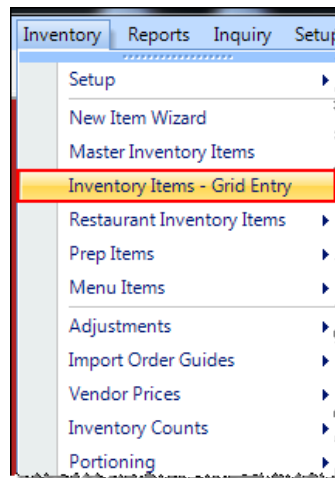


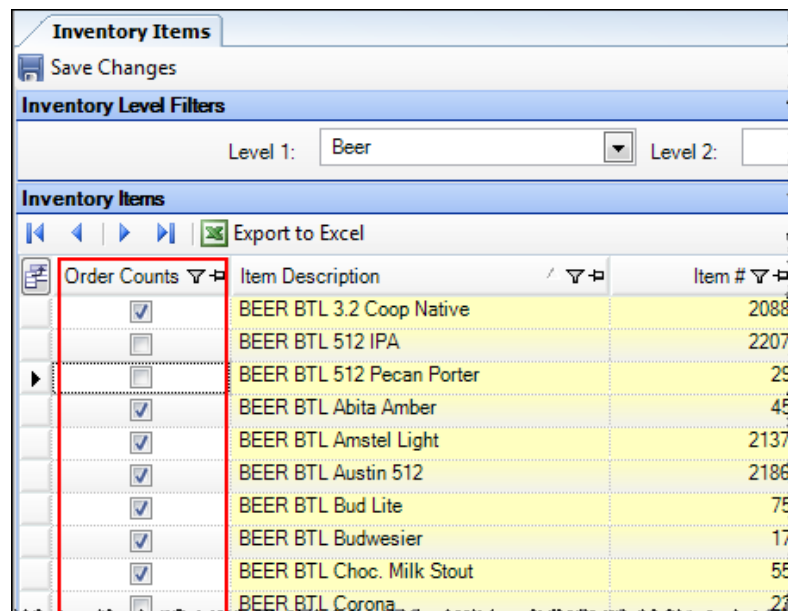
## Order Counts

Order Counts in Compeat are very similar to Valuation Counts with one distinct difference – they do not impact the financial reporting (i.e., do not update any accounting related accounts). For this reason, they are great to use as a check point between Valuation Counts to run Inventory Reports against. This allows for weekly or bi-weekly counts to be taken on a Top 100 or just the food and not Liquor, Beer, Wine or vice-versa and still get reporting data on that count.

To use Order Counts, first the items that are to be counted should be flagged under:  
Inventory ▾ Inventory Items – Grid Entry

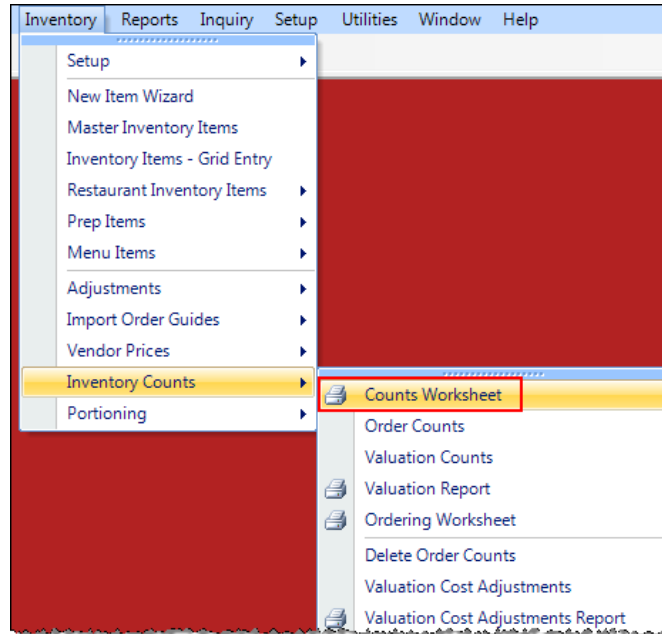


Once on this screen, you can check the box next to each item labeled “Order Count” for those to be included on the mid-period counts (here the Order Count column has been pinned to the left side of the screen for ease of use).

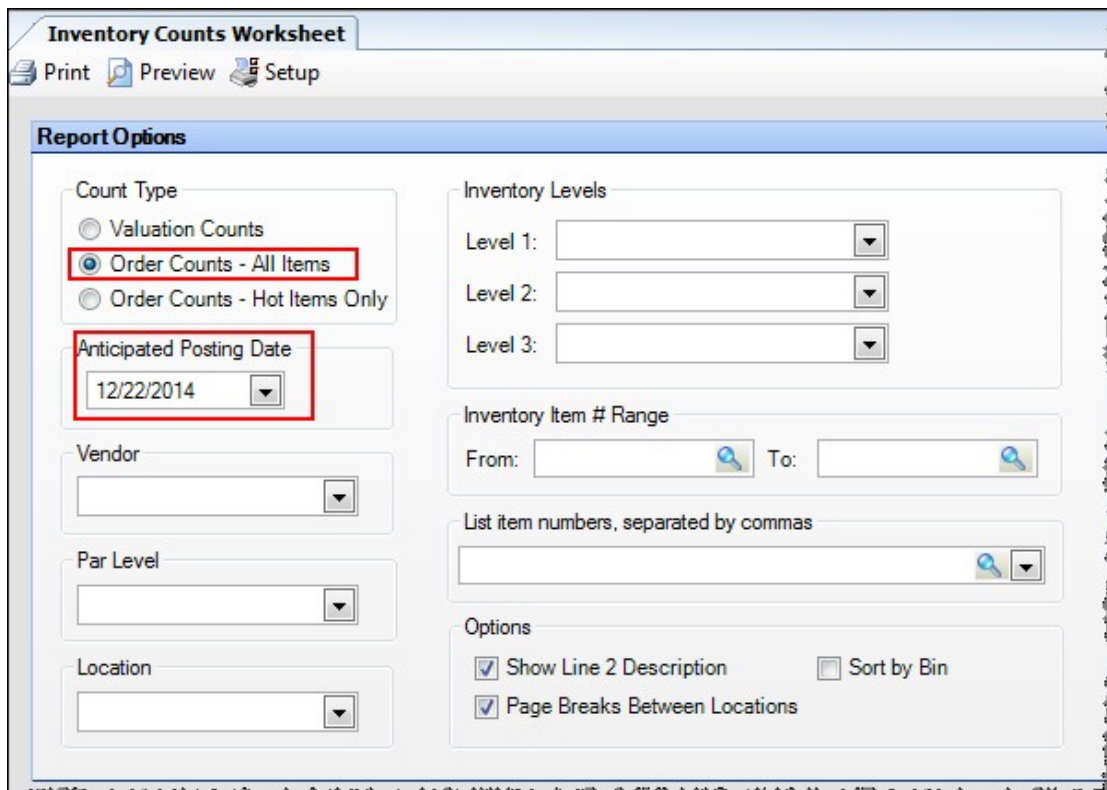


Once you have flagged the items you want to appear on your Order Counts, you will need to print a count sheet using that filter. Navigate to:

Inventory > Inventory Counts > Counts Worksheet



You will want to flag the option for “Order Counts” under Count Type:



The count sheet will appear similar to the following, organized by Location/Position of the Order Count flagged items.

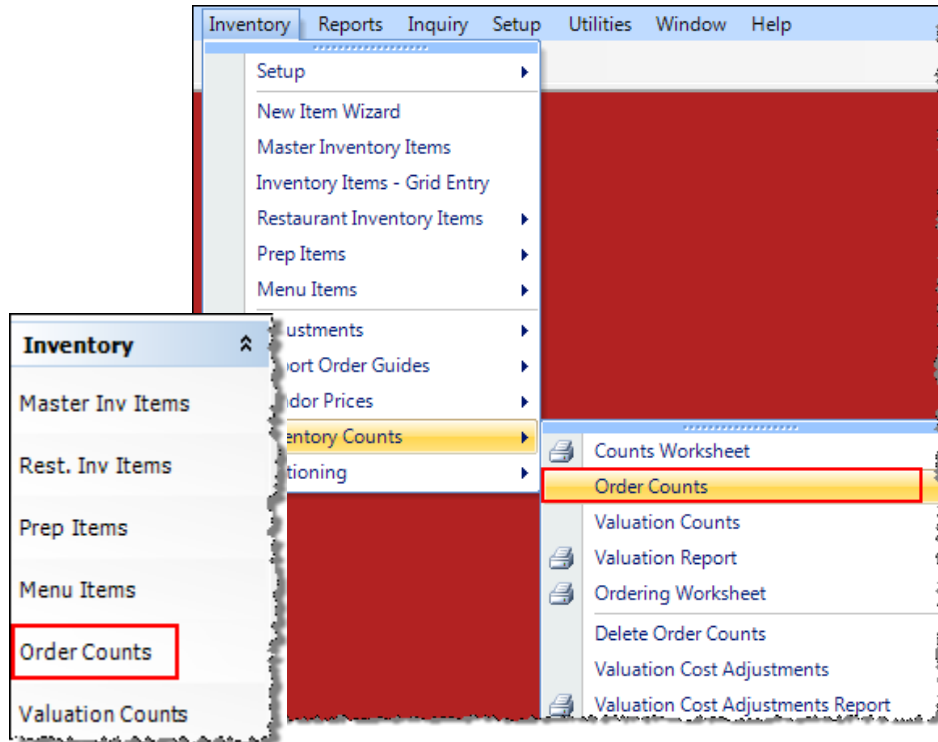
Inventory Counts Worksheet						
Entity: Austin, #1			Report Run: 12/29/2014 8:50 AM			
Items: All			Page: 1 of 27			
Vendor: All			Count Type: Order Counts - All Items			
Par Level: All			Method: Last Invoice			
Level 1: All			Level 2: All		Level 3: All	
Item # Bin	Item Description	Last Purchased	Pur Unit Desc Pur Unit Cost	Qty on Hand	Inv Unit Desc Inv Unit Cost	Qty on Hand
<b>Location: Bar Cooler</b>						
2137	BEER BTL Amstel Light	12/15/2014	Case = 18/Bottle \$18.51		Bottle \$1.03	
75	BEER BTL Bud Lite	11/24/2014	CS = 24/Bottle \$20.06		Bottle \$0.84	
17	BEER BTL Budwesier	11/11/2014	Case 24 = 24/Bottle \$51.72		Bottle \$2.16	
22	BEER BTL Corona	12/15/2014	18 pack = 18/Bottle \$16.02		Bottle \$0.89	
45	BEER BTL Abita Amber	12/15/2014	CS = 24/Bottle \$23.25		Bottle \$0.97	
156	VODKA Belvedere		CS = 12/1 Litre \$163.80		1 Litre \$13.65	
155	VODKA Grey Goose	11/11/2014	CS = 12/1 Litre \$55.44		1 Litre \$4.62	

Once you have the sheet printed, walk around the restaurant and take a hand-written count, just as you would with Valuation Counts. Below is an example of what a filled out count sheet may look like:

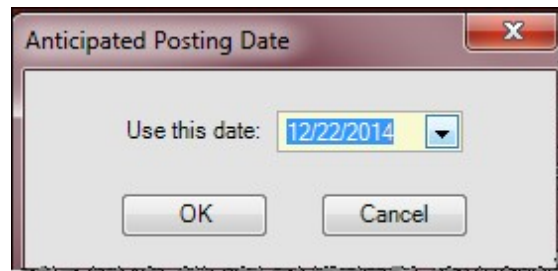
Inventory Counts Worksheet						
Entity: Austin, #1			Report Run: 12/29/2014 8:53 AM			
Items: All			Page: 1 of 27			
Vendor: All			Count Type: Order Counts - All Items			
Par Level: All			Method: Last Invoice			
Level 1: All			Level 2: All		Level 3: All	
Item # Bin	Item Description	Last Purchased	Pur Unit Desc Pur Unit Cost	Qty on Hand	Inv Unit Desc Inv Unit Cost	Qty on Hand
<b>Location: Bar Cooler</b>						
2137	BEER BTL Amstel Light	12/15/2014	Case = 18/Bottle \$18.51	2	Bottle \$1.03	8
75	BEER BTL Bud Lite	11/24/2014	CS = 24/Bottle \$20.06	9	Bottle \$0.84	21
17	BEER BTL Budwesier	11/11/2014	Case 24 = 24/Bottle \$51.72	2	Bottle \$2.16	14
22	BEER BTL Corona	12/15/2014	18 pack = 18/Bottle \$16.02		Bottle \$0.89	18
45	BEER BTL Abita Amber	12/15/2014	CS = 24/Bottle \$23.25		Bottle \$0.97	13
156	VODKA Belvedere		CS = 12/1 Litre \$163.80		1 Litre \$13.65	1.7
155	VODKA Grey Goose	11/11/2014	CS = 12/1 Litre \$55.44		1 Litre \$4.62	2.6

To enter those counts into Compeat, navigate to Order Counts by either choosing the quick link on the right tool bar OR navigating to:

Inventory ▾ Inventory Counts ▾ Order Counts



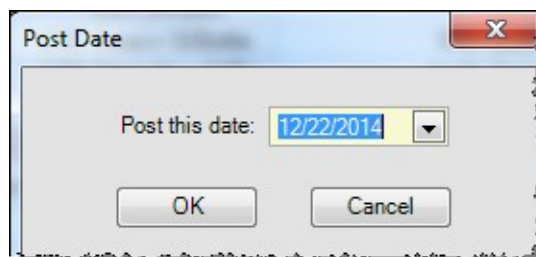
You will be prompted for an anticipated posting date, enter the date of the counts:



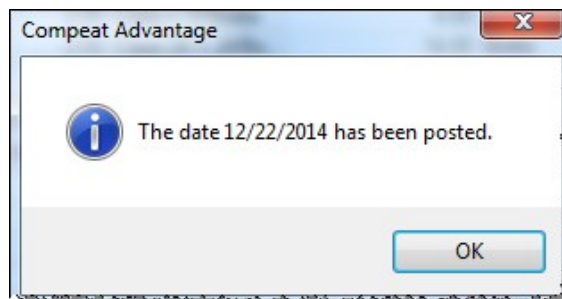
The following count screen functions exactly like the Valuation Count screen. Simply enter the counts from the printed sheets by either Purchase Unit Quantity or Inventory Unit Quantity. Once counts are entered, run the Pre-Post Report to validate entries, and then Post the counts.

Item Description	Item #	Pur. Unit Qty	Purchase Unit	Inv. Unit Qty	Inventory Unit	Inv. Unit Cost	Last Price Update
BEER BTL Amstel Light	2137	2.00	Case = 18/Bottle	8.00	Bottle	\$1.03	12/15/2014
BEER BTL Bud Lite	75	9.00	CS = 24/Bottle	21.00	Bottle	\$0.84	11/24/2014
BEER BTL Budwesier	17	2.00	Case 24 = 24/Bo...	14.00	Bottle	\$2.16	11/11/2014
BEER BTL Corona	22		18 pack = 18/Bot...	18.00	Bottle	\$0.89	12/15/2014
BEER BTL Abita Amber	45		CS = 24/Bottle	13.00	Bottle	\$0.97	12/15/2014
VODKA Belvedere	156		CS = 12/1 Litre	1.70	1 Litre	\$13.65	
VODKA Grey Goose	155		CS = 12/1 Litre	2.60	1 Litre	\$4.62	11/11/2014
BEER KEG Grand Valley...	2092		Keg = 1/keg (15...		keg (15.5g)	\$61.35	11/12/2014
BEER BTL Austin 512	2186		Case = 24/Bottle		Bottle	\$1.23	11/19/2014
RUM Bacardi Silver	2053		Bottle = 1/1 Litre		1 Litre	\$58.74	11/11/2014
BEER BTL Live Oak Stout	2210		CS = 24/Each		Each	\$2.76	11/12/2014
BEER BTL Corona Light	38		Case = 24/Bottle		Bottle	\$0.86	12/15/2014
SCOTCH Chivas Regal	115		Bottle = 1/750 mL		750 mL	\$54.53	11/11/2014
BEER BTL 512 IPA	2207		CS = 24/Each		Each	\$2.08	12/16/2014

\*\*Unlike Valuation Counts, Order Counts have no accounting association, therefore it is recommended to allow posting rights for Order Counts to store-level managers. \*\*  
 Select the date you would like these counts to be recorded (this will be the date you can run reports against).

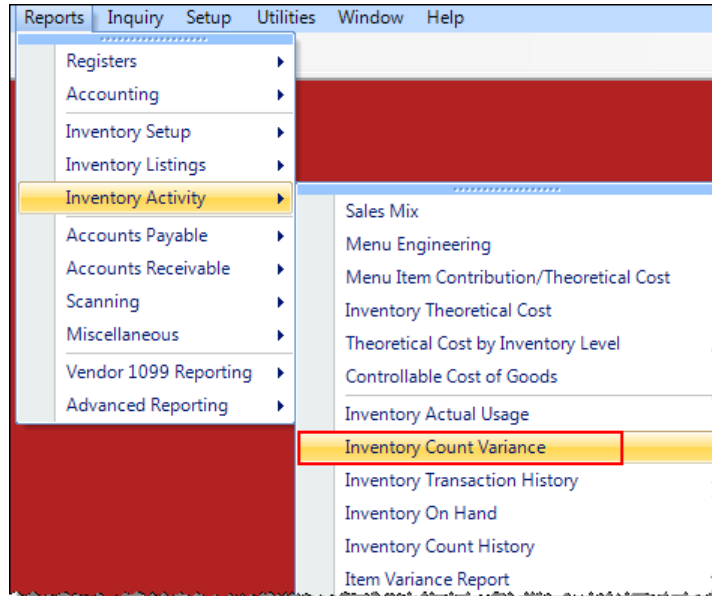


You will get a confirmation message:

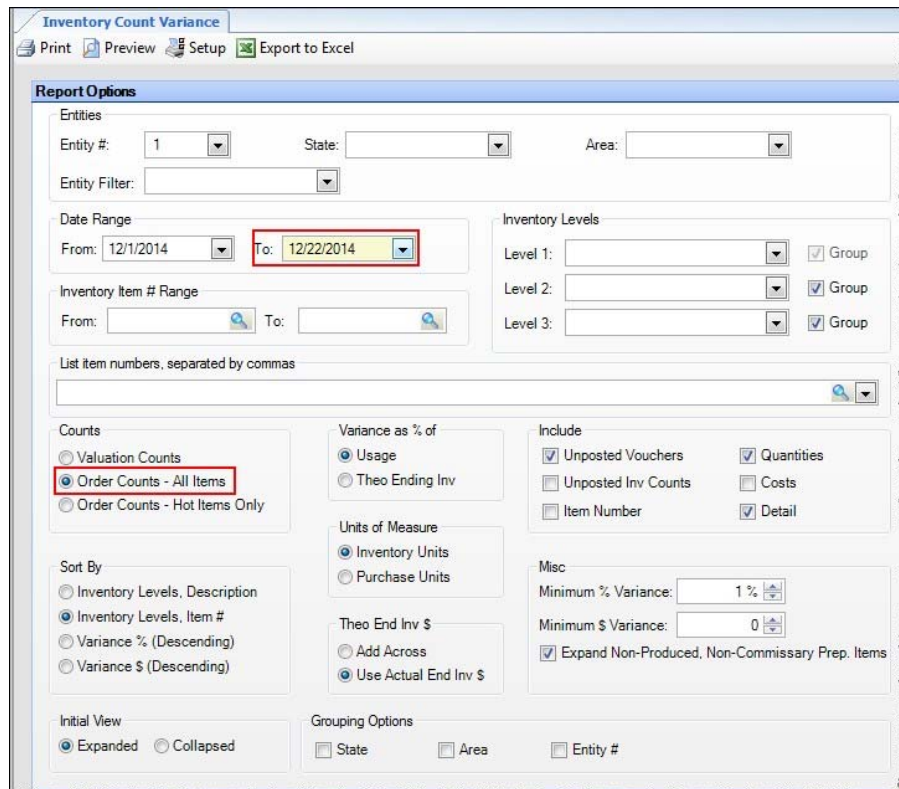


Now you can run reports against Order Counts that have been posted, for instance using the Inventory Count Variance report, you can get Actual vs. Theoretical comparisons for just your Order Counted items:

Reports ▾ Inventory Activity ▾ Inventory Count Variance

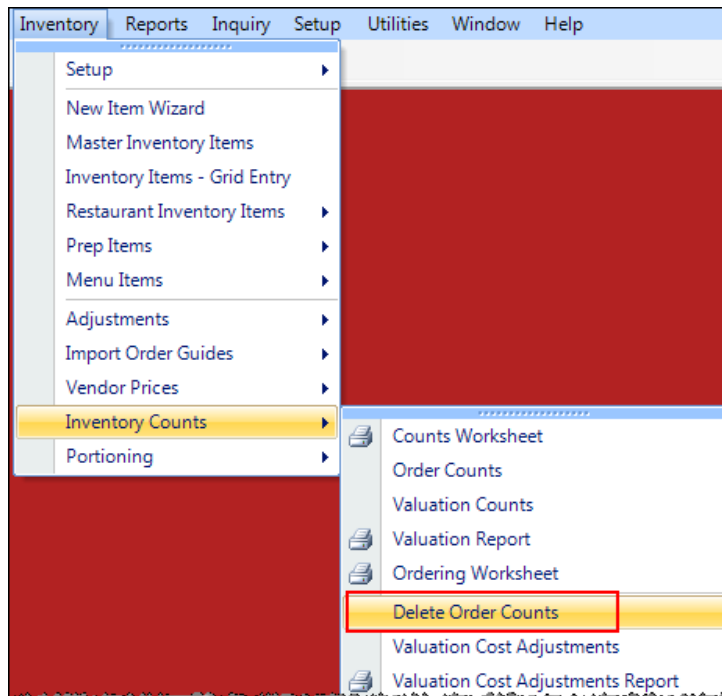


On this screen be sure to select the date you posted the Order Counts on, as well as the flag under Order Type for “Order Counts – All Items” to run a report for this date.

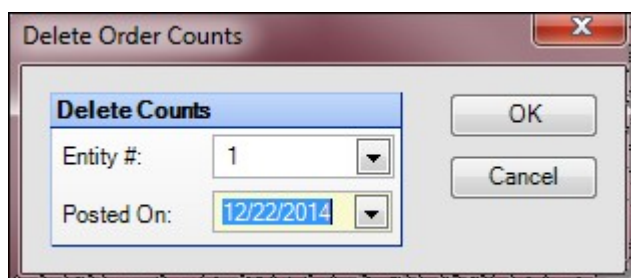


If an Order Count needs to be removed, it is much easier than Valuation Counts – since there is no financial impact, you can simply delete Order Counts by going to:

Inventory > Inventory Counts > Delete Order Counts



Use the box to select the entity # and the Posted date of the Order Counts to delete:



The Order Counts will have been deleted from the system. This can be done as far back as needed.

Order Counts can also be used to suggest purchase order, see the Suggest Order by Par Level document for details on that functionality.