

eSYSCO Inventory using Microsoft® Excel



This document will walk you through the process of exporting your eSYSCO Order Guide and importing it into Microsoft® Excel for inventory purposes. General knowledge of Excel is necessary to work with the export file.

You must have Microsoft® Excel installed on your computer for this procedure to work.

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Getting Started

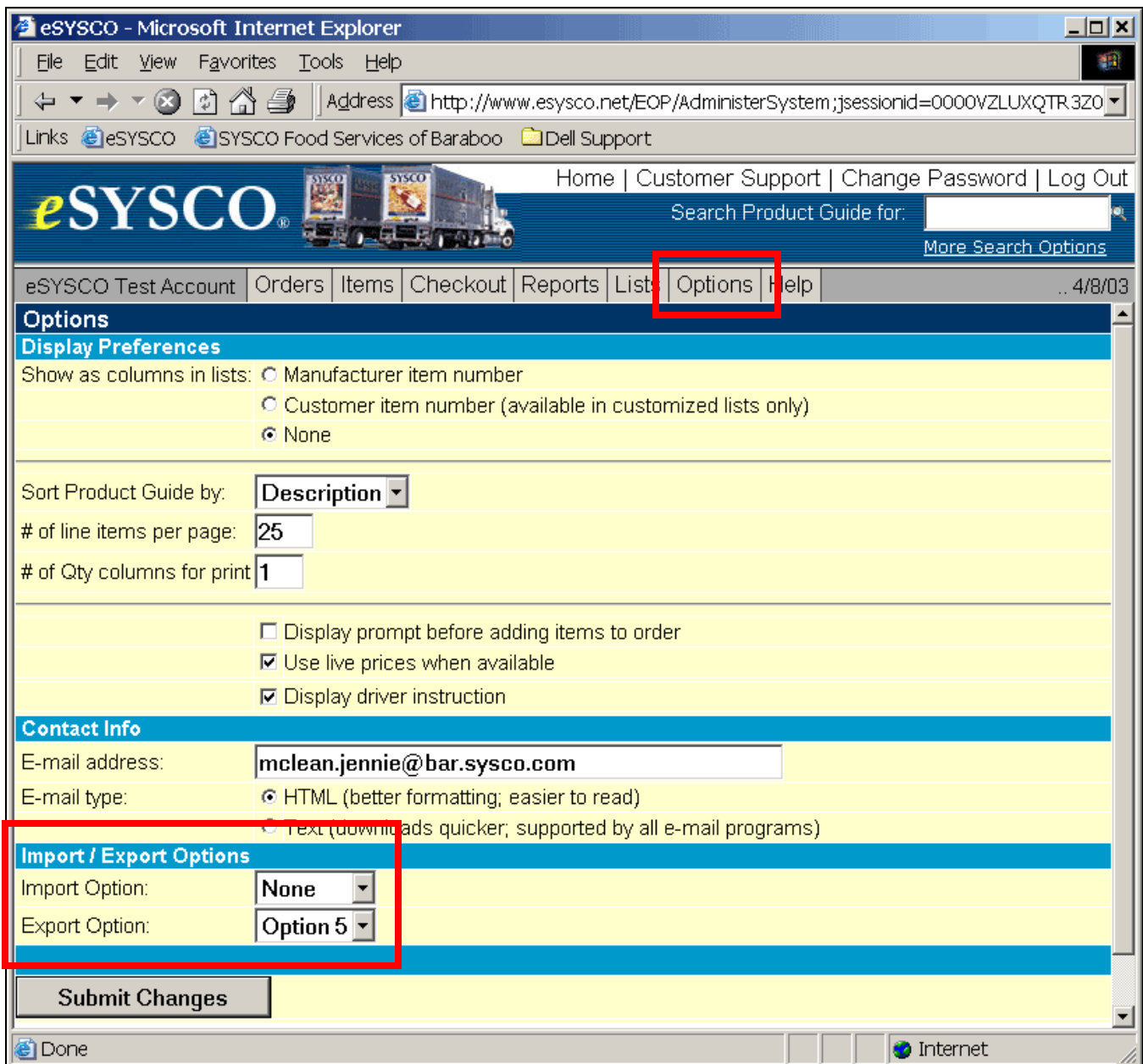
Options Setting

After logging into eSYSCO, click on **OPTIONS**.

At the bottom of the screen are import and export setting options; make sure your export options are set to **Option 5**. If you need to change these setting, click **Submit Changes** when completed.

NOTE

For prices to be included you can only export your Order Guide. If you have created a custom list, the information will export **except** for the prices.



eSYSCO - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.esysco.net/EOP/AdministerSystem.jsessionid=0000VZLUXQTR.320

Links eSYSCO SYSCO Food Services of Baraboo Dell Support

eSYSCO Home | Customer Support | Change Password | Log Out

Search Product Guide for:

More Search Options

eSYSCO Test Account Orders Items Checkout Reports Lists **Options** Help

Options

Display Preferences

Show as columns in lists: Manufacturer item number
 Customer item number (available in customized lists only)
 None

Sort Product Guide by: **Description**

of line items per page:

of Qty columns for print

Display prompt before adding items to order
 Use live prices when available
 Display driver instruction

Contact Info

E-mail address:

E-mail type: HTML (better formatting; easier to read)
 Text (downloads quicker; supported by all e-mail programs)

Import / Export Options

Import Option: **None**

Export Option: **Option 5**

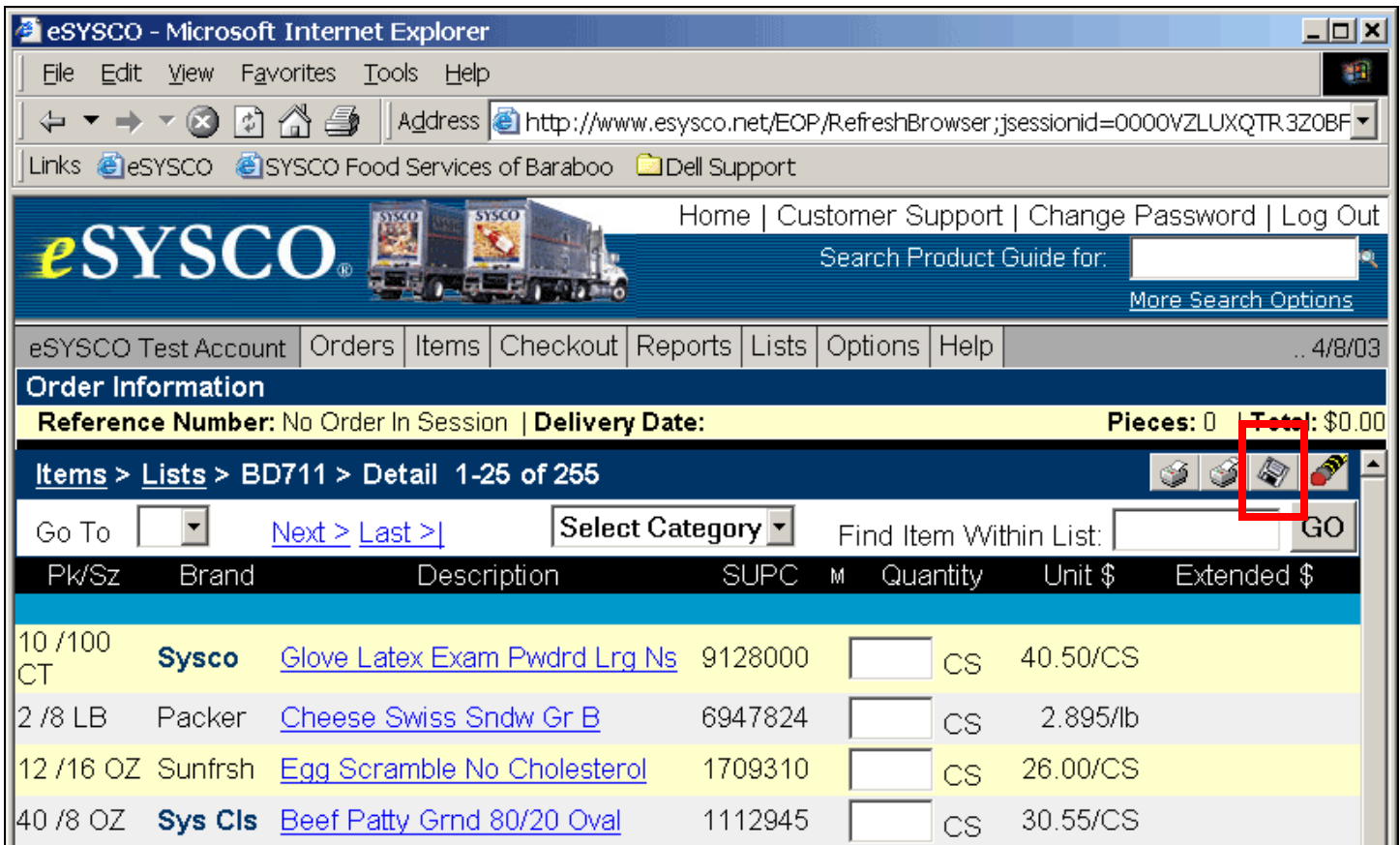
Submit Changes

Done Internet

Exporting Your Order Guide

Load your Order Guide

Click on **Items > Order Guides** and select and load your Order Guide. After your Order Guide loads, you will see several buttons on the right hand side under the “*Pieces and Totals*” section. The third button from the left is the export button.

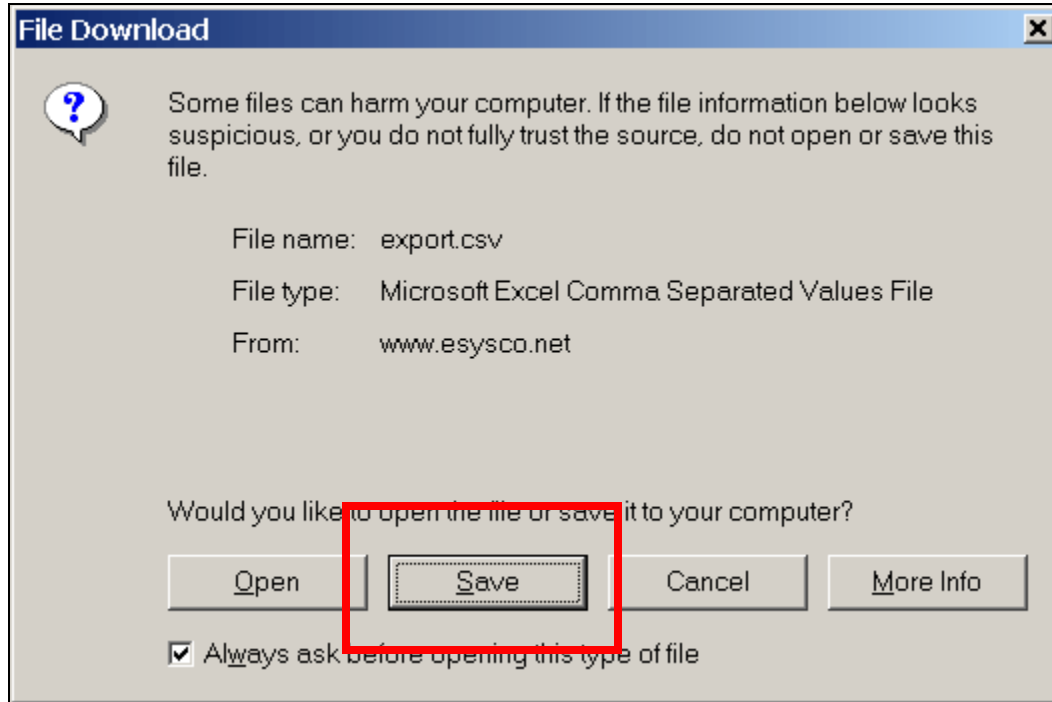


The screenshot shows the eSYSCO web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: <http://www.esysco.net/EOP/RefreshBrowser.jsessionid=0000VZLUXQTR.3Z0BF>. The page header includes the eSYSCO logo, navigation links (Home, Customer Support, Change Password, Log Out), and a search bar. The main navigation menu includes: eSYSCO Test Account, Orders, Items, Checkout, Reports, Lists, Options, Help, and a date indicator 4/8/03. The "Order Information" section displays: Reference Number: No Order In Session | Delivery Date: | Pieces: 0 | Total: \$0.00. Below this, the breadcrumb trail is: Items > Lists > BD711 > Detail 1-25 of 255. A toolbar contains several icons, with the third icon from the left (representing an export function) highlighted by a red box. Below the toolbar is a "Go To" dropdown menu, "Next > Last >" links, a "Select Category" dropdown, and a "Find Item Within List:" search box with a "GO" button. The main content area is a table with the following columns: Pk/Sz, Brand, Description, SUPC, M, Quantity, Unit \$, and Extended \$.

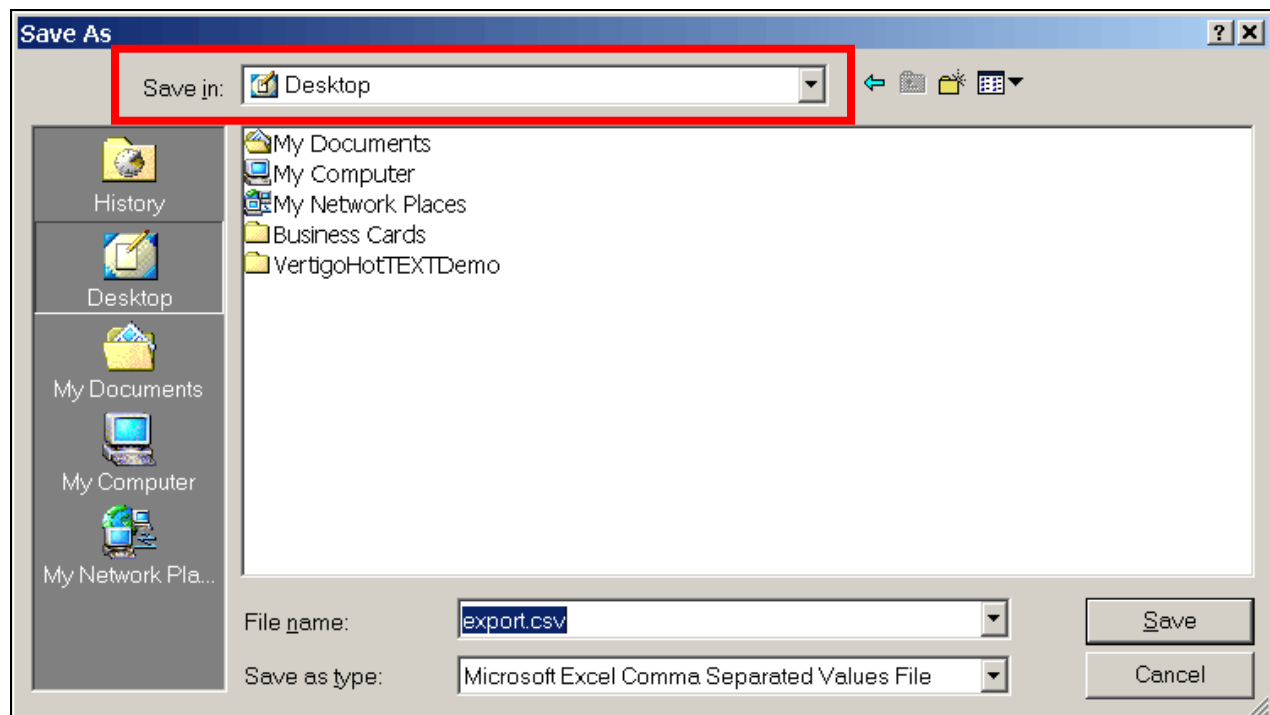
Pk/Sz	Brand	Description	SUPC	M	Quantity	Unit \$	Extended \$
10 /100 CT	Sysco	Glove Latex Exam Pwdrd Lrg Ns	9128000		<input type="text"/>	CS 40.50/CS	
2 /8 LB	Packer	Cheese Swiss Sndw Gr B	6947824		<input type="text"/>	CS 2.895/lb	
12 /16 OZ	Sunfrsh	Egg Scramble No Cholesterol	1709310		<input type="text"/>	CS 26.00/CS	
40 /8 OZ	Sys Cls	Beef Patty Grnd 80/20 Oval	1112945		<input type="text"/>	CS 30.55/CS	

Export Your Order Guide

Click on the export button and the following screen will pop up. Click on the “**Save**” button.



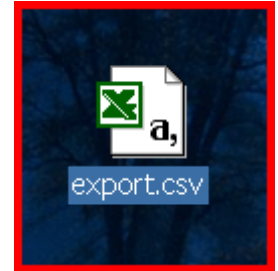
The next screen will ask you where you want to save the file. In this example, we are saving it to the **Desktop**. Make note of where you save the file to. The file name will always be called “**export.csv**”.



Importing Your Order Guide into Excel

If you save your export file to your desktop, you will now see the following icon.

As you can see, there is a small Excel logo on the file. It will automatically open this file type in Excel.



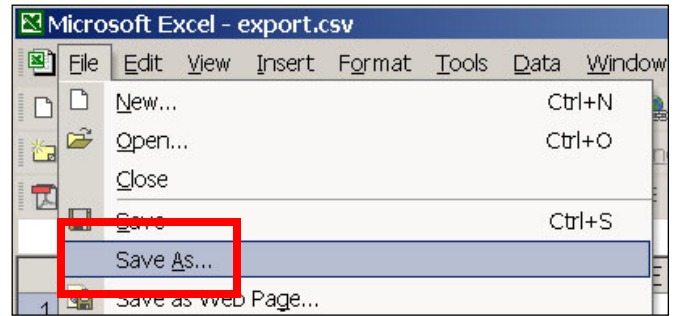
Double Click the file to load Microsoft Excel and load the export file.

You should see something like the following screen.

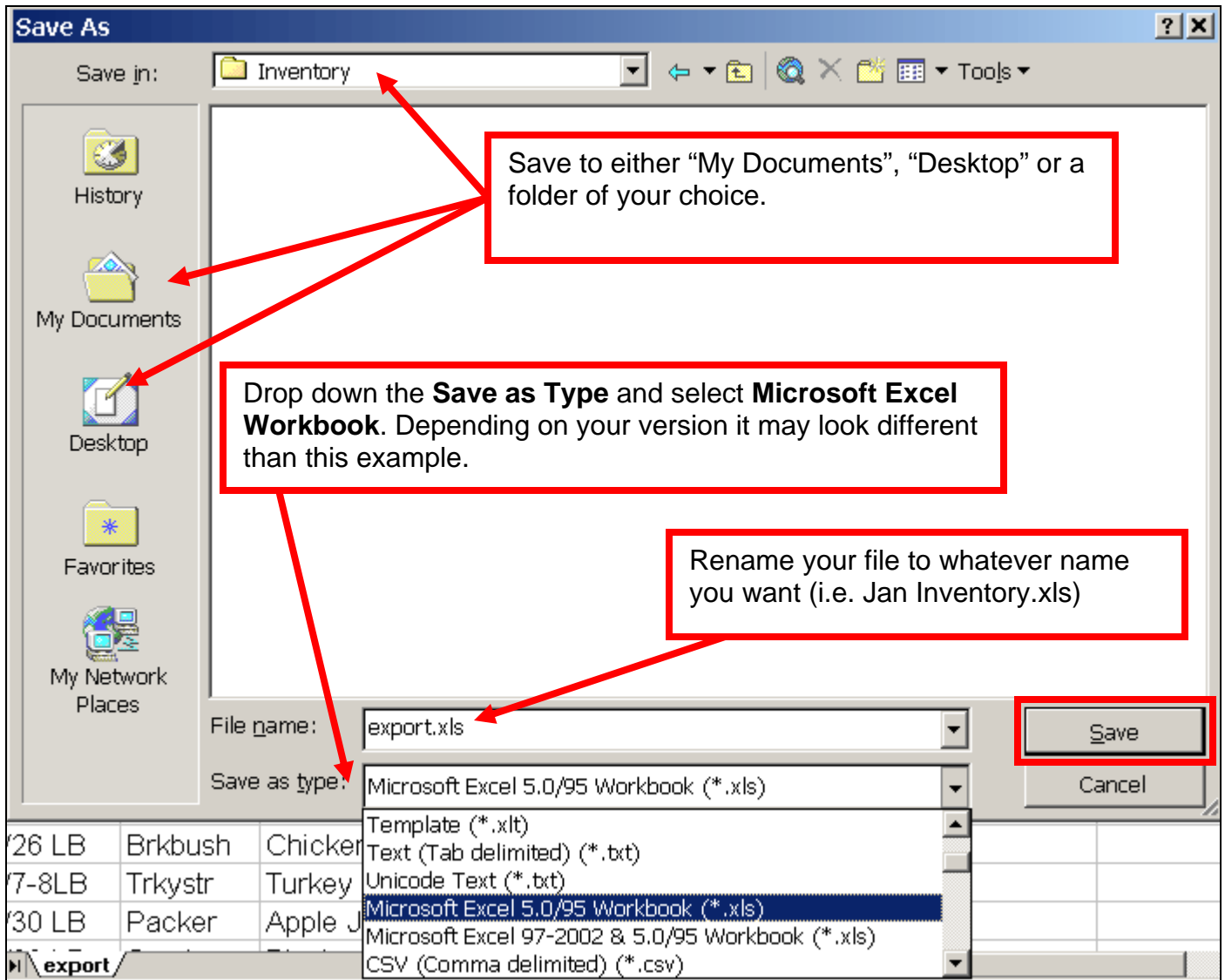
	A	B	C	D	E	F	G	H	I
1	Pack/Size	Brand	Description	SUPC	Qty 1	Case \$	Split \$		
2									
3	10/100 CT	Sysco	Glove Late	9128000		40.5	No Split		
4	2/8 LB	Packer	Cheese Sw	6947824		2.895	No Split		
5	12/16 OZ	Sunfrsh	Egg Scran	1709310		26	No Split		
6	40/8 OZ	Sys Cls	Beef Patty	1112945		30.55	No Split		
7	40/4 OZ	Sys Cls	Beef Patty	7223233		18.1	No Split		
8	1/10 LB	Sys Cls	Beef Patty	7222847		18.1	No Split		
9	3/23#AVG	Packer	Beef Roun	1002245		1.63	No Split		
10	2/14#AVG	Farmlnd	Ham Pit Br	1338482		2.045	No Split		
11	2/5 LB	Sys Cls	Sausage F	1604107		16.85	No Split		
12	1/10 LB	Fishery	Cod Filet B	7218142		40.9	No Split		
13	1/10 LB	Sys Cls	Cod Loin I	9725573		39.35	No Split		
14	12/8 OZ	Baycrst	Shrimp Ba	2195709		15.15	No Split		
15	23/3-3.5Z	Pierce	Chicken B	1031186		29.05	No Split		
16	48/5 OZ	Sys Cls	Chicken B	4207916		47.65	No Split		
17	250/.68 OZ	Sys Rel	Chicken C	1976125		21.2	No Split		
18	1/26 LB	Brkbush	Chicken 8	1892553		58.65	No Split		
19	2/7-8LB	Trkystr	Turkey Bre	7396864		3.67	No Split		
20	1/30 LB	Packer	Apple Jona	3365103		19.55	No Split		

Saving Your File

The first thing you should do is save the file as an Excel spreadsheet. Click on **File** and then click on **Save As**.



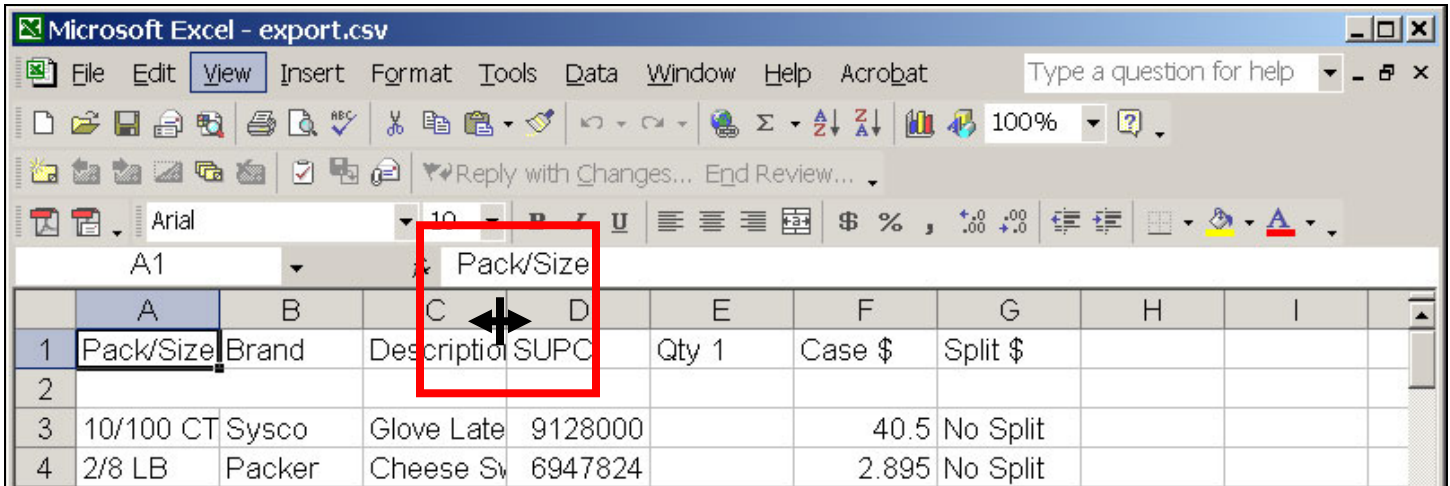
After you click on **File > Save As**, the following screen pops up.



Formatting Your Inventory Workbook

Column Size

All of your columns in your Excel spreadsheet will be the same size. You can either **click and drag** to resize or **double click** on the lines separating each column. Either way, your cursor must look something like the one in the picture below (example is zoomed and not to size).



After resizing your columns, your sheet would look something like the following. Now you can read all the information in each column.

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - March Inventory 2003.xls". The spreadsheet has columns labeled A through G. The columns are wider than in the previous image, allowing all text to be visible. The data in the spreadsheet is as follows:

	A	B	C	D	E	F	G
1	Pack/Size	Brand	Description	SUPC	Qty 1	Case \$	Split \$
2							
3	10/100 CT	Sysco	Glove Latex Exam Pwdrd Lrg Ns	9128000		40.5	No Split
4	2/8 LB	Packer	Cheese Swiss Sndw Gr B	6947824		2.895	No Split
5	12/16 OZ	Sunfrsh	Egg Scramble No Cholesterol	1709310		26	No Split
6	40/8 OZ	Sys Cls	Beef Patty Grnd 80/20 Oval	1112945		30.55	No Split
7	40/4 OZ	Sys Cls	Beef Patty Grnd 80/20 4X1	7223233		18.1	No Split

Formatting Cell Properties

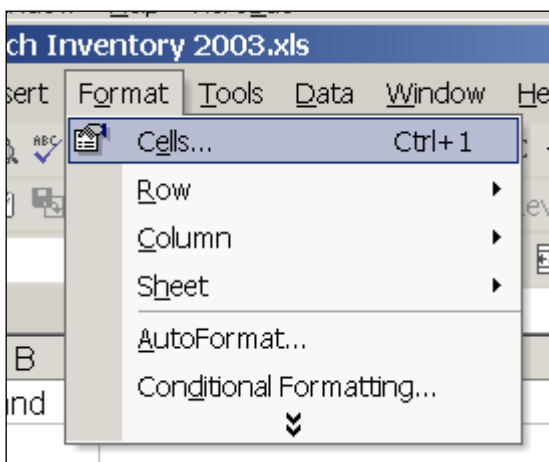
Price Fields

Certain columns of your inventory spreadsheet need to be formatted to read properly. For example, the **Case \$** and the **Split \$** columns may contain catch weight items (items sold by the pound). These particular items are always three (3) decimal places. Also these columns need to be formatted as currency.

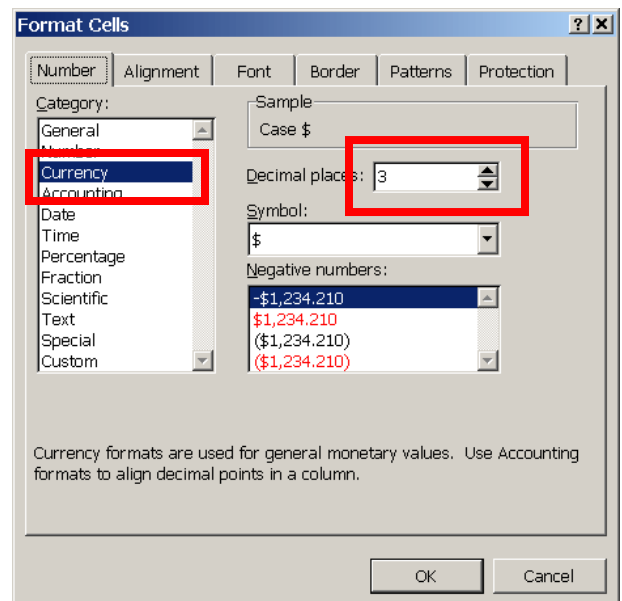
Put your cursor over the **F** column and **click, hold and drag to the right** so that you have highlighted column **F** and **G**.

	A	B	C	D	E	F	G
	Pack/Size	Brand	Description	SUPC	Qty 1	Case \$	Split \$
1							
2							
3	10/100 CT	Sysco	Glove Latex Exam Pwdrd Lrg Ns	9128000		\$40.500	No Split
4	2/8 LB	Packer	Cheese Swiss Sndw Gr B	6947824		\$2.895	No Split
5	12/16 OZ	Sunfrsh	Egg Scramble No Cholesterol	1709310		\$26.000	No Split
6	40/8 OZ	Sys Cls	Beef Patty Grnd 80/20 Oval	1112945		\$30.550	No Split
7	40/4 OZ	Sys Cls	Beef Patty Grnd 80/20 4X1	7223233		\$18.100	No Split
8	1/10 LB	Sys Cls	Beef Patty Grnd 80/20 3X1	7222847		\$18.100	No Split

Now go to **Format > Cells**.



Click on **Currency** and turn the **Decimal places to three (3)** and click **OK**.



Now your Price Fields should like the above screen.

Quantity Field

Using the same technique as on the previous page, select column E (Qty 1) and then click on **Format > Cells** and set that column to **Number** and adjust the **Decimal** places; if you are going to count as whole cases to **0** or if you will count as fractional (2.5) cases set to **2** and click **OK**.

The screenshot shows the 'Format Cells' dialog box in Microsoft Excel. The 'Number' tab is active, and the 'Number' category is selected. The 'Sample' field shows 'Qty 1'. The 'Decimal places' is set to 0. The 'Use 1000 Separator (,)' checkbox is unchecked. The 'Negative numbers' list shows '-1234', '1234', '(1234)', and '(1234)'. The background spreadsheet shows columns A through F, with column E highlighted. The status bar at the bottom indicates 'Ready' and 'NUM'.

	A	B	C	D	E	F	G
1	Pack/Size	Bra			Qty 1	Case \$	S
2							
3	10/100 CT	Sys				\$40.500	N
4	2/8 LB	Pac				\$2.895	N
5	12/16 OZ	Sur				\$26.000	N
6	40/8 OZ	Sys				\$30.550	N
7	40/4 OZ	Sys				\$18.100	N
8	1/10 LB	Sys				\$18.100	N
9	3/23#AVG	Pac				\$1.630	N
10	2/14#AVG	Fan				\$2.045	N
11	2/5 LB	Sys				\$16.850	N
12	1/10 LB	Fish				\$40.900	N
13	1/10 LB	Sys				\$39.350	N
14	12/8 OZ	Bay				\$15.150	N
15	23/3-3.5Z	Pier				\$29.050	N
16	48/5 OZ	Sys				\$47.650	N
17	250/.68 OZ	Sys				\$21.200	N
18	1/26 LB	Brkbush	Chicken 8Pc Prck Hny Btrd	1892553		\$58.650	N
19	2/7-8LB	Trkystr	Turkey Brst Smkd Honey-Cured	7396864		\$3.670	N
20	1/30 LB	Packer	Apple Jonathan lqf	3365103		\$19.550	N

Adding Formulas and Totaling Counts

After formatting your worksheet to look that way you want it to, it is now time to add our formulas for calculations. The first blank column after the **Split \$** column is where we will put the first calculations.

Under **Column H, Row 1**, type **Extend**.

H2		fx						
	A	B	C	D	E	F	G	H
1	Pack/Size	Brand	Description	SUPC	Qty 1	Case \$	Split \$	Extend
2								
3	10/100 CT	Sysco	Glove Latex Exam Pwdrd Lrg Ns	9128000	0.00	\$43.700		
4	2/8 LB	Packer	Cheese Swiss Sndw Gr B	6947824	0.00	\$2.815		

Now place your cursor on the cell **H3** and type the following:

=E3*F3

NOTE: If you want to count the split instead then you will have to modify the formula to count column G instead (=E3*G3)

This formula says **multiply** the quantity in **Column E Row 3** with the price in **Column F Row 3**. The star (*) is your control for multiplication and the slash (/) is for division.

Format the **H** column just as we did the quantity, case and split columns for 3 decimals places. Your screen will now look like the following:

H3		fx =E3*F3						
	A	B	C	D	E	F	G	H
1	Pack/Size	Brand	Description	SUPC	Qty 1	Case \$	Split \$	Extend
2								
3	10/100 CT	Sysco	Glove Latex Exam Pwdrd Lrg Ns	9128000	0.00	\$43.700		\$0.000
4	2/8 LB	Packer	Cheese Swiss Sndw Gr B	6947824	0.00	\$2.815		
5	12/16 OZ	Sunfrsh	Egg Scramble No Cholesterol	1709310	0.00	\$26.350		

Now we can copy and drag the formula down the column. In the zoomed picture, you place your cursor on the bottom right hand corner of the cell and your cursor turns into a plus (+) sign. (not to size, magnified for demonstration purposes).

G	H
plit \$	Extend
	\$0.000

Place your cursor on the small black block in the bottom right hand corner until your cursor turns into a black plus sign. Click your mouse, hold the button and drag down until you get to the end of your Order Guide and you have just now copied the formula for the entire column.

Inventory Using eSYSCO

Now we just have to total our column and you are ready start your inventory count.

The strange looking **E** on your tool bar is an **AutoSum** feature. It will automatically create a formula to total the column. Click once on the **AutoSum** button and you will see the formula in the cell. Press **ENTER** to accept and you are done.

	D	E	F	G	H
247	6035117	0.00	\$33.350		\$0.000
248	6610596	0.00	\$24.750		\$0.000
249	1456458	0.00	\$33.750		\$0.000
250	6971535	0.00	\$43.800		\$0.000
251	7200892	0.00	\$112.200	\$29.600	\$0.000
252	4075172	0.00	\$19.050		\$0.000
253	3533486	0.00	\$25.350		\$0.000
254	3533528	0.00	\$25.300		\$0.000
255	4121208	0.00	\$66.750		\$0.000
256				Total	

total	=SUM(H3:H255)
	SUM(number1, [number2], ...)

Formula for Totaling whole column –
=SUM(H3:H255)

The colon (:) states that it is adding together a range of cells.

Now you can enter in your counts and your inventory is complete.