

# Faculty House Inventory App

## Monthly Workflow Guide

**Audience:** Managers completing monthly inventory

**Purpose:** Step-by-step guide to count, enter, review, and send inventory totals.

### Overview

This app replaces the liquor inventory spreadsheet. You will only use the Counts screen to enter inventory, review totals, and send results to Accounting. You will not edit item lists or categories.

### Step 1 — Count on Paper (Bartenders)

**Button:** Counts → ■■ Bartender Sheet

Print the Bartender Count Sheet and give it to bartenders. Spirits may be counted as partial bottles (example: 1.6). Wine and beer are counted as whole bottles only.

### Step 2 — Open Counts Screen

Navigate to the Counts tab. The current inventory month appears at the top of the screen.

### Step 3 — Confirm or Select the Month

Confirm the correct month is selected. If the operation was closed and inventory was not physically counted, click ■■ Copy Prev Month to carry forward the prior month's counts.

### Step 4 — Enter Counts

Click into the first count field and type the number. Press Enter to move to the next item. Shift + Enter moves back. Arrow keys also work. An "Unsaved" indicator appears when changes are made.

### Step 5 — Save

**Button:** ■ Save Counts

Click Save Counts. The Unsaved indicator disappears.

### Step 6 — Review

**Button:** ■ Manager Review

Review previous vs current counts and variances. If corrections are needed, return to Counts, edit, and save again.

### Step 7 — Send to Accounting

**Button:** ■ Accounting Sheet → Print

Print or save the Accounting Sheet PDF. Send to Accounting. Accounting completes all further processing.

## **Step 8 — Finalize the Month**

**Button:** ■ Finalize Month

After sending totals to Accounting, finalize the month. A banner will indicate “This Month Is Locked.” Counts and prices become read-only.

If a correction is required after finalizing, click ■ Unlock Month, make the correction, save, and finalize again.

**Reminder:** Do not delete items. Deactivated items are hidden from future months but remain in history.