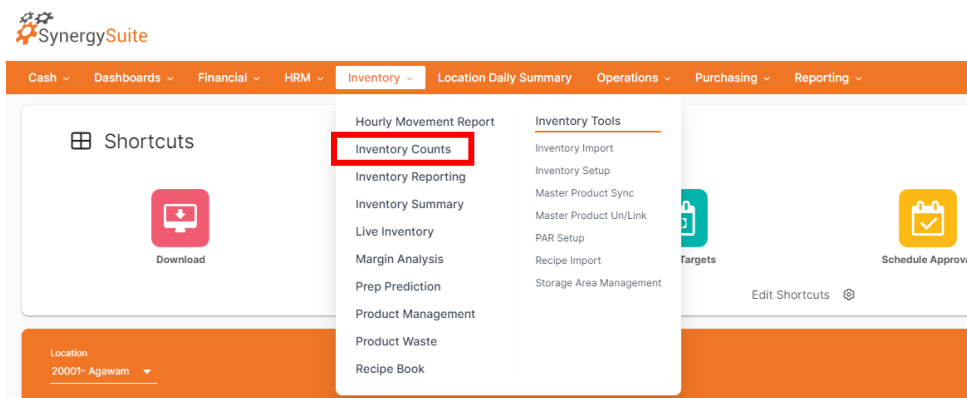


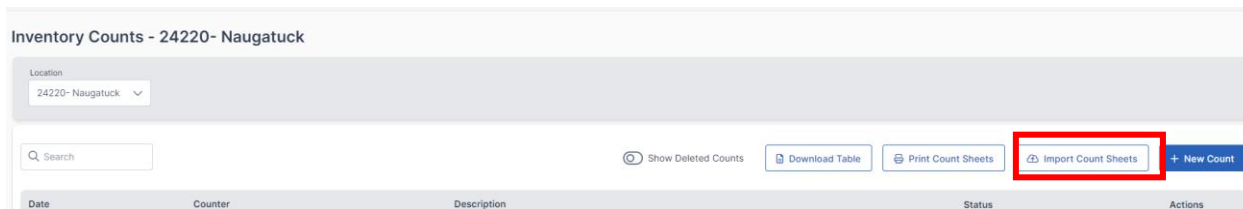
Note: Please Approve any and all invoices before you start inventory count.

Adding a New Inventory Count

This is found under Inventory → Inventory Counts



Select “+ New Count”



Once you add the new count, it is going to ask you to verify the Count Date.

Note:

- If you are counting Sunday night, please leave off the “before opening” Toggle
- If you are counting Monday Morning, It is important that you choose “before opening” so it doesn’t count any sales Made on Monday.

You will then see this screen:

New Count - Weekly

Inventory: Weekly Aug 10, 2023 Count Date: 8/10/23 Before Opening

Search locations, product, categories, etc.

Location Count: **All Products** Notes

Product	Case	Pack	Unit	Total	Extended Cost
3gal Baking Pretzel \$9.80 per EA	Case		EA		Total EA: 0.00
3gal Raspberry Sherbet \$9.90 per EA	Case		EA		Total EA: 0.00
3gal Vanilla Yogurt FF \$9.90 per EA	Case		EA		Total EA: 0.00
48oz Choc Almond Chis Eps \$3.90 per EA	Case (EA)		EA		Total EA: 0.00
48oz Chocolate Eps \$3.90 per EA	Case (EA)		EA		Total EA: 0.00
48oz Cookies N Cream Eps \$3.44 per EA	Case (EA)		EA		Total EA: 0.00

Page: 1 Rows per page: 50 1 - 50 of 300

Print Count Sheets

To Print the Sheets: Select Save and close the pop up. Then select Print Count Sheets. You change choose the sort order on the Right-hand side.

Print Count Sheets - Weekly

Sort Order: Alphabetical

Page Break after Group:

Print Count Sheets

Product	Case	Pack	Unit	Total
---------	------	------	------	-------

Note: You will notice that you have more counting options for some items. Pay attention to you now have a Case/Pack/Each Line. The total Cost/Extended Cost is based on the smallest UOM.

When you are done counting, please go to inventory reports:

Inventory Reports

This is found under Inventory → Inventory Reporting

SynergySuite

Cash Dashboards Financial HRM **Inventory** Location Daily Summary Operations Purchasing Reporting

Shortcuts

Download

Location: 20001- Agawam

- Hourly Movement Report
- Inventory Counts**
- Inventory Reporting
- Inventory Summary
- Live Inventory
- Margin Analysis
- Prep Prediction
- Product Management
- Product Waste
- Recipe Book

- Inventory Tools
 - Inventory Import
 - Inventory Setup
 - Master Product Sync
 - Master Product Un/Link
 - PAR Setup
 - Recipe Import
 - Storage Area Management

Targets

Schedule Approval

Edit Shortcuts

This will show you to the various inventory reports.

- **Inventory Reports**

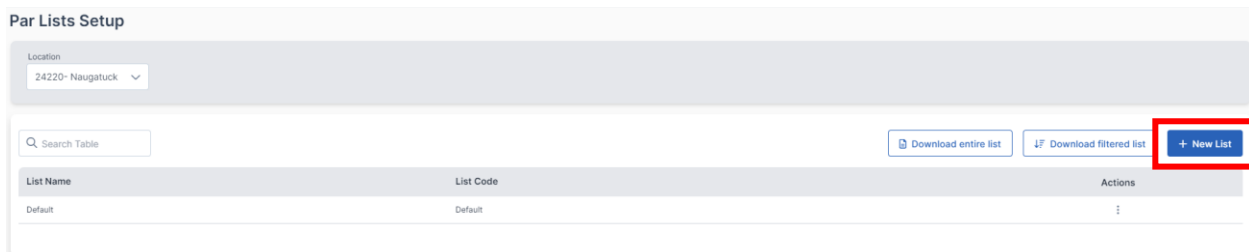
- This report will show the entire food cost formula down to the Variance.
 - Under this report there is a Cost Value Report, Valuation Report, Usage Report, and report messages. Each report had a different function, and depending on the information you are looking for will choose which one you want to look at. The Valuation report will show ALL ITEMS.
 - There is a walk through on this page that will teach you about the different reports and features.
 - Please don't hit "process inventory" until you are completed making any changes. You can edit any closing counts right on this page if you have not hit "process inventory".
 - Overall Summary will show you your "gap" number.
 - All reports are downloadable into excel, which we recommend for easy reading.
 - To "**LOCK**" your inventory when you are done, stay within this screen and choose "process inventory". Hitting this is important as this will bring all your numbers over to the reports for above store!

Note: Inventory will automatically be locked at 2:00pm EST time and you will be unable to make any adjustments.

Other Inventory Tab Information

PAR Setup: This will allow you to create PARs (build tops) for the order (also in food management document with more details).

Create Part Lists Setup and click on + New List on the right-side.



Please adjust these for your store Order Guide.

Home > Par Lists Setup > Default

Par Lists Setup Default

Search Table

Download entire list | Download filtered list | Add Products

Product	Unit	Par level	Reorder level	Remove
4gal Butter Crunch	GAL	0	0	⊖
4gal Butter Pecan	GAL	0	0	⊖
4gal CC Cookie Dough	GAL	0	0	⊖
4gal Chocolate Chip	GAL	0	0	⊖
4gal Chocolate	GAL	0	0	⊖
4gal Forbidden Choc	GAL	0	0	⊖
4gal Cookies N Cream	GAL	0	0	⊖

- Make sure you accept to transfer in any transfers in.
- Notes: Any Credits – you still need to follow proper protocol for USFOODS and Emailing Product Quality Form into the correct people.
- Once you contact USF, a negative credit invoice will be sent to SynergySuite, and you will need to accept the invoice. If it comes the next week, you can adjust the date to the current week (above store level only) for your store to accept the credit.
- Accepting truck invoices needs to happen before you “process inventory.” If this is not done, you will notice that you have zero purchases.