

#13 - POS “COMMUNIQUÉ”

End of Month Inventory Physical Count

We are supplying you with 2 ways in completing a Monthly Physical Count. We are sorry for the delay as we were searching for alternate ways to complete the Monthly Physical Count.

The actual physical count of your inventory must be done prior to the mess opening up on the next business day of the new month.

Examples

- If the mess is **open** during the weekend (same for a long weekend)

Saturday August 31st is the last day of the month – Sunday September 1st is the first day of the new month (physical count must be done after the 31st and prior to the mess opening for business on the 1st)

We suggest that you bring the staff early Sunday to do the count on the 1st prior to opening the mess for business.

- If the mess is **closed** during the weekend (same for a long weekend)

Saturday August 31st is the last day of the month – Sunday September 1st is the first day of the new month. The mess re-opens on Tuesday September 3rd – The mess has to do a physical count prior to the bar opening on the 3rd.

To help the messes with counting your actual inventory the following can be done prior to the end of the month.

Fully stock your bar for the last day of the month. (you should not need to go to the stock room anymore)

Count your stock room in advance immediately after you have fully stock your bar.

If the staff needs stock from the stock room, they will have to mark it down for management to adjust the physical count.)

Then once the mess is closed, or prior to the mess opening up the next business day they will count the Bar area only.

Note: *Process explained above is only a suggestion to make end of month count faster.*

You now have your physical count for the new month, and this can be entered in Maitre D during the next few days.

- **There is one other way a “end of the month physical count” can be done - (this is not recommended and is very time consuming)**

If the mess counts in the new month three days after they are open for business they will have to print the following report for all days they have already had sales.

Example – you count your inventory on Wednesday September 3rd (first day back from weekend)

must complete a Physical count prior to you opening on the 3rd

Report Centre Module –

Select report

Sales per item and mode by revenue center – Ok

Custom Date: here you would select the days that you were open prior to your count (Sept 1 & 2), you will receive a report of all items that were sold for those two days

Then prior to entering the physical count you would have to go line by line and add these items to their manual physical count, and then once that is completed enter your counts into the system under Current month.

All inventory is entered into the system as CURRENT month, which you must wait until the 1st of that month to enter your physical count – (they have all month to enter in the physical count)