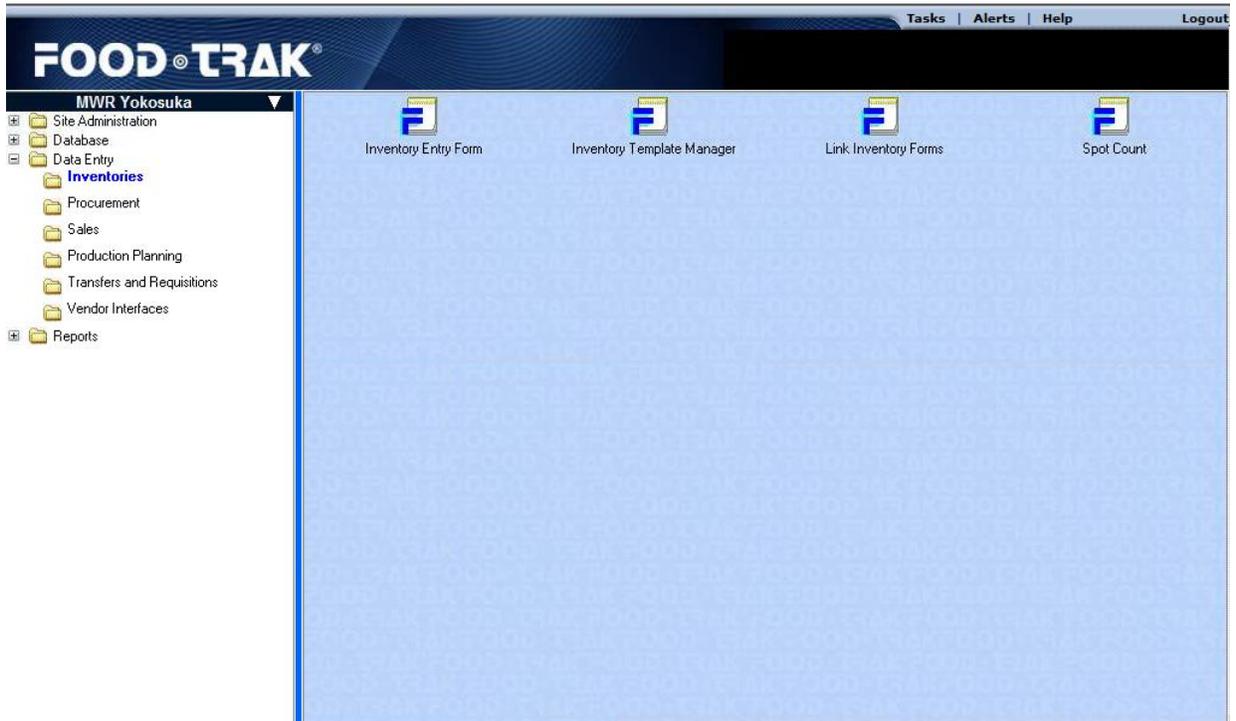


How to do EOM inventory procedure



Go to Data Entry, Inventories, Inventory Entry Form



Click on Create to start new inventory.

Inventory Form Selection

Create Edit

Print Delete

<input type="checkbox"/> Inventory	Profit Center	Created	Modified
<input type="checkbox"/> Site-wide Full			
<input type="checkbox"/> Site-wide Partial			
<input type="checkbox"/> Profit Center Full			
<input type="checkbox"/> Profit Center Partial			
<input type="checkbox"/> Miscellaneous Full			
<input type="checkbox"/> Miscellaneous Partial			
<input type="checkbox"/> Blank, No Items			
<input type="checkbox"/> Key Items Only			
<input type="checkbox"/> Chili's Monthly Inventory	Chili's 10142	11/26/2008 12:00 AM	02/22/2009 12:00 AM
<input type="checkbox"/> FC EOM INV 2	FoodCourt OF&B YOK 10122	08/03/2010 12:00 AM	09/30/2010 12:00 AM
<input type="checkbox"/> FC EOM INV 3	FoodCourt OF&B YOK 10122	10/28/2010 12:00 AM	10/28/2010 12:00 AM
<input type="checkbox"/> MWR FOOD COURT INV 4	FoodCourt OF&B YOK 10122	11/08/2010 12:00 AM	11/08/2010 12:00 AM
<input type="checkbox"/> MWR FOOD COURT INV 5	FoodCourt OF&B YOK 10122	11/08/2010 12:00 AM	11/08/2010 12:00 AM
<input type="checkbox"/> FC EOM INV 6	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
 Central Warehouse

Date of Inventory: 8/31/2013
Time of Inventory: 11:59 PM
Sort Order: Alphabetical by Location
Description:
Counted By: Admin

Full Location Inventory (Assumes zero for items not counted within the selected locations)
 Period-End Inventory 8/31/2013 11:59:00 PM
 Display 'Not Inventoried' Locations

Comments:

View by Profit Center View by Location Group

Locations included on this Form:

- Central Warehouse 9945
 - Central Warehouse 9945 (*)
 - 1390 Binte/Other
 - 1390 Chili's Frozen
 - 1390 Chili's Chill
 - 1390 Hot 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.

Header **Details** Save Pause Complete (1 of 2) Print Close

Inventory Date: 8/31/2013 **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**

Select Item to Insert:
 Name
 Please type in the desired search information and click the Search button.

Item Name	Quantity	Unit	Ovr	Cost	Extension
Notes Central Warehouse 9945 (*) (Alphabetical by Location) Click here to insert an item at the beginning of the Central Warehouse 9945 (*) (Alphabetical by Location) location.					
COUNTED BY: Kazu Suguria		each	<input type="checkbox"/>	0.0000	0.0000
Cream Whipping Uht Shelf Stable Grade A 12/32oz/cs 609073		cs12ct	<input type="checkbox"/>	45.9306	0.0000
HSF Crab Classic 4/2.5lb/cs 75967		Cs10lb	<input type="checkbox"/>	29.4000	0.0000
Pork Sausage Patty 2oz preckd 1/10lb/cs 318082/658500		Cs10lb	<input type="checkbox"/>	20.7100	0.0000
Sauce BBQ Smokey 4/1gal/cs 420401		gal	<input type="checkbox"/>	10.9465	0.0000
Water Aquafina/Sparkletts 16.9 floz 24/cs 01200001590/014350		cs24ct	<input type="checkbox"/>	4.1895	0.0000

>> Items 1 - 25 of 3524

Click on item you are counting and let information load.

Click here to insert an item at the beginning of the 1390 Birite/Other (Alphabetical by Location) location.

Bacon Canadian Pizza Topping 64sl Hormel 1/10lb/cs 609500	Cs10lb	<input type="checkbox"/>	33.4800	0.0000	
Bacon Canadian Style Smoked Frsh 4/3-4lb/cs 319337	cs16lb	<input type="checkbox"/>	50.5072	0.0000	
Bacon Ends and Pieces 8/3lb/cs 994110	cs24lb	<input type="checkbox"/>	65.2681	0.0000	

>> Items 1 - 25 of 3524

Item Name: Bacon Canadian Pizza Topping 64sl Hormel 1/10lb/cs 609500

Quantity	Unit	Ovr	Price	Extension	Notes
<input type="text"/>	Cs10lb	<input type="checkbox"/>	33.4800	0.0000	<input type="text"/>

Back Next Edit Duplicate Update Insert Remove

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	<input type="checkbox"/>	33.4800	167.4000	

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

Click here to insert an item at the beginning of the 1390 Birite/Other (Alphabetical by Location) location.

✓	Bacon Canadian Pizza Topping 64sl Hormel 1/10lb/cs 609500	5.0000	Cs10lb	<input type="checkbox"/>	33.4800	167.4000
	Bacon Canadian Style Smoked Frsh 4/3-4lb/cs 319337		cs16lb	<input type="checkbox"/>	50.5072	0.0000
	Bacon Ends and Pieces 8/3lb/cs 994110		cs24lb	<input type="checkbox"/>	65.2681	0.0000

>> Items 1 - 25 of 3524

Item Name: Bacon Canadian Style Smoked Frsh 4/3-4lb/cs 319337

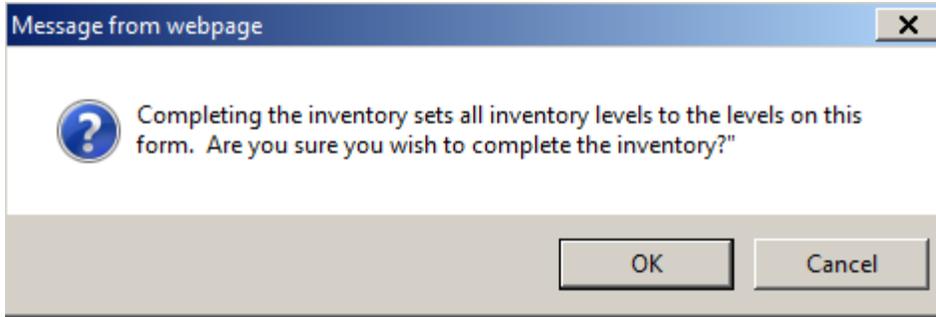
Quantity	Unit	Ovr	Price	Extension	Notes
	cs16lb	<input type="checkbox"/>	50.5072	0.0000	

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
<input type="button" value="Save"/> <input type="button" value="Pause"/> <input type="button" value="Complete (1 of 2)"/> <input type="button" value="Print"/> <input type="button" value="Close"/>	
Inventory Date: 8/20/2013	Inventory Time: 11:59 PM
Counted By: Admin	Full Inventory: Yes
Description:	
Period-End: Yes	
<input type="button" value="Find"/> <input type="button" value="Jump To"/> <input type="button" value="Next Incomplete"/> <input type="button" value="Convert to Misc."/> <input type="button" value="Update Template"/> <input type="button" value="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.

Inventory

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 Binte/Other	788	\$167.40
1390 Chili's Frozen	128	\$0.00
1390 Chili's Chill	52	\$0.00
1390 Hot Stuff	172	\$0.00
1390 Starbuck Items	28	\$0.00
H-12 Dry	1068	\$0.00
H-12 Chili's Supplies	153	\$0.00
H-12 Chili's Dry	132	\$0.00

Critical Issues:
Inventories dated in the future can't be posted. You can only save or pause inventories 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.

FOOD-TRAK

Home | Tasks | Alerts | Help | Logout

Inventory Form Selection

Create | Edit

Status	Inventory	Profit Center	Counted	By	Created	Modified
<input type="checkbox"/>	Central Warehouse 9945	Central Warehouse 9945	8/20/2013	Admin	08/20/2013 03:55 PM	08/20/2013 04:21 PM
<input type="checkbox"/>	CPO JULY Food	CPO Club Food YOK 9964	7/31/2013	yokyukiko.miller	08/02/2013 12:45 PM	08/02/2013 06:00 PM

Print | Delete

Click on the Inventory to open.