

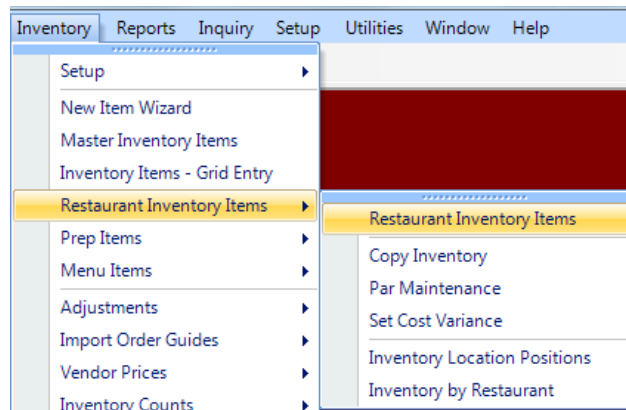
## Hot Counts

Hot counts in Compeat are used to get a reliable count on specific items each night. It is recommended to keep the list of Hot Items very small, no more than 10-12 inventory/prep items. This will keep the list manageable night in and night out.

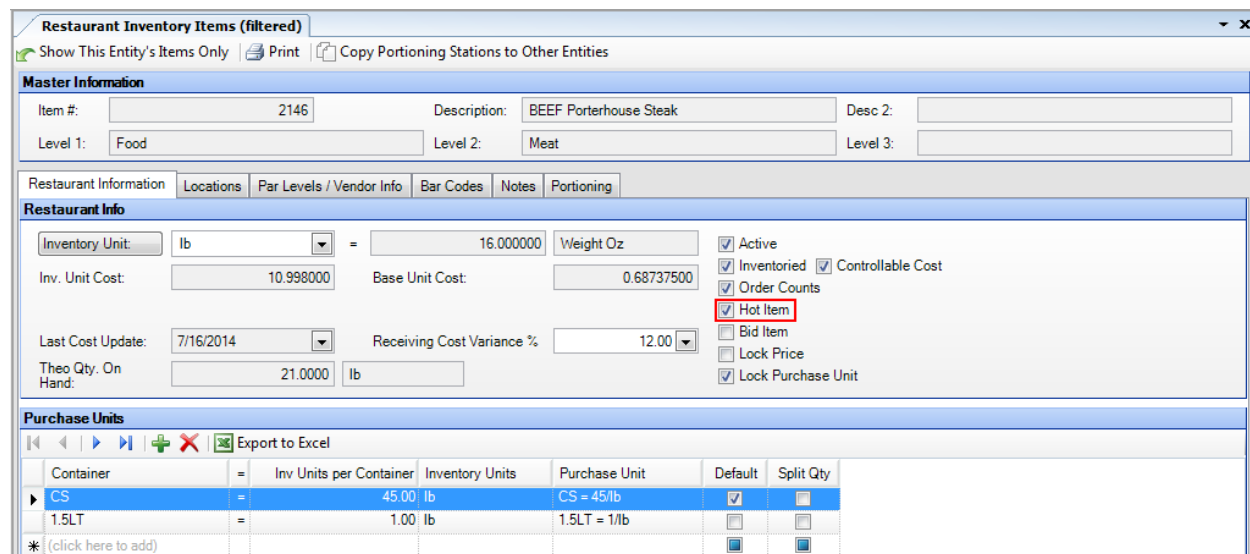
Candidates for Hot items are those items that either have a high overall cost to the business (ie. brisket to a BBQ restaurant, or cheese to a pizza shop) or have been shown to produce high variances over the course of time and need a more detailed look from day to day.

To setup items as Hot Items navigate to:

Inventory → Restaurant Inventory Items → Restaurant Inventory Items

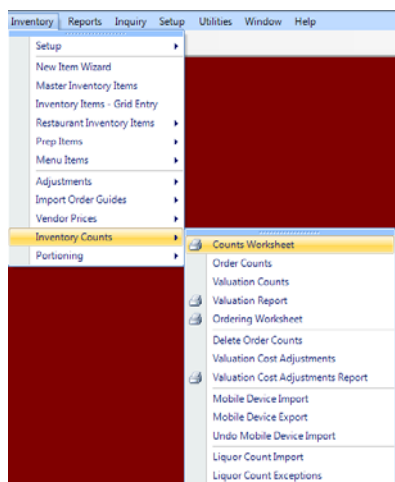


Once you click into an item, you will see the “Hot Item” flag on the Restaurant Information tab:



Alternatively, you can set multiple items at once using the Inventory Items – Grid Entry screen (Inventory → Inventory Items → Grid Entry) – note your screen will vary in layout depending on your personal settings (columns visible via Field Chooser/Certain columns pinned, etc.).

Item Description	Inventory Unit	Hot Item	Item #	Item Class	Available	Catch Weigh	Level 1
ARTICHOKE Hearts	Kilo	<input type="checkbox"/>	2015	Weight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food
BEANS Black	#10 can	<input type="checkbox"/>	2183	Volume	<input type="checkbox"/>	<input type="checkbox"/>	Food
BEEF Angus Certified	lb	<input type="checkbox"/>	2009	Weight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Food
BEEF Butt Whole	lb	<input type="checkbox"/>	2122	Weight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Food
BEEF Ground Chuck	lb	<input type="checkbox"/>	41	Weight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food
BEEF Ground Sirloin	lb	<input type="checkbox"/>	40	Weight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food
BEEF Half Steer	lb	<input checked="" type="checkbox"/>	2193	Weight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Food
BEEF Hanger Steak	lb	<input type="checkbox"/>	2145	Weight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Food
BEEF Ox Tail	lb	<input type="checkbox"/>	2050	Weight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Food
BEEF Porterhouse Steak	lb	<input checked="" type="checkbox"/>	2146	Weight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Food
BEEF Prime Rib	lb	<input checked="" type="checkbox"/>	2153	Weight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Food

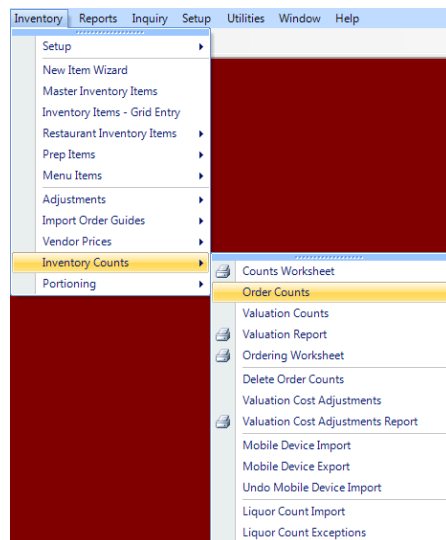


Once you have all of the desired items flagged as Hot Items, you will need to physically count those items in the restaurant. To generate a count sheet that is in the order of the Restaurant Location Positions tool, navigate to Inventory → Inventory Counts → Counts Worksheet:

Change the Count Type to Order Counts – Hot Items Only and then select Print. It is recommended to turn off the “Page Breaks Between Locations” button so all locations will print on one or two sheets grouped together.

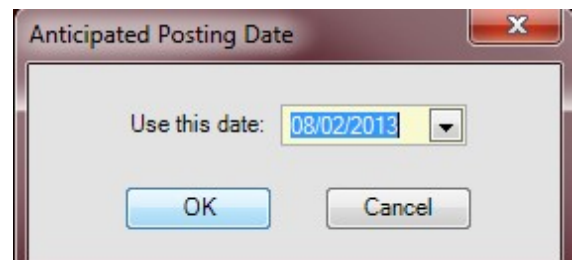
The count sheet that prints appears similar to the following, organized by location.

Inventory Counts Worksheet						
Entity: Austin, #1			Report Run: 8/19/2014 8:46 AM			
Items: All			Page: 1 of 2			
Vendor: All			Count Type: Order Counts - Hot Items Only			
Par Level: All			Method: Last Invoice			
Level 1: All			Level 2: All		Level 3: All	
Item # Bin	Item Description	Last Purchased	Pur Unit Desc Pur Unit Cost	Qty on Hand	Inv Unit Desc Inv Unit Cost	Qty on Hand
<b>Location: Bar Cooler</b>						
2186	BEER BTL 512 Pecan Porter	07/16/2014	Case = 24/Each \$22.93		Each \$0.96	
45	BEER BTL Amber	03/19/2013	CS = 24/Each \$47.50		Each \$1.98	
<b>Location: Beer Cooler</b>						
45	BEER BTL Amber	03/19/2013	CS = 24/Each \$47.50		Each \$1.98	
2186	BEER BTL 512 Pecan Porter	07/16/2014	Case = 24/Each \$22.93		Each \$0.96	
<b>Location: Walk In</b>						
2146	BEEF Porterhouse Steak	07/16/2014	lb \$11.00			



Once you have taken physical counts of all items on the sheet, you will need to enter those counts into Compeat. To do this, navigate to Inventory → Inventory Counts → Order Counts (you can also use the quick link on the left toolbar entitled “Order Counts”):

Choose the anticipated posting date (you will be prompted again for this date; it will not be locked in at this point).



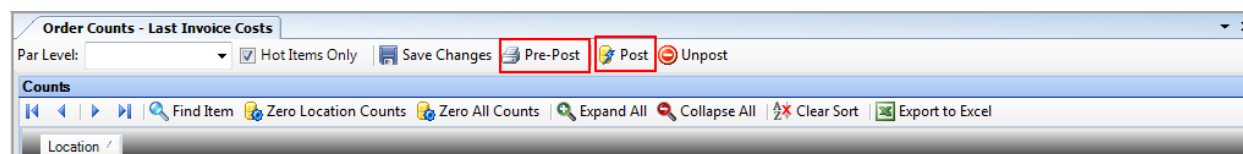
On the order counts screen, make sure to check the flag near the top that reads “Hot Items Only”, this will filter the screen to only show the items that appeared on the count sheet, in the same order. Click Expand All to see all items in their respective locations.

Item Description	Item #	Pur. Unit Qty	Purchase Unit	Inv. Unit Qty	Inventory Unit	Inv. Unit Cost	Last Price Update
<b>Location : Bar Cooler (2 items)</b>							
BEER BTL 512 Pecan Porter	2186		Case = 24/Each		Each	\$0.96	07/16/2014
BEER BTL Amber	45		CS = 24/Each		Each	\$1.98	03/19/2013
<b>Location : Beer Cooler (2 items)</b>							
BEER BTL Amber	45		CS = 24/Each		Each	\$1.98	03/19/2013
BEER BTL 512 Pecan Porter	2186	1.00	Case = 24/Each		Each	\$0.96	07/16/2014
<b>Location : Walk In (1 item)</b>							
BEEF Porterhouse Steak	2146		lb		lb	\$11.00	07/16/2014
<b>Location : Z-Storage Shelf (25 items)</b>							
BEER BTL 512 Pecan Porter	2186		Case = 24/Each		Each	\$0.96	07/16/2014
BEER BTL 512 Pecan Porter	2186		Case = 24/Each		Each	\$0.96	07/16/2014
BEER BTL 512 Pecan Porter	2186		Case = 24/Each		Each	\$0.96	07/16/2014
CHEESE Provolone Slice	126		CS = 16/Pack(12)		Pack(12)	\$0.88	07/16/2014
FLOUR Corn	2147		Bag = 20/lb		lb	\$0.50	
FLOUR Corn	2147		Bag = 20/lb		lb	\$0.50	
FLOUR Corn	2147		Bag = 20/lb		lb	\$0.50	
JALAPENO Fresh	4		Bag = 5/lb		lb	\$1.17	06/26/2014
JALAPENO Fresh	4		Bag = 5/lb		lb	\$1.17	06/26/2014
JUICE Tomato	2216		gallon		gallon	\$5.00	10/29/2013
JUICE Tomato	2216		gallon		gallon	\$5.00	10/29/2013
BEEF Half Steer	2193		lb		lb	\$4.25	07/16/2014
ONIONS Yellow	3		Bag = 50/lb		lb	\$0.02	06/26/2014
ONIONS Yellow	3		Bag = 50/lb		lb	\$0.02	06/26/2014
PORK Loin Whole	147		Case = 15/lb		lb	\$3.98	
PORK Loin Whole	147		Case = 15/lb		lb	\$3.98	
PORK Ribs	2033		Case = 14/Slab		Slab	\$7.56	
BEEF Prime Rib	2153		lb		lb	\$2.45	
TOMATO 5x6	1		CS = 20/Each		Each	\$2.25	06/26/2014
TOMATO 5x6	1		CS = 20/Each		Each	\$2.25	06/26/2014
TOMATO 5x6	1		CS = 20/Each		Each	\$2.25	06/26/2014
TOMATO 5x6	1		CS = 20/Each		Each	\$2.25	06/26/2014
PREP Brisket	7		lb		lb	\$9.79	08/19/2014
PREP Mashed Potatoes	96		50 lb		lb	\$1.77	08/19/2014
PREP Mashed Potatoes	2058		50 lb		lb	\$1.95	08/19/2014

You can enter your counts by the Default Purchase unit (case/box etc) and/or Inventory Unit (Each/lb. etc).

BEER BTL 512 Pecan Porter	2186	1.00	Case = 24/Each	6.00	Each	\$0.96	07/16/2014
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Once your counts are entered, run the Pre Post report to ensure there are no keying mistakes and that all numbers are consistent with expectations.



The pre-post report will appear similar to the following. Scan the Qty and Value columns for any numbers that stick out as inconsistent with expectations.

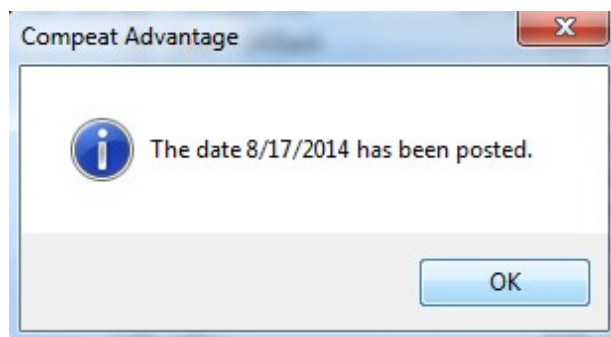
Inventory Count Pre-Post Report							
Entity: #1 - Austin				Report Run: 8/19/2014 8:53:32 AM			
Inventory Items: All				Page: 1 of 1			
Count Type: Order Counts - Hot Items Only		Location: All		Posting Date: 8/2/2013			
Level 1: All		Level 2: All		Level 3: All			
Location	Item #	Bin	Item Description	\$ / Inv. Unit	Inv. Unit	Qty	Value
<b>Food</b>							
<b>Meat</b>							
Walk In	2146		BEEF Porterhouse Steak	\$11.00 lb		42.66	\$469.17
Z-Storage Shelf	2193		BEEF Half Steer	\$4.25 lb		3.00	\$12.74
Z-Storage Shelf	147		PORK Loin Whole	\$3.98 lb		36.00	\$143.28
Z-Storage Shelf	147		PORK Loin Whole	\$3.98 lb		36.00	\$143.28
Z-Storage Shelf	2033		PORK Ribs	\$7.56 Slab		30.00	\$226.80
Z-Storage Shelf	2153		BEEF Prime Rib	\$2.45 lb		4.00	\$9.80
<b>Food, Meat Total</b>							<b>\$1,005.08</b>
<b>Dairy</b>							
Z-Storage Shelf	126		CHEESE Provolone Slice	\$0.88 Pack(12)		18.00	\$15.75

Once you are satisfied with the counts and have inspected for accuracy with the Pre-Post report, you are ready to click the Post button on the count screen and choose the date that is to be applied (typically the same day the counts were taken).

\*\*Unlike most other instances of the “Post” function in Compeat, it is advised to allow store managers access to this specific Post button, as there is no financial bearing on utilizing it.

These numbers update the “theoretical” quantity on hand only and do not impact the GL in any way.\*\*

You will see the following message:



You can now utilize these specific counts in reports such as the Inventory Count Variance report (shown below).

Set the Counts flag to “Order Counts – Hot Items Only” and enter a viable date range.

If you are taking Hot Counts every night, you will be able to run this report from any date on which a count has been posted to any other date a count has been posted. This report can even show variances from one day to the next on Hot Items if desired.

**Inventory Count Variance**

Print Preview Setup Export to Excel

**Report Options**

Entities  
 Entity #: 1 State: Area:  
 Entity Filter:

**Date Range**  
 From: 8/17/2014 To: 8/18/2014

Inventory Levels  
 Level 1: Group  
 Level 2: Group  
 Level 3: Group

Inventory Item # Range  
 From: To:

List item numbers, separated by commas

Counts  
 Valuation Counts  
 Order Counts - All Items  
 Order Counts - Hot Items Only

Variance as % of  
 Usage  
 Theo Ending Inv

Include  
 Unposted Vouchers  Quantities  
 Unposted Inv Counts  Costs  
 Item Number  Detail

Sort By  
 Inventory Levels, Description  
 Inventory Levels, Item #  
 Variance % (Descending)  
 Variance \$ (Descending)

Units of Measure  
 Inventory Units  
 Purchase Units

Theo End Inv \$  
 Add Across  
 Use Actual End Inv \$

Misc  
 Minimum % Variance: 0 %  
 Minimum \$ Variance: 0  
 Expand Non-Produced, Non-Commissary Prep. Items

Initial View  
 Expanded  Collapsed

Grouping Options  
 State  Area  Entity #