



# RMS REFERENCE GUIDE

## ENTERING AN INVENTORY COUNT

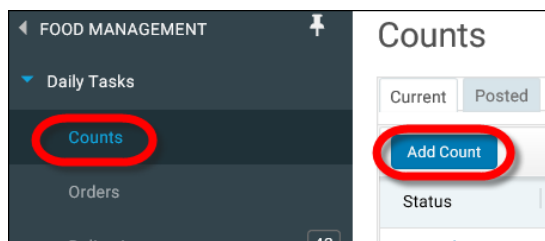
### ENTERING AN INVENTORY COUNT

Welcome to your Restaurant Management System (RMS). This job aid provides you with the steps to complete and enter an inventory count in RMS:

Please note that you are also able to [Enter an Inventory Count](#) in the [Jarvis Mobile App](#).

[Lien vers la version française](#)

1. Select **"Counts"** from the Daily Tasks Group in the FOOD MANAGEMENT menu and select **"Add Count"**

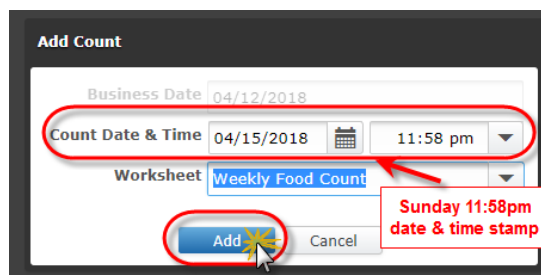


Ensure any *Worksheet* and/or *Storage Location Overrides* are completed before you go to begin your count. Check the *"Not Assigned to a Storage Location"* section to see if there are any items that require action before you begin:

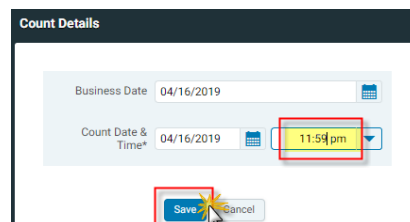
- **Scenario 1:** The item(s) in that section are not applicable to you and do not need to count at your restaurant - Go to **"Worksheet Overrides"** and exclude/uncheck that item from the Worksheet
- **Scenario 2:** The item(s) in that section are applicable to you to count - Go to **"Storage Location Overrides"** and add that item to the desired Storage Location(s)

2. Fill in the required information and click **"Add"**:

- Ensure you are on Sunday's Business Date - if not you must catch up on your End of day first. **Business Date & Count Date must be the same.**
- Date & Time: count is required to be opened and marked as the **Sunday before midnight (eg. 11:58pm)**. This ensures it is accounted for in the current week.
- Select desired Worksheet (see below for a description of each available choice):



If you do pre-counts or start your counts on Sunday night, just note you are not able to time stamp your count in the future but you can open it and enter all your counts and save it. Then you will need to go back into your **"Count Information"** after 11:59 pm to edit the time to 11:59pm and click **"Save"**





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The purpose for each of the Worksheets available in the drop down menu are as follows:

- **Weekly Bar/Food/Period Chemical & Packaging:** These are your regular fully populated count sheets that will be used for your regular count cycles
- **Bar/Food Key Item Count:** These are to be used for any items that you have decided to monitor and count on a more frequent basis (eg. High cost or high variance items)

3. It is highly recommended to use your tablet as a more efficient way to enter your counts. If you need to print the count worksheet first, click on the print icon at the top right hand side of the page. Select your desired print options and click **"Print"**.

Print  
Total: 5 sheets of paper (10 pages)  
Destination: CanonSecurePrint on c...  
Pages: All  
Copies: 1  
Layout: Landscape  
Color: Color  
Options: Two-sided



Ensure to use "Ctrl and your mouse to scroll up" to enlarge the font on your screen as the default print size is very small.

4. Enter all your inventory counts in the quantity fields for each Unit of Measure for each inventory item:

| Item                           | UOM             | Quantity |
|--------------------------------|-----------------|----------|
| BAR                            |                 |          |
| DRY STORAGE                    |                 |          |
| Bkry : Flour All Purpose : MIL | KGram           |          |
| Bkry : Baking Powder : MIL     | KGram           | 1.75     |
| Bkry : Baking Powder : MIL     | Case = 1 X 3 KG | 1.00     |



Note: You should always **"Save"** as you go to ensure nothing is lost.

Bananas : MIL LB  
Post Count Save As Complete Save Cancel Delete Count

5. Once you are done entering your complete inventory count, click **"Save as Complete"** and review your AvsT to confirm accuracy.

Bananas : MIL LB  
Post Count Save As Complete Save Cancel Delete Count



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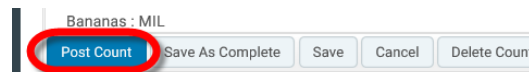
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Note: You should always **“Save”** your count before **“Save as Complete”**.



Make any adjustments, you may have noticed on AvsT, on your count, **“Save”**, then **“Save as Complete”** once again and review AvsT once more to ensure your adjustments have been reflected correctly.

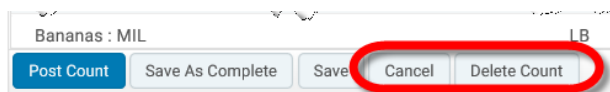
6. Once your count has been reviewed and verified, select **“Post Count”**



Note: No corrections are allowed once your count is posted. An inventory adjustment can be made through RMS that will be reflected in the next inventory cycle. Refer to [Inventory Adjustments](#) for the steps on how to enter an adjustment.

The alternate action buttons available as per the image:

- **Cancel** – exits out of this application page
- **Delete Count** – deletes your entire count



Multiple users are able to access **the same count at the same time** on RMS Desktop with their own credentials.

For example, a FOH manager can complete counts for the Liquor Lock Up storage location while a Supervisor completes counts for the FRIDGE storage location.

As long as each user Saves/Saves As Complete as they go, the data entered will be saved.