



Identify Inventory Issues with the Booking Journal

Quick Start Guide

Document Details

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System Requirements

- CES Version 10.00.00 or higher



Be sure to grab the latest version of this document here:

<https://links.crunchtime.com/NCQS-IdentifyIssuesWithBookingJournal>

OR by scanning the QR code to the left.

Related User Group Permissions

Screen Name	Control Name	Description
NC-View Reports	Actual/Theoretical Cost Report	Enables this report on the Inventory Reports menu.



Identify Inventory Issues with the Booking Journal

How to Use the Booking Journal

The Booking Journal is a powerful tool for chasing down inventory variances, or any other situation where you're questioning quantities or values for a product. This report can help you fix both Inventory and Cost problems. It shows you *every* transaction for an individual product, or any change in its cost, for any time period you choose. It's like spying on every movement of that product.

Let's say you did your inventory, and during your review you find that you're short Chicken Breast. Your counts look good, so next, you want to see if there was a mistake when reconciling an order. Just open the Booking Journal as follows:

The screenshot shows the Net-Chef software interface. At the top, a green banner reads "Net-Chef > Reports: Inventory > Booking Journal". Below this, the main header shows "CrunchTime! Net-Chef" with user "Kim" and location "304 - Portland". The left sidebar contains a menu with "Reports" highlighted. A sub-menu is open under "Reports", showing "Inventory" selected. A third menu is open under "Inventory", showing "Booking Journal" selected. The main content area displays a table of tasks with columns: Administration Location, Task Type, Description, Due Date, and Actions. The table lists various tasks such as "Vendor Order Receive" and "Location Transfer Receive". A "Daily Sales Trend" chart is visible on the right side of the interface.

Administration Location	Task Type	Description	Due Date	Actions
302 - Dubai	Vendor Order Receive	Hallsmith Sysco	09/27/2022	
301 - Cardiff	Vendor Order Receive	Hunchuck Foods	09/27/2022	
302 - Dubai	Vendor Order Receive	Ashline Foods	09/27/2022	
302 - Dubai	Vendor Order Receive	Hallsmith Sysco	09/27/2022	
304 - Portland	Location Transfer Receive	From 303 - Naples	09/27/2022	
301 - Cardiff	Location Transfer Receive	From 304 - Portland	09/27/2022	
304 - Portland	Location Transfer In Transit	201 - Tampa Store	09/27/2022	
304 - Portland	Location Transfer In Transit	301 - Cardiff	09/27/2022	
303 - Naples	Location Transfer In Transit	304 - Portland	09/27/2022	
303 - Naples	Actual Cost	05/25/2022	09/27/2022	
303 - Naples	Actual/Theoretical Cost	Final for Post	09/27/2022	

- 1 Open the *Reports* menu.
- 2 Select *Inventory*.
- 3 Then select *Booking Journal*.

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Identify Inventory Issues with the Booking Journal

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How to Use the Booking Journal (Continued)

We *could* find our product by scrolling through our list, but there could be pages of products to look through. Using the Filters lets us find the product we want more quickly.

Net-Chef > Reports: Inventory > Booking Journal

Booking Journal

Product #	Product Name
R-1002	Beef Stew Prep
P-1021	Bread - Bulkie Rolls
P-1019	Bread - Marble
P-1020	Bread - Six Grain
P-1013	Cheese - Cheddar, Mild
P-2105	Chickpeas, Canned
P-2101	Coffee Beans
R-2002	Cold Brew Prep
P-1010	Corn, Creamed
P-2113	Dairy - Milk 2%
P-1014	Dough, Pizza
P-2102	Espresso Grounds
P-2103	Falafel, Frozen
P-2112	Flour - All Purpose
P-2104	French Fries, Frozen
P-1011	Garlic, Chopped
R-2004	Hummus Prep
P-1005	Juice - Fruit Punch
P-1006	Juice - Iced Tea
P-1007	Juice - Lemonade
P-2108	Lemon Juice
R-1004	Marinara Sauce
P-1024	Meat - Beef Tenderloin
P-1026	Meat - Burger Patties, 4oz
P-1023	Meat - Ground Beef
P-1022	Meat - Pepperoni, Sliced
P-2100	Oil - Canola Oil
P-1012	Oil - Olive Oil

Filters

Product Name:

Product #:

User Defined Category:

Category:

☒ Category ☐ Subcategory ☐ Microcategory

Apply **Cancel** **Clear**

Page 1 of 1

Displaying 1 - 52 of 52

To locate the Chicken Breast: to zero in on transactions involving chicken breast

- 1 Select the *Filters* icon.
- 2 Enter 'Chicken' in the *Product Name* field.
- 3 Then select *Apply*.

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Identify Inventory Issues with the Booking Journal

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How to Use the Booking Journal (Continued)

Net-Chef > Reports: Inventory > Booking Journal

Booking Journal

Product # | Product Name

P-1027 | Poultry - Chicken Breast

P-2111 | Poultry - Chicken Thigh

Booking Journal

From: 10/03/2022 | To: 10/09/2022 | Retrieve

Product #: P-1027

Product Name: Poultry - Chicken Breast

Inventory Unit: LB

Current Inventory Cost: 1.1653

Current On Hand Quantity: 326.86

Current Issue Cost: 1.1558

Period Opening Quantity: 39.00

Period Closing Quantity: 219.76

Location Currency: USD

Transaction Date	Transaction Type	Transaction Source/Destination	Transaction Number	Vendor Invoice #	User	Transaction Storage Location	Transaction Value	Quantity In	Quantity Out	Cumulative Quantity
No results match the selected options. Please modify your selections and click "Retrieve".										

Page 1 of 1

Displaying 1 - 2 of 2

To zero in on transactions involving Chicken Breast:

- 1 Select the *Product Name* link.
- 2 Next, choose the dates you want to review.
- 3 Then select *Retrieve*.



Tip: The *From Date* selector is a drop-down where you must select the first day of a Post period. The *To Date* selector is a calendar control that lets you choose that day or any day after.

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Identify Inventory Issues with the Booking Journal

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How to Use the Booking Journal (Continued)

Net-Chef > Reports: Inventory > Booking Journal > Product Name link

Booking Journal

From: 10/03/2022 To: 10/09/2022 Retrieve View Cost Changes

Product #: P-1027
 Product Name: Poultry - Chicken Breast
 Inventory Unit: LB
 Current Inventory Cost: 1.1653
 Current On Hand Quantity: 326.86
 Current Issue Cost: 1.1558
 Period Opening Quantity: 39.00
 Period Closing Quantity: 219.76
 Location Currency: USD

Transaction Date	Transaction Type	Transaction Source/Destination	Transaction Number	Vendor Invoice #	User	Transaction Storage Location	Transac... Value	Quantity In	Quantity Out	Cumulat... Quantity
10/03/2022	Opening Quantity:									39.0000
10/03/2022	Vendor Order	Sysco	ORD1101020000146453	3453835	FINCH	Freezer Walk-in	210.05	180.0000		219.0000
10/03/2022	POS					Freezer Walk-in	-27.34		24.0000	195.0000
10/03/2022	Variance Adjustment				REESE	Freezer Walk-in	-0.92		0.0000	195.0000
10/04/2022	POS					Freezer Walk-in	-33.79		29.0000	166.0000
10/04/2022	Variance Adjustment				CARTER	Freezer Walk-in	0.00		0.0000	166.0000
10/05/2022	POS					Freezer Walk-in	-26.80		23.0000	143.0000
10/05/2022	Variance Adjustment				FUSCO	Freezer Walk-in	-74.29		63.7500	79.2500
10/06/2022	Variance Adjustment				ROOT	Freezer Walk-in	15.22	13.0600		92.3100
10/08/2022	Variance Adjustment				SHAW	Freezer Walk-in	147.12	126.2500		218.5600
10/08/2022	Variance Adjustment				ELIAS	Refrigerator Walk-in	1.40	1.2000		219.7600
Quantity Totals:								320.5100	139.7500	

- A** The *Transaction Type* column shows you what events caused inventory levels to change. Selecting one of the links will open a screen showing the following key transaction details (see example on next page):
 - Quantity
 - Inventory/Unit Price
 - Total Cost/Value
 - Storage Location
 - Qualitative Judgment (for Inventory & Recipe Adjustments)
- B** The *Quantity In*, *Quantity Out*, and *Cumulative Quantity* columns show much inventory has gone up or down, and how that impacts the running total of the product on-hand.
- C** You can also see the *Currency Issue & Inventory Cost* values here.
- D** A large variance could indicate an incorrect count, an incorrect or missing transaction in Net-Chef, or an operational issue such as over portioning or even theft.

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Identify Inventory Issues with the Booking Journal

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How to Use the Booking Journal (Continued)

Net-Chef > Reports: Inventory > Booking Journal > Product Name link

Booking Journal

From: 10/03/2022 To: 10/09/2022 [Retrieve](#) [View Cost Changes](#)

Product #: P-1027
 Product Name: Poultry - Chicken Breast
 Inventory Unit: LB
 Current Inventory Cost: 1.1653

Current On Hand Quantity: 326.86
 Current Issue Cost: 1.1558
 Period Opening Quantity: 39.00
 Period Closing Quantity: 219.76
 Location Currency: USD

Transaction Date	Transaction Type
10/03/2022	Opening Quantity:
10/03/2022	Vendor Order
10/03/2022	POS
10/03/2022	Variance Adjustment
10/04/2022	POS
10/04/2022	Variance Adjustment
10/05/2022	POS
10/05/2022	Variance Adjustment
10/06/2022	Variance Adjustment
10/08/2022	Variance Adjustment
10/08/2022	Variance Adjustment
Quantity Totals:	

Vendor Order

Vendor Code: 473
 Vendor Name: Sysco
 Order #: ORD10093000000142308
 Reference #: 000001093010JM
 Vendor Invoice #: 4894517

Expected Receipt Date: 10/03/2022
 Actual Receipt Date: 10/03/2022
 Post Date: 10/09/2022
 Invoice Date: 10/03/2022

Entry User: REESE Submit User: REESE Reconcile User: FINCH
 Entry Date: 10/01/2022 Submit Date: 10/01/2022 Reconcile Date: 10/03/2022

Vendor Product Number	Product Name	Vend... Unit	Conv. Factor	Inv. Unit	Order Qty.	Inv. Qty.	Phys. Qty.	Contr. Price	Inv. Price	Invoi... Exte... Value	Storage Location
2117364	Poultry - Chicken Breast	CASE	36.0000	LB	2.00	2.00	3.00	39.51	39.51	79.02	Freezer Walk-in

Subtotal: 79.02
 Tax: 6.11
 Freight and Shipping: 0.00
 Misc. 1: 0.00
 Misc. 2: 0.00
 Invoice Total: 2,437.16

For example:

- 1 Select the *Vendor Order* link to see the order details.
- A We said we received 3 cases, when we really only got 2. That made the book value too high by 1 case (36 lbs) so when we count our inventory, we'd appear to be short chicken breast.



Tip: In this case we could correct the vendor order or make a quick inventory adjustment to remove 1 case, and the problem would be solved!

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Identify Inventory Issues with the Booking Journal

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How to Use the Booking Journal (Continued)

The report not only lets you trace every single *movement* of an individual product, you can also see any *cost changes*. This can be handy when your inventory says you have a high value variance, but a quantity variance that's *not* so high, which suggests maybe prices went up at some point.

Net-Chef > Reports: Inventory > Booking Journal > Product Name link

The screenshot shows the Net-Chef Booking Journal interface. A green arrow points to the 'View Cost Changes' button in the top right corner. Below the main interface, a detailed view of a cost change is shown for a vendor order on 10/6/2022. The cost changed from \$1.0975/lb to \$1.1392/lb.

Transaction Date	Change Date / Time	Transaction / S...	Transaction Number	Original Cost	Edited Cost	User ID	Changed Cost
10/03/2022	10/03/2022 15:57	Vendor Order	ORD10093000000142308	1.09750000	1.09750000	REESE	Issue Cost
10/03/2022	10/03/2022 19:33	Vendor Order	ORD10093000000142308	1.09750000	1.09750000	REESE	Issue Cost
10/03/2022	10/04/2022 19:43	Vendor Order	ORD10093000000142308	1.09750000	1.09750000	REESE	Issue Cost
10/03/2022	10/05/2022 10:58	Vendor Order	ORD10093000000142308	1.09750000	1.09750000	SHAW	Issue Cost
10/04/2022	10/05/2022 15:22	Vendor Order	ORD10100300000142457	1.09750000	1.09750000	SHAW	Issue Cost
10/04/2022	10/06/2022 12:36	Vendor Order	ORD10100300000142457	1.09750000	1.13920000	KPOSSIBLE	Issue Cost
10/04/2022	10/07/2022 15:20	Post	10/02/2022	1.09750000	1.13920000	FINCH	Inventory Cost
10/05/2022	10/09/2022 19:54	Vendor Order	ORD10100600000142594	1.13920000	1.12150000	ROOT	Issue Cost
10/05/2022	10/09/2022 19:54	Vendor Order	ORD10100600000142594	1.13920000	1.12150000	ROOT	Inventory Cost

1 To see the cost change details, select the *View Cost Changes* button.

A As you can see here, when the 10/6 vendor order was reconciled the cost went up from \$1.0975/lb to \$1.1392/lb.

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Identify Inventory Issues with the Booking Journal

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How to Use the Booking Journal (Continued)

To sum it up, you'll be able to see the following transactions for any product you choose, along with all of the details:

- Vendor Orders
- Vendor Returns
- Commissary/Customer Orders
- Transfers
- Inventory Adjustments
- Recipe Adjustments
- Daily Prep
- POS Depletion
- Buffet Consumption
- Inventory Variance Adjustments



Remember: In short, when you have an inventory or cost issue with a product, the Booking Journal lets you put that product's movement and pricing under a microscope to see what's causing the problem.

