

Unpost Multiple Periods

Quick Start Guide

Document Details

Document #: 160_UPQS_251009
Release Version: 20.25.09.18 or higher
Version Release Date: October 2025

Overview

Authorized corporate users can unpost one or more post periods with one or more inventory events for a single location. This allows errors discovered in a closed period to be fixed in the appropriate period. During this process, manually entered physical counts can be saved to a file and then re-imported prior to reposting each period. This document guides you through the entire process.



Download the latest version of this document here:

<https://links.crunchtime.com/EMQS-UnpostMultiplePeriods>

... or scan the QR code to the left.

Related User Group Permissions

Screen Name	Control Name	Description
Financial Calendar	Unpost Inventory	Enables this option on the Corporate menu and within the Financial Calendar screen.

Related Documentation

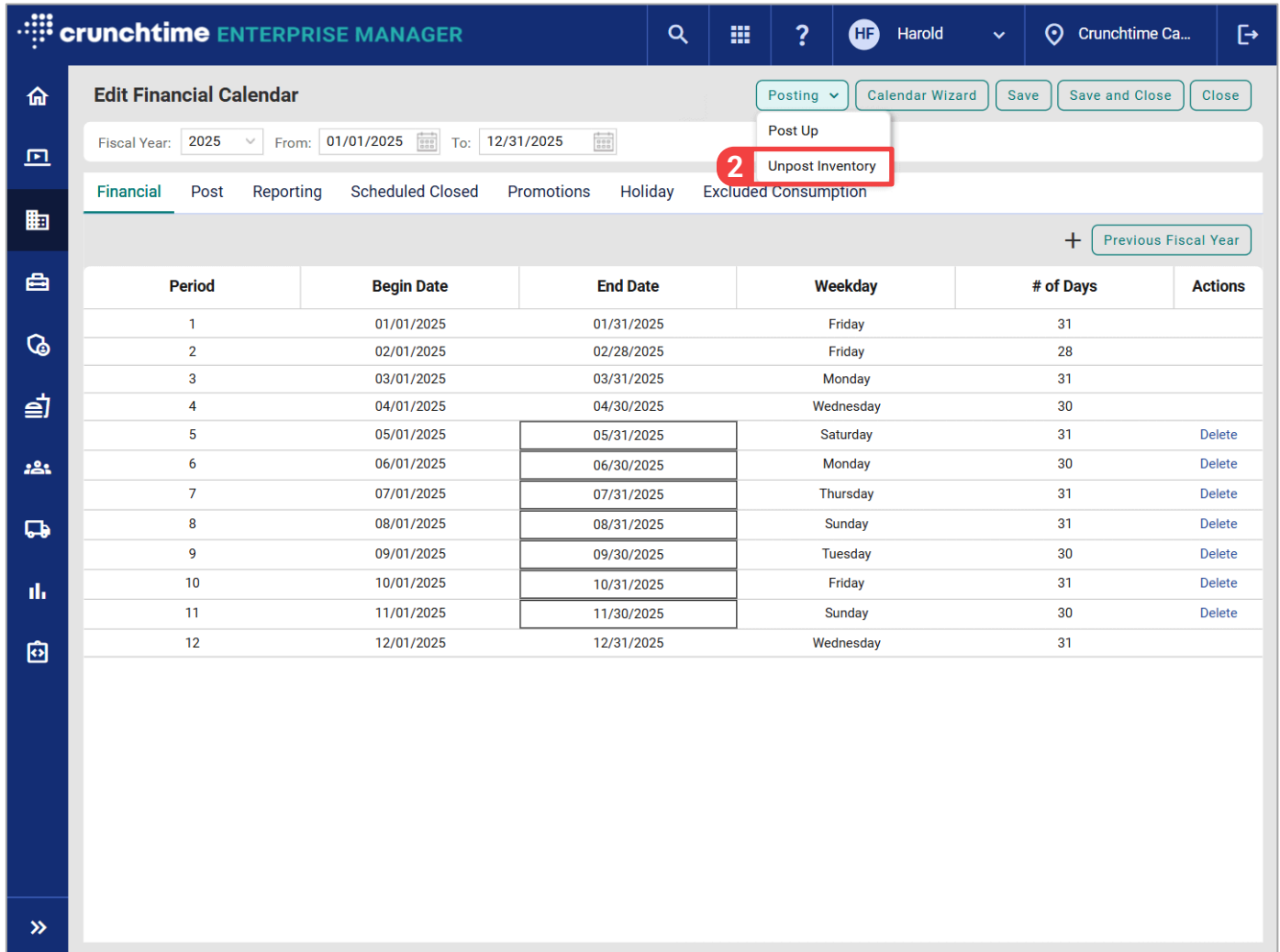
- EMQS - Import a CDP File: <https://links.crunchtime.com/EMQS-ImportCDPfiles>
- NCQS - Review and Post Inventory: <https://links.crunchtime.com/NCQS-ReviewAndPostInventory>
- EMQS - Post Multiple Periods: <https://links.crunchtime.com/EMQS-PostMultiplePeriods>

Unpost Multiple Periods

The Unpost Process

Using the Screen

Enterprise Manager > Corporate: Financial Calendar



Edit Financial Calendar

Fiscal Year: 2025 From: 01/01/2025 To: 12/31/2025

Posting Calendar Wizard Save Save and Close Close

Post Up

2 Unpost Inventory

Financial Post Reporting Scheduled Closed Promotions Holiday Excluded Consumption

+ Previous Fiscal Year

Period	Begin Date	End Date	Weekday	# of Days	Actions
1	01/01/2025	01/31/2025	Friday	31	
2	02/01/2025	02/28/2025	Friday	28	
3	03/01/2025	03/31/2025	Monday	31	
4	04/01/2025	04/30/2025	Wednesday	30	
5	05/01/2025	05/31/2025	Saturday	31	Delete
6	06/01/2025	06/30/2025	Monday	30	Delete
7	07/01/2025	07/31/2025	Thursday	31	Delete
8	08/01/2025	08/31/2025	Sunday	31	Delete
9	09/01/2025	09/30/2025	Tuesday	30	Delete
10	10/01/2025	10/31/2025	Friday	31	Delete
11	11/01/2025	11/30/2025	Sunday	30	Delete
12	12/01/2025	12/31/2025	Wednesday	31	

1. Under the Corporate menu, choose *Financial Calendar*.

2 Select the Posting button and choose *Unpost Inventory*.



Tip: You can also navigate to the Corporate menu and select *Unpost Inventory*.

(Continued)

Unpost Multiple Periods

The Unpost Process (Continued)

You can only unpost inventory events for a single location.

Enterprise Manager > Corporate: Financial Calendar > Unpost Inventory

crunchtime

ENTERPRISE MANAGER

🔍

🗖

?

HF Harold

📍 Crunchtime Cafe

🔗

🏠

📅

📊

📄

🔔

📈

👤

🚚

📁

🔧

Unpost Inventory

✕

1

2

3

4

Location

Post Period

Export Counts

Review & Unpost

Please select a Location to unpost inventory counts

⌵

	Location Name	Location Code	Last Inventory Post Date	Last Inventory Post User
☐	201 - Tampa	200001	08/11/2025	John Reese
☐	202 - Dallas	200002	08/11/2025	Samantha Groves
☐	203 - Nashville	200003	08/11/2025	Sameen Shaw
☐	301 - Cardiff	300001	08/11/2025	Stephen Price
☐	302 - Dubai	300002	08/11/2025	Kim Possible
☐	303 - Naples	300003	08/11/2025	Amata Scarcella
☒	304 - Portland	300004	08/18/2025	Joshua Scott

<

1 / 1

>

4

Next

- 3 Check the box to choose the location to unpost.
- 4 Click Next.

(Continued)

Unpost Multiple Periods

The Unpost Process (Continued)

You can unpost one or more periods, which may contain one or more scheduled inventory and/or final for post inventory counts.

Enterprise Manager > Corporate: Financial Calendar > Unpost Inventory

crunchtime ENTERPRISE MANAGER

Unpost Inventory

1 Location 2 Post Period 3 Export Counts 4 Review & Unpost

Select a post date to unpost. All posted inventory periods after this date will also be unposted.

304 - Portland

5 Post Period* 08/11/2025

A Back 6 Next

- 5 Select the earliest period to unpost. The Final for Post inventory for this period and all subsequent periods will be unposted. This will also cancel all *Scheduled Inventories* that occurred during those subsequent periods. (Don't worry, the next page shows how you can preserve the counts for those events.)

A If necessary, you can choose to go *Back* to the previous step.



Alert: Before proceeding, please note that the Unpost process will:

- Cancel scheduled counts that are in completed or awaiting review status
- Reset status of final for post inventory counts for post periods after selected post date & prior to current date
- Unpost the selected post period and any subsequent posted post periods up to that date
- "Undo" any standard inventory delta or inventory totals exports for the periods that are being unposted

- 6 To proceed, click *Next*.

Unpost Multiple Periods

The Unpost Process (Continued)

This screen displays the events that will be cancelled, and gives you the opportunity to export the manually entered counts from those events so that you can re-import them later, prior to reposting the period(s). (The Final for Post event for the first unposted period isn't listed here since its counts aren't being undone.)

Enterprise Manager > Corporate: Financial Calendar > Unpost Inventory

crunchtime ENTERPRISE MANAGER

Harold

Crunchtime Cafe

Unpost Inventory

Location

Post Period

Export Counts

Review & Unpost

The Unpost process will cancel scheduled inventories and reset the status of Final for Post inventories in all posted inventory periods after the selected Unpost date. Physical counts will be deleted! Click Export to download a copy of the inventory counts.

Date	Type	Detail	Status	Physical Counts to Export
08/12/2025	User Defined Category (Corporate)	Critical Items	Complete	32
08/13/2025	Category	Meat	Complete	20
08/15/2025	User Defined Category (Corporate)	Critical Items	Complete	32
08/16/2025	Template	Wines	Complete	25
08/17/2025	User Defined Category (Corporate)	Critical Items	Complete	32
08/18/2025	Final for Post		Complete	156

Back

Skip Exports

Export Counts

- 7

This column shows the number of products that had manual counts entered for the event. If all of the counts were entered "By Exception", this number will be '0', which means no counts will be exported for that event. (System-generated counts do not need to be saved.)
- 8

Export Counts (recommended) to download a zip file containing text files with your counts, one for each event. These files are in the [008] format, so they can be easily re-imported OR Skip Exports if you do not want or need to retain the counts for these events. A pop-up alert will appear (not shown) prompting you to Go Back or Continue.



Tip: Even if you don't initially intend to import or recreate scheduled counts, it's best practice to Export Counts (and download the file) just in case!

(Continued)

Unpost Multiple Periods

The Unpost Process (Continued)

This screen displays the status of the “undone” counts prior to finalizing the unpost process.

Enterprise Manager > Corporate: Financial Calendar > Unpost Inventory

crunchtime ENTERPRISE MANAGER

HF Harold

Crunchtime Cafe

Unpost Inventory

Location

Post Period

Export Counts

Review & Unpost

You are about to unpost all posted inventory periods for 304 - Portland starting from 05/18/2025.

Date	Type	Detail	Current Status	New Status
08/12/2025	User Defined Category (Corporate)	Critical Items	Complete	Canceled
08/13/2025	Category	Meat	Complete	Canceled
08/15/2025	User Defined Category (Corporate)	Critical Items	Complete	Canceled
08/16/2025	Template	Wines	Complete	Canceled
08/17/2025	User Defined Category (Corporate)	Critical Items	Complete	Canceled
08/18/2025	Final for Post		Complete	Scheduled

Back

Unpost

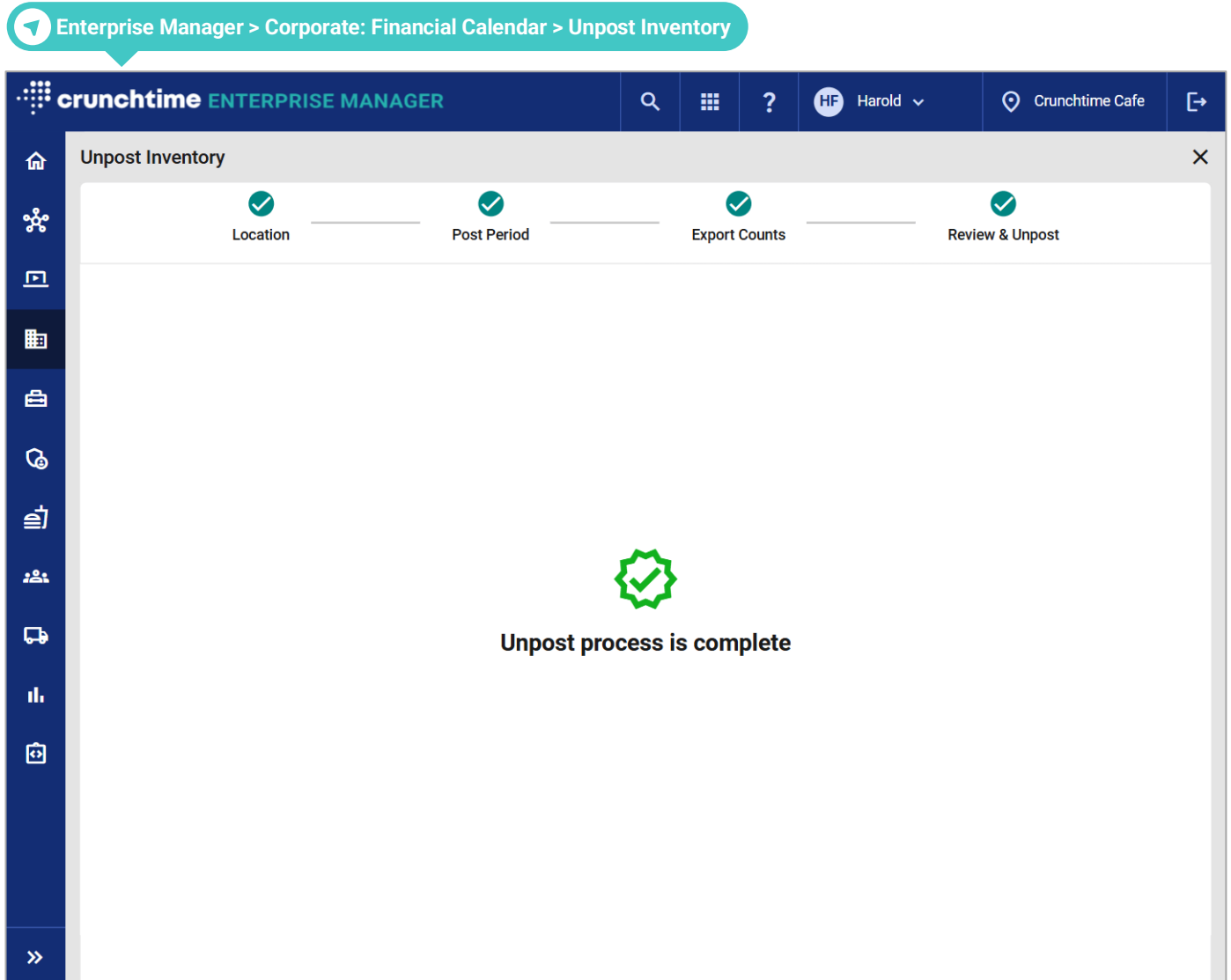
- 9 This column shows the *New Status* of the “undone” events.
- 10 To complete the process, select *Unpost*.

(Continued)

Unpost Multiple Periods

The Unpost Process (Continued)

This screen shows that the process completed successfully.



Once the unpost process is complete, you can find and fix any errors that need to be corrected in that first period. When ready, you will need to re-review your Final for Post inventory and repost that period.

For each subsequent period (**one period at a time**):

- You can re-import the saved counts for each event (if needed).
- Re-review your Final for Post inventory.
- Repost the period.

Then, you can re-export your data for the re-posted period(s).

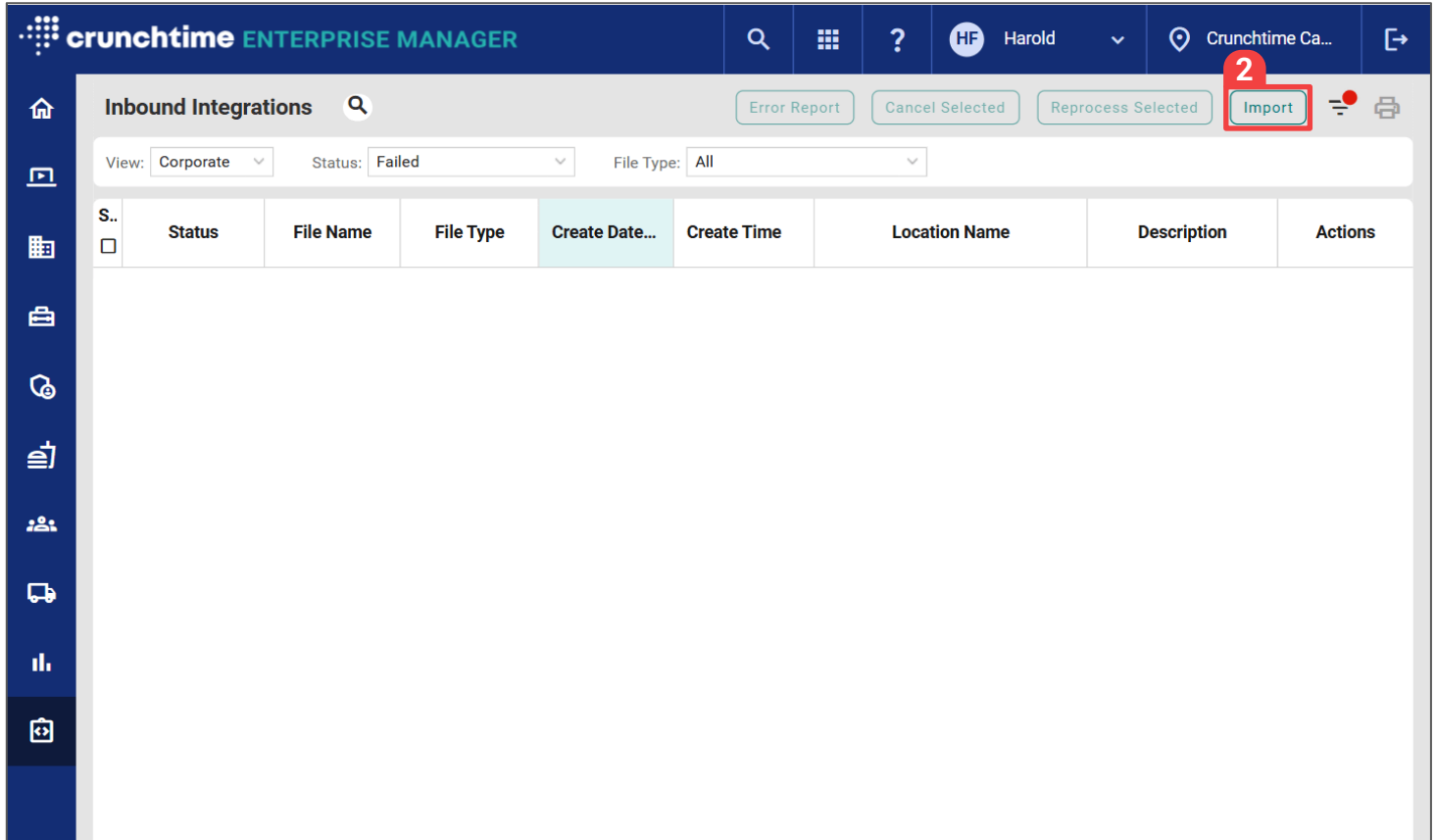
The next section will walk you through this process.

Restore Data for Unposted Periods

Re-Import Saved Counts

The Import process allows users to import CDP files manually, as opposed to processing them through the Crunchtime Data Pump.

Enterprise Manager > Interfaces: Inbound Integrations



The screenshot shows the 'Inbound Integrations' screen in the Crunchtime Enterprise Manager interface. The top navigation bar includes the Crunchtime logo, a search icon, a grid icon, a help icon, a user profile icon labeled 'HF Harold', and a location icon labeled 'Crunchtime Ca...'. Below the navigation bar, the 'Inbound Integrations' section has a search icon and three buttons: 'Error Report', 'Cancel Selected', and 'Reprocess Selected'. The 'Import' button is highlighted with a red box and a red circle containing the number 2. Below these buttons are three dropdown menus: 'View: Corporate', 'Status: Failed', and 'File Type: All'. A table with the following columns is visible: 'S..', 'Status', 'File Name', 'File Type', 'Create Date...', 'Create Time', 'Location Name', 'Description', and 'Actions'. The table is currently empty.

1. Locate the count files you exported during the unpost process.
- 2 From the Inbound Integrations screen, select the *Import* button.
3. One file at a time, import the count files for the inventory events for the first unposted period.
4. Proceed to the next page.



Tip: For more detailed information on how to import CDP files, follow this link:
<https://links.crunchtime.com/EMQS-ImportCDPfiles>

(Continued)

Restore Data for Unposted Periods

(Continued)

Review the Imported Counts

Follow the steps below to review your inventory events in Net-Chef.

Net-Chef > Inventory: Create Review Inventories

The screenshot displays the Net-Chef interface for managing physical inventory. At the top, the 'Physical Inventory' section is active. A dropdown menu for 'Post Period' is set to '08/11/2025'. Below this, a table lists inventory events. The first event is dated '08/11/2025' with the type 'Final for Post' and a status of 'Complete'. In the 'Process' column, there are three links: 'Review', 'View', and 'Audit'. The 'Review' link is highlighted with a red box and a callout number '2'.

Date	Type	Detail	Status	Process
08/11/2025	Final for Post		Complete	Review View Audit

- 1 Select the desired *Post Period*.
- 2 Click the *Review* link to review your inventory. (If you imported counts for mid-period inventories, you will also see those and will have to review them prior to the *Final for Post* event.)



Tip: For more detailed information on how to review and post your inventory in Net-Chef, follow this link: <https://links.crunchtime.com/NCQS-ReviewAndPostInventory>



Note: You have to review and post your periods one at a time. You can Post either in Net-Chef or Enterprise Manager. If you want to do this in Enterprise Manager, see the next page for more info.