



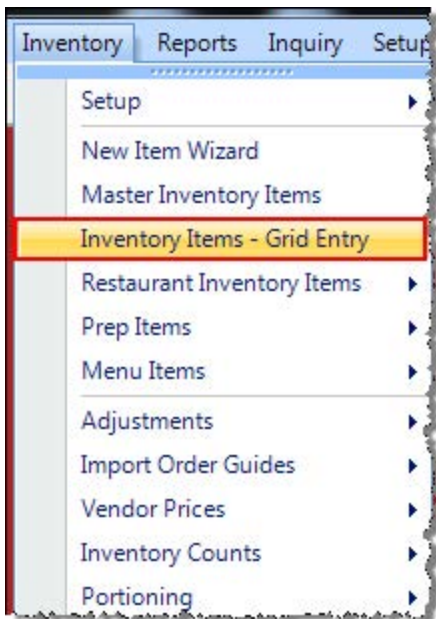
Procedures and Best Practices

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Order Counts

Order Counts in Compeat are very similar to Valuation Counts with one distinct difference – they do not impact the financial reporting (ie, 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**



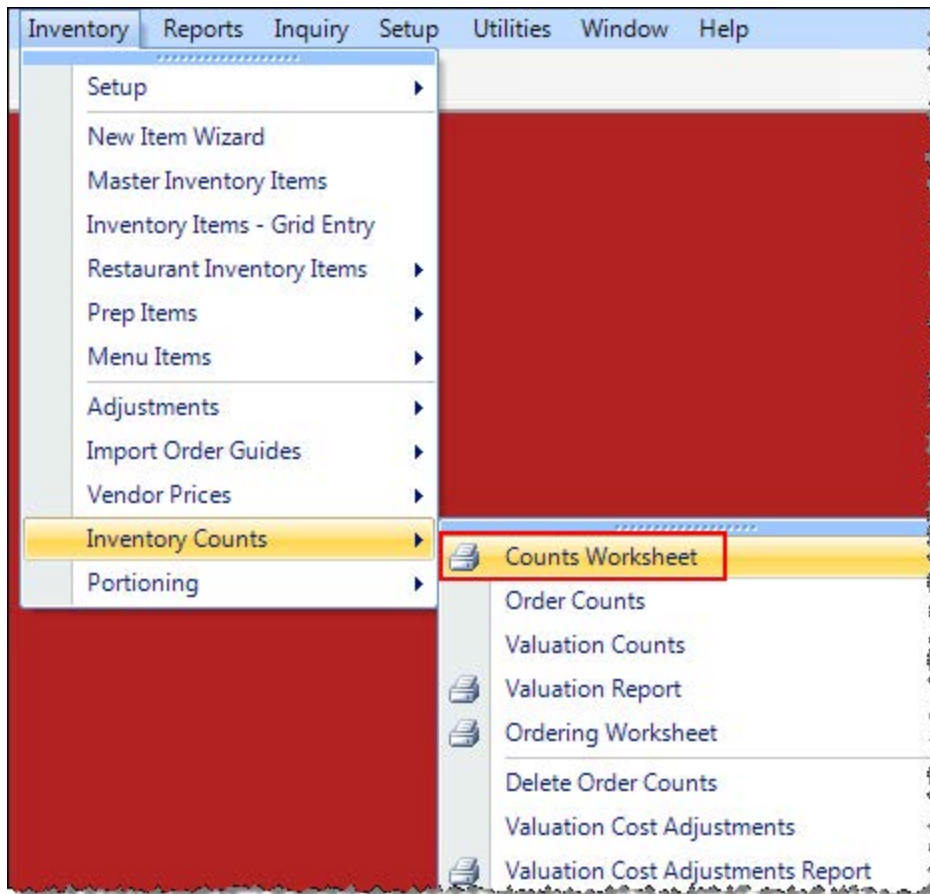
Once on this screen, you can check the box next to each item labeled “**Order Count**” for those to be included on the mid-period counts (here the Order Count column has been pinned to the left side of the screen for ease of use).

 A screenshot of the 'Inventory Items' screen. At the top, there is a 'Save Charges' button and 'Inventory Level Filters' with 'Level 1: Beer' and 'Level 2:'. Below is a table with columns: Order Counts, Item Description, and Item #. The 'Order Counts' column is highlighted with a red box. The table contains several rows of beer items, with checkboxes in the 'Order Counts' column.

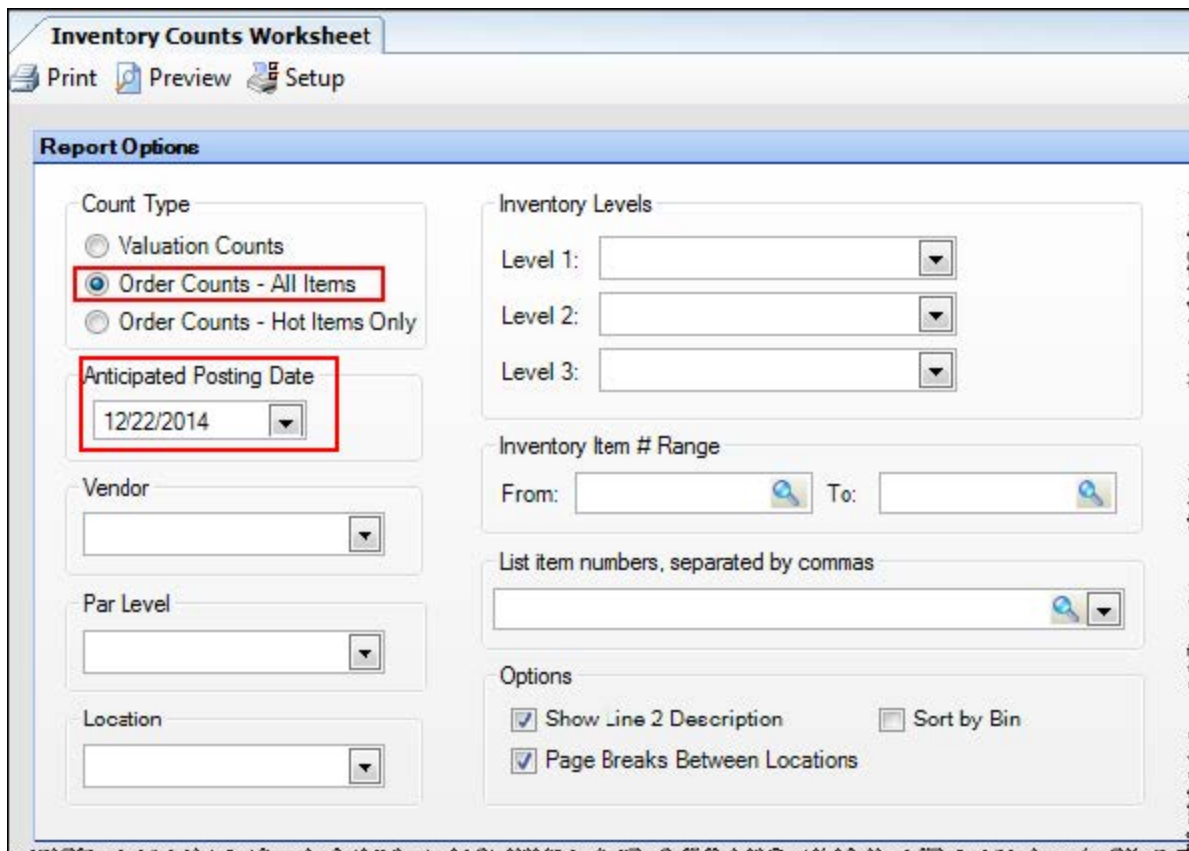
Order Counts	Item Description	Item #
<input checked="" type="checkbox"/>	BEER BTL 3.2 Coop Native	2088
<input type="checkbox"/>	BEER BTL 512 IPA	2207
<input type="checkbox"/>	BEER BTL 512 Pecan Porter	29
<input checked="" type="checkbox"/>	BEER BTL Abita Amber	45
<input checked="" type="checkbox"/>	BEER BTL Amstel Light	2137
<input checked="" type="checkbox"/>	BEER BTL Austin 512	2186
<input checked="" type="checkbox"/>	BEER BTL Bud Lite	75
<input checked="" type="checkbox"/>	BEER BTL Budwesier	17
<input checked="" type="checkbox"/>	BEER BTL Choc. Milk Stout	55
<input type="checkbox"/>	BEER BTL Corona	27

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.

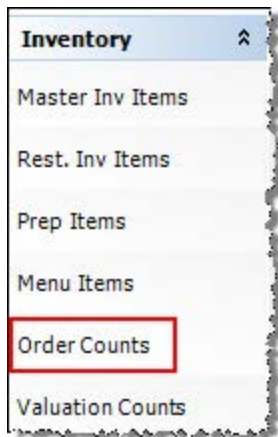
Inventory Counts Worksheet						
Entity: Austin, #1			Report Run: 12/29/2014 8:50 AM			
Items: All			Page: 1 of 27			
Vendor: All			Count Type: Order Counts - All Items			
Par Level: All			Method: Last Invoice			
Level 1: All			Level 2: All		Level 3: All	
Item # Bin	Item Description	Last Purchased	Pur Unit Desc Pur Unit Cost	Qty on Hand	Inv Unit Desc Inv Unit Cost	Qty on Hand
Location: Bar Cooler						
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:

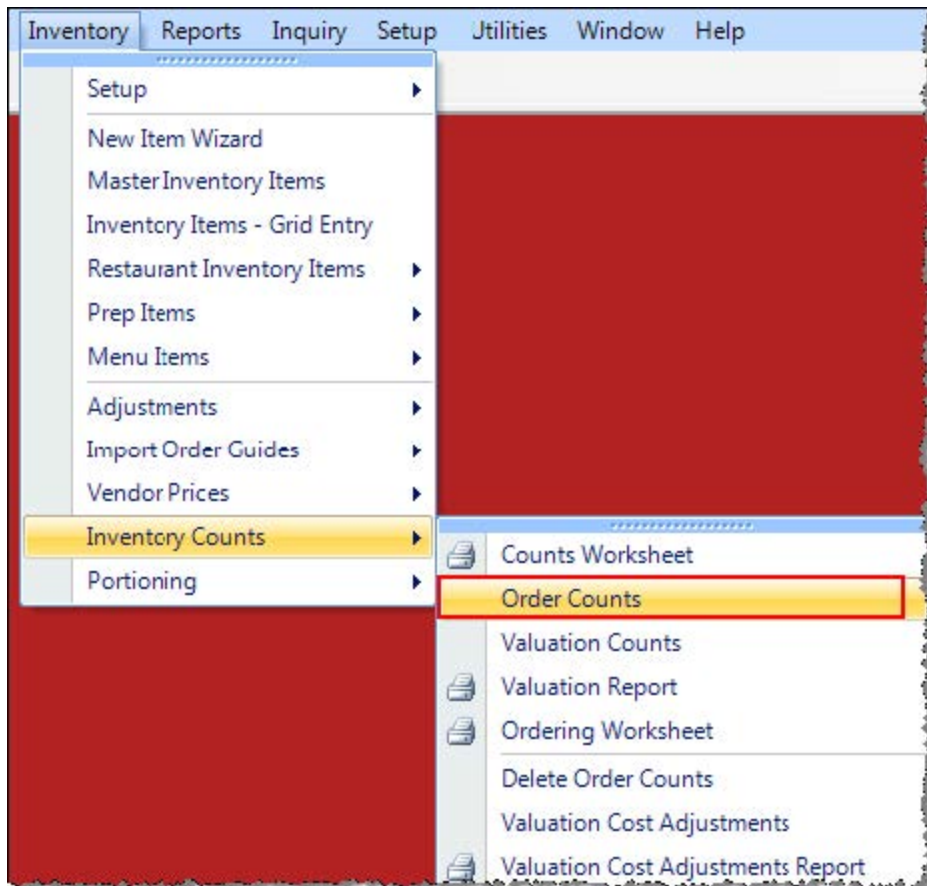
Inventory Counts Worksheet						
Entity: Austin, #1			Report Run: 12/29/2014 8:53 AM			
Items: All			Page: 1 of 27			
Vendor: All			Count Type: Order Counts - All Items			
Par Level: All			Method: Last Invoice			
Level 1: All			Level 2: All		Level 3: All	
Item # Bin	Item Description	Last Purchased	Pur Unit Desc Pur Unit Cost	Qty on Hand	Inv Unit Desc Inv Unit Cost	Qty on Hand
Location: Bar Cooler						
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:

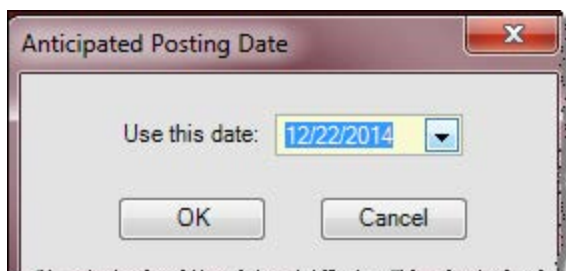
Inventory > Inventory Counts > Order Counts



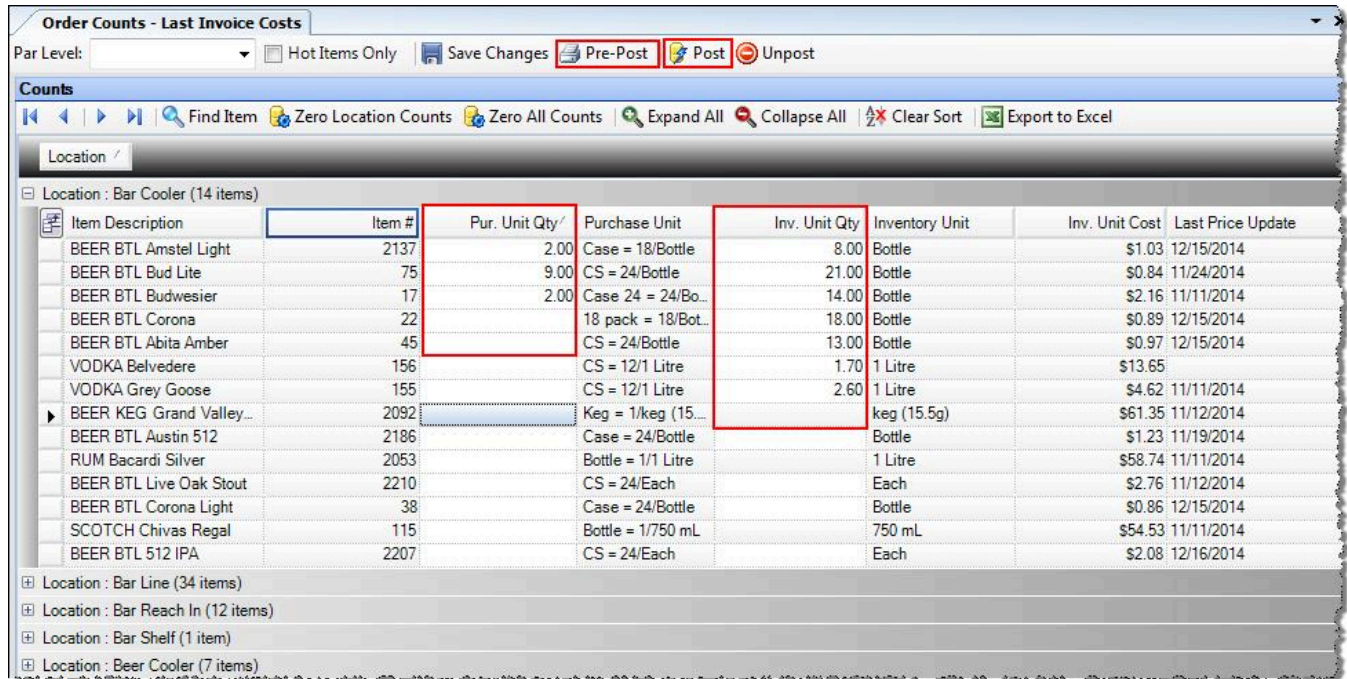
OR



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

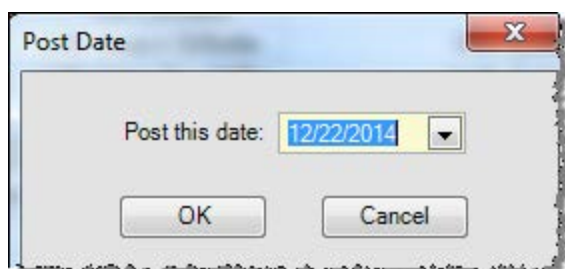


The following count screen functions exactly like the Valuation Count screen. Simply enter the counts from the printed sheets by either Purchase Unit Quantity or Inventory Unit Quantity. Once counts are entered, run the Pre-Post Report to validate entries, and then Post the counts.

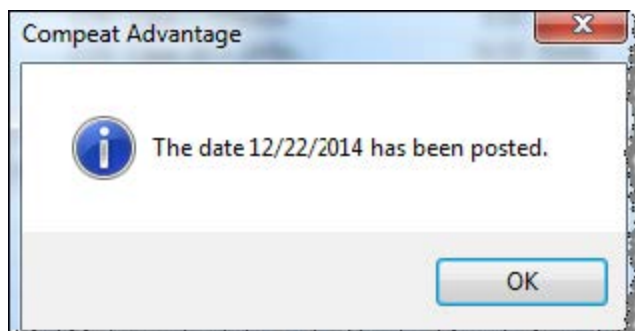


** Unlike Valuation Counts, Order Counts have no accounting association, therefore it is recommended to allow posting rights for Order Counts to store-level managers. **

Select the date you would like these counts to be recorded (this will be the date you can run reports against).

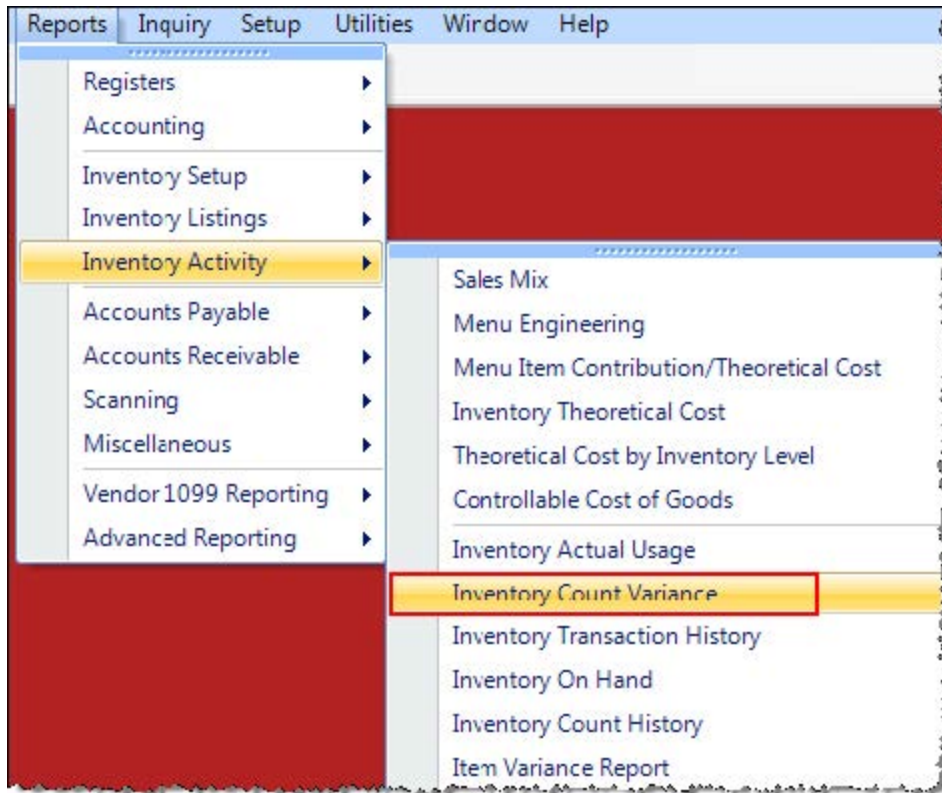


You will get a confirmation message:



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.

Inventory Count Variance

Print Preview Setup Export to Excel

Report Options

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

Date Range
 From: 12/1/2014 To: 12/22/2014

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

Units of Measure
 Inventory Units
 Purchase Units

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

Include
 Unposted Vouchers
 Unposted Inv Counts
 Item Number
 Quantities
 Costs
 Detail

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

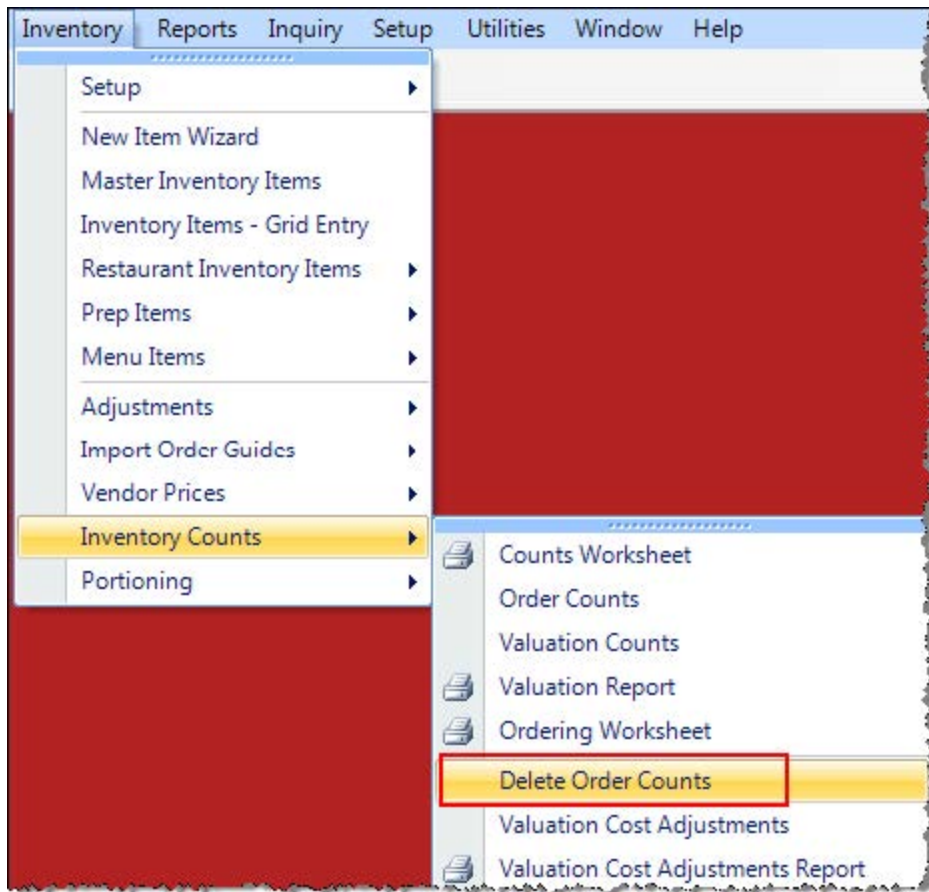
Misc
 Minimum % Variance: 1 %
 Minimum \$ Variance: 0
 Expand Non-Produced, Non-Commissary Prep. Items

Initial View
 Expanded Collapsed

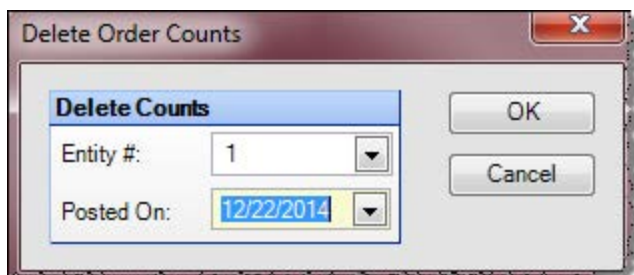
Grouping Options
 State Area Entity #

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.

Was this Helpful ?

yes

no

How to Handle Promotional Liquor Bottles

Setting Up Inventory Items for Accurate Theoretical Reporting

Setting Up Menu Items with Multiple Prices or POS Codes

Setting Up Beverages

Overview Inventory Valuation Methods

How to Handle Side Dishes in Menu Item Recipes

Overview of the Bidding Process

Catch Weight Items and Inventory Controls

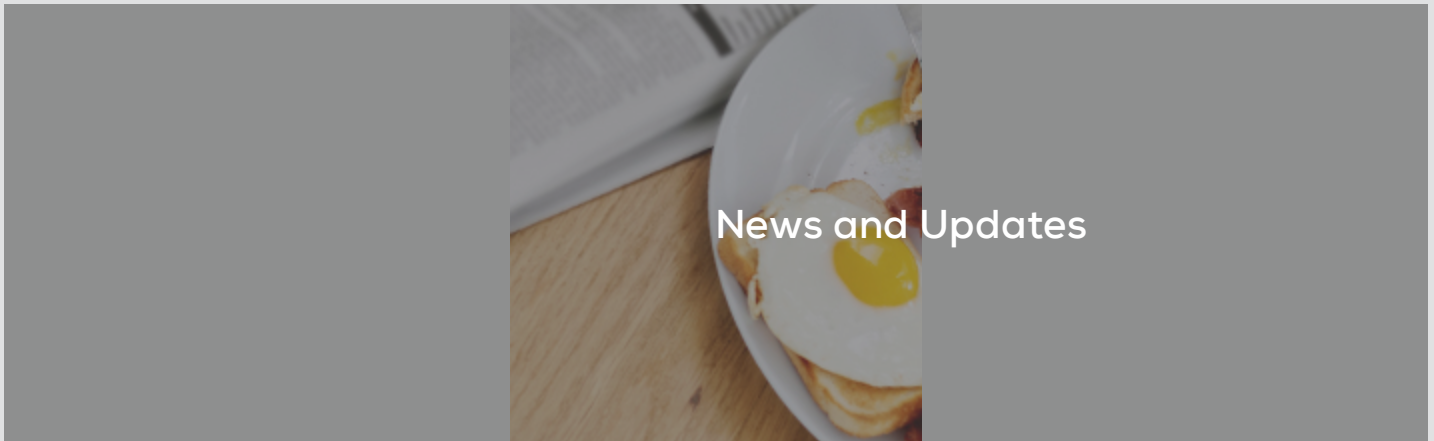
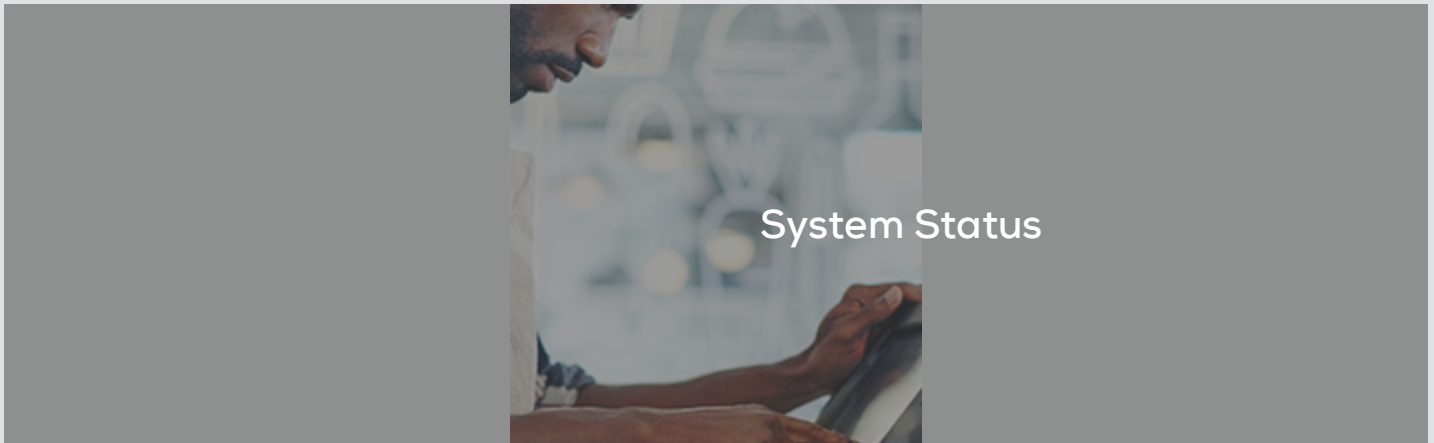
Creating New Items in Compeat

How to Copy Inventory Items

Inventory Item Flow Chart

Set Cost Variance

Learn More



Need More Help?

