Inventory At a Glance

L|NQ Nutrition

•	ORDERS / PURCHASING	This is where you can create New Orders	
	Orders O	and edit the status of Existing Orders	
	RECEIVING		This is where you can create
	Receive Orders		Receipts and edit Open Receipts
	ON-HAND TRANSACTIONS	Transfers are used to record inventory	
	Transfers	transfers between locations	
	Usage		Usage is used to record which inventory
	Adjustments	Adjustments are used to record all	Physicals are used to create a record of the physical
	Physical Inventory	changes to your inventory such as food	item count after an inventory period, usually monthly
i i	Transaction Summary	This is where you can create a	
		report that summarizes all Closed	
	ITEM MAINTENANCE	Transactions for All Sites	This is where you set up and manage
	Add/Edit/View Item	This is the end your each adds the Did	the list of items in your inventory
1	Update Bid Details	This is where you can edit the Bid Price of Items in your Inventory	
•	TRUCK ROUTE MGMT	Thee of items in your inventory	This is where you can create and view routes
	Manage Truck Route		and schedules for trucks in your district
	Pick List	This is where you can print a worksheet to	
	_	show which items are needed to fulfill orders	
	INVENTORY REPORTS		This is where you can print a report
	Discrepancy Report O	This is where you can print a complete log	for discrepancies in your inventory
	Item Listing O	of all inputted Items in your inventory	This is where you can print a report
	On Hand O		of your On Hand inventory amounts
	Open Orders	This is where you can print a report of any Oper	n Order This is where you can print
	Order Form	This is where you can print a worksheet to	a report of your inventory
	Physical Form	track inventory for a Physical	This is where you can print
	Print Barcodes	This is where you can print a report of the	barcodes for you Items
	Transaction History	This is where you can print a report of the	This is where you can print a report of
	Truck Route	This is where you can print a report of	your districts Truck Routes
	Warehouse Availability O	Warehouse/Kitchen inventory	
	Processed Documents		This is where you can find all processed documents
•	INVENTORY SETUP	Account Categories are used to	processed documents
	Account Category Setup	link groups of inventory items	Item Groups are optional group settings
	Item Group Setup		used to group and filter items
ľ	Storage Location Setup	You can use this to assign Items to	
li –	Tax Group Setup	a location within a warehouse	Tax Groups allow you to define sales
li –	Distributor Setup	You can use this to create a Distributor	tax rates to apply to Items.
	Bid Group Setup		Bid Groups are used to group items
			together for bid processing and reports
	CENTRAL KITCHEN	You can create a worksheet so Kitchens	
	Kitchen Prep Worksheet O	know which items need to be prepped	
1	Manage Kitchen Items		This is where you can tag items as Kitchen Items
•	INVENTORY UTILITIES	You can create and assign preferences	
	Assign Order Preference	for Sites and Items	This could be more than the second
	Item / User Access		This used to grant access for Items, Users and Sites
ľ	Update Open Orders	You can add or remote Items from	Osers and Sites
ľ	Import / Export	Open Orders and Open Receipts	You can easily Import and Export Inventory
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