full count then run usage summary with all items.

**Sales Issues**

**Question:** Why is it that when I run the usage summary report my total amounts do not match my POS (Point of Sale) system?

**Reason:** This is because these are the figures calculated for each category in the Daily Sales Summary window for processed items only.
**To solve this:** Click Sales to double check the Sales Category amount that was brought in from the POS system during the Sales Mix import. This Sales Category can be manually changed from the Daily Sales Summary window which can be entered by double-clicking on a date in the Sales pick window.

**Question:** Why are some of my Category Sales totals too high, while others are too low?

**Reason:** Certain Inventory Items are improperly categorized.
**To solve this:** If items are not set to the correct Item/Product Group or Sales Category, then there will be a variance in both the classification that they are supposed to fall under and the one that they're currently under. If a beer is set to a food group for example. The easiest way to view and modify the Item/Product Group or Sales Category that an item falls under is by clicking **Setup|Item Classification Editor** and dragging the item into the proper categorization.

**Question:** Why doesn't the report display any Ideal usage amounts?

**Reason:** There weren't any sales processed during the reporting period.
**To solve this:** Have you saved your Sales Mix for the reporting period? Or you may have saved the Sales Mix on a date outside the date range of the reporting period. Double check the dates and if incorrect, click on the Sales Mix entry in question to highlight it and right click on it to change the date.

## Ideal Usage Issues

**Question:** Why is my ideal cost of sales is higher than what's displayed in my POS?

**Reasons:**   1. The sales Mix entries are duplicated.
**To solve this:** Click on Sales Mix window and see if you have saved your sales mix twice. Go to the Sales Mix pick window, highlight the duplicate sales mix and click Delete.
2. You have imported regular days of sales and then perhaps run one of the sales mix reports from your POS for half a month or so.
**To solve this:** Open each sales mix and see if there is one of the sales mixes that is extremely high in number.

**Question:** Why is my Ideal Usage too low for one or more items?

**Reasons:**   1. There are either pending sales to reconcile.
**To solve this:** If there are Menu Products in Pending Sales when you run the Usage Summary report, sales will not be processed for the items in Pending Sales and the Ideal Usage numbers will be incorrect. The reason for this is that Pending Sales are suspended until they are linked to a Product in Optimum Control so that the proper items can be removed from inventory to account for their sales.
2. Product recipes containing this item have been ignored.
**To solve this:** If Menu Products have been Ignored in the Sales Window, no sales will be processed for the items included in those recipes. In order to apply the sales for Ignored Products to a Sales Mix, click **Sales Mix|Ignored POS IDs** to un-check any Products that shouldn't be Ignored. You will then have to re-import the Sales Mix for the reporting period that the Usage Summary is being generated for.