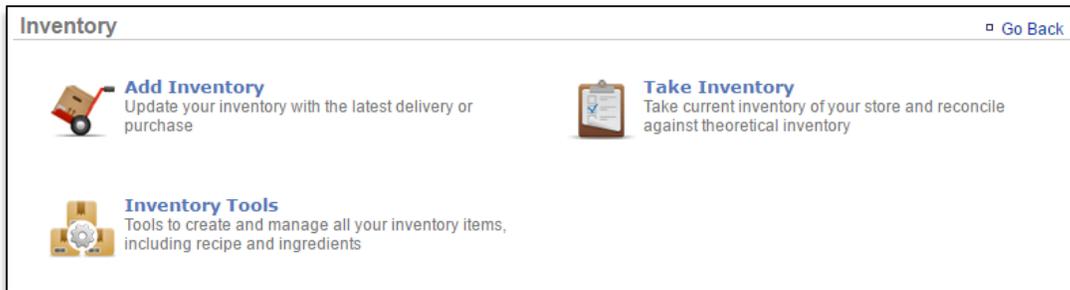


## TAKING INVENTORY

The NCR Console Inventory Management module gives you the ability to take your current inventory (inventory count) and compare it to your theoretical inventory (what the system thinks you should have based on previous inventory movement).

### TO TAKE INVENTORY

1. Log into NCR Console, go to the **Store** tab and click **Product**
2. Click **Inventory**
3. Click **Add Inventory**



4. Click the calendar icon to the right of **As of** to select the date and enter the time you took inventory
  - It's important the date you enter reflects the date that you **actually took inventory** of ingredients/goods (even if it is not the date that you are entering the totals into the system)
  - Inventory should always be entered in the sequence of events it occurred
5. Enter quantity of all items received in the applicable fields
  - All units of measure that are set up for the items in your inventory will be shown so that you can take inventory off of multiple units of measure for the same item
6. Click **Submit**

The screenshot shows the 'Take Inventory' form with a 'Go Back' and 'More Options' link in the top right. The 'As of' field is set to 8/8/2016, 1:56 AM. The category is 'Beverage'. Below is a table with columns for Item, Min Qty, Max Qty, and four Quantity fields.

	Item	Min Qty	Max Qty	Quantity	Quantity	Quantity	Quantity
<a href="#">Hide</a>	Coffee Regular Gold			<input type="text"/> cs	<input type="text"/> Each		
<a href="#">Hide</a>	Freestyle Diet Sweetener			<input type="text"/> cntr	<input type="text"/> gal		
<a href="#">Hide</a>	Freestyle Sweetener			<input type="text"/> cntr	<input type="text"/> gal		
<a href="#">Hide</a>	Syrup Fruit Punch (3gal)			<input type="text"/> cntr	<input type="text"/> gal		
<a href="#">Hide</a>	Syrup Fruit Punch (5gal)			<input type="text"/> cntr	<input type="text"/> gal		
<a href="#">Hide</a>	Syrup Lemonade Pink BIB			<input type="text"/> bib	<input type="text"/> gal		

Category : Test Items

	Item	Min Qty	Max Qty	Quantity	Quantity	Quantity	Quantity
<a href="#">Hide</a>	Bun Hamburger GF Clssc 3.2oz			<input type="text"/> cs	<input type="text"/> Each		
<a href="#">Hide</a>	Mushroom Slicd Thin 1/4in			<input type="text"/> cntr	<input type="text"/> lb		

7. You will be asked to confirm your choice. Click **OK**

**!** **Important:** If you are entering inventory for the very first time, you must **ADD Inventory** for all items you have on hand. Do **NOT Take Inventory** first. Adding inventory first **STARTS** your inventory.

store.cimplebox.com says: ×

You have taken inventory for the following date:

8/8/2016 1:56 AM

Do you want to continue?

8. A summary of your take will appear. You can select a reason for the take of each item by clicking the dropdown menu to the right of the item (*optional*)

9. Click **Submit**

**Take Inventory** [Go Back](#) [More Options](#)

Category : Beverage

Item	Theoretical On Hand	Actual On Hand	Difference	Reason
Coffee Regular Gold	138.00 Each	64.00 Each	-74.00 Each	Select a reason ▼
Freestyle Diet Sweetener	3.00 cntr	1.40 cntr	-1.60 cntr	Select a reason ▼
Freestyle Sweetener	9.00 cntr	1.40 cntr	-7.60 cntr	Select a reason ▼
Syrup Fruit Punch (3gal)	10.00 cntr	1.00 cntr	-9.00 cntr	Select a reason ▼
Syrup Fruit Punch (5gal)	8.00 cntr	1.00 cntr	-7.00 cntr	Select a reason ▼

Category : Test Items

Item	Theoretical On Hand	Actual On Hand	Difference	Reason
Bun Hamburger GF Clssc 3.2oz	48.00 Each	24.00 Each	-24.00 Each	Select a reason ▼
Mushroom Slicd Thin 1/4in	2.00 cntr	1.00 cntr	-1.00 cntr	Select a reason ▼

10. You will be asked to confirm your choice. Click **OK**