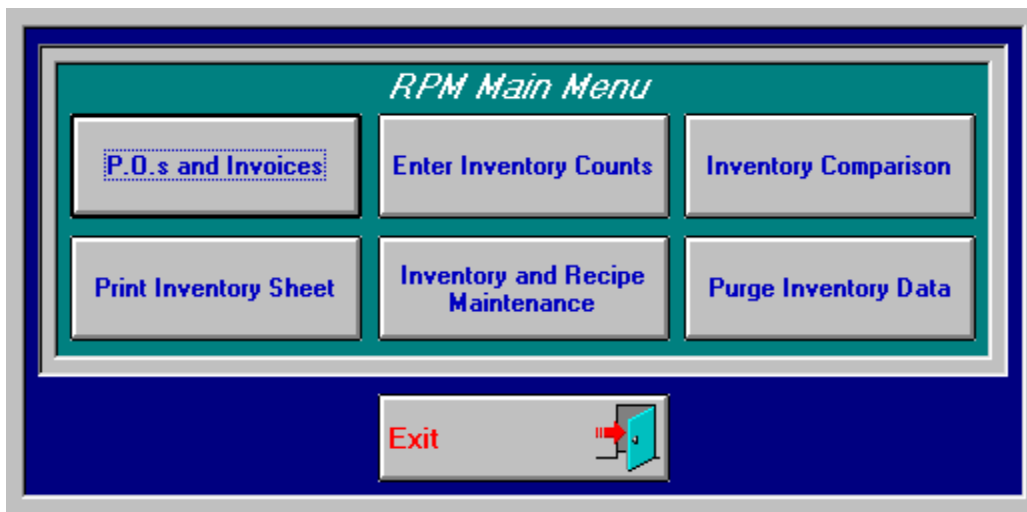




Microsale POS

Simple, Complete Food Service System™

R.P.M. Manual

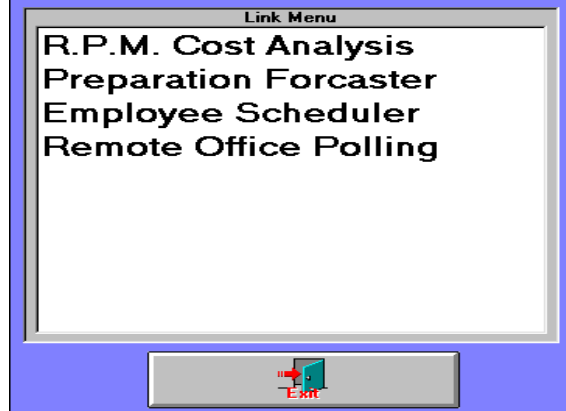


**1221 West Brandon Blvd.
Brandon FL. 33511
(813) 681-1875**

This food cost program will help with your inventory control and supply information regarding price of your menu items and show the percentage of cost. It is a very useful tool for the management of the restaurant. The initial set up is very time consuming yet the results will more than pay for the program in a very short period of time.

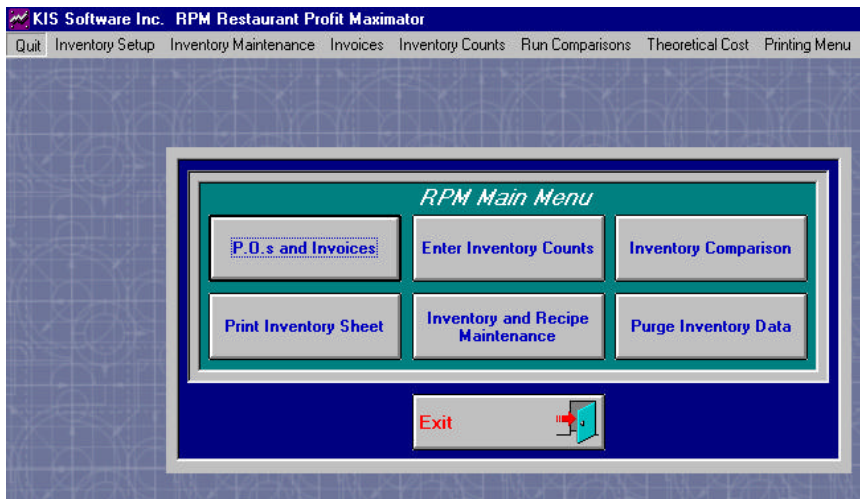


At the manager's menu, touch the Add-on programs.



This

screen will appear.



Touch R.P.M. Cost Analysis.

Before you can use all the features the RPM Cost Analysis has to offer, you must build your inventory and recipe files. It is suggested that you read through this entire manual before beginning to get an overall feel for the program. Use the following flow chart as a step-by-step guide.

FLOW CHART

STEP 1

Set up Group Names, Category Names, Vendors, and Storage Location

STEP 2

Set up Inventory Data- The price, par, location, and vendor must be entered

STEP 3

Set up Inventory Portions- How the product is actually used

STEP 4

Set up Sub-Recipes (**OPTIONAL**)- A combination of inventory items can be set up as
One item in the menu recipes

STEP 5

Set up Menu Recipes- What inventory items make up a menu item

Step 1



In the gray box at the top of the screen, touch Inventory Setup. This will set up the product locations, group names, category names, vendors, and condiment offset.

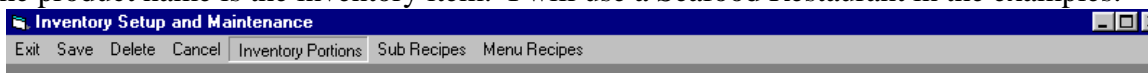
- **Product Storage Location**- The physical location of each inventory item. Such as Cooler, Freezer, Dry Storage, Front Counter, etc. This will be helpful when you print out the inventory sheet when the inventory is counted.
- **Category Group Names**- General names such as Food, Supplies, and Linen that will group the inventory in each category.
- **Category Names**- A specific category that will be assigned to the group. For Example, In a Seafood Restaurant, you may have several categories assigned to Food, such as, Fish, Seafood, or Meat. In the Supplies group, paper goods may be assigned.
- **Vendors**- All purchases should have a Vendor. The name of the Companies that the restaurant makes its purchases from.
- **Condiment offset**- A percentage of sales for the usage of condiments needs to be estimated based on past experience.

Step 2

Inventory Setup and Maintenance

All the inventory data will be added at this screen. As inventory is added it will appear in the current inventory at the bottom of the screen.

The product name is the inventory item. I will use a Seafood Restaurant in the examples:



Product Name – *Cod Fish*

Category Name - Fish

Bar Code- some locations use bar code for items, N/A in this application,

Par- (minimum inventory level) 10 (based on history)

Select Type of Inventory Item-Check the box if you want to count the item in inventory and also check the box if the item will be counted daily for control.

Vendor Name-Pull down the box and Select the correct Vendor that was previously setup. Ex. *Cisco Foods*

Purchased By - Select from the choices- Case- (How is it sold to you)

Count Broken- In this ex. Cod is counted by the pound. But it could also be counted by the individual box.

Purchase Price- Cost by Case in this example

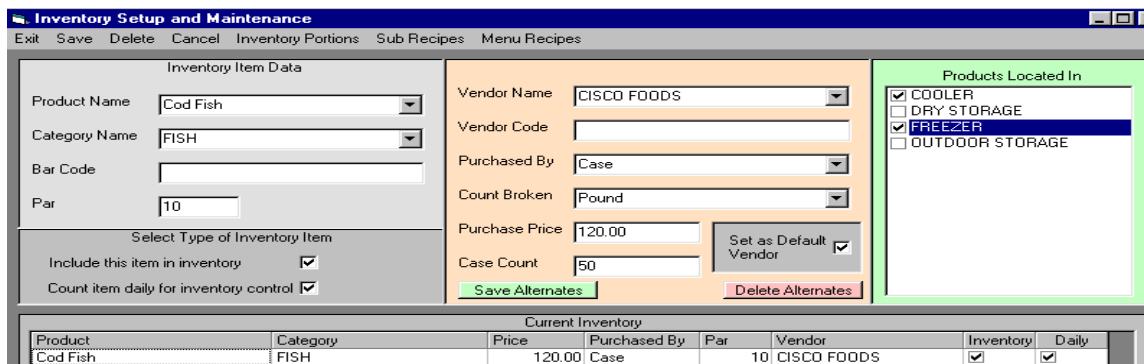
Count- Since the Count broken is Lb. The weight of the case is 50 lb.

Set as Default Vendor- This box should be checked if you normally buy that product from the Vendor selected. It will automatically set that product name to that Vendor.

Save Alternates-If the product is purchased occasionally from an alternate Vendor, the product's price or the size of the case could be different and the new Vendor will be listed in the Purchase orders. The Set as Default should not be checked.

Products Located In- The location of the product must be checked in order for the item to be printed on the inventory sheet. A product may have more than one location.

The following picture shows the inventory product *Cod Fish* was added.



Step 3

The next step in the process is Inventory Portions.

In the pull down window, select the product name. I will use Cod Fish. The purchase price and the case count automatically are assigned from the inventory in the yellow area. I am going to portion the item by the ounce. You have to be knowledgeable with the product. The total portions would be (50lb. X 16oz = 800) I know from past experience that the waste percentage is 20%. The portion cost is then figured for you with the waste percentage taken into account. In this example, it costs .18 per ounce of Cod Fish.

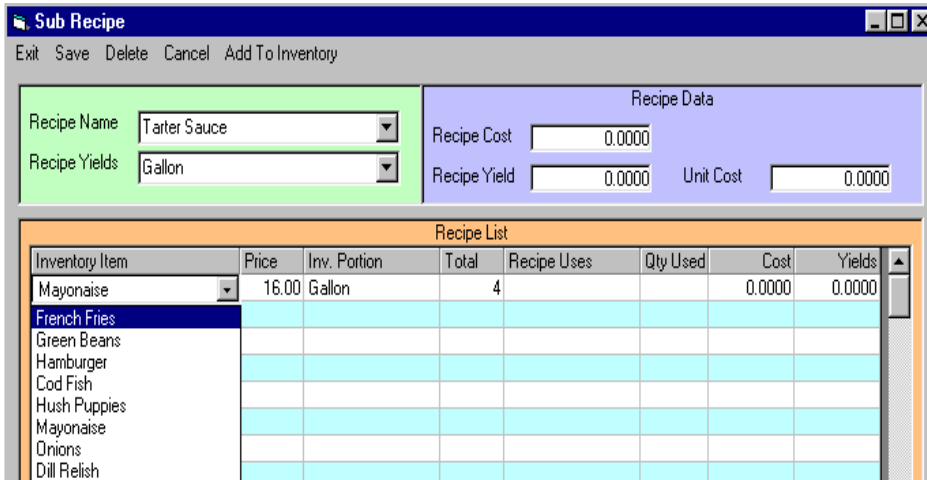
Another example is *Hamburger*. Hamburger is \$10.00 for a 40-count case. You portion item by each. The total portions are 40 with 0 waste. The portion cost is .25 each.

Another aspect of inventory portion control is setting up how the product is used. For example, *Mayonnaise*- Mayonnaise is used in tartar sauce and is used by the gallon. There are 4 gallons in a case and each gallon is \$4.00. This will be used later in sub-recipes.

Step 4

Sub-Recipes--- This is an optional step in the process. It is very useful when an item is made in the restaurant from a few inventory items. For example, *Tarter Sauce*. The recipe calls for mayonnaise, onion, and relish. You pull from the inventory that was set up in inventory portions. Touch Sub-Recipes in Inventory Maintenance. This screen will appear.

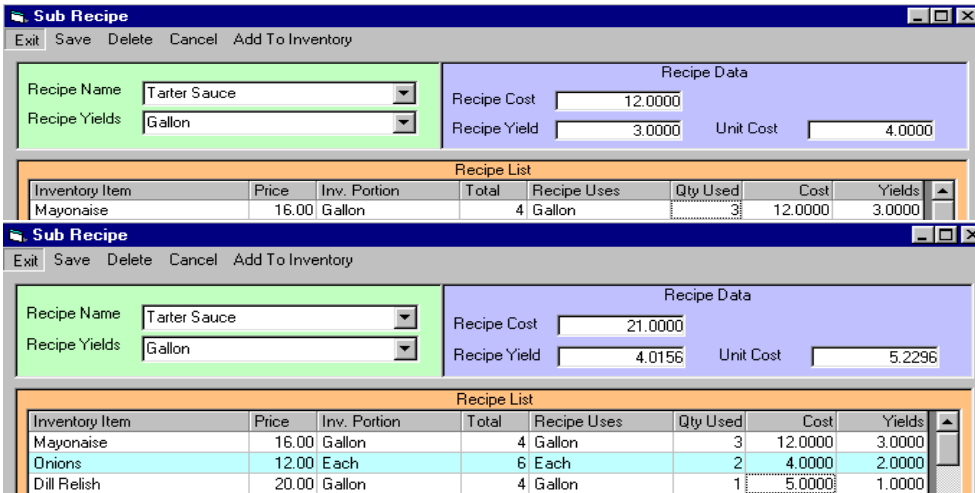
To make tarter sauce as a sub-recipe, Type in Tarter Sauce next to recipe name. In the recipe yield box pull down a selected yield. In this example the yield is gallon.



To make the sub-recipe, go to the inventory item box.

In the pull down box select mayonnaise from the inventory list. Double Click it. The price and the portion will come up automatically when the price box is clicked with the left mouse button. The way mayonnaise is used in the recipe needs to be inserted in the recipe uses column. The recipe uses 3 gallons of mayonnaise. Select gallon under *Recipe Uses* and type in 3 under *Qty Used* and press enter. The cost and yield will automatically be figured for you. Please note the recipe data changes as inventory is entered.

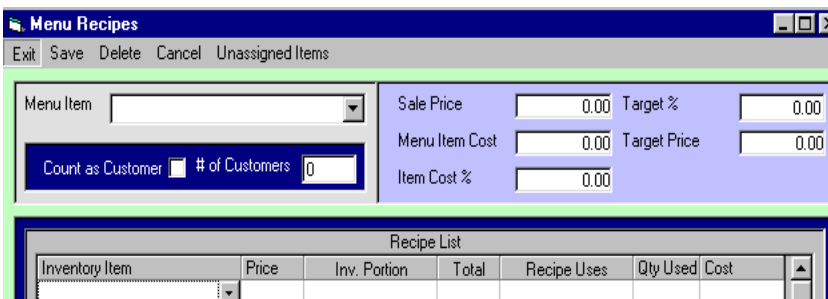
Please note: If any inventory item is entered in error. Please highlight the inventory item and right click the mouse button to remove. If you would like to remove the Sub-Recipe press *delete* at the top gray area.



I will finish adding onions and dill relish to the recipe.

The recipe data shows that the recipe costs \$21.00 to make and it yields 4.0156 gallons. The cost per gallon is \$5.2296.

Step 5



Menu Recipes---This is the final step in the setup procedure. At this screen you will take all the inventory items and make the recipe for each menu item..

Use the pull down box and highlight the menu item. The sale price will appear in the Sale Price box. Check the *Count of Customer* box to get an accurate average sale per customer. You would not check the box if the menu item does not represent a customer. For example, an order of french fries may be an add-on to an order but shouldn't be counted as a customer. A Family Pack of Fish may represent more than one customer. It may represent 4 customers.

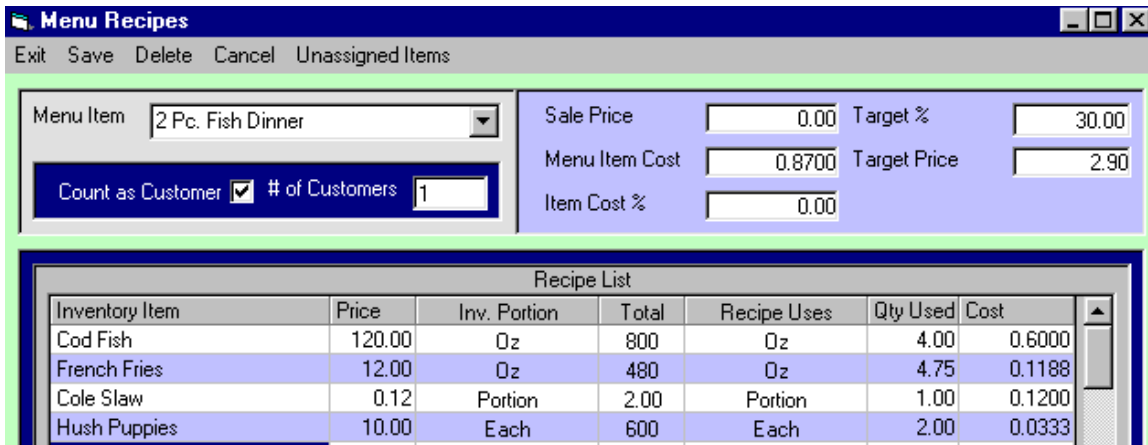


In the following example, I will show how my first menu item is added in the menu recipes. 2 Pc. Fish

Dinner. Select the 2Pc. Fish Dinner in the pull down list under menu item. The Sale price of the menu item will appear. I counted the item as 1 customer. Next select all the inventory items that make up the 2pc.Fish Dinner. The Price, Inv. Portion and Total will automatically be added when you click the price column. The quantity that the recipe uses will need to be added for each inventory item. When you enter the quantity that the recipe uses for each inventory item, the cost will be figured. The total Menu Item Cost and Item Cost % will be shown in the purple area of the screen. . In this example, the 2 Pc. Fish Dinner costs .87 cents to produce and the cost % is 25.6637



If you do not have a Sale Price for the menu item and know the target % that you want the cost to be, the program will figure the target price for you

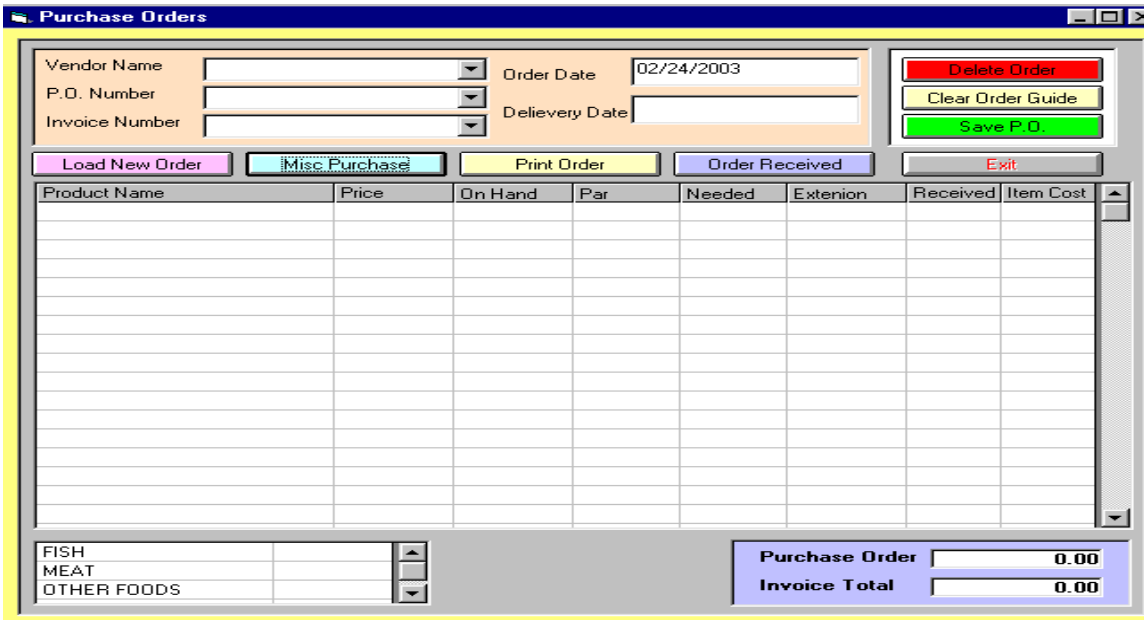


For Example, this screen shows with a 30% target cost, \$2.90 Sale Price needs to be charged as shown in the target price. This feature is useful when a new dinner is created and you do not know what to charge the customer.

This completes the Inventory Maintenance area of the program.

P.O.s and Invoices

This section will explain how to enter PO Numbers as well as Invoices.

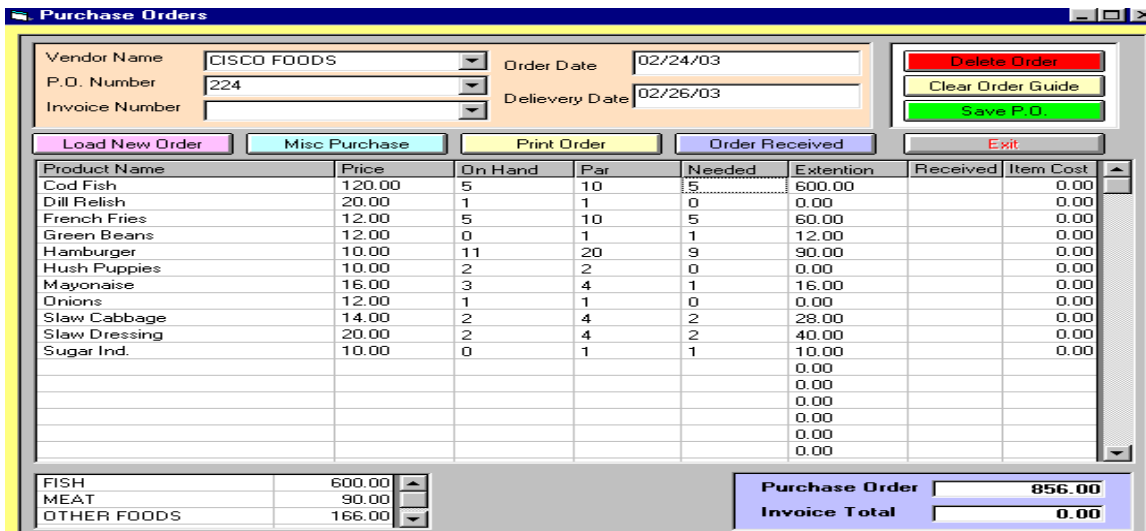


Select the Vendor. The inventory items that were set up in inventory

maintenance will be listed as well as the price and the par value of each item. Enter a P.O. Number and a Delivery Date.



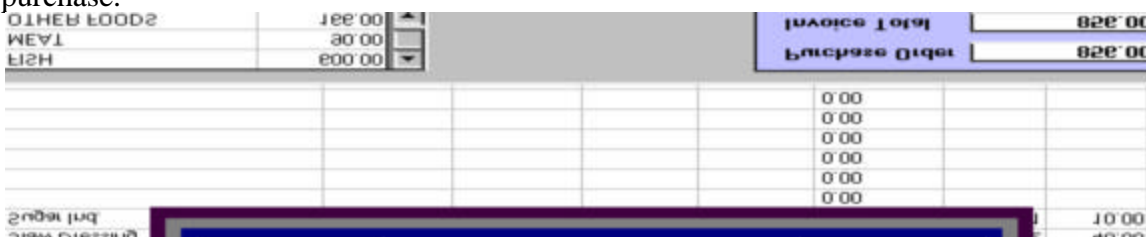
Enter an On Hand amount for the products listed. As you can see, the needed amount will be figured for you based on the Par. If you want to change the *Needed* amount, you may enter a different amount. The extension will be completed for you and the total Purchase Order will be listed in the purple box.



When the purchase order is complete, touch the green *Save P.O.* button.

When the order comes in you can find the

PO by selecting the pull down arrow under P.O. Number. Highlight the PO Number and the order will come up. If the products are the same as on the PO, put in the invoice number and select the Order Received button. It will ask if you want to update inventory prices and then save the invoice. This is automatically posted as a purchase. If you need to edit the invoice, enter the invoice number and change the item in the received column and it will update the invoice. Another way to pull up the PO without knowing the number, select by Vendor. Use the pull down arrow besides the PO number and the PO's open under that Vendor will appear. An invoice number must be entered in order to post the invoice as a purchase.



You can make a purchase from someone other than

the
Vendors listed and an item from other than the inventory list. The way to do this is by selecting the blue Misc Purchase button.

A screenshot of the 'Misc Purchase' form. At the top, there are three buttons: 'Misc Purchase' (blue), 'Print Order' (yellow), and 'Order Received' (purple). Below these are columns for 'Price', 'On Hand', 'Par', 'Needed', and 'Extension'. The main form area is titled 'Misc Purchase' and contains four input fields: 'Enter Product Name' (empty), 'Select Category' (dropdown menu), 'Quantity Purchased' (empty), and 'Purchase Price' (empty). At the bottom of the form are two buttons: 'Save' (blue) and 'Exit' (red).

Enter the Product Name, Category, Quantity purchased and the price of the item.

A screenshot of the 'Misc Purchase' form with data entered. The 'Enter Product Name' field contains 'Ice', the 'Select Category' dropdown is set to 'OTHER FOODS', 'Quantity Purchased' is '5', and 'Purchase Price' is '1.00'. The 'Save' and 'Exit' buttons are at the bottom.

If you Save the Purchase it will be listed under the product name.

A screenshot of the main order management screen. At the top, there are fields for 'Vendor Name' (Winn Dixie), 'Order Date' (02/24/2003), 'P.O. Number', 'Invoice Number' (1), and 'Delivery Date'. There are buttons for 'Delete Order', 'Clear Order Guide', and 'Save P.O.'. Below this are buttons for 'Load New Order', 'Misc Purchase', 'Print Order', 'Order Received', and 'Exit'. A table lists items with columns: 'Product Name', 'Price', 'On Hand', 'Par', 'Needed', 'Extension', 'Received', and 'Item Cost'. The first row shows 'Ice' with a price of 1.00, on hand of 0, par of 5, needed of 5, extension of 5.00, and received of 5. Below the table are categories: FISH (0.00), MEAT (0.00), and OTHER FOODS (0.00). At the bottom right, there are two summary boxes: 'Purchase Order' (0.00) and 'Invoice Total' (5.00).

In this example, I bought ice from the Winn Dixie. I typed in Winn Dixie besides Vendor Name and put in an invoice number. I touched received column and the invoice total became \$5.00. Touch the purple *Order Received* button and it will be saved and posted as an invoice. Whenever it asks to update inventory prices and then save the item you know it was added as a purchase.

The yellow *Print Order* button can be touched to see the order on the screen and print it to the printer if needed.

If an invoice or purchase was entered in error, select the red *Delete Order* button at the top right and that number will be deleted. It will always ask if you are sure you want the order deleted before it is done.

Inventory Counts



Select Inventory Dates		load Inventory		Inventory Totals		
Beginning Inventory Date	Ending Inventory Date	<input checked="" type="radio"/> Load By Location	Beginning	Ending	Purchased	Usage
02/24/2003	02/25/2003	<input type="radio"/> Load Alphabetically	166.00	0.00	392.00	558.00

Inventory Data										
Item Name	Price	Whole	Quantity	Broken	Quantity	Beginning	Purchased	Ending	Usage	Loc
Cod Fish	120.00	Case	0.00	Pound	0.00	120.00	120	0.00	240.00	CO
Dill Relish	20.00	Case	0.00	Gallon	0.00	0.00	40	0.00	40.00	CO
Onions	12.00	Case	0.00	Bag	0.00	0.00	24	0.00	24.00	CO
Slaw Cabbage	14.00	Case	0.00	Bag	0.00	0.00	28	0.00	28.00	CO
Slaw Dressing	20.00	Case	0.00	Gallon	0.00	20.00	40	0.00	60.00	CO
Tarter Sauce	21.00	Gallon	0.00	Gallon	0.00	0.00	0.00	0.00	0.00	CO
Green Beans	12.00	Case	0.00	Can	0.00	0.00	24	0.00	24.00	DR
Hush Puppies	10.00	Box	0.00	Bag	0.00	0.00	20	0.00	20.00	DR
Mayonaise	16.00	Case	0.00	Gallon	0.00	16.00	32	0.00	48.00	DR
Sugar Ind.	10.00	Case	0.00	Each	0.00	0.00	20	0.00	20.00	DR
Cod Fish	120.00	Case	0.00	Pound	0.00	0.00	0.00	0.00	0.00	FRI
French Fries	12.00	Case	0.00	Pound	0.00	0.00	24	0.00	24.00	FRI
Hamburger	10.00	Case	0.00	Each	0.00	10.00	20	0.00	30.00	FRI

This is the screen where you enter your ending

inventory. The counts can be taken by the whole and broken cases. The inventory was previously set up in inventory maintenance and the price, case, and counts were entered. The beginning inventory date is the previously entered ending inventory date by default. The ending inventory date by default is today's date. The pull down box under each date can give you date ranges if past inventories need to be viewed. The inventory can be loaded by location or alphabetically. This example will be by location. The inventory totals are as follows:

\$166.00 Beginning Inventory, \$392.00 in purchases, and the usage is \$558.00. We are now ready to enter the ending inventory.

Item Name	Price	Whole	Quantity	Broken	Quantity	Beginning	Purchased	Ending	Usage
Cod Fish	120.00	Case	1.00	Pound	10.00	120.00	120	144.00	96.00

In this example, I have 1 case and 10 pounds of Cod Fish. I had entered purchases previously (P.O's and Invoices) and had \$120.00 in Cod Fish purchases. The dollar amount of 1 case and 10 pounds is \$144.00. This was automatically extended for you. The new usage is \$96.00. Continue entering the ending inventory.

Select Inventory Dates		load Inventory		Inventory Totals		
Beginning Inventory Date	Ending Inventory Date	<input checked="" type="radio"/> Load By Location	Beginning	Ending	Purchased	Usage
02/24/2003	02/25/2003	<input type="radio"/> Load Alphabetically	166.00	184.41	392.00	373.59

Inventory Data										
Item Name	Price	Whole	Quantity	Broken	Quantity	Beginning	Purchased	Ending	Usage	Loc
Cod Fish	120.00	Case	1.00	Pound	10.00	120.00	120	144.00	96.00	CO
Dill Relish	20.00	Case	0.00	Gallon	0.00	0.00	40	0.00	40.00	CO
Onions	12.00	Case	0.00	Bag	0.00	0.00	24	0.00	24.00	CO
Slaw Cabbage	14.00	Case	0.00	Bag	0.00	0.00	28	0.00	28.00	CO
Slaw Dressing	20.00	Case	1.00	Gallon	0.00	20.00	40	20.00	40.00	CO
Tarter Sauce	21.00	Gallon	0.00	Gallon	0.00	0.00	0.00	0.00	0.00	CO
Green Beans	12.00	Case	0.00	Can	0.00	0.00	24	0.00	24.00	DR
Hush Puppies	10.00	Box	1.00	Bag	0.00	0.00	20	10.00	10.00	DR
Mayonaise	16.00	Case	0.00	Gallon	0.00	16.00	32	0.00	48.00	DR
Sugar Ind.	10.00	Case	0.00	Each	1	0.00	20	0.01	19.99	DR
Cod Fish	120.00	Case	0.00	Pound	0.00	0.00	0.00	0.00	0.00	FRI
French Fries	12.00	Case	0.00	Pound	1.00	0.00	24	0.40	23.60	FRI
Hamburger	10.00	Case	1.00	Each	0.00	10.00	20	10.00	20.00	FRI

With the inventory entered, the new inventory totals are at the top right. You can change the counts if any are entered incorrectly. You must backspace over the number to remove the error. When everything

is correct you are now ready to run the costs.

Touch Run Cost at the top of the screen.

Exit Save Run Cost Purge Old Inventory Data

When you highlight and enter *Run Cost*, the inventory will be saved, and a report will appear on the screen.

You can now print the report by touching the *Print* button.

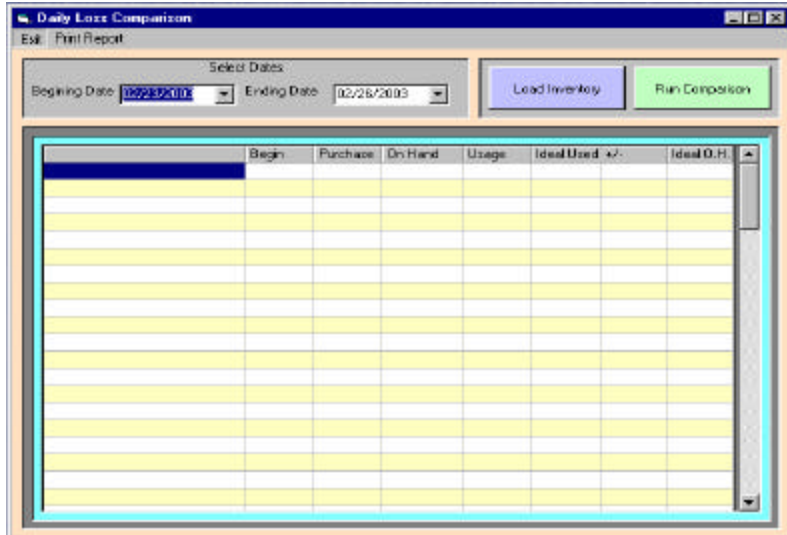
Cost for Period : 02/24/2003 To 02/25/2003

Report Date : 02/25/2003
Time : 02:08 PM

Item Name	Item Cost	On Hand	Extension	Location
Cod Fish	\$120.00	1.20	\$144.00	COOLER
Dill Relish	\$20.00	0.00	\$0.00	COOLER
Onions	\$12.00	0.00	\$0.00	COOLER
Slaw Cabbage	\$14.00	0.00	\$0.00	COOLER
Slaw Dressing	\$20.00	1.00	\$20.00	COOLER
Tarter Sauce	\$21.00	0.00	\$0.00	COOLER
Green Beans	\$12.00	0.00	\$0.00	DRY STORAGE
Hush Puppies	\$10.00	1.00	\$10.00	DRY STORAGE
Mayonaise	\$16.00	0.00	\$0.00	DRY STORAGE
Sugar Ind.	\$10.00	0.00	\$0.00	DRY STORAGE
Cod Fish	\$120.00	0.00	\$0.00	FREEZER
French Fries	\$12.00	0.03	\$0.36	FREEZER
Hamburger	\$10.00	1.00	\$10.00	FREEZER
Beginning Cost				
FISH	120.00		% 120.00	
MEAT	10.00		% 10.00	
OTHER FOODS	36.00		% 36.00	
Purchase Cost				
FISH	120.00		% 120.00	
MEAT	20.00		% 20.00	
OTHER FOODS	252.00		% 252.00	
Ending Cost				
FISH	144.00		% 144.00	
MEAT	10.00		% 10.00	
OTHER FOODS	30.36		% 30.36	
Category Cost				
FISH	96.00		% 96.00	
MEAT	20.00		% 20.00	
OTHER FOODS	257.64		% 257.64	
Group Cost Information				
FOOD	373.64		% 373.64	
LINEN	0.00		% 0.00	
SUPPLIES	0.00		% 0.00	
TOTAL COST :	373.64		% 373.64	

Cost are Based on Sales of : \$1.00

Inventory Comparisons



This is used when a daily inventory is counted of certain key items. It will figure the ideal usage and On Hand amount and run a comparison.

Print Inventory Sheet

When the inventory is counted, an inventory sheet can be printed out. This makes counting very easy because the inventory is listed by location. The buttons on the right allow the inventory printout on the screen to be able to zoom in or out for easy reading.

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Zoom Out

Zoom In

↑

↓

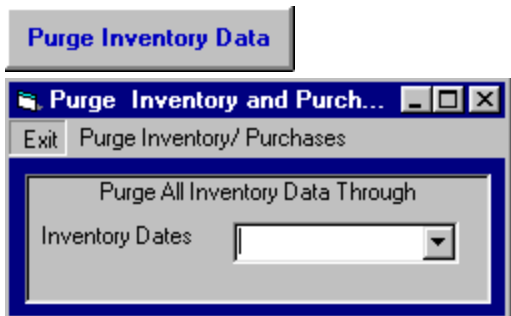
Print

Exit

Inventory Printout

Location	Price	Unit	Quantity	Unit	Quantity
Location COOLER					
Cod Fish	120.00	Case	_____	Pound	_____
Dill Relish	20.00	Case	_____	Gallon	_____
Onions	12.00	Case	_____	Bag	_____
Slaw Cabbage	14.00	Case	_____	Bag	_____
Slaw Dressing	20.00	Case	_____	Gallon	_____
Tarter Sauce	21.00	Gallon	_____	Gallon	_____
Location DRY STORAGE					
Green Beans	12.00	Case	_____	Can	_____
Hush Puppies	10.00	Box	_____	Bag	_____
Mayonaise	16.00	Case	_____	Gallon	_____
Sugar Ind.	10.00	Case	_____	Each	_____
Location FREEZER					
Cod Fish	120.00	Case	_____	Pound	_____
French Fries	12.00	Case	_____	Pound	_____
Hamburger	10.00	Case	_____	Each	_____

Purge Inventory Data



At this screen, all inventories can be purged through different inventory dates. You should do this to remove old inventory that is no longer needed.