A Taste of What’s Cooking at US Foods

Online Inventory
User’s Guide

November 2014
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USFood.com Inventory Overview

- Real time costing of all recorded US Foods products
- Supports non-US Foods products
- Compare costs between recorded inventories
- Generate orders automatically based on pre-established par values. These orders can be reviewed and modified prior to submission.
- Identify high cost products within your inventory.
- Identify and reduce ordering levels for over-stocked items.
- Compare pricing of current inventories to past inventories.
- Create general ledger reports for your company’s accounting department.

USFood.com Inventory Reports*

**Inventory Worksheet**
- Print any shopping list in this format. Use multiple columns to record inventory or order

**Inventory Cost:**
- Description - Ascending
- Extended Value – Descending
- GL# with Subtotal Detail
- GL# without Subtotal Detail
- Line # - Ascending
- Product # - Ascending

**Inventory Cost Comparison**
Select separate dates for the same inventory list.
**Compare:**
- All products
- Price changes only
**Sort by:**
- Percent price change – descending

USFood.com Inventory Future Enhancements

- **Total food cost** - The inventory system does not yet calculate total food cost by comparing starting inventory, total purchases and ending inventory.
- **Integration with MPP** – Non-USF products in the inventory system are not yet integrated with Menu ProfitBuilder Pro.
- **Product specific GL codes** – Today, when a product is GL coded, the GL code is associated to the list it is on, not the specific product. If the product is added to another list, you must reselect the GL code.
• **Reporting linked to lists** – Today, if you delete a list, all inventory reports associated with that list will also be deleted. In the future, inventory reports will not be linked to the list that created them.
Before you begin

If this is your first time:
1. Create a new list to be used to record inventory
2. Create GL Codes (optional)
3. Assign GL Codes (optional)
4. Edit inventory units (optional)
5. Create vendors (optional)
6. Create non-US Foods products (optional)

If you are a returning user:
1. Select a list to be used to record inventory
2. Delete products no longer being inventoried.
3. Add new products since last inventory.
4. Update all new products:
   • Add GL Codes (if used)
   • Edit inventory units
5. Make sure all products to be inventoried are on the selected Shopping List.

Important: You cannot add additional products to the list once you click on “Lists” and then “Create Inventory”. Make absolutely sure all products are on the list before you create the inventory.
**Important - Read before starting**

**Inventory specific data elements**

Inventory specific data elements are:
- GL codes
- Inventory units
- Price overrides
- Par Levels
- Non USF products

These data elements are part of the Inventory List. They are not attached to the in the individual product number.

If a new list is created from scratch, the inventory data elements must be re-entered for each product.

To avoid re-entering this information when a new list is created, copy the original list with the inventory specific data elements.

Edit the copied list as needed.
Inventory reports are linked to lists

Inventories are linked to the list that created them.

Deleted lists and associated inventories CANNOT be restored if deleted in error.
New - Uploading an Inventory Worksheet

Users now have the ability to upload inventory data elements for any list of products that will be used to take inventory. The downloaded CSV version of Inventory Worksheet acts as a template to upload the data.

Note – The upload process supports the upload of USF products only. Non-USF products cannot be uploaded using this process.

Process overview

- Select and download an existing list to use as a template
- Edit list with new products, sort order, update or add par levels, GL codes, inventory units and price overrides
- Upload new Inventory Worksheet

Process details
A. Select and download an existing list to use as a template
   1. From the Lists menu, select Inventory Worksheet
   2. Select the list to use as a template

   3. Select Options: By Group “All”
   5. Click on “Create Report”
B. Edit list with new products, sort order, update or add par levels, GL codes, inventory units and price overrides

1. Inventory Worksheet / Customer - The upload process will ignore the list name and customer info. You do not need to delete or make any changes to this information.
2. Group – The upload process will upload the group name assigned to the product. Group names are limited to 25 characters and cannot contain the following characters: #$%^&* . The upload process will group all of the products with the same group name in sequential order even if they are out of order in the upload file.
3. Add/delete products – add new products or delete products from the worksheet. When adding products, only the group and product number are required.
4. Line number – not required for upload. The worksheet will be uploaded by group and in the same order as the product appears in the list. The line number does not affect the upload order.

5. Status # – information is ignored in this column
6. Description – information is ignored in this column
7. Par Levels – information is optional
8. Brand – information is ignored
9. Reference – information is optional. Use this field for a product notes or reference number.
10. Pack size – information is ignored
11. Last Buy - information is ignored
12. On Hand - information is ignored

13. $Full – Delete the pricing in this column. Any price uploaded will set the pricing flag to price override.
14. $Part – Delete the pricing in this column.
15. Units / Full – these are the inventory units. This data can be edited to reflect the customers inventory units. Format is number of units / unit description.
   Example: 6/pies
16. GL – Enter the product GL code. The GL codes must first be setup on the site using the Lists>Manage General Ledger function. Enter the GL # in this column – not the GL Account Name.
17. Vendor – Information in this column is ignored.

At this point in time, non-usf products cannot be uploaded. An enhancement will be made to the system in Q1 2015 to enable this function.
C. Upload the new Inventory Worksheet
   1. Click on Lists>Upload List. The Upload List pop-up will appear.

   ![Upload List]

   2. List name - Enter a unique name for the list
   3. Select File Type – Select Inventory Worksheet
   4. Select File – Click browse to navigate to the Inventory Worksheet file to upload
   5. Click on begin upload.
   6. After the list uploads, a message will appear:

   ![Upload List Results]

   7. If the upload is successful, it will note the number of groups and products added. Click on the list name to view the list online.
8. If you have invalid characters in the group name, you will see the following message:

   An unexpected error has occurred during the processing of your request.
   Please contact the US Foods Helpdesk if this issue persists.

9. If you upload an invalid product number, you will see a detailed message:
Create an Inventory

Overview

1. Select a Shopping List to record inventory
2. Update the selected Shopping List with all items to be inventoried or create a new list.
3. Update Inventory Units (optional)
4. Create and assign GL codes (optional)
5. Print an inventory worksheet to record the inventory by clicking on Lists>Inventory Worksheet
6. Use the worksheet to record the inventory
7. Enter the recorded inventory. Only one inventory per list can be entered on a given date. 
   Note: Once you begin entering the inventory, you cannot add products to the shopping list. Make sure all products are on the selected Shopping List.
8. Print the Inventory Cost report
9. Print an Inventory Cost Comparison report to compare price changes for inventories recorded on different days.
Step 1 - Select a Shopping List to record inventory

A. Click on Lists
B. Click on Manage List
Step 2 - Update the selected Shopping List with all items to be inventoried or create a new list

A. Add new products by using search or
B. Click on Edit Group to add USF and Non-USF products
   (see Appendix for details)
Step 3 - Update inventory units (optional)

Inventory Units can be edited based on how you want to count units of a product.

A. To update an inventory unit, click on the product number to access the Product Detail screen.

B. Click on the Inventory tab.

C. Enter the new “Inventory Unit Desc” and the desired number of units/case.

D. Click “Save” then close the window

In this example, the original inventory units were “1 case”. They were updated to “6 pies per case”.
Step 4 – Create and Assign GL Codes

[Image: A screenshot of the Manage General Ledger page with a table listing various accounts and options to edit or delete each entry.]

Maintain your list of general ledger accounts. Create a new account by clicking NEW GENERAL LEDGER or modify an existing account by clicking the EDIT button. To delete for your current location only simply select the account and press DELETE SELECTED ITEMS.
Step 5 - Print a worksheet to record the inventory

A. Click on List
B. Click on Inventory Worksheet
C. Verify the Shopping List name
D. Choose the print options
   • By Group - Select All or the specific group to print
   • By Line – Select starting and ending line number
E. Choose the report format:
   - PDF or
   - Excel
F. Click on Create Report
G. Once the worksheet appears, click on **File** from the main browser menu
H. Click on **Print**
I. Use the worksheet to record the inventory
**Step 6 - Record the inventory**

Use the Inventory Worksheet to record the inventory

If you have a wifi signal and a tablet, record the inventory directly into the system.
Step 7 - Enter the recorded inventory

A. From the home page, click on Lists
B. Click on Create Inventory

C. If there is more than one customer number attached to the user ID, verify the correct customer and department is selected
D. Select the Shopping List used to create the Inventory Worksheet
E. Select the date of the inventory. Note: only one inventory per date per list can be entered
F. Click Create
G. Once you click Create, the Manage Inventories page will appear
H. Open the selected inventory by clicking on the double arrows

I. Before entering the inventory, scroll to the bottom of the screen and click on Get Price. The current USF pricing will be pulled into the inventory.
J. Make needed adjustments to Non-USF products
K. Enter full cases in the Case column
L. Enter partials and catch weights in the Inv Unit column
M. The system automatically saves your work so there is no Save button.
N. Complete entering all inventory counts

Note – If you don’t enter your inventory values on the day you take the inventory, make sure to click “Get Price” price on the day you want to use for costing the inventory.
Step 8 - Print the Inventory Cost Report

A. Click on Lists
B. Click on Inventory Cost.
C. Select the date
D. Select the inventory name or print all inventories recorded on the selected date
E. Choose the Report Format:
   F. PDF or
   G. Excel
H. Choose the desired Sort By option
I. Click on Create Report
Sample Printed Inventory Cost Report

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Brand</th>
<th>Pack Size</th>
<th>UOM</th>
<th>Units/Full</th>
<th>Full</th>
<th>Part</th>
<th>Cost</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAG FOOD STORAGE BOX</td>
<td>100 EA</td>
<td>Case</td>
<td>50</td>
<td>2.00</td>
<td>0.00</td>
<td>61.10</td>
<td>102.00</td>
<td></td>
</tr>
<tr>
<td>BAKED, CRANBERRY &amp; ALMOND MUFFIN</td>
<td>64 EA</td>
<td>Case</td>
<td>50</td>
<td>2.00</td>
<td>0.00</td>
<td>60.30</td>
<td>100.60</td>
<td></td>
</tr>
<tr>
<td>CINNAMON ROLL, FROZEN</td>
<td>32 EA</td>
<td>Case</td>
<td>50</td>
<td>2.00</td>
<td>0.00</td>
<td>53.75</td>
<td>107.50</td>
<td></td>
</tr>
<tr>
<td>CROSSANT, ALL-BUTTER 6-INCH UNCOATED BAKED FROZEN ROLL</td>
<td>64 EA</td>
<td>Case</td>
<td>50</td>
<td>1.00</td>
<td>0.00</td>
<td>53.49</td>
<td>106.98</td>
<td></td>
</tr>
<tr>
<td>HAMMERSTEIN ROLL FROZEN BÄR</td>
<td>32 EA</td>
<td>Case</td>
<td>50</td>
<td>2.00</td>
<td>0.00</td>
<td>50.30</td>
<td>100.60</td>
<td></td>
</tr>
<tr>
<td>ROLL, EUROPEAN 4-INCH SLICED FROZEN BUN</td>
<td>40 EA</td>
<td>Case</td>
<td>50</td>
<td>2.00</td>
<td>0.00</td>
<td>50.10</td>
<td>100.20</td>
<td></td>
</tr>
</tbody>
</table>

List Total: Main Shopping List

Grand Total: $670.65
**Step 9 - Print the Inventory Cost Comparison Report**

A. Click on **Lists**
B. Click on **Inventory Cost Comparison.**

C. Select the **Inventory to compare**
D. Select the **dates to compare**
E. Choose the **Report Format:**
   - PDF
   - Excel
F. Choose the **products to include**
G. Choose the **sort option**
H. Click on **Create Report**
# Sample Inventory Cost Comparison Report

![Inventory Cost Comparison Table]

<table>
<thead>
<tr>
<th>Product</th>
<th>Status Description</th>
<th>Brand</th>
<th>Pack Size</th>
<th>Vendor</th>
<th>Units</th>
<th>08/02/2012</th>
<th>%</th>
<th>08/01/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>8971754</td>
<td>ROLL, BREAD OVEN RIBED, PP BAKED FROZEN BUN</td>
<td>WINGSPAN</td>
<td>429/24 OZ</td>
<td>USF</td>
<td>1/12</td>
<td>$48.76</td>
<td>100%</td>
<td>$48.76</td>
</tr>
<tr>
<td>1018822</td>
<td>BAG, FOOD STORAGE HDPE UTILTY CLEAR PLASTIC ROLL</td>
<td>WINGSPAN</td>
<td>1000 EA</td>
<td>USF</td>
<td>1/12</td>
<td>$70.76</td>
<td>100%</td>
<td>$70.76</td>
</tr>
<tr>
<td>4994177</td>
<td>CEREAL, ASSORTED 55 BOX SHELF STABLE FAMILY PACK</td>
<td>KELLOGS</td>
<td>721 OZ</td>
<td>USF</td>
<td>1/12</td>
<td>$62.00</td>
<td>100%</td>
<td>$62.00</td>
</tr>
<tr>
<td>7283568</td>
<td>BAG, CHOLESTOROL REDUCED, THURSDAY BROWN PLASTIC</td>
<td>MACHLUBE</td>
<td>10,000 EA</td>
<td>USF</td>
<td>1/12</td>
<td>$70.53</td>
<td>100%</td>
<td>$70.53</td>
</tr>
<tr>
<td>7623912</td>
<td>CEREAL, CINNAMON ROLL, OATMEAL ROLL</td>
<td>GNEISS HIGHLANDS</td>
<td>10,000 EA</td>
<td>USF</td>
<td>1/12</td>
<td>$35.00</td>
<td>100%</td>
<td>$35.00</td>
</tr>
<tr>
<td>1632397</td>
<td>BAG, FOOD STORAGE HDPE UTILTY TRAY CLEAR POLYETHYLEN SANDWICH ROLL, BMW</td>
<td>WINGSPAN</td>
<td>100 EA</td>
<td>USF</td>
<td>1/12</td>
<td>$5.50</td>
<td>100%</td>
<td>$5.50</td>
</tr>
<tr>
<td>10099999</td>
<td>BAG, OATMEAL INSTANT 55 ROLL</td>
<td>NATURES BAKERY</td>
<td>12.24 OZ</td>
<td>USF</td>
<td>1/12</td>
<td>$3.99</td>
<td>100%</td>
<td>$3.99</td>
</tr>
<tr>
<td>7823568</td>
<td>BAG, FOOD STORAGE HDPE UTILTY FRIDAY GREEN PLASTIC</td>
<td>MACHLUBE</td>
<td>10,000 EA</td>
<td>USF</td>
<td>1/12</td>
<td>$70.53</td>
<td>100%</td>
<td>$70.53</td>
</tr>
<tr>
<td>2105555</td>
<td>BAG, FOOD STORAGE HDPE UTILTY SATURDAY ORANGE PLASTIC</td>
<td>WINGSPAN</td>
<td>10,000 EA</td>
<td>USF</td>
<td>1/12</td>
<td>$70.53</td>
<td>100%</td>
<td>$70.53</td>
</tr>
</tbody>
</table>
Appendix

Inventory Pre-work

Step 1: Pre-work - Create GL Codes (optional)

A. From the Lists menu, click on Manage General Ledger.

B. Click on the New General Ledger link.
C. Enter the GL # and Account Name.
D. Click on Save to Current Location Only.
E. Choose Save to All Locations if you want all assign the new GL codes to all customer numbers attached to your user ID.

E. Select Yes to confirm and continue.

Repeat process until all GL Codes and Account Names have been entered.
Step 2: Pre-work - Copy a new list to record inventory

The easiest way to create a list to be used for inventory is to copy your order guide.

A. From the Lists menu, click on Manage Lists.

B. Click on the Options button on the Order Guide and select Copy.

C. Enter a name for the list.

D. Click on Copy.
Create a new list from scratch to record inventory

You can create a list from scratch by entering the needed product numbers.

A. From the Lists menu, click on **Create List**.

B. Enter the name of the new list.
C. Click on **Create**.
Add groups to the list

A. Click on **Edit List**.

B. Select **New Group**.

C. Enter name of new group.

D. Click on **Create Group**.

E. Repeat process until all groups are entered.

F. To add products to the groups click on **Edit Group**

G. Select **Add Products**.

H. 
Add products to the group

A. To add products to the groups click on Edit Group.
B. Select Add Products.

C. Enter product numbers. Product description will appear after enter key is pressed.
D. After the first 5 products are entered the screen will open a new field.
E. Click on Add or Add Products to add products to the group and close the window.
Step 3: Pre-work - Assign GL Codes (optional)

Make sure GL codes have been setup prior to this step (see page 28).

A. Select products to assign GL code to.
B. Click on Assign to Selected.
C. Select the desired GL code from the drop down.
D. Click on Apply Changes.
Step 4: Pre-work - Edit inventory units (optional)

All products are pre-populated with CS as the Inventory Unit Description and many products have the number of Inventory Units per Full Case preset. These values should be verified and can be edited to support the way you count inventory.

A. To access the Inventory tab for the product you are working with, open the list that will be used for recording the inventory and click on the product number.

B. Enter the new values.
C. Use the scroll bar to move to the bottom of the inventory tab.
D. Click on Save.
E. Move to the top of the Product Detail screen and click on Close.
Step 5: Pre-work - Create vendors for non-USF products (optional)

A. From the Lists menu, click on Manage Vendors.
B. Enter the vendor information. (required information is noted by the red asterisk.)

C. Use the scroll bar to move to the bottom of the Vendor setup page.
D. Click on Save to Current Location Only.
E. Choose Save to All Locations if you want all assign the new Vendor to all customer numbers attached to your user ID.
F. Select Yes to confirm and continue.
Step 6: Pre-work - Create non-USF products (optional)

A. From the Lists menu, click on Manage Lists.
B. Click on Edit Group.
C. Click on Add Non-US Food Product

D. The new non-US Foods product will appear at the bottom of the group.
E. Click on the product number to add details.
F. If Vendor and GL codes have been setup, they can be added from the drop down list.

G. To enter pricing, first click on **Price Override**, then enter the unit price.

H. Click on **Save** at the bottom of the screen.

I. Click on **Close** at the top of the screen.

J. Repeat this process for all non-US Foods products.

K. The added detail will now appear inline at the bottom of the group.
Adding Products to a List

Add new products by using Search

1. From the Lists menu, click on Manage Lists.

2. Click on the double green arrows to open the list.

3. Enter the search criteria in the search field.

4. Click the magnifying glass or press Enter.
5. Click on Filter Results By
6. Select Recently Purchased
7. Select products to add to list
8. Select the List Group
9. Click on Add Items to List
Add new products using Edit Group

1. From the Lists menu, click on Manage Lists.

2. Click on the double green arrows to open the list.

3. To add products to a group, click on Edit Group

4. Select Add Products.
5. Enter product numbers. Product description will appear after the enter key is pressed.
6. After the first 5 products are entered the screen will open a new field.
7. Click on **Add** or **Add Products** to add products to the group and close the window.
Adding Non USF Products

A. From the Lists menu, click on Manage Lists.
B. Click on Edit Group.
C. Click on Add Non-US Food Product

D. The new non-US Foods product will appear at the bottom of the group.
E. Click on the product number to add details.
F. If Vendor and GL codes have been setup, they can be added from the drop down list.
G. To enter pricing, first click on **Price Override**, then enter the price.
H. Click on **Save** at the bottom of the screen.
I. Click on **Close** at the top of the screen.
J. Repeat this process for all non-US Foods products.
Adding Par Levels

Par levels can be added for products on the shopping / inventory list. The par levels will print on the Order Guide or Shopping list when selected from the order entry screen.

They will also appear on the Inventory Worksheet. When an inventory is entered, the system can “suggest” an order based on the par values.

A. From the Lists menu, click on **Manage Lists**.
B. Double click on the green arrows in front of the list you will be editing.

C. To access the Inventory tab for the product, click on the product number.
D. Use the scroll bar to move to the bottom of the inventory tab.
E. Enter the par levels for selected order days and click **Save**.
F. Move to the top of the Product Detail screen and click on **Close**.
G. Repeat this process for all products on the list.

**Important!!**
Par levels are attached to the list – not the product number. 
If a new list is created from scratch, the par levels must be re-entered for each product. 
To avoid re-entering this information when a new list is created, copy the original list with the par levels and then edit the new list as needed.
Inventory Worksheet

- The inventory worksheet can be displayed in either PDF or Excel CSV formats
- PDF is the recommended format for printing

Inventory Worksheet - PDF version

When par values are entered into the shopping list, they appear under the product description of the Inventory Worksheet and the Shopping List when printed during order entry.
GL # and Account Names – when setup and assigned to products on the selected shopping list, the GL # will appear in this column.

Inventory Units Descriptions and Inventory Units Per Full Case – will appear in this column. Changes made on the inventory tab to this value will also appear.
Inventory Worksheet – CSV Version

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V |
| CUSTOMER | Product | Line # | Status | Description | Custom | Custom | Custom | Custom | Custom | Custom | Custom | Custom | Custom | Custom | Custom | Custom | Custom | Custom | Custom | Custom | Custom | Custom | Custom | Custom | Custom |
| PROTEIN | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| PROTEIN | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| PROTEIN | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| PROTEIN | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| PROTEIN | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| PROTEIN | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| PROTEIN | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| PROTEIN | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 |
| PROTEIN | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| PROTEIN | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 |
| PROTEIN | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 |
| PROTEIN | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 |
| PROTEIN | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 |
| PROTEIN | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 |
| PROTEIN | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 |
| PROTEIN | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 |
**Inventory Cost Reports**

- Calculates the cost of your current inventory on-hand.
- Information can be displayed/printed in a variety of ways:

**General Ledger with Subtotal Detail**
- Categorized by your general ledger categories with products listed below each general ledger

**General Ledger without Subtotal Detail**
- Summarized by your General Ledger categories with no products listed

**Product Description**
- Alphabetized by product description

**Extended Value**
- Sorted in descending dollar order

**Line Number**
- Sorted in the same order as the Inventory Worksheet

**Product Number**
- Sorted in ascending product number order
Creating a Report

A. Click on Inventory Cost
B. Select report options
### Inventory Cost – Description Ascending

![Inventory Cost - Description Ascending](image)

### Inventory Cost – Extended Value – Descending

![Inventory Cost - Extended Value - Descending](image)
Inventory Cost Comparison Report

• This report compares the pricing of items within the current inventory to a previous inventory. You may choose to display only those items that have changed in price.

A. Click on Inventory Cost
B. Select report options
Inventory Cost Comparison – All Products

Inventory Cost Comparison – Changes Only
## Inventory Cost Report – Summary

<table>
<thead>
<tr>
<th>Product/Category Description</th>
<th>Brand</th>
<th>Pack Size</th>
<th>UOM</th>
<th>Units/Full</th>
<th>Full</th>
<th>Pct</th>
<th>Cost</th>
<th>Extended</th>
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</thead>
<tbody>
<tr>
<td>GL Total 10Meat - Meats</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$974.61</td>
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<td>GL Total 1SPtrc - Produce</td>
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<td>GL Total 2GPrc - Groceries</td>
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<td>GL Total 30Chem - Chemicals and Cleaning</td>
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<td>GL Total 4PGpr - Paper</td>
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<td>$1280.30</td>
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<tr>
<td>GL Total 5GEqmt - Equipment</td>
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<td><strong>Grand Total, TRAINING-US FOOD.COM (21004202)</strong></td>
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<td><strong>$2355.42</strong></td>
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