

Print & Enter Inventory Counts

Quick Start Guide

Document Details

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Overview

Inventory is taken regularly to determine how much of each product is on hand, how much product was used during the period, how much should be ordered, and if actual costs are in line with budgeted costs. A period cannot be posted until inventory counts have been entered and saved for that period; this Inventory event is called the "Final for Post."



Download the latest version of this document here:

<https://links.crunchtime.com/NCQS-PrintAndEnterInventoryCounts>

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



Watch the video tutorial:

[NCI 106 - Print & Count Inventory](#)

Related User Group Permissions

Screen Name	Control Name	Description
NC-Administrative Options	Inventory Setup	Enables this option on the Inventory menu.
NC-Inventory	Physical Inventory	Controls whether the "Create/Review Inventories" option is available on the menu and the "Count Sheet" link is available for an Inventory event.
NC-Inventory	Data Entry	Controls whether the "Data Entry" link is available for an Inventory event.
NC-Inventory	By Exception	Controls whether the "By Exception" button is available in the Data Entry screen.
NC-Inventory	Review	Controls whether the "Save and Review" button is available in the Data Entry screen.

Related Documentation

- NCQS – Manage Storage Locations: <https://links.crunchtime.com/NCQS-ManageStorageLocations>
- NCQS – Review and Post Inventory: <https://links.crunchtime.com/NCQS-ReviewAndPostInventory>
- MIRG – Mobile Inventory Reference Guide: <https://links.crunchtime.com/MIRG-MobileInventoryReference>

Print & Enter Inventory Counts

Before Starting Inventory

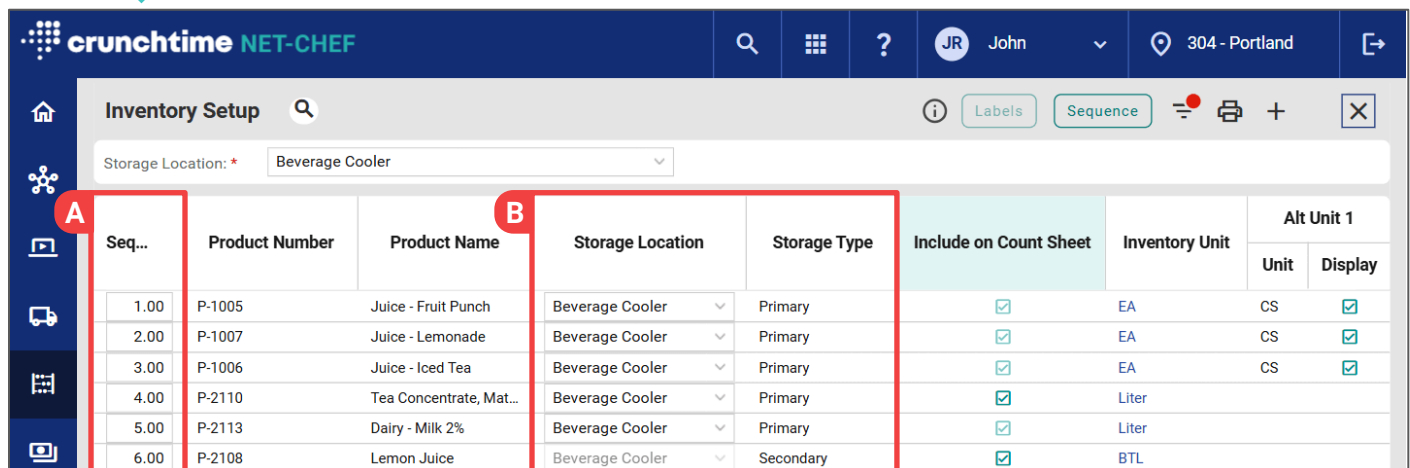
Overview

Post Periods are time frames used for accounting purposes. Often post periods are one week (seven days) in length. Counting inventory for each post period determines how much of each product is physically on hand, how much has actually been used, how much should be ordered, and if actual costs are in line with budgeted costs. There are a few different types of inventory events:

- **Final for Post** – This is the comprehensive inventory for a post period. These counts are used to finalize your inventory and determine food costs for the period. The Final for Post inventory must be completed reviewed before the period can be posted.
- **Scheduled Inventory** – These are inventory counts performed between Final for Post events to count specific products. These counts make it easier to manage critical items, such as meat or liquor. Scheduled Inventory events can be created in either Net-Chef or Enterprise Manager.
- **Cycle Counts** – These are Final for Post events that only count specific groups of products for different periods, without requiring users to count everything the location has received. Cycle Counts can only be configured in Enterprise Manager.

Update your Inventory Setup

Net-Chef > Inventory: Inventory Setup



Seq...	Product Number	Product Name	Storage Location	Storage Type	Include on Count Sheet	Inventory Unit	Alt Unit 1	
							Unit	Display
1.00	P-1005	Juice - Fruit Punch	Beverage Cooler	Primary	☒	EA	CS	☒
2.00	P-1007	Juice - Lemonade	Beverage Cooler	Primary	☒	EA	CS	☒
3.00	P-1006	Juice - Iced Tea	Beverage Cooler	Primary	☒	EA	CS	☒
4.00	P-2110	Tea Concentrate, Mat...	Beverage Cooler	Primary	☒	Liter		
5.00	P-2113	Dairy - Milk 2%	Beverage Cooler	Primary	☒	Liter		
6.00	P-2108	Lemon Juice	Beverage Cooler	Secondary	☒	BTL		

- A** If necessary, update the *Sequence* of the products in each *Storage Location*.
- B** Verify your products are assigned to the correct *Primary* and *Secondary Storage Locations*.



Tip: If the products in a Storage Location have been sequenced, they will be sorted in that order on the Count Sheet and the Data Entry screen. For details on sequencing, see the following QuickStart Guide: <https://links.crunchtime.com/NCQS-ManageStorageLocations>



Warning: You should only update and/or sequence Storage Locations **BEFORE** starting inventory or **AFTER** inventory has been posted.

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Print & Enter Inventory Counts

Before Starting Inventory

Inventory Posting Checklist

Before beginning your inventory counts, confirm the following tasks have been completed:

- All Vendor Orders that were received have been reconciled.
 - Confirm that no *Vendor Order Received* tasks remain with dates during the period.
- All Transfers received from other locations have been reconciled.
 - Confirm that no *Location Transfer Receive* tasks remain with dates during the period.
- All Transfers sent to another location have been reconciled.
- All Storage Transfers have been completed.
- All non-accrual Purchase by Invoice transactions have been reconciled.
- All Menu Mix and Sale Mix files for the period have been imported.
 - Confirm that no *Missing Menu Mix Sales* or *Missing Register Sales* tasks remain for dates during the period.
 - Alert Corporate to any missing items.
- All Daily Prep transactions have been finalized.
- All Commissary Orders have been reconciled.
- All Labor Actual records have been reviewed.
 - Confirm that no *Labor Actuals – Not Reviewed* or *Missing Labor Actuals* tasks remain with dates during the period.

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Print & Enter Inventory Counts

Count Inventory

Overview

Once you have completed the Inventory Process Checklist on the previous page, you're ready to start counting products. This guide will show you how to print out your count sheet and enter counts into Net-Chef.

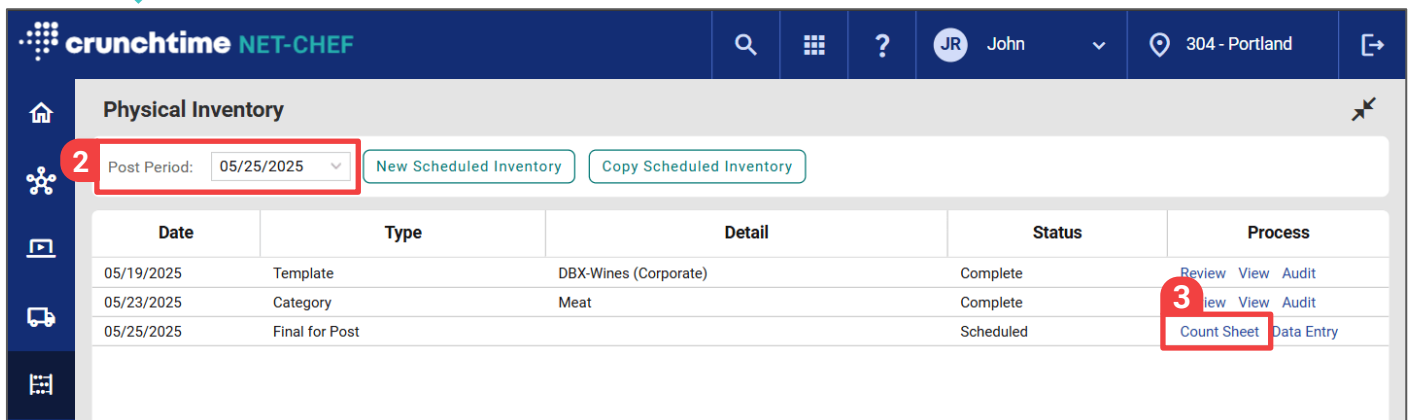


Tip: Wish you could enter inventory counts right from your phone? Now you can! Check with your corporate team to see if you can start using the Crunchtime Inventory mobile app to count inventory at your location. For more information on how to get started, check out the Reference Guide here: <https://links.crunchtime.com/MIRG-MobileInventoryReference>

Print Count Sheets

The *Inventory Count Sheet* lists each product that is part of the inventory event and prints a blank line next to the product for writing in the actual physical quantity as the products are counted.

 Net-Chef > Inventory: Create/Review Inventories



Date	Type	Detail	Status	Process
05/19/2025	Template	DBX-Wines (Corporate)	Complete	Review View Audit
05/23/2025	Category	Meat	Complete	Review View Audit
05/25/2025	Final for Post		Scheduled	Count Sheet Data Entry

1. From the Inventory menu, select *Create/Review Inventories*.

2. Select the appropriate *Post Period*. This field will default to the first incomplete Post Period.

3. Select *Count Sheet* for the inventory you are completing.



Tip: To verify your storage sequencing, preview the Count Sheets before you start counting. This will help make sure your inventory screens are optimized for shelf-to-sheet counting.



Note: Count Sheets are always available to be printed for incomplete inventory events. Data Entry will not be available until the Inventory Date.

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Print & Enter Inventory Counts

Count Inventory (Continued)

Print Count Sheets (continued)

Net-Chef > Inventory: Create/Review Inventories > Count Sheet

Final for Post Inventory Count Sheet for 05/25/2025

Seq. ↑	Product #	Product Name ↑	Inventory Unit		Alt Unit 1		Alt Unit 2		Alt Unit 3	
			Qty.	Unit	Qty.	Unit	Qty.	Unit	Qty.	Unit
Beverage Cooler										
1	P-1005	Juice - Fruit Punch								
2	P-1007	Juice - Lemonade								
3	P-1006	Juice - Iced Tea								
4	P-2110	Tea Concentrate, Matcha								
5	P-2113	Dairy - Milk 2%								
6	P-2108	Lemon Juice								
7	P-2109	Tapioca Pearls								
Deli Cabinet										
	P-2100	Oil - Canola Oil								
	P-1012	Oil - Olive Oil								
Deli Cooler										
	P-1011	Garlic, Chopped		JAR		CS				
	P-1022	Meat - Pepperoni, Sliced		LB		CS				
	R-1009	Pasta Salad		LB						
Grill Cooler										
	3125	1 Egg, No Meat		EA						
	P-1026	Meat - Burger Patties, 4oz		LB		CS				
	P-1023	Meat - Ground Beef		LB		CS				
	P-1027	Poultry - Chicken Breast		LB						

Export

5 File Format: PDF

Page Format: Letter

Orientation: Landscape

Font Size: 8 points

6 ☒ Page Break on Storage Location

7 **Export** **Cancel**

- 4 Select the *Export* (Printer) icon.
- 5 Update the *File Format*, *Page Format*, *Orientation*, and *Font Size* to your desired format.
- 6 If you would like, check the *Page Break on Storage Location* box to start each storage location on a new page.
- 7 Select the *Export* button to print the count sheets.

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Print & Enter Inventory Counts

Count Inventory (Continued)

Enter Inventory Counts

The *Data Entry* screen is used to enter the actual physical count quantities for the product and storage combinations associated with the inventory event.

Net-Chef > Inventory: Create/Review Inventories > Data Entry

Seq. ↑	Product #	Product Name ↑	Inventory Unit Qty. Unit	Alt Unit 1 Qty. Unit	Alt Unit 2 Qty. Unit	Alt Unit 3 Qty. Unit	Total Qty. Unit
Beverage Cooler							
1	P-1005	Juice - Fruit Punch	12.00 EA	19.00 CS			468.00 EA
2	P-1007	Juice - Lemonade	1.00 EA	15.00 CS			121.00 EA
3	P-1006	Juice - Iced Tea	11.00 EA	11.00 CS			143.00 EA
4	P-2110	Tea Concentrate, Matcha	0.00 Liter				0.00 Liter
5	P-2113	Dairy - Milk 2%	3.00 Liter				3.00 Liter
6	P-2108	Lemon Juice	0.00 BTL				0.00 BTL
7	P-2109	Tapioca Pearls	0.00 Kg	0.00 CS			0.00 Kg
Deli Cabinet							
	P-2100	Oil - Canola Oil	0.00 BTL	0.00 CS			0.00 BTL
	P-1012	Oil - Olive Oil	12.00 Can	0.00 CS			12.00 Can

- When you're done counting, open the *Create/Review Inventories* screen and select *Data Entry*.
- If necessary, utilize the *Filters* to organize the product list.
- Enter the *Quantity* counted for each product, in *Inventory Units* and *Alt Units* (if any).
- When all counts have been entered, select *By Exception* to enter a pre-defined count for any product that doesn't yet have one.
 - The "NC-Inventory > By Exception" permission must be enabled for users to see this option.
- When finished, select *Save and Review* or *Save and Close*.
 - The "NC-Inventory > Review" permission must be enabled for the *Save and Review* button to be available.



Warning: When multiple people are entering Inventory Counts at the same time, be sure to use the filters. Filter for one Storage Location, enter counts, save, then filter for another storage. If two people are in the same Storage Location at the same time, they run the risk of overwriting the counts the other person entered.



Note: For instructions on reviewing your inventory counts and posting the period, see the following QuickStart Guide: <https://links.crunchtime.com/NCQS-ReviewAndPostInventory>.