How to do EOM inventory procedure

| | | | Tasks Alert | s Help Logout |
|--|----------------------|----------------------------|----------------------|-----------------|
| EOOD TRAK | • | | | |
| I OOD® L IAK | | <i>211111</i> | | |
| MWR Yokosuka Site Administration Data Entry Inventories Procurement Sales Production Planning Transfers and Requisitions Vendor Interfaces Reports | Inventory Entry Form | Inventory Template Manager | Link Inventory Forms | Spot Count |
| | | | | |
| | | | | |
| | | | | |

Go to Data Entry, Inventories, Inventory Entry Form

| FOOD®TR | | | Home Tasks | Alerts Help | Logout_4 |
|--------------------------|-----------|-----------|--------------|---------------|-----------------|
| Inventory Form Selection | FOOD-TRAK | FOOD-TRAK | 7000 TAAK | F000-T7 | VΚ |
| Create Edit | | | | 🍣 P | rint 🔭 Delete |

Click on Create to start new inventory.

| | | | Home Tasks | s Alerts Help | Logout |
|--------------------------------|-----------------|--------------|---------------------|-------------------|------------------|
| FOOD®TR | AK [®] | | | | |
| nventory Form Selection | FOOD-TRAK | 700D-TRAK | FOOD TRAK | FOOD T | IAK |
| Create Edit | | | | | |
| | | | | | Print 🎽 Delete |
| Inventory | Profit Center | | Created | Modified | |
| Site-wide Full | | | | | |
| Site-wide Partial | | | | | |
| Profit Center Full | | | | | |
| Profit Center Partial | | | | | |
| 🗖 🤌 Miscellaneous Full | | | | | |
| Miscellaneous Partial | | | | | |
| Blank, No Items | | | | | |
| Key Items Only | | | | | |
| 🗖 🙆 Chili''s Monthly Inventory | Chili's 10142 | | 11/26/2008 12:00 AM | 02/22/2009 12:00 | AM |
| | FoodCourt OF | &B YOK 10122 | 08/03/2010 12:00 AM | 09/30/2010 12:00 | AM |
| FC EOM INV 3 | FoodCourt OF | &B YOK 10122 | 10/28/2010 12:00 AM | 10/28/2010 12:00 | AM |
| | FoodCourt OF | &B YOK 10122 | 11/08/2010 12:00 AM | 11/08/2010 12:00 |) AM |
| MWR FOOD COURT INV 5 | FoodCourt OF | &B YOK 10122 | 11/08/2010 12:00 AM | 11/08/2010 12:00 | AM |
| | FoodCourt OF | &B YOK 10122 | 12/01/2010 12:00 AM | 12/01/2010 12:00 |) AM |

Select your template or Choose Profit Center Full to start from scratch.

| Header Details | | | | | | | |
|---|---------------------------------------|---------------------|-------|-------|-------------------|-------|----------|
| | | | Save | Pause | Complete (1 of 2) | Print | Close |
| Profit Center | | Sort Order | | | | | |
| Central Warehouse 💌 | | Alphabetical by Loc | ation | • | | | |
| Date of Inventory: | Time of Inventory: | Description: | | | Counted By: | | |
| 8/31/2013 | 11:59 PM | | | | Admin | | |
| Full Location Inventory (Assumes zero for | items not counted within the selected | l locations) | | | | | |
| Period-End Inventory | 8/31/2013 11:59:00 PM 💌 | | | | | | |
| Display 'Not Inventoried' Locations | | | | | | | |
| Comments: | | | | | | | |
| | | | | | | | A |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| View by Profit Conter | O View by Location Crown | | | | | | |
| Locations included on this Form: | View by Eccation Group | | | | | | |
| Central Warehouse 9945 | 1 | | | | | | |
| Central Warehouse 9945 (*) | 1 | | | | | | |
| 1390 Birite/Other | | | | | | | |
| 1390 Chili's Frozen | | | | | | | |
| 1390 Chili's Chill | | | | | | | |
| 1390 Not Stuff 1390 Starbuck Items | | | | | | | |
| H-12 Dry | | | | | | | |
| H-12 Chili's Supplies | | | | | | | |

Set the inventory date to the end of the month, and Time of Inventory to 11:59PM. Toggle Period-End Inventory and set to the last day of the month. Click on Details.

| 🤶 FOOD-TRAK® Inventory Entry - Window | | | | | | | | | □ | ונ |
|--|-----------------------|----------------------------|----------------|-----------|----------|-------------|----------------|------------------------------|----------------|----|
| Header Details | | | | | | | | | | |
| | | | | | | Save | Pause | Complete (1 of 2) | Print Clos | se |
| | Inventory Date: | 8/31/2013 | Invente | ory Time: | 11:59 F | PM | Description: | | | _ |
| | Counted By: | Admin | Full In | ventory: | Yes | | Period-End: | Yes | | _ |
| | | Find | Jump To | Next In | comple | te Con | vert to Misc. | Update Template | New Templa | te |
| elect Item to Insert: | Item Nar | ne | Quantity | Unit | Ovr | Cost | Extension | | | |
| lame 🔽 | Notes Central War | ehouse 9945 (| (*) (Alphabeti | cal by Lo | cation) | | | | | |
| \sim | Click I | ere to insert a | an item at the | beginning | of the C | entral Ware | house 9945 (*) | (Alphabetical by Locati | ion) location. | |
| lease type in the desired search information and click | Suguria | .D D T. Nazu | | each | | 0.0000 | 0.0000 | | | |
| e Search button. | Cream V | Vhipping Uht | | | | | | | | |
| | Shelf Sta | able Grade A | | 10.1 | _ | 15 0000 | 0.0000 | | | |
| | 12/3202/ | cs 009073 | | cs12ct | | 45.9300 | 0.0000 | | | |
| | HSF Cra | b Classic | | CetOlb | | 20 /000 | 0.0000 | | | |
| | 4/2.010/0 | 370907 | | 031010 | , | 29.4000 | 0.0000 | | | |
| | Pork Sau preckd 1 | usage Patty 20 /10lb/cs | DZ | | | | | | | |
| | 318082/0 | 558500 | | Cs10lb | | 20.7100 | 0.0000 | | | |
| | Sauce B | BQ Smokey | | | | | | | | |
| | 4/1gal/cs | 5 420401 | | gal | | 10.9465 | 0.0000 | | | |
| | Water | | | | | | | | | T |
| | Aquafina floz 24/c | /Sparkletts 16 s | 5.9 | | | | | | | |
| Add New Close | 0120000 | 1590/014350 | | cs24ct | | 4.1895 | 0.0000 | | | |
| | | | | | | | | <u>>></u> Items 1 - 28 | 5 of 3524 | |
| | | | | | | | | | | |

Click on item you are counting and let information load.

| at the begin | ning of | the 1390 Birit | e/Other (Alphabetical | by Location) locatio | n. 🔺 |
|--------------|--|---|---|---|---|
| Cs10lb | | 33.4800 | 0.0000 | | |
| cs16lb | | 50.5072 | 0.0000 | | |
| cs24lb | Г | 65.2681 | 0.0000 | > Items 1 - 25 of 3 | • |
| | | | | _ | - |
| Fopping 64 | sl Hori | nel 1/10lb/cs | 609500 | | |
| 01 | ır Pric | е | Extension | Notes | |
| | 33.4 | 4800 | 0.0000 | | |
| | | | Duplicate Up | date Insert | Remove |
| | at the begin Cs10lb cs16lb cs24lb | at the beginning of Cs10lb cs16lb cs24lb Fopping 64sl Horr Ovr Price Sovr Price | at the beginning of the 1390 Birit Cs10lb 33.4800 cs16lb 50.5072 cs24lb 65.2681 Fopping 64sl Hormel 1/10lb/cs Ovr Price J 33.4800 | at the beginning of the 1390 Birite/Other (Alphabetical Cs10lb □ 33.4800 0.0000 cs16lb □ 50.5072 0.0000 cs24lb □ 65.2681 0.0000 Copping 64sl Hormel 1/10lb/cs 609500 Ovr Price Extension □ 33.4800 0.0000 Duplicate Up | at the beginning of the 1390 Birite/Other (Alphabetical by Location) locatio Cs10lb □ 33.4800 0.0000 cs16lb □ 50.5072 0.0000 cs24lb □ 65.2681 0.0000 ≥> Items 1 - 25 of 3 Topping 64sI Hormel 1/10lb/cs 609500 Ovr Price Extension Notes □ 33.4800 0.0000 Duplicate Update Insert |

Enter count in the Quantity box and use the pull down to change units.

| | | | | | - | | | | | |
|--|----------|-----|---------|----------------|-------------------|--|--|--|--|--|
| Item Name: Bacon Canadian Pizza Topping 64sl Hormel 1/10lb/cs 609500 | | | | | | | | | | |
| Quantity | Unit | Ovr | Price | Extension | Notes | | | | | |
| 5 | Cs10lb 💌 | | 33.4800 | 167.4000 | | | | | | |
| | gram | | | | | | | | | |
| Back Nex | | | | Duplicate Upda | ate Insert Remove | | | | | |
| | Cs10lb | | | | | | | | | |
| | | - | | | | | | | | |
| | | | | | | | | | | |

If quantities are correct, click Update to finalize or click on enter.

| | Click here to ins | sert an item at | the begi | nning o | of the 1390 Bin | te/Other (Alphabe | tical by Locat | tion) locatior | 1. |
|---------|---|-----------------|----------|---------|-----------------|-------------------|----------------|----------------|----------|
| ~ | Bacon Canadian Pizza Topping 64sl Hormel 1/10lb/cs 609500 | 5.0000 | Cs10lb | | 33.4800 | 167.4000 | · | · | |
| | Bacon Canadian Style Smoked Frsh 4/3-4lb/cs 319337 | S | cs16lb | | 50.5072 | 0.0000 | | | |
| | Bacon Ends and Pieces 8/3lb/cs 994110 | 5 | cs24lb | Г | 65.2681 | 0.0000 | >> Itoms | 1 - 25 of 3 | 524 |
| | | | | | | | | 1-20 01 30 | - |
| lt | em Name: Bacon Canad | dian Style Sn | noked Fr | sh 4/3· | 4lb/cs 319337 | , | | | |
| Q | uantity Un | nit | 0 | vr Prie | ce | Extension | ٨ | lotes | |
| | G | e16lb | | 50 | 5072 | 0.0000 | | | |
| | 1 | 51010 | | | 0072 | 0.0000 | | | |
| Ĺ | | 51010 | | 00. | 5072 | 0.0000 | | | |
| | Back Next | Edit |] | | 5072 | Duplicate | Update | Insert | Remove |
| | Back Next |] <u>Edit</u> |] | | 5072 | Duplicate | Update | Insert | Remove |
| | Back Next |] Edit |] | | 5072 | Duplicate | Update | Insert |] Remove |

Item will have a check mark next to it and the next item on the list will be selected for entering the inventory.

| Header Details | | | | |
|----------------|---------------------------|--------------------------|----------------------------------|--------------|
| | | | Save Pause Complete (1 of 2) | Print Close |
| | Inventory Date: 8/20/2013 | Inventory Time: 11:59 PM | Description: | |
| | Counted By: Admin | Full Inventory: Yes | Period-End: Yes | |
| | Find | Jump To Next Incomplete | Convert to Misc. Update Template | New Template |

Click on Update template to update any changes to an existing template or click New template to create a new one.

When inventory enter is completed, click on Complete (1 of 2)



On Pop up, click OK.

| Header Details | | | |
|--|--------------------------------|------------------|----------------------|
| | | Close | Complete (2 of 2) |
| Summary: | | | Print When Completed |
| | | Inven | tory |
| | | Description: | |
| | | Inventory Date: | 8/31/2013 |
| | | Inventory Time: | 11:59 PM |
| | | Counted By: | Admin |
| | | Number of Items: | 3524 |
| | | Full Inventory: | Yes |
| | | Period-End: | Yes |
| Locations: | | | |
| Location | Num Items | | Estimated Value |
| Central Warehouse 9945 (*) | 6 | | \$0.00 |
| 1390 Birite/Other | 788 | | \$167.40 |
| 1390 Chili's Frozen | 128 | | \$0.00 |
| 1390 Chili's Chill | 52 | | \$0.00 |
| 1390 Hot Stuff | 1/2 | | \$0.00 |
| 1390 Starbuck Items | 20 | | \$0.00 |
| H 12 Chilis Supplies | 1000 | | \$0.00 |
| H-12 Chill's Dov | 132 | | \$0.00 |
| | 000 | | |
| | | | |
| Critical Issues: | | | |
| Inventories dated in the future can't be posted. You can only save or pause inventorie | s dated in the future. Resolve | | |
| | | | |
| Warnings: | | | |
| None | | | |

Check for Critical Issues and Warnings. Toggle Print when completed to print out automatically and click on Complete (2 of 2).

If you need to edit your inventory, go to Inventory Entry form and on the Inventory Form Selection , click on Edit.

| FO | | ۵K° | | | | | | | Home | Tasks | Alerts | Help | Log |
|-------------|----------------|-----|------------------------|---|-----------|---|------------------|------|---------|-----------|--------|-----------|-----------------|
| Inventory F | Form Selection | 200 | DETRAK | | 000 | T | DK | F00D | F.T.F. | 9K | Ŧ | | AVE |
| Create | Edit | - | | | - | | _ | - | - | - | - | 14 | 🕈 Print 🦄 Del |
| 🗖 Status | Inventory | F | Profit Center | | Counted | | Ву | | Create | d | | Modified | |
| □ 💩 | - | c | Central Warehouse 9945 | | 8/20/2013 | | Admin | | 08/20/2 | 013 03:55 | PM | 08/20/201 | 13 04:21 PM |
| 🗆 💷 | CPO JULY Food | C | CPO Club Food YOK 9964 | 4 | 7/31/2013 | | yokyukiko.miller | | 08/02/2 | 013 12:45 | PM | 08/02/201 | 3 06:00 PM |

Click on the Inventory to open.