How to Enter Inventory

1. Click on the Inventory Icon.

2. Click NEW for an inventory count worksheet.

3. Enter the date that you would like to record inventory for.

4. Select what kind of inventory count you are doing.
   Your choices are:
   - **All Items –** Count every item
   - **Key Items –** Only Items you have checked off as Key Items
   - **Category –** Only a certain category
   - **Group –** Only a certain group
   - **Inventory List –** A customized list that you have created

5. You inventory count sheet will appear. You can sort it at the bottom by Location, Group, Category or Custom.

6. To print your Count Sheet click on **Count Sheet** on the Left hand side.

7. Fill in the columns with your counts.
   - Purchase Units - This is how you purchase your items from your supplier
   - Count Unit – This is how you have chosen to count your items
   - Recipe Unit – This is how you have chosen to use your items in recipes

8. Once you are satisfied with your counts click Summarize. You will be asked a series of questions.
   - Have you entered all of your Invoices?
   - Have you entered all of your Sales Mixes?
   - Have you entered all of your Daily Sales?
   - Have you entered all Waste to date?
   Once you click **yes** to all you can continue

9. You will see an Inventory Summary, if you need to make adjustments click **close**, Click **no** to finalizing and make your adjustments. If you are satisfied click **save**. Click **yes** to finalizing your inventory. Click **Finalize.** If you are satisfied click **Yes.**