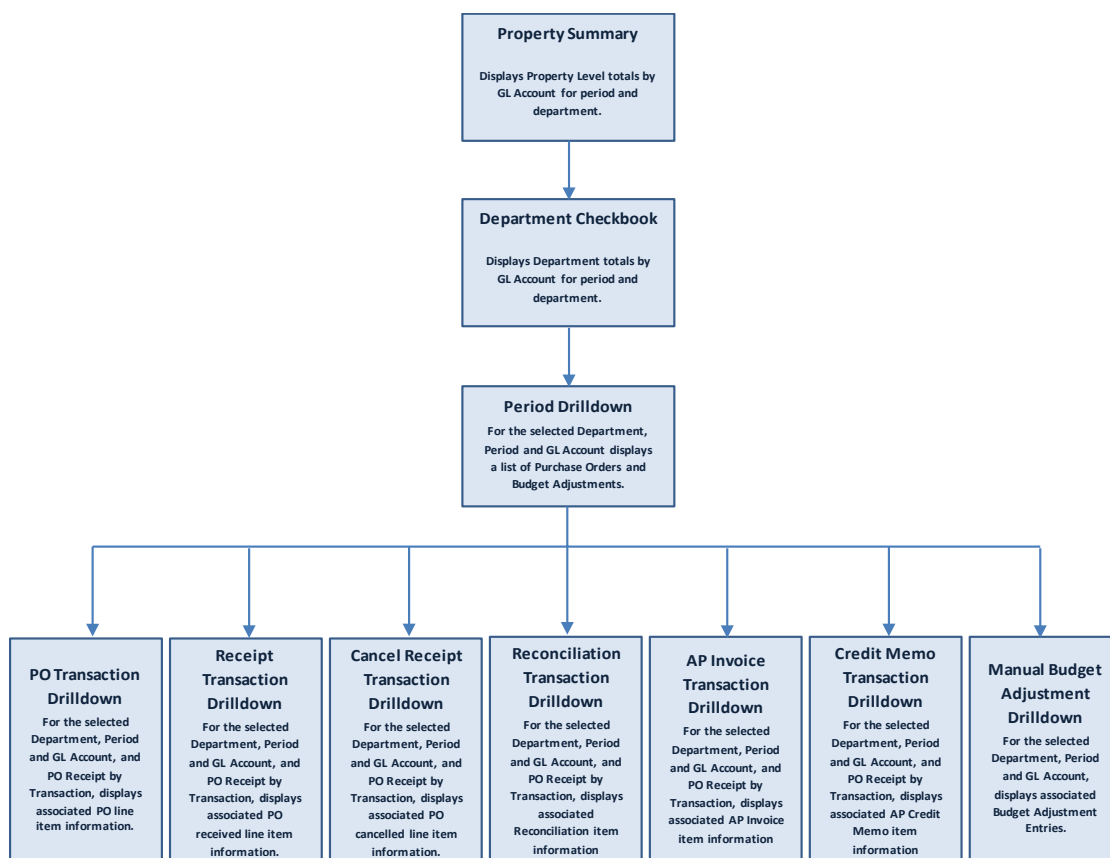


Checkbook Drilldown

The **Checkbook Drilldown** feature is a tool designed to give full top down drill down visibility to the Declining Checkbook. This is a valuable tool for purchasers who want to see real-time how much money they have spent, and how much they have left for any given budget period. Managers and Directors will have instant visibility to determine whether or not to approve orders, and to obtain an overall status for the hotel's chart of accounts.

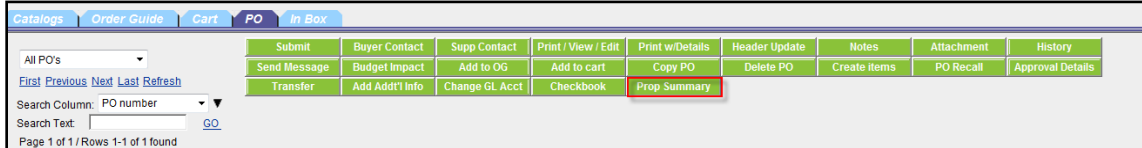
The **Checkbook Drilldown** will be available if budgeting has been turned on and the user has been granted access rights to the tool. When granted access, there will be two buttons available called **Prop Summary** and **Checkbook**. The highest level of the **Checkbook Drilldown** is the **Property Summary** which gives a property-level forecast and budget status overview for Managers and any other hotel users with access. From the **Property Summary**, users have drilldown access to the **Checkbook** which displays a status of Department and GL Accounts. Drilldown access continues into each transaction impacting the Department and GL.

The process flow for the **Checkbook Drilldown** is as follows:




PROPERTY SUMMARY

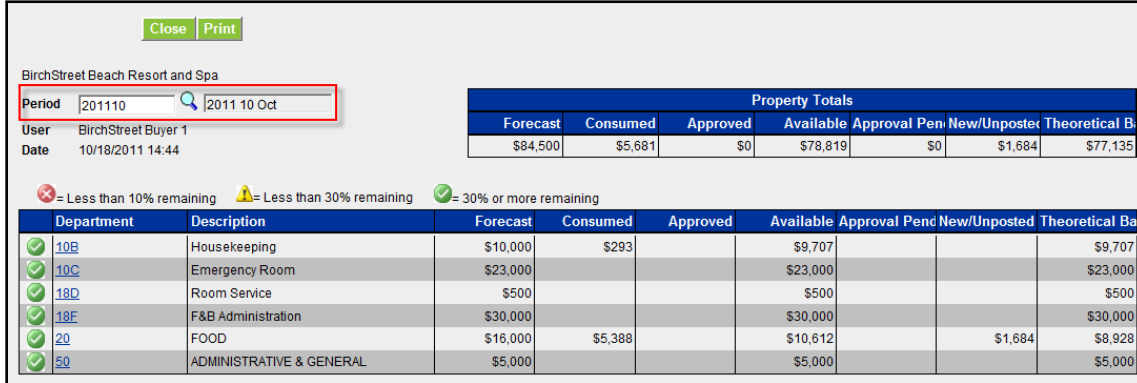
The **Prop Summary** button is a high-level hotel level view of the budget status and can be accessed from the PO, Approval, AP Invoice and Order Guide Tabs subject to access. To open, start by clicking the **Prop Summary** button.



The screenshot shows a web interface with a top navigation bar containing 'Catalogs', 'Order Guide', 'Cart', 'PO', and 'In Box'. Below this is a grid of action buttons. The 'Prop Summary' button is highlighted with a red box. Other buttons include 'Submit', 'Buyer Contact', 'Supp Contact', 'Print / View / Edit', 'Print w/Details', 'Header Update', 'Notes', 'Attachment', 'History', 'Send Message', 'Budget Impact', 'Add to OG', 'Add to cart', 'Copy PO', 'Delete PO', 'Create Items', 'PO Recall', 'Approval Details', 'Transfer', 'Add Add'l Info', 'Change GL Acct', and 'Checkbook'.

PROPERTY SUMMARY BUDGET PERIOD

The **Property Summary** screen will default to the current Budgeting Period based. This can be changed by using the lookup icon , or by typing in the budget period using the four digit year and two digit month (or other period code used to define your budgeting period).



The screenshot shows the 'Property Summary' screen for 'BirchStreet Beach Resort and Spa'. It includes a 'Period' dropdown set to '201110' with a lookup icon. Below this is a 'User' field with 'BirchStreet Buyer 1' and a 'Date' field with '10/18/2011 14:44'. A 'Property Totals' table is displayed, followed by a legend for budget status (Less than 10% remaining, Less than 30% remaining, 30% or more remaining). A main table lists departments and their budget details.

		Property Totals						
		Forecast	Consumed	Approved	Available	Approval Pen	New/Unposted	Theoretical B
		\$84,500	\$5,681	\$0	\$78,819	\$0	\$1,684	\$77,135

Department	Description	Forecast	Consumed	Approved	Available	Approval Pen	New/Unposted	Theoretical Ba
10B	Housekeeping	\$10,000	\$293		\$9,707			\$9,707
10C	Emergency Room	\$23,000			\$23,000			\$23,000
18D	Room Service	\$500			\$500			\$500
18E	F&B Administration	\$30,000			\$30,000			\$30,000
20	FOOD	\$16,000	\$5,388		\$10,612		\$1,684	\$8,928
50	ADMINISTRATIVE & GENERAL	\$5,000			\$5,000			\$5,000

Checkbook Drilldown

PROPERTY TOTALS

The **Property Totals** section represents the total hotel Forecast.

Property Totals						
Forecast	Consumed	Approved	Available	Approval Pending	New/Unposted Trx	Theoretical Bal
\$84,500	\$5,681	\$0	\$78,819	\$0	\$1,684	\$77,135

Each column is defined as follows:

Field Name	Description
Forecast	The sum of all Department forecast/budget amounts based on the latest budget upload, budget feed, or Budget Screen update.
Consumed	This is the sum of all money spent on Purchase Orders regardless of Department. The Purchase Orders have been accepted by the supplier and/or tracked as received. It also includes any Budget Adjustment Entries that have been posted.
Approved	This is the sum of all Purchase Orders regardless of Department that have been approved by the hotel approvers. These Purchase Orders have a status of Submitted but have not yet been accepted by the supplier and have not been received at the hotel.
Approval Pending	This is the sum of all Purchase Orders regardless of Department that are currently pending approval by a hotel approver.
Available	This is the difference between the Forecast and Consumed columns and represents your actual available hotel budget.
New/Unposted Trx	This is the sum of all Purchase Orders regardless of Department that are in a <i>New</i> status and have not yet been submitted to an approver or to the supplier. It also includes any Budget Adjustment Entries which have not yet been posted.
Theoretical Bal	This is the theoretical available amount if all Purchase Orders and Budget Adjustment Entries in the Approval Pending and New/Unposted Trx columns are approved and accepted by the supplier and/or tracked as received.

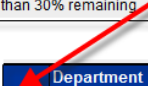
Property Totals						
Forecast	Consumed	Approved	Available	Approval Pending	New/Unposted Trx	Theoretical Bal
\$84,500	\$5,681	\$0	\$78,819	\$0	\$1,684	\$77,135

Checkbook Drilldown

PROPERTY LEGEND

Above the Department grid is a color coded Legend with three symbols representing the overall status of each department or outlet at the hotel. Depending on the **Available Balance**, you will see one of the following:

✖ = Less than 10% remaining ⚠ = Less than 30% remaining ✔ = 30% or more remaining



Department	Description
✔ 10B	Housekeeping
✔ 10C	Emergency Room
✔ 18D	Room Service
✔ 18F	F&B Administration
✔ 20	FOOD
✔ 50	ADMINISTRATIVE & GENERAL

PROPERTY DEPARTMENT GRID

In the Department grid, you will see the same columns explained previously. However you will now see Department subtotals listed in the respective columns.

Department	Description	Forecast	Consumed	Approved	Available	Approval Pend	New/Unposted	Theoretical Ba
✔ 10B	Housekeeping	\$10,000	\$293		\$9,707			\$9,707
✔ 10C	Emergency Room	\$23,000			\$23,000			\$23,000
✔ 18D	Room Service	\$500			\$500			\$500
✔ 18F	F&B Administration	\$30,000			\$30,000			\$30,000
✔ 20	FOOD	\$16,000	\$5,388		\$10,612		\$1,684	\$8,928
✔ 50	ADMINISTRATIVE & GENERAL	\$5,000			\$5,000			\$5,000

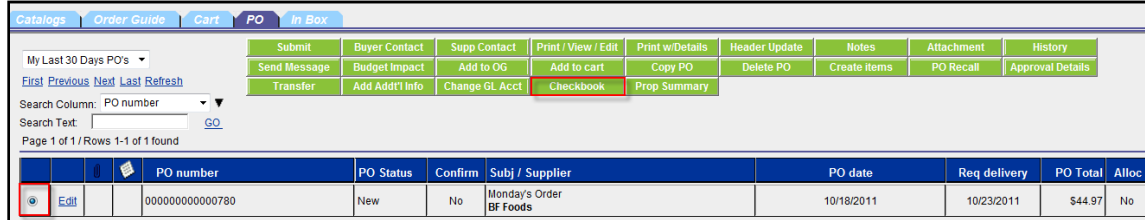
You will also see a **Department** column and a **Description** column. The **Department** column contains a hyperlink for each code listed. If you click on any Department code hyperlink, it will take you automatically to the **Departmental Checkbook** screen.

Department	Description	Forecast	Consumed	Approved	Available	Approval Pend	New/Unposted	Theoretical Ba
✔ 10B	Housekeeping	\$10,000	\$293		\$9,707			\$9,707
✔ 10C	Emergency Room	\$23,000			\$23,000			\$23,000
✔ 18D	Room Service	\$500			\$500			\$500
✔ 18F	F&B Administration	\$30,000			\$30,000			\$30,000
✔ 20	FOOD	\$16,000	\$5,388		\$10,612		\$1,684	\$8,928
✔ 50	ADMINISTRATIVE & GENERAL	\$5,000			\$5,000			\$5,000

Checkbook Drilldown

CHECKBOOK

The **Departmental Checkbook** Screen gives you additional visibility from the Department and GL down to the line level of a Purchase Order or Adjustment. You can get to the **Departmental Checkbook** Screen by clicking the **Checkbook** button on the **PO** Tab using any Purchase Order in the list.

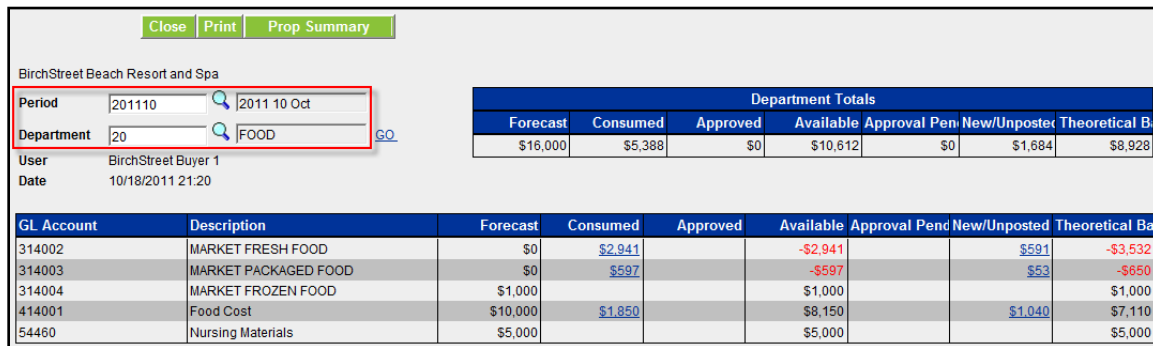


The screenshot shows the PO Tab interface with various buttons and a table. The 'Checkbook' button is highlighted in red. The table below shows a single PO entry.

PO number	PO Status	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Alloc
000000000000780	New	No	Monday's Order BF Foods	10/18/2011	10/23/2011	\$44.97	No

CHECKBOOK BUDGET PERIOD AND DEPARTMENT


When selected from the **PO** Tab, the **Checkbook** Screen will default to show all GL Accounts within your home department. It will also default to the current budget period as shown below.



The screenshot shows the Checkbook Budget Period and Department screen. The 'Period' field is set to 201110 (2011 10 Oct) and the 'Department' field is set to 20 (FOOD). The 'User' is BirchStreet Buyer 1 and the 'Date' is 10/18/2011 21:20. The 'Department Totals' table and the 'GL Account' table are also displayed.

Department Totals							
Forecast	Consumed	Approved	Available	Approval Pen	New/Unposted	Theoretical B	
\$16,000	\$5,388	\$0	\$10,612	\$0	\$1,684	\$8,928	


GL Account	Description	Forecast	Consumed	Approved	Available	Approval Pend	New/Unposted	Theoretical Ba
314002	MARKET FRESH FOOD	\$0	\$2,941		-\$2,941		\$591	-\$3,532
314003	MARKET PACKAGED FOOD	\$0	\$597		-\$597		\$53	-\$650
314004	MARKET FROZEN FOOD	\$1,000			\$1,000			\$1,000
414001	Food Cost	\$10,000	\$1,850		\$8,150		\$1,040	\$7,110
54460	Nursing Materials	\$5,000			\$5,000			\$5,000

If you want to change the budget period shown, either use the lookup  or enter the budget period code in the **Period** field then use the Tab key on the keyboard to update the Description field.



The screenshot shows the 'Period' field with a lookup icon and a red box around the input field. The value '201111' is entered, and the description '2011 11 Nov' is shown.

Note: If you don't press the Tab key on the keyboard once the budget period code is entered, the description won't update and your screen won't show the correct information.

Likewise you can change the department by using the lookup  or entering the department code in the **Department** field.

Checkbook Drilldown

Once you press the Tab key, click the **Go** link.

Department [GO](#)
 User BirchStreet Buyer 1
 Date 10/18/2011 21:24

You can switch back at anytime by re-entering the **Period** and **Department**, making sure to press the Tab key on the keyboard after each entry, then clicking the **Go** link.

BirchStreet Beach Resort and Spa
 Period
 Department [GO](#)
 User BirchStreet Buyer 1
 Date 10/18/2011 21:30

CHECKBOOK SCREEN BUTTONS

At the top of the grid are a series of buttons. The **Back** button will return you to the main **Checkbook** Screen.

[Back](#) [Close](#) [Print](#) [Approval Detail](#) [Buyer Contact](#) [PO History](#)

[Close](#) [Print](#) [Prop Summary](#)

BirchStreet Beach Resort and Spa
 Period
 Department [GO](#)
 User BirchStreet Buyer 1
 Date 10/18/2011 21:59

Department Totals							
Forecast	Consumed	Approved	Available	Approval Pending	New/Unposted T	Theoretical Bal	
\$16,000	\$5,388	\$0	\$10,612	\$0	\$1,684	\$8,928	

GL Account	Description	Forecast	Consumed	Approved	Available	Approval Pending	New/Unposted T	Theoretical Bal
314002	MARKET FRESH FOOD	\$0	\$2,941		-\$2,941		\$591	-\$3,532
314003	MARKET PACKAGED FOOD	\$0	\$597		-\$597		\$53	-\$650
314004	MARKET FROZEN FOOD	\$1,000			\$1,000			\$1,000
414001	Food Cost	\$10,000	\$1,850		\$8,150		\$1,040	\$7,110
54460	Nursing Materials	\$5,000			\$5,000			\$5,000

The **Close** button returns you back to the **PO** Tab.

[Back](#) [Close](#) [Print](#) [Approval Detail](#) [Buyer Contact](#) [PO History](#)

[Catalogs](#) [Order Guide](#) [Cart](#) [PO](#) [In Box](#)

My Last 30 Days PO's
[First](#) [Previous](#) [Next](#) [Last](#) [Refresh](#)

Search Column: PO number
 Search Text:
[GO](#)

Page 1 of 1 / Rows 1-1 of 1 found

	PO number	PO Status	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Alloc
Edit	0000000000000780	New	No	Monday's Order BF Foods	10/18/2011	10/23/2011	\$44.97	No

Checkbook Drilldown

The **Print** button will send a copy of the **Checkbook** Screen to your printer.

Back Close **Print** Approval Detail Buyer Contact PO History

Period: 2011 10 Oct
 Department: FOOD
 User: BirchStreet Buyer 1
 Date: 10/18/2011 22:03

GL Account: 414001
 Description: Food Cost
 Forecast: \$10,000.00
 Consumed: \$1,850.00
 Available: \$8,150.00
 Theoretical Bal: \$7,110.00

PO date	PO number	Document number	Subject	Supplier	Short description	Entry type	Posted date	Amount
10/12/2011 12:28	000000000000745	000000000000745		Muffin Man	PO Adjustment	PO	10/12/2011 12:39:53	\$207.00
10/12/2011 12:39	000000000000747	000000000000747	Receive All	Food Supplier 2	PO Adjustment	PO	10/12/2011 12:44:00	\$364.70
10/12/2011 12:39	000000000000748	000000000000748	Partially Received	BF Foods	PO Adjustment	PO	10/12/2011 10:38:26	\$6.30
10/12/2011 12:39	000000000000748	000000000000748	Partially Received	BF Foods	Receiving Adjustment	Adjustment	10/12/2011 12:55:57	\$0.30
10/12/2011 12:53	000000000000751	000000000000751	Luggage Carts for	AJ Supplies	PO Adjustment	PO	10/13/2011 07:51:13	\$240.12
10/13/2011 08:25	000000000000764	000000000000764	Edit Link & Receive	Food Supplier 2	PO Adjustment	PO	10/13/2011 06:25:31	\$358.16
10/13/2011 09:20	000000000000769	000000000000769	Pastries for Friday	Torita's Specialty Pastry	PO Adjustment	PO	10/13/2011 07:22:05	\$145.10
10/13/2011 09:32	000000000000770	000000000000770		Torita's Specialty Pastry	PO Adjustment	PO	10/13/2011 07:34:45	\$264.24
10/13/2011 09:32	000000000000771	000000000000771		Angie's Deli	PO Adjustment	PO	10/13/2011 07:34:47	\$264.54

Print

General Options

Select Printer

Add Printer

Adobe PDF

Fax

Status: Offline

Location:

Comment:

Print to file

Preferences

Find Printer

Page Range

All

Selection

Current Page

Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1

Collate

Print

Cancel

Apply

The **Approval Detail** button will show you who has approved your Purchase Order and when. It will also show who currently has your Purchase Order if it is still in the approval process.

Back Close Print **Approval Detail** Buyer Contact PO History

Close Print

Current Date/Time: 10/18/2011 22:15
 PO number: 000000000000745
 Submit for Approval: 10/12/2011 12:26
 Header Dept: FOOD
 Orig Amount: \$207.00
 Supplier name: Muffin Man
 Originator Name: BirchStreet Trainer
 Originator Dept: FOOD

Approver Name	Approver Title	Approver Dept	Status	Aprv. Amt.	Sent to Approver	Approved	Time Taken
BirchStreet Trainer		FOOD	Approved w/changes	\$207.00	10/12/2011 12:26	10/12/2011 14:39	2 hr(s) 13 min(s)

The **Buyer Contact** will provide the name, phone number, email address and other contact information for the buyer.

Back Close Print Approval Detail **Buyer Contact** PO History

Contact person

Full name: BirchStreet Trainer

Job title:

Company name: BirchStreet Beach Reso

Phone 1: 9495677000

Ext 1:

Fax number:

Email address: test@birchstreet.net

Address line 1: 3737 Birch Street

Address line 2:

City: Newport Beach

Checkbook Drilldown

The **PO History** button will show the history of each Purchase Order status change, the date and time stamp when the status was changed, and who changed it.

Back Close Print Approval Detail Buyer Contact **PO History**

Close Print

Current Date/Time: 10/18/2011 22:21
 PO number: 000000000000745
 Header Dept: FOOD
 Amount: \$207.00
 PO date: 10/12/2011 12:28
 Supplier name: Muffin Man
 Originator Name: BirchStreet Trainer
 Originator Dept: FOOD

Row	Changed by	Date/time changed	Field changed	Before	After
1	BirchStreet Trainer	10/12/2011 12:28:45	Approver		518 (BirchStreet Trainer)
2	BirchStreet Trainer	10/12/2011 12:28:29	PO Status	5 (Submitting new PO)	12 (Approval pending)
3	BirchStreet Trainer	10/12/2011 14:39:13	PO Status	12 (Approval pending)	15 (Approved w/changes)
4	BirchStreet Trainer	10/12/2011 14:39:14	PO Status	15 (Approved w/changes)	62 (Fax/email/csv accepted)

CHECKBOOK TOTALS

The **Department Totals** on the **Departmental Checkbook** Screen represents the forecast of the Department selected in the **Department** field for the budget period selected in the **Period** field.

Department Totals						
Forecast	Consumed	Approved	Available	Approval Pending	New/Unposted Trx	Theoretical Bal
\$16,000	\$5,388	\$0	\$10,612	\$0	\$1,684	\$8,928

Each column is defined as follows:

Field Name	Description
Forecast	The selected Department forecast/budget amount based on the latest budget upload, budget feed, or Budget Screen update.
Consumed	This is the sum of all money spent on Purchase Orders coded to the selected Department. The Purchase Orders have been accepted by the supplier and/or tracked as received. It also includes any Budget Adjustment Entries that have been posted.
Approved	This is the sum of all Purchase Orders coded to the selected Department that have been approved by the hotel approvers. These Purchase Orders have a status of <i>Submitted</i> but have not yet been accepted by the supplier and have not been received at the hotel.
Available	This is the difference between the Forecast and Consumed columns and represents your actual available Department budget.
Approval Pending	This is the sum of all Purchase Orders coded to the selected Department that are currently pending approval by a hotel approver.
New/Unposted Trx	This is the sum of all Purchase Orders coded to the selected Department, that are in a New status and have not yet been submitted to an approver or to the supplier. It also includes any Budget Adjustment Entries which have not yet been posted.
Theoretical Bal	This is the theoretical available amount of the selected Department if all Purchase Orders and Budget Adjustment Entries in the Approval Pending and New/Unposted Trx columns are approved and accepted by the supplier and/or tracked as received.

Checkbook Drilldown

CHECKBOOK GL GRID

The Checkbook GL Grid will show you a list of each **GL Account** and respective **Description**.

GL Account	Description	Forecast	Consumed	Approved	Available	Approval Pending	New/Unposted T	Theoretical Bal
314002	MARKET FRESH FOOD	\$0	\$2,941		-\$2,941		\$591	-\$3,532
314003	MARKET PACKAGED FOOD	\$0	\$597		-\$597		\$53	-\$650
314004	MARKET FROZEN FOOD	\$1,000			\$1,000			\$1,000
414001	Food Cost	\$10,000	\$1,850		\$8,150		\$1,040	\$7,110
54460	Nursing Materials	\$5,000			\$5,000			\$5,000








It will also show the totals for each GL account.

In this level of the **Checkbook** Screen, you will see the numbers in the **Consumed**, **Approved**, **Approval Pending**, and **New/Unposted Trx** fields represented by hyperlinks.

GL Account	Description	Forecast	Consumed	Approved	Available	Approval Pending	New/Unposted T	Theoretical Bal
314002	MARKET FRESH FOOD	\$0	\$2,941		-\$2,941		\$591	-\$3,532
314003	MARKET PACKAGED FOOD	\$0	\$597		-\$597		\$53	-\$650
314004	MARKET FROZEN FOOD	\$1,000			\$1,000			\$1,000
414001	Food Cost	\$10,000	\$1,850		\$8,150		\$1,040	\$7,110
54460	Nursing Materials	\$5,000			\$5,000			\$5,000

DRILLDOWN SCREENS

The **Drilldown** Screens are a series of screens which show transactions that impact the budget period for the selected Department and GL account. The different transaction types that may appear in the **Drilldown** Screens are:

-  PO Adjustments (Purchase Orders)
-  Receiving Adjustments
-  Cancel Remaining Quantities Adjustments
-  Reconciliation Adjustments
-  AP Invoice Adjustments
-  Credit Memos
-  Manual (Budget Adjustment Entries)

You can get to the Drilldown Screens by clicking any hyperlink in the Checkbook GL grid.

GL Account	Description	Forecast	Consumed	Approved	Available	Approval Pending	New/Unposted T	Theoretical Bal
314002	MARKET FRESH FOOD	\$0	\$2,941		-\$2,941		\$591	-\$3,532
314003	MARKET PACKAGED FOOD	\$0	\$597		-\$597		\$53	-\$650
314004	MARKET FROZEN FOOD	\$1,000			\$1,000			\$1,000
414001	Food Cost	\$10,000	\$1,850		\$8,150		\$1,040	\$7,110
54460	Nursing Materials	\$5,000			\$5,000			\$5,000

Checkbook Drilldown

Once you click a hyperlink, it will drill down into the list of Purchase Orders, Adjustments, and Credit Memos.

Back Close Print Approval Detail Buyer Contact PO History									
Period: 2011 10 Oct Department: FOOD User: BirchStreet Buyer 1 Date: 10/18/2011 21:46				GL Account: 414001 Description: Food Cost Forecast: \$10,000.00 Consumed: \$1,850.00 Available: \$8,150.00 Theoretical Bal: \$7,110.00					
	PO date	/ PO number	Document number	Subject	Supplier	Short description	Entry type	Posted date	Amount
<input checked="" type="radio"/>	10/12/2011 12:28	000000000000745	000000000000745		Muffin Man	PO Adjustment	PO	10/12/2011 12:39:53	\$207.00
<input type="radio"/>	10/12/2011 12:39	000000000000747	000000000000747	Receive All	Food Supplier 2	PO Adjustment	PO	10/12/2011 12:44:00	\$364.70
<input type="radio"/>	10/12/2011 12:39	000000000000748	000000000000748	Partially Received	BF Foods	PO Adjustment	PO	10/12/2011 10:38:26	\$6.30
<input type="radio"/>	10/12/2011 12:39	000000000000748	000000000000263	Partially Received	BF Foods	Receiving Adjustment	Adjustment	10/12/2011 12:55:57	\$0.30
<input type="radio"/>	10/12/2011 12:53	000000000000751	000000000000751	Luggage Carts for Bel	AJ Supplies	PO Adjustment	PO	10/13/2011 07:51:13	\$240.12
<input type="radio"/>	10/13/2011 08:25	000000000000764	000000000000764	Edit Link & Receive All	Food Supplier 2	PO Adjustment	PO	10/13/2011 06:25:31	\$358.10
<input type="radio"/>	10/13/2011 09:20	000000000000769	000000000000769	Pastries for Friday	Tom's Specialty Pastry	PO Adjustment	PO	10/13/2011 07:22:05	\$145.10
<input type="radio"/>	10/13/2011 09:32	000000000000770	000000000000770		Tom's Specialty Pastry	PO Adjustment	PO	10/13/2011 07:34:45	\$264.24
<input type="radio"/>	10/13/2011 09:32	000000000000771	000000000000771		Angie's Deli	PO Adjustment	PO	10/13/2011 07:34:47	\$264.54

The columns are defined as follows:

Field Name	Description
PO Date	This is the Required Delivery Date entered on the PO Header associated with the transaction type.
PO Number	This is the automatically generated BirchStreet Purchase Order Number associated with the transaction type.
Document Number	<ul style="list-style-type: none"> If the entry is an automated budget entry resulting from a purchase order, the purchase order number is displayed in this field If the entry is an automated budget entry resulting from a receipt or reconciliation adjustment, the Receiving number of the source transaction is displayed. If the entry is an automated budget entry resulting from an Invoice adjustment or Credit Memo Adjustment, the AP Invoice # or Credit Memo # is displayed in this field. If the entry is a manual budget entry, the Document number will contain the Document number value entered by the user.
Subject	This is the Subject of the transaction if applicable.
Supplier	This is the Supplier associated with the transaction.
Short Description	This is a short description based on the type of transaction
Entry Type	This is the document type (PO, Adjustment).
Posted Date	This is the date and time stamp when the Purchase Order or Adjustment occurred.
Amount	This is the amount of the Purchase Order or Adjustment. The total will only reflect the amount of the Purchase Order or Adjustment coded to this GL account.

Checkbook Drilldown

Note: The **Short description**, **Entry type**, and **Posted date** are only available if the transactions have been saved or posted depending on the type of transaction.

Back Close Print Approval Detail Buyer Contact PO History									
Period: 2011 10 Oct Department: FOOD User: BirchStreet Buyer 1 Date: 10/18/2011 21:46				GL Account: 414001 Description: Food Cost Forecast: \$10,000.00 Consumed: \$1,850.00 Available: \$8,150.00 Theoretical Bal: \$7,110.00					
	PO date	/ PO number	Document number	Subject	Supplier	Short description	Entry type	Posted date	Amount
<input checked="" type="radio"/>	10/12/2011 12:28	000000000000745	000000000000745		Muffin Man	PO Adjustment	PO	10/12/2011 12:39:53	\$207.00
<input type="radio"/>	10/12/2011 12:39	000000000000747	000000000000747	Receive All	Food Supplier 2	PO Adjustment	PO	10/12/2011 12:44:00	\$364.70
<input type="radio"/>	10/12/2011 12:39	000000000000748	000000000000748	Partially Received	BF Foods	PO Adjustment	PO	10/12/2011 10:38:26	\$6.30
<input type="radio"/>	10/12/2011 12:39	000000000000748	000000000000263	Partially Received	BF Foods	Receiving Adjustment	Adjustment	10/12/2011 12:55:57	\$0.30
<input type="radio"/>	10/12/2011 12:53	000000000000751	000000000000751	Luggage Carts for Bell	AJ Supplies	PO Adjustment	PO	10/13/2011 07:51:13	\$240.12
<input type="radio"/>	10/13/2011 08:25	000000000000764	000000000000764	Edit Link & Receive All	Food Supplier 2	PO Adjustment	PO	10/13/2011 06:25:31	\$358.10
<input type="radio"/>	10/13/2011 09:20	000000000000769	000000000000769	Pastries for Friday	Tom's Specialty Pastry	PO Adjustment	PO	10/13/2011 07:22:05	\$145.10
<input type="radio"/>	10/13/2011 09:32	000000000000770	000000000000770		Tom's Specialty Pastry	PO Adjustment	PO	10/13/2011 07:34:45	\$264.24
<input type="radio"/>	10/13/2011 09:32	000000000000771	000000000000771		Angie's Deli	PO Adjustment	PO	10/13/2011 07:34:47	\$264.54

When you click the hyperlink in the **Document number** column, the system will drill down even further to one of several screens depending on the type of document.

PO ADJUSTMENTS (PURCHASE ORDERS) DRILLDOWN

To see the line items on the Purchase Order or Adjustment, click a **Document number** hyperlink next to a *PO Adjustment*. These will be denoted by a system generated number, often prefixed with a company's Inn Code or property identifier.

	PO date	/ PO number	Document number	Subject	Supplier	Short description	Entry type	Posted date	Amount
<input checked="" type="radio"/>	10/12/2011 12:28	000000000000745	000000000000745		Muffin Man	PO Adjustment	PO	10/12/2011 12:39:53	\$207.00
<input type="radio"/>	10/12/2011 12:39	000000000000747	000000000000747	Receive All	Food Supplier 2	PO Adjustment	PO	10/12/2011 12:44:00	\$364.70
<input type="radio"/>	10/12/2011 12:39	000000000000748	000000000000748	Partially Received	BF Foods	PO Adjustment	PO	10/12/2011 10:38:26	\$6.30
<input type="radio"/>	10/12/2011 12:39	000000000000748	000000000000263	Partially Received	BF Foods	Receiving Adjustment	Adjustment	10/12/2011 12:55:57	\$0.30
<input type="radio"/>	10/12/2011 12:53	000000000000751	000000000000751	Luggage Carts for Bell	AJ Supplies	PO Adjustment	PO	10/13/2011 07:51:13	\$240.12
<input type="radio"/>	10/13/2011 08:25	000000000000764	000000000000764	Edit Link & Receive All	Food Supplier 2	PO Adjustment	PO	10/13/2011 06:25:31	\$358.10
<input type="radio"/>	10/13/2011 09:20	000000000000769	000000000000769	Pastries for Friday	Tom's Specialty Pastry	PO Adjustment	PO	10/13/2011 07:22:05	\$145.10
<input type="radio"/>	10/13/2011 09:32	000000000000770	000000000000770		Tom's Specialty Pastry	PO Adjustment	PO	10/13/2011 07:34:45	\$264.24
<input type="radio"/>	10/13/2011 09:32	000000000000771	000000000000771		Angie's Deli	PO Adjustment	PO	10/13/2011 07:34:47	\$264.54

You'll be taken to the **PO Transaction Drilldown** section of the Checkbook Drilldown.



Checkbook Drilldown

Each item on the Purchase Order or Adjustment will be listed.

<div>BackClosePrintApproval DetailBuyer ContactHistoryPrint w/Details</div>										
Period: 2011 10 Oct			GL Account: 414001			PO number: 000000000000751				
Department: FOOD			Description: Food Cost			Supplier: AJ Supplies				
User: BirchStreet Buyer 1			Amount: \$240.12			PO date: 10/12/2011				
Date: 10/18/2011 22:27						Subject: Luggage Carts for Belman - HU/Alloc/B Impact				
Required delivery date: 10/17/2011										
/ #	Item #	Product Name	Qty	UOM	Price	Extension	Tax	Discount	Total	Alloc Amt
3	FB10978	Deluxe Luggage Cart W/Bumper And 8"	3	CS	\$10.60	\$31.80	\$2.62	\$0.00	\$34.42	\$34.42
4	FB7360	Stainless Steel Luggage Cart With 8"	4	CS	\$10.40	\$41.60	\$3.43	\$0.00	\$45.03	\$45.03
5	XFB56480	Cart-Linen (Laundry Hamper) @	9	CS	\$14.60	\$131.40	\$10.84	\$0.00	\$142.24	\$142.24
6		Freight							\$18.43	\$18.43

The columns are defined as follows:

Field Name	Description
#	This is the line item on the Purchase Order. Notice in the screen below items 3-6 are shown. 1 and 2 are not shown because they are coded to a different GL account.
Item #	This is the Supplier's SKU.
Product Name	This is the Supplier's Item Description.
Qty	This is the received Quantity of the item ordered.
UOM	This is the Supplier's Order Unit of Measure.
Price	This is the Supplier's Unit Price.
Extension	This is the total price based on the Qty x Price .
Tax	This is the line level tax amount.
Discount	This is the discount amount.
Total	This is the total amount for the line item being charged to this GL Account.
Alloc Amt	This is the amount of the item being allocated to this GL Account for this period.

Checkbook Drilldown

RECEIVING ADJUSTMENTS DRILLDOWN

To see the line items on a Receiving Adjustment, click a **Document number** hyperlink next to a *Receiving Adjustment*.

These will be denoted by a system generated number.

	PO date	PO number	Document number	Subject	Supplier	Short description	Entry type	Posted date	Amount
<input checked="" type="radio"/>	10/12/2011 12:28	000000000000745	000000000000745		Muffin Man	PO Adjustment	PO	10/12/2011 12:39:53	\$207.00
<input type="radio"/>	10/12/2011 12:39	000000000000747	000000000000747	Receive All	Food Supplier 2	PO Adjustment	PO	10/12/2011 12:44:00	\$364.70
<input type="radio"/>	10/12/2011 12:39	000000000000748	000000000000748	Partially Received	BF Foods	PO Adjustment	PO	10/12/2011 10:38:26	\$6.30
<input type="radio"/>	10/12/2011 12:39	000000000000748	000000000000263	Partially Received	BF Foods	Receiving Adjustment	Adjustment	10/12/2011 12:55:57	\$0.30
<input type="radio"/>	10/12/2011 12:53	000000000000751	000000000000751	Luggage Carts for Bell	AJ Supplies	PO Adjustment	PO	10/13/2011 07:51:13	\$240.12
<input type="radio"/>	10/13/2011 08:25	000000000000764	000000000000764	Edit Link & Receive All	Food Supplier 2	PO Adjustment	PO	10/13/2011 08:25:31	\$358.10
<input type="radio"/>	10/13/2011 09:20	000000000000769	000000000000769	Pastries for Friday	Tom's Specialty Pastry	PO Adjustment	PO	10/13/2011 07:22:05	\$145.10
<input type="radio"/>	10/13/2011 09:32	000000000000770	000000000000770		Tom's Specialty Pastry	PO Adjustment	PO	10/13/2011 07:34:45	\$264.24
<input type="radio"/>	10/13/2011 09:32	000000000000771	000000000000771		Angle's Deli	PO Adjustment	PO	10/13/2011 07:34:47	\$264.54

You'll be taken to the **Receipt Transaction Drilldown** section of the Checkbook Drilldown. Each item on the Receiving Adjustment will be listed in the grid as shown below.

Back		Close	Print	Receiving Record	Buyer Contact											
Period: 2011 10 Oct			GL Account: 414001			PO number: 000000000000748			Receiving number: 000000000000263							
Department: FOOD			Description: Food Cost			Supplier: BF Foods			Receiving Date: 10/12/2011							
User: BirchStreet Buyer 1			Amount: \$6.30			PO date: 10/12/2011										
Date: 10/19/2011 10:34						Required delivery date: 10/13/2011										
			Receiving							Invoiced						
/ #	Item #	Product Name	Qty	UOM	Price	Extensor	Tax	Discount	Total	Qty	UOM	Price	Extensor	Tax	Discount	Total
3	XFB42128	Berries Strawberry Ca	6	CS	\$1.05	\$6.30	\$0.00	\$0.00	\$6.30	6	CS	\$1.10	\$6.60	\$0.00	\$0.00	\$6.60

At the top of the grid are a series of buttons. The only new button in this section not previously described is the **Receiving Record** button. This will show you the Receiving Record for this Receiving Adjustment so you can review the receiving date, receiver's information, and any additional information available on the Receiving Record.

Back	Close	Print	Receiving Record	Buyer Contact
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[Print](#)
[Close](#)

Receiving Record #: 000000000000264
Purchase Order #: 000000000000748

Received by: BirchStreet Trainer
Buyer's name: BirchStreet Trainer

Received on: 10/01/2011
Buyer's Phone: (949)561-7000

PO Status: Receiving Complete
Buyer's Dept.: FOOD

PO date: 10/12/2011
Supplier: BF Foods
Invoice number:
Invoice Total: \$0.00
Receiving Total: \$2.14
PO Total: \$175.38

Source document number:
Tracking number:
Bill of lading number:
PRO number:

Receiving Notes :
No Notes

Product Disbursement:
Picked up by: _____ Department: _____ Date: _____
Delivered to: _____ Location: _____ Signature: _____

Line status	Item SKU	Product Desc.	Order UOM	Pack/ Size	Order Qty	Unit price	Ext. price	Acq'd qty	Rec'd to date qty	Open qty	Can'd qty	Reason
Receiving Complete	ML250643	Bar Dessert Lemon Squares Tray	CS	1 / 4 CT	4.00	\$1.0700	\$2.14	2.00	4.00	0.00	0.00	



Checkbook Drilldown

In the grid, columns are broken into two sections; **Receiving** and **Invoiced**. The columns are defined within each section as follows:

RECEIVING SECTION

This section represents the received quantities based on the PO Quantities Received. Dollar amounts are based on the Purchase Order dollar amounts.

			Receiving							Invoiced						
/ #	Item #	Product Name	Qty	UOM	Price	Extension	Tax	Discount	Total	Qty	UOM	Price	Extension	Tax	Discount	Total
3	XFB42128	Berries Strawberry Ca	6	CS	\$1.05	\$6.30	\$0.00	\$0.00	\$6.30	6	CS	\$1.10	\$6.60	\$0.00	\$0.00	\$6.60

The fields in the Receiving section of the grid are described as follows:

Field Name	Description
#	This is the line item on the Purchase Order. Notice in the screen below items 3 through 6 are shown. 1 and 2 are not shown because they are coded to a different GL account.
Item #	This is the Supplier's SKU.
Product Name	This is the Supplier's Item Description.
Qty	This is the received Quantity of the item ordered.
UOM	This is the Supplier's Order Unit of Measure.
Price	This is the Supplier's Unit Price.
Extension	This is the total price based on the Qty x Purchase Order Price .
Tax	This is the line level tax amount.
Discount	This is the discount amount.
Total	This is the total amount for the line item being charged to this GL Account.
Alloc Amt	This is the amount of the item being allocated to this GL Account for this period.

			Receiving							Invoiced						
/ #	Item #	Product Name	Qty	UOM	Price	Extension	Tax	Discount	Total	Qty	UOM	Price	Extension	Tax	Discount	Total
3	XFB42128	Berries Strawberry Ca	6	CS	\$1.05	\$6.30	\$0.00	\$0.00	\$6.30	6	CS	\$1.10	\$6.60	\$0.00	\$0.00	\$6.60

INVOICE SECTION

This section represents the invoiced quantities and dollar amounts based on the invoice. If only a packing slip is available, or you do not have access to change the Invoice section on the Receiving Screen, the quantities and dollar amounts in the **Invoice** Section should be the same as in the **Receiving** Section.

			Receiving							Invoiced						
/ #	Item #	Product Name	Qty	UOM	Price	Extension	Tax	Discount	Total	Qty	UOM	Price	Extension	Tax	Discount	Total
3	XFB42128	Berries Strawberry Ca	6	CS	\$1.05	\$6.30	\$0.00	\$0.00	\$6.30	6	CS	\$1.10	\$6.60	\$0.00	\$0.00	\$6.60

Checkbook Drilldown

The columns in the Invoice section of the grid are defined as follows:

Field Name	Description
Qty	This is the invoice Quantity of the item.
UOM	This is the Supplier's invoice Unit of Measure.
Price	This is the Supplier's invoice Unit Price.
Extension	This is the total invoice price based on the Invoice Qty x Invoice Price .
Tax	This is the invoice line level tax amount.
Discount	This is the invoice discount amount.
Total	This is the invoice total amount for the line item being charged to this GL Account.
Alloc Amt	This is the invoice amount of the item being allocated to this GL Account for this period.

			Receiving							Invoiced						
/ #	Item #	Product Name	Qty	UOM	Price	Extension	Tax	Discount	Total	Qty	UOM	Price	Extension	Tax	Discount	Total
3	XFB42126	Berries Strawberry Ca	6	CS	\$1.05	\$6.30	\$0.00	\$0.00	\$6.30	6	CS	\$1.10	\$6.60	\$0.00	\$0.00	\$6.60

CANCEL REMAINING QUANTITIES ADJUSTMENTS DRILLDOWN

To see the line items for products that were cancelled on a Purchase Order, click a **Document number** hyperlink next to a *Cancel Remaining Quantities* entry. These will be denoted by a system generated number.

	PO date	PO number	Document number	Subject	Supplier	Short description	Entry type	Posted date	Amount
<input type="radio"/>	10/12/2011 12:28	0000000000000745	0000000000000745		Muffin Man	PO Adjustment	PO	10/12/2011 12:39:53	\$207.00
<input type="radio"/>	10/12/2011 12:39	0000000000000747	0000000000000747	Receive All	Food Supplier 2	PO Adjustment	PO	10/12/2011 12:44:00	\$364.70
<input type="radio"/>	10/12/2011 12:39	0000000000000748	0000000000000748	Partially Received	BF Foods	PO Adjustment	PO	10/12/2011 10:38:28	\$6.30
<input type="radio"/>	10/12/2011 12:39	0000000000000748	0000000000000263	Partially Received	BF Foods	Receiving Adjustment	Adjustment	10/12/2011 12:55:57	\$0.30
<input type="radio"/>	10/12/2011 12:53	0000000000000751	0000000000000751	Luggage Carts for B	AJ Supplies	PO Adjustment	PO	10/13/2011 07:51:13	\$240.12
<input type="radio"/>	10/13/2011 08:25	0000000000000764	0000000000000764	Edit Link & Receive	Food Supplier 2	PO Adjustment	PO	10/13/2011 08:25:31	\$358.10
<input type="radio"/>	10/13/2011 09:20	0000000000000769	0000000000000769	Pastries for Friday	Tom's Specialty Pas	PO Adjustment	PO	10/13/2011 07:22:05	\$145.10
<input type="radio"/>	10/13/2011 09:32	0000000000000770	0000000000000770		Tom's Specialty Pas	PO Adjustment	PO	10/13/2011 07:34:45	\$264.24
<input type="radio"/>	10/13/2011 09:32	0000000000000771	0000000000000771		Angie's Deli	PO Adjustment	PO	10/13/2011 07:34:47	\$264.54
<input type="radio"/>	10/18/2011 14:40	0000000000000780	0000000000000780	Monday's Order	BF Foods	PO Adjustment	PO	10/20/2011 08:20:34	\$44.97
<input checked="" type="radio"/>	10/18/2011 14:40	0000000000000780	0000000000000280	Monday's Order	BF Foods	Cancel Remaining Q	Adjustment	10/20/2011 08:21:35	-\$9.76



Checkbook Drilldown

You'll be taken to the **Receipt Transaction Drilldown** section of the Checkbook Drilldown.

Each item on the Receiving Adjustment will be listed in the grid as shown below.

Back

Close

Print

Receiving Record

Buyer Contact

Period: 2011 10 Oct

GL Account: 414001

PO number: 000000000000780

Receiving number: 000000000000280

Department: FOOD

Description: Food Cost

Supplier: BF Foods

Receiving Date: 10/20/2011

User: BirchStreet Buyer 1

Amount: \$35.21

PO date: 10/18/2011

Date: 10/21/2011 14:16

Required delivery date: 10/23/2011

			Receiving							Invoiced						
/ #	Item #	Product Name	Qty	UOM	Price	Extensio	Tax	Discoun	Total	Qty	UOM	Price	Extensio	Tax	Discoun	Total
1	GF476994	2-67.6z Gourmet Coffee Liq Re	1	CS	\$1.09	\$1.09	\$0.00	\$0.00	\$1.09	1	CS	\$1.09	\$1.09	\$0.00	\$0.00	\$1.09
2	FA01388	Coffee Dcf R/S Filter Pk .7z	0	CS	\$1.09	\$0.00	\$0.00	\$0.00	\$0.00		CS	\$1.09	\$0.00	\$0.00	\$0.00	\$0.00
3	ML049425	Coffee Decaf Premium Roast	2	CS	\$1.04	\$2.08	\$0.00	\$0.00	\$2.08	2	CS	\$1.04	\$2.08	\$0.00	\$0.00	\$2.08
4	4659876	Coffee Ground Master Blend	2	CS	\$1.07	\$2.14	\$0.00	\$0.00	\$2.14	2	CS	\$1.07	\$2.14	\$0.00	\$0.00	\$2.14
5	CD680575	Creamer Liq Coffee-Mate 360	1	CS	\$1.08	\$1.08	\$0.00	\$0.00	\$1.08	1	CS	\$1.08	\$1.08	\$0.00	\$0.00	\$1.08
6	MD11885	Gourmet Bean 100% Columbia Coffee	3	CS	\$1.07	\$3.21	\$0.00	\$0.00	\$3.21	3	CS	\$1.07	\$3.21	\$0.00	\$0.00	\$3.21
7	18842	Maxwell Coffee H&R Reg	3	CS	\$1.08	\$3.24	\$0.00	\$0.00	\$3.24	3	CS	\$1.08	\$3.24	\$0.00	\$0.00	\$3.24
8	AM608653	Maxwell House Decaf Spc Div Coffee	4	CS	\$1.04	\$4.16	\$0.00	\$0.00	\$4.16	4	CS	\$1.04	\$4.16	\$0.00	\$0.00	\$4.16
9	FB2424	Potato Wedge Red Roasted	5	CS	\$2.60	\$13.00	\$0.00	\$0.00	\$13.00	5	CS	\$2.60	\$13.00	\$0.00	\$0.00	\$13.00
10	1026848	Potatoes FF SS 1/4 In	3	CS	\$1.03	\$3.09	\$0.00	\$0.00	\$3.09	3	CS	\$1.03	\$3.09	\$0.00	\$0.00	\$3.09
11	1516343	Potatoes FF Str 3/8 In Seasoned	2	CS	\$1.06	\$2.12	\$0.00	\$0.00	\$2.12	2	CS	\$1.06	\$2.12	\$0.00	\$0.00	\$2.12

MANUAL (BUDGET ADJUSTMENT ENTRIES) DRILLDOWN

To see the line items on a Budget Adjustment Entry, click a **Document number** hyperlink next to a *Manual* entry. These will be denoted by a system generated number.

	PO date	/ PO number	Document number	Subject	Supplier	Short description	Entry type	Posted date	Amount
			.000000000000712			Wall Street Journal - O	Manual	10/19/2011 16:46:02	\$150.00

If you have been granted access to the **Budget Adjustment Entry** Screen, it will load to show you the header level details on the **Budget Adjustment Tab**.

The information includes the **Posted Date** and who created the Budget Adjustment Entry.

Welcome (Mtlpic 67 / 48)

Home My Settings Help Hide Logo

Entry List Vertical Horizontal Close

New Save Delete Change Period Print Update

Budget adjustment Detail

Budget entry ID: 000000000000712

Budget entry type: Manual

Short description: Wall Street Journal - October 2011

Parent document number:

Source document number:

Creation date: 10/19/2011 16:45:55

Creation user: AppAdmin

Update user: AppAdmin

Update date: 10/19/2011 16:45:36

Posted: Yes

Posted date: 10/19/2011 16:46:02

Parent document type:

Source document type:

Advanced Search

First Previous Next Last Refresh

Search Column: Short desc

Search Text: Wall Street

Page 1 of 1 / Rows 1-1 of 1 found

Parent document # Parent doc type

Checkbook Drilldown

The **Detail** Tab will display each line item including the **Period #**, **Department**, **GL Account**, and **Adjustment amt**.

Budget adjustment

Detail

Add Row

▼ ▲ ▶ ◀

Search Column: Row

▼ Search Text:

GO

page 1

of 1

Rows per page 100

	Row	Period #		Department		GL Account		Adjustment amt	
Edit	1	201110	2011 10 Oct	10	ROOMS	610414	Guest Supply Newspaper	\$150.00	✖
								\$150.00	

Note: If you do not have access to the **Budget Adjustment Entry** Screen, you will receive a message indicating you do not have rights.

Sorry, you have no access right to this screen for the current selected company

SUPPORT

Support Hours

USA:

M – F 0500- 1600 PST

International:

M – F 2200 - 0700 GMT

M – F 0800 - 1700 CET

M – F 0900 – 1800 IST

Support Phone Numbers

USA: (+1) 949-567-7030

International: (+44) 203-051-6818

Support Email

Support Email: support@birchstreet.net