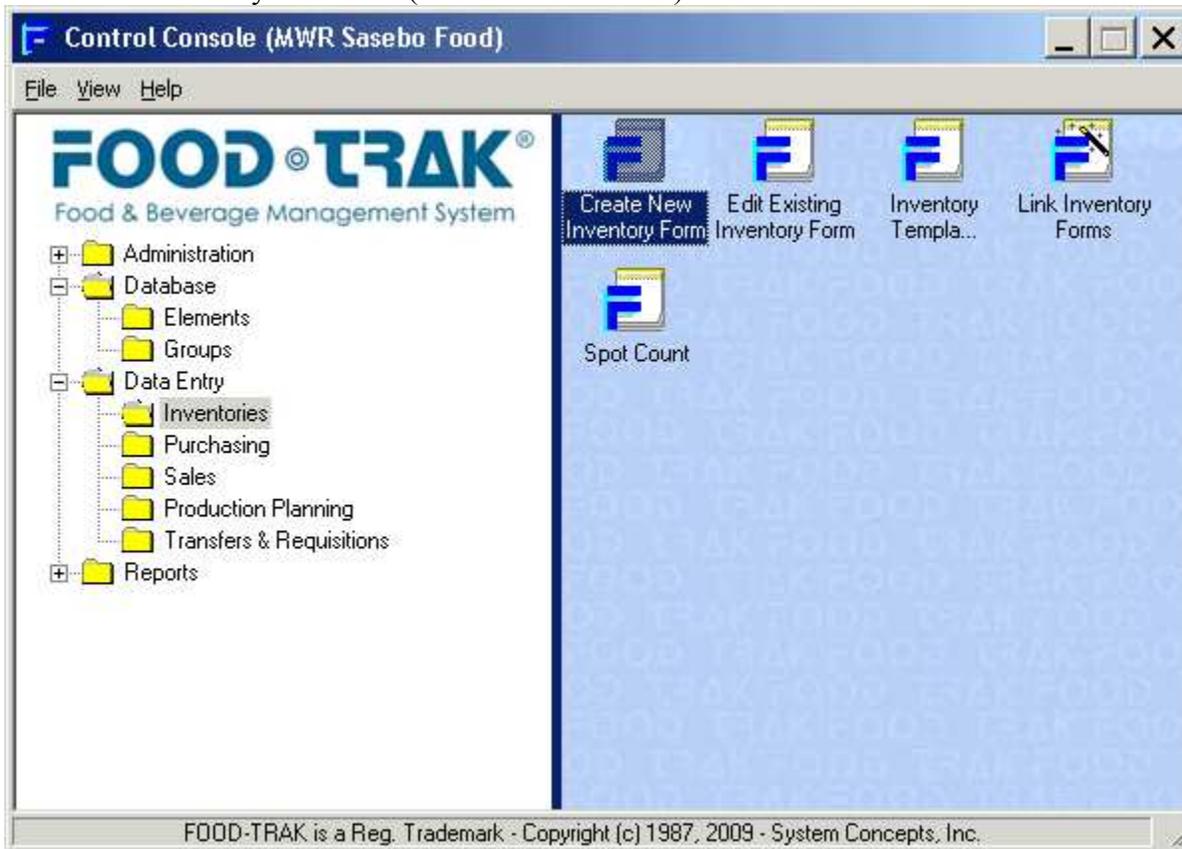


How to Export Inventory in Foodtrak

1. Create Inventory as normal (Mid month or EOM)



2. Choose either (Profit Center Full for creating new form) or (Template Mid Month or EOM)

Inventory Form - MWR Sasebo Food (AAO)

System Templates

Template Name	Description
<Site-wide Full>	All locations in site. Assume 0 for items not counted.
<Site-wide Partial>	All locations in site. Do not assume 0 for items not counted.
<Profit Center Full>	All locations in selected Profit Center. Assume 0 for items not counted.
<Profit Center Partial>	All locations in selected Profit Center. Do not assume 0 for items not counted.
<Miscellaneous Full>	Selected locations. Assume 0 for items not counted.

User Templates

Template Name	Created Date	Created By	Description
11110 Central Warehouse	7/6/2009 04:38 PM	steve.miller	Updated 6 July 09
11111 HVC Food	7/17/2009 05:14 PM	SASTsuyos...	
111113 Puck Coffee Shop	7/22/2009 05:48 PM	SASTsuyos...	
11112 HVC Liquor	7/22/2009 08:05 PM	SASTsuyos...	
11113 Puck Coffee Shop	7/23/2009 02:17 PM	SASTsuyos...	
11120 GALAXIES FOOD	7/2/2009 11:04 AM	sasemi.mays	7/2/2009
11121 GALAXIES LIQUOR	8/6/2009 12:30 PM	sasemi.mays	8/6/2009
11121 GLX BAR	8/6/2009 09:27 AM	sasemi.mays	8/6/2009
11121 GLX LIQUOR	7/2/2009 03:05 PM	sasemi.mays	7/2/2009
11127 HARIO BAR	8/6/2009 10:51 AM	sasemi.mays	8/6/2009
11127 HARIO CANTINA	8/6/2009 12:54 PM	sasemi.mays	8/6/2009
11127 HARIO PUB (CANTI...	8/6/2009 12:58 PM	sasemi.mays	8/6/2009
11127 Hario Pub LIQUOR	8/1/2009 04:32 PM	sasemi.mays	7/31/2009
SBT	7/31/2009 02:13 PM	SASjoseph...	From System Template: <Profit Center Full>
STRC INVENTORY TEMPL...	7/29/2009 12:27 PM	SASPatrick...	From System Template: <Profit Center Full>

Filter >>

3. Fill in the header information as normal.

Inventory Form - MWR Sasebo Food (AAO)

File Edit Goto Help

Header | Items

Date of Inventory: [] Time of Inventory: [] Description: [] Counted By: [steve.miller]

Full Location Inventory (Assumes zero for items not counted within the selected locations)

Period-End Inventory [Not Applicable] ...

Display Not Inventoried Locations

[A]

Locations Included on this Form:

- 11100 Central Warehouse
 - M-Freezer/Chill
 - M-Dry/Supply
 - MC-Bev/Bar
 - C-Freezer/Chill
 - C-Dry/Supply

Created: 8/17/2009 2:46:47 PM (steve.miller) Modified: 8/17/2009 2:46:47 PM (steve.miller)

- A) If it is Period Ending (EOM) be sure to select the "Period-End Inventory"
- B) Don't forget to enter your cost center in the description field

4. Once the item are listed in the form click “File and Export”

Inventory Form - MWR Sasebo Food (AAO)

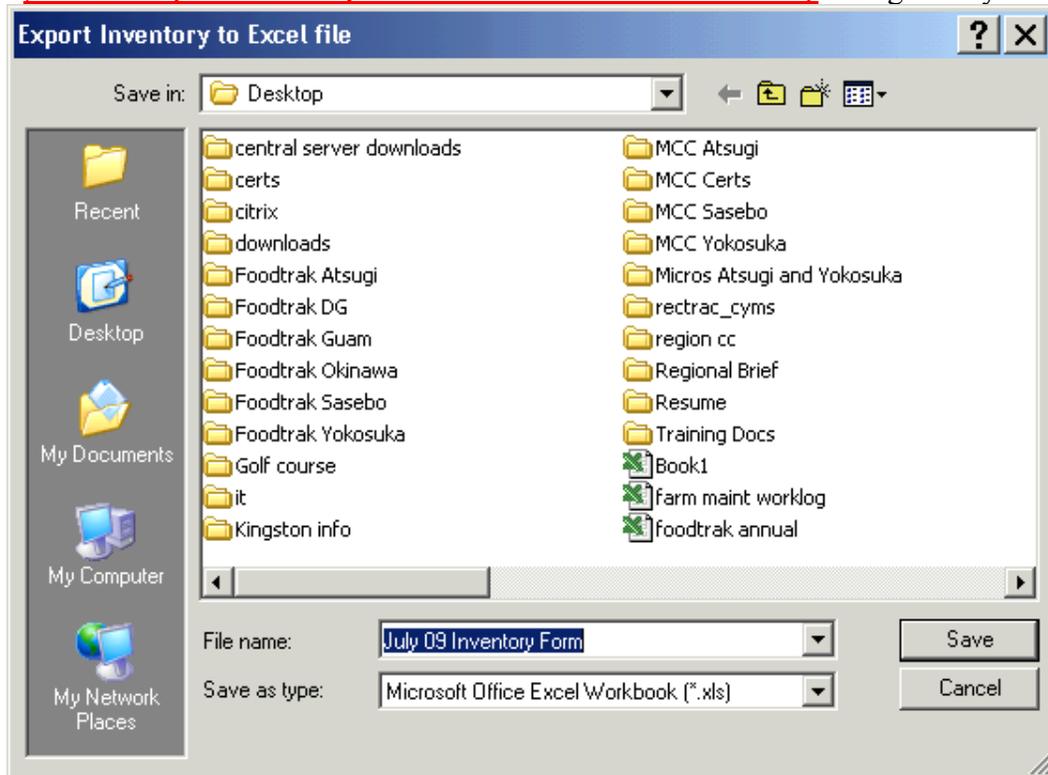
File Edit Goto Help

New... Ctrl+N
 Complete Form
 Import
 Export
 Save Entry
 Pause Entry
 Save Template...
 Print Ctrl+P
 Send To
 Exit

	Quantity	Unit	Ovr	Cost	Extension	Notes
etical]						
3 OZ UNSLICED		case	<input type="checkbox"/>	\$19.12	\$0.00	
RAISIN 3OZ UNSLICED		case	<input type="checkbox"/>	\$19.10	\$0.00	
UNSLICED		case	<input type="checkbox"/>	\$19.19	\$0.00	
0 4 OZ		case	<input type="checkbox"/>	\$20.94	\$0.00	
N BAKED		case	<input type="checkbox"/>	\$27.76	\$0.00	
Vegan Palty		case	<input type="checkbox"/>	\$41.01	\$0.00	
1 BREAD BUN CIABATTA ITALIAN SLICED		case	<input type="checkbox"/>	\$28.98	\$0.00	
1 BREAD BUN HAMBURGER PLAIN 4.5"		case	<input type="checkbox"/>	\$13.11	\$0.00	
1 BREAD GARLIC ROASTED LOAF		case	<input type="checkbox"/>	\$26.82	\$0.00	
1 BREAD HOGIE ROLL 8"UNSEEDED BLUNT DIP		case	<input type="checkbox"/>	\$21.45	\$0.00	
1 BREAD MARBLE RYE 16-SLICE		case	<input type="checkbox"/>	\$36.98	\$0.00	
1 BREAD MUFFIN ENGLISH 2 OZ		case	<input type="checkbox"/>	\$17.48	\$0.00	
1 BREAD PANINI ITALIAN 5/8" SLICED		case	<input type="checkbox"/>	\$47.09	\$0.00	
1 BREAD PITA 7"		case	<input type="checkbox"/>	\$20.22	\$0.00	
1 BREAD SOURDOUGH LOAF SLICED		case	<input type="checkbox"/>	\$25.73	\$0.00	

Name

5. After clicking the Export button, click export to excel. The Export Inventory to Excel File Dialog box will open. *(Be sure to follow the steps in "How to Save Files in Citrix")* Navigate to your desired



location,



6. Once the export is done you will see this dialog
7. In order for you to use this function you must have Microsoft Excel installed on the local work station and any other machine you want to use the spread sheet on.

8. All the fields in the spread sheet version of the inventory are locked except for the Quantity field.

The screenshot shows a Microsoft Excel spreadsheet titled "July 09 Inventory Form.xls". The spreadsheet is divided into several sections. The top section contains metadata: Row 2: "MWR Sasebo Food", Row 3: "Inventory Form", Row 4: "7/31/2009". Row 5 is highlighted and contains "Inventory Date: 7/31/2009" in column B and "Personnel:" in column D, followed by an empty input box in column E. Below this is a table with the following headers: Row 8: "Item Name", "Ref #", "Begin Inv", "Quantity", "Unit", "Cost/Unit", "Extent". Row 9: "M-Freezer/Chill". The table lists items from row 10 to 15:

Item Name	Ref #	Begin Inv	Quantity	Unit	Cost/Unit	Extent
1 BAGEL BLUEBERRY 3 OZ UNSLICED	BR993612		0	case	\$19.12	
1 BAGEL CINNAMON RAISIN 3OZ UNSLICED	BR993613		3	case	\$19.10	
1 BAGEL PLAIN 3OZ UNSLICED	BR993610		6	case	\$19.19	
1 BAGEL PLAIN JUMBO 4 OZ	BR10305		9	case	\$20.94	
1 BISCUIT SOUTHERN BAKED	BR10733		2	case	\$27.76	
1 Boca Burger Original Vegan Pattv	BR316003		5	case	\$11.01	

The spreadsheet interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help, Adobe PDF), a toolbar with various icons, and a status bar at the bottom showing "Sheet4" as the active sheet.