

# EZ-Task Plus Inventory Management Features

## (On-premise or Cloud-based)

EZ-Task Plus Inventory consists of two software modules, Central Office module installed at the central food and Site Management module installed at each school site. This configuration operates across a wide-area network with both modules accessing a common database.

- Windows 2000/XP, 7,8,10 Operating System
- Deployed On-premise or Hosted on Amazon Workspaces Server
- Utilizes Microsoft SQL 2005 or Express Database
- Multi-User, Multi-Tasking application written in Microsoft Visual Studio.Net
- Operates as a standalone application or as a networked application across a LAN/WAN
- Utilizes Big Graphical Function Buttons with Text to assist the users
- Integrated easy to use calendar by School locations or Central Office
  - Post To Do Lists by School Sites or Central Office
  - Post Re-occurring Events To The Calendar
  - Post-Special Events To The Calendar by School Site or Central Office
- Comprehensive On-line help
- Periodic Physical or Perpetual Inventory
- Weighted Average Costing
- Maintain Supplier Information for Each Item with Cost
- Select Default Supplier & Supplier Number
- Maintain Multiple Alternate Vendors for Each Item with Cost
- Keep Track of Manufacturer and Product Code Number
- Record Case Pack, Inventory Unit of Measure, Pack Quantity
- Long Descriptions Names & Inventory Classifications/Categories/Sub-categories
- Associate Inventory Stock Items with Equivalent Commodity Items
- Calculates/Displays Purchase Item Amount on Hand by Location
- Calculates/Displays Commodity Amount on Hand by Location
- Displays Re-order Quantity
- Displays Item Maximum Quantity For Inventory
- Displays Item Lead Time
- Displays Graph of Stock Level
- Displays Average Case Cost
- Displays Inventory Unit of Measure Cost
- Handles Inventory in Multiple Warehouse/Schools
- Record Rebate Amounts or Special Promotion Data
- Easily Add Quantities to Stock by Location
- Easily Remove Quantities from Stock by Location with Reason For Item Adjustment
- Inventory Adjustments can be made by Case Pack or Smaller Unit of Measure (broken cases)
- Allows for Transferring Items by Case Pack or Smaller Unit of Measure Between Locations
- Provides an Item History Report of Inventory Adjustments by Date or Date Range
- Easily Add New Warehouse/School Locations
- Inventory Items can be Marked Active/In-active
- Store by Inventory Item Unlimited Length Comments, Bid Specifications, Storage Information, etc.
- Inventory Reconciliation Can Be Made to Individual Line Items by Location
- Easy to Use Physical Inventory Reconciliation Data Entry Screen
  - Allows for entering item counts and exiting program and re-entering program without losing previously entered item counts
  - Items can be entered from physical count sheets by case pack or smaller units of measurements (broken cases)

Updates and posts items entered from physical count sheets and displays/prints variance report by location

### **Requisitions/Order Entry**

- Requisitions/orders can be created at each school site or the central food service office
- Each Order/Requisition created displays/prints quantity(s) ordered, item description and price
- Order/Requisition Templates (standing orders) can be created and used over and over
- Multiple Order/Requisitions templates (standing orders) for multiple locations are allowed
- Order/Requisitions can be created by specific supplier
- Order/Requisitions can be created in a free form fashion (not supplier specific)
- Order/Requisitions can be created from inventory drop down lists
- Each Order/Requisition has unique number with date
- Each Order/Requisition has order by field that is user input or automatically defaults to user name based on log-ins
- Each Order/Requisition has a comments field that allows for user input
- Each Order/Requisition has a pop-up calendar for easily selecting a date the order is expected
- Automatically consolidates duplicate items on a order/requisition into one line item
- Allows for easily deleting a line item or the requisition

### **Approving Order/Requisitions**

- Automatically create purchase orders or transfer orders from order/requisitions
- Automatic over-stock alert by inventory item displayed on order/requisition form
- Allows for viewing the quantity on order of item, showing the purchase order number, date expected, location and quantity on order for each location, before creating a purchase order from an order/requisition.
- Allows for viewing the quantity on hand of inventory items by location before creating a purchase order from order/requisitions
- Allows for viewing the quantity on hand of commodity items by location before creating a purchase order from order/requisitions
- Provides a drill down on the quantity on order field that opens the original purchase order for viewing before creating a purchase order from a order/requisition
- View expected delivery dates by location and last order date from order/requisitions screen
- Automatically creates multiple purchase orders to appropriate suppliers from order/requisitions that were created without specific suppliers
- Create transfer orders from order/requisitions data from the requisition screen in one step
- Allows for viewing the quantity on hand of inventory items by location before creating a transfer order from order/requisitions
- Allows for creating transfer orders between locations for items that are requested on order/requisitions on one screen
- Transfer order(s) created from the order/requisition data automatically deducts the quantity of item(s) being transferred from the quantity requested on the original order/requisition in one step

### **Purchase Orders**

- Create purchase order(s) Ad Hoc or on demand
- Each purchase order has unique PO number with date
- Automatically create purchase orders from order/requisitions
- Purchase order(s) created automatically from order/requisitions are defaulted to the same ship to address shown on order/requisition(s)
- Purchase orders have line items with quantity ordered, description, item number, supplier item number, unit price, extended amount, total tax, total freight and the total amount of purchase order
- Allows for viewing the quantity on hand of inventory items from the purchase order screen by location before creating a purchase order
- Select supplier another than default supplier, ship to, bill to address and shipping method
- Display items for selected supplier or all suppliers when creating purchase order

- Each purchase order has a comments field that allows for user input
- Purchase order has a approved by field (person) with a date of approval that can be selected from a pop-up calendar
- Expected delivery dates can be entered using a quick entry pop-up calendar
- Allows for adding new suppliers, warehouse/locations and inventory items from the purchase order screen
- Allows for viewing suppliers, warehouse/locations and inventory item information from the purchase order screen
- Transfer orders can be created simultaneously when creating purchase orders
- Retrieve open and closed purchase orders by PO number, date, and due date, from the purchase order screen
- Purchase orders can be output to screen prior to printing

### **Transfer Orders**

- Create transfer order(s) Ad Hoc or on demand
- Each transfer order has unique transfer order number with date
- Automatically create transfer orders from order/requisitions
- Allows for viewing the quantity on hand of inventory items from the transfer order screen by location before creating a transfer order
- Create transfer order(s) in advance for items that are not in stock
- Transfer order(s) can not be released or approved for shipment until the items are received into stock
- Allows for creating transfer order(s) by case, or smaller unit of measure (broken cases)
- Transfer orders have line items with quantity, unit of measure, description, and item number
- Each transfer order has a comments field that allows for user input
- Transfer order(s) has a approved by field (person) with a date of approval that can be selected from a pop-up calendar
- Expected delivery dates for transfer order(s) can be entered using a quick entry pop-up calendar
- Retrieve open and closed transfer orders by TO number, date, and due date, from the transfer order screen
- Transfer order(s) can be output to screen prior to printing

### **Receiving Purchase Orders/Transfer Orders**

- Retrieve purchase orders for receiving by purchase order date, purchase order number, supplier and location(s) from one screen
- Allows for receiving items by location or at the central office/warehouse
- Allows for automatically receiving all items on a purchase order
- Allows for receiving partial shipments
- Automatically updates quantity on hand in the inventory record with date received
- Posts the receiving transactions to the in stock audit log
- Complete receiving record showing: Amount received, date, quantity in stock, cost, supplier, purchase order number and location where merchandise received
- Receiving purchase order(s) can be out put to screen prior to printing
- Retrieve transfer order(s) for receiving by transfer order date, transfer order number, and location(s) from one screen
- Allows for receiving transferred items by location or at the central office/warehouse
- Allows for automatically receiving all items on a transfer order
- Automatically updates quantity on hand in the inventory record with date the transfer was received
- Posts the transfer receiving transactions to the in stock audit log
- Complete transfer receiving record showing: Amount received, unit of measure, item description, date, and location where merchandise received
- Receiving transfer order(s) can be out put to screen prior to printing

### **Reports**

- Utilizes a Simple Reports Wizard That:
  - Generates over 200 reports
  - Allows for selecting individual location/warehouse or all locations
  - Generate reports by date or over a date range
  - Sort the reports by item number, description, supplier or supplier number

Filtering reports by active, inactive, classification, category or sub-category  
All reports use Toggle Group Tree showing the hierarchy and subgroups in a familiar tree format  
Reports are displayed to screen prior to printing  
Reports can be exported to Excel or in a PDF, RTF format.

**Inventory Alternate Supplier Listing** – Provides a listing of items grouped by default supplier, showing default supplier, alternate supplier, supplier number, cost and lead time

**Inventory Items List – by Class, Cat, Sub-Category** – Provides a list of all inventory items, grouped by classification, category and sub-category with item number, description, supplier, supplier item number, quantity in-stock, inventory UOM, pack quantity, recipe UOM, maximum stock level and re-order level

**Inventory Item List – No Grouping** – Provides a listing of all items

**Inventory Valuation** – Provides a perpetual cost summary report showing the quantities in, the quantities out, quantity in-stock, average case cost, extended cost and supplier name

**Inventory Valuation Cost Summary – Grouped** – Perpetual cost summary report shows the quantities in, quantities out, quantity in-stock, average case cost, extended cost and supplier name, grouped by classification, category and sub-category

**Inventory Count Sheet** – Prints count sheets for doing physical inventory counts

**Inventory Stock Levels – by Classification, Category, Sub-Category** – Shows the quantity in stock, maximum stock level and re-order level by classification, category and sub-category

**Inventory Stock Levels – No Grouping** – Shows the quantity in-stock, maximum stock levels and re-order level

**Inventory Transactions** – Shows the detail activity history of items when filtered by location and date or date range

**Inventory Variance** – Shows the item number, description, beginning count, physical count, variance value, and person name that entered the physical counts.

**Purchase Order Daily Totals** – Shows the date(s) and dollar value of purchase orders with drill downs to access each purchase order listed in the group toggle tree

**Purchase Order Listing** – Listing of all purchase orders (open or closed) with drill downs to access each purchase order showing: PO number, supplier, status (open or closed), location, delivery, item number, description, expected date, qty ordered, received date, qty received, unit cost, extended cost and item comments

**Single Purchase Order Detail** – Listing of all purchase orders (open or closed) through the Report Wizards GUI for easy selection

**Single Transfer Order Detail** – Listing of all transfer orders (open or closed) through the Report Wizards GUI for easy selection

**Transfer Order Listing** – Listing of all transfer orders (open or closed) with drill downs to access each transfer order showing: TO number, status (open or closed), ship from ship to location, delivery, item number, description, expected date, qty ordered, received date, qty received, unit cost, extended cost and item comments

**Requisition Order Listing** – Listing of all requisitions (open or closed) with drill downs to access each requisition showing: Requisition number, status (open or closed), ordering location, item number, description, expected date, qty ordered, received date, qty received, unit cost, extended cost, item comments and requisition total

**Single Requisition Order Detail** – Listing of all requisition orders (open or closed) through the Report Wizards GUI for easy selection

**Supplier Listing** – Listing of all suppliers showing: Supplier I.D. number, supplier type, supplier name, contact name, telephone number, fax number, e-mail address and physical address