

# Kilwin's Quality Confections

## Franchise Store - Physical Inventory

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A recent addition to the web based Kilwin's Kitchen Store includes a Physical Inventory System. This system uses both the web in conjunction with Microsoft Excel to capture items, print count sheets, enter the counts for items and print the inventory valuation reports for the store. You can opt to count a group of items or all items during a physical inventory. Both Kilwin's products as well as miscellaneous vendor items may be included in the physical inventory. Additionally the web based item list may be downloaded to Excel for further analysis and reporting.

All Kilwin's items are coded with a **Physical Inventory Classification**. The 31 classifications are listed below. The aim is to group similar items together to make the actual counting more efficient.

<b>Class</b>	<b>Description</b>	<b>Class</b>	<b>Description</b>
NA	Not Assigned	KRI	Krispies
SF	Sugar Free	LBL	Labels
APP	Apples	MMW	Marshmallows
BEV	Beverages	MOL	Molded Items
BOX	Box Chocolates	MSC	Miscellaneous
BSK	Baskets	ORE	Oreos
BUL	Bulk Candy	PLA	Plates
CHO	Chocolates	PPL	Paper Plastic
CHR	Christmas	PRE	Pre-Packaged
CNB	Corns & Brittles	ROD	Rods
EAS	Easter	RRP	Ribbon, Wrap & Picks
FDG	Fudge	SBB	Shortbread/Biscotti
FHN	Fall/Halloween	TWI	Twists
FRU	Fruits	VAL	Valentines
ICR	Ice Cream	WIN	Window Boxes
ING	Ingredients		

The Physical Inventory process is divided into two main sections:

**Generate Physical Worksheet**  
**Update Physical Worksheet.**

Each section has easy to follow procedures and allows for store personnel to print, count and enter data through the on line Kitchen Store.

A history of prior physical inventories taken is also available for review. Below are the step by step instructions for completing a physical inventory at the store level.

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To access the Physical Inventory system, sign into the Kitchen Store and navigate to the Kitchen Items page. The Physical Inventory option is listed along the left side of the page. Selecting this option displays the main Physical Worksheet application areas which include:

- 1) **Generate Physical Worksheet**
  - a. Selecting which items you wish to count
  - b. Generating the Count Sheet File
  - c. Printing the Count Sheets
  - d. Counting and recording the quantities



- 2) **Update Physical Worksheet**
  - a. Entering the item counts
  - b. Create Inventory Valuation Report
  - c. Printing the Inventory Valuation Report
  - d. Finalize Inventory

## Getting Started

### Step 1a – Selecting the Items to Count

When preparing to take a physical inventory you must first decide which items you will count. The options available from the dropdown box include:

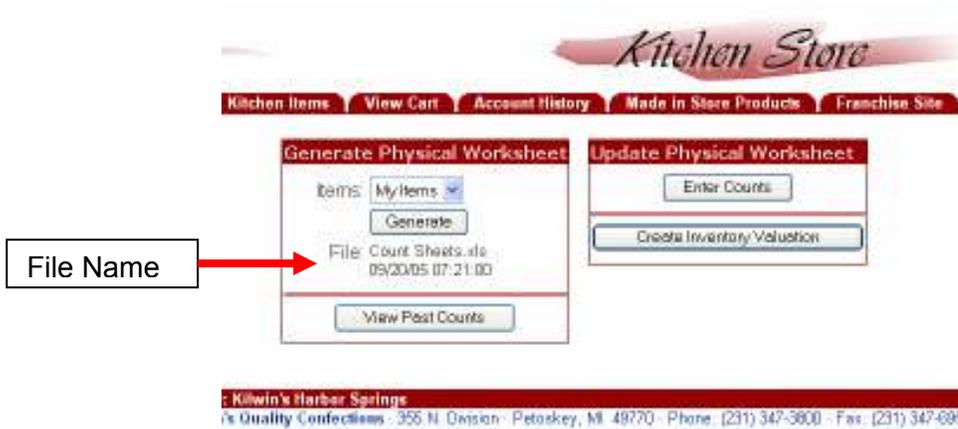
My Items  
All Items

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## Step 1b – Generating the Item file

Once you make your selection of what items to count click on **Generate**. The system “captures” this data, creates an Excel spreadsheet and stores it for printing and subsequent data entry. Below the **Generate** button the captured file name and date will be displayed. This file name is a link to an Excel spreadsheet.



The selected items are grouped into the **Physical Inventory Categories** and allow you to print count sheets and enter the actual counts.

**NOTE:** You may only have one “ACTIVE” physical inventory file at a time. Once you capture the items to be counted, the previous “capture” will be erased and a new one created. You must **Finalize** the previous physical inventory process prior to beginning a new inventory. If you have not completed a prior inventory the system will display a warning message and allow you to erase any partially completed inventory worksheet. Please follow the instructions carefully to avoid losing prior data entry work.



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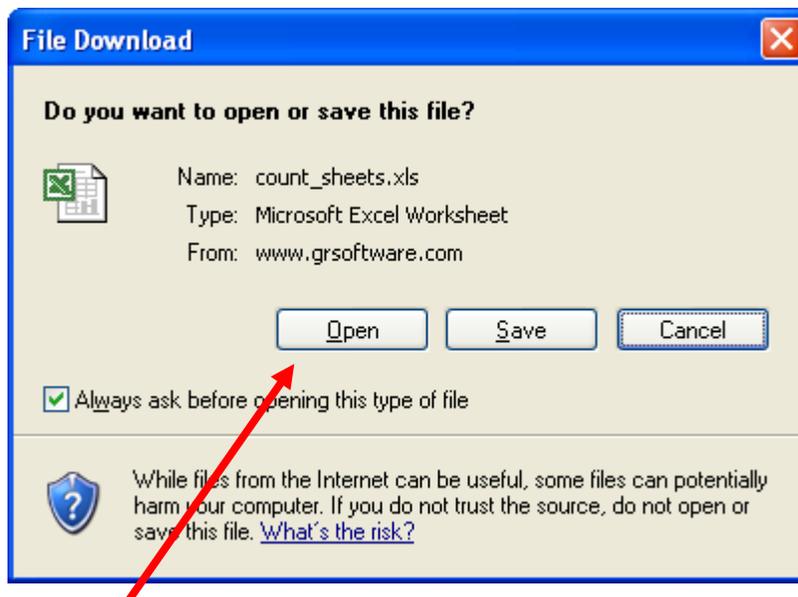
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## Step 1c – Printing the Count Sheets

Once the Excel data file is created in step 1b, you may click on the file name to open and print the count sheets. Additionally, you can save this file to your local PC for your own analysis.



When you click on the file name the following dialogue box appears.



Select the **Open** option to start Excel and open the count sheet file. When the spreadsheet opens you need to print the count sheets. Simply print the Excel spreadsheet using the print option within Excel.

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Each Physical Inventory Category prints on a separate page allowing you to distribute the pages to multiple counters if desired. We recommend you work from just one copy of the count sheets to avoid confusion.

If there are no items for a specific category then no Count Sheet will be printed. For example, if you selected **My Items** in step 1a and you do not have any **Fruits** as part of your store's **My Items**, then no count sheet would be printed for **Fruits**. During the entry of the item counts you will have an opportunity to add items to the count sheets that may have been missed during the capture process.

### **Step 1d – Counting and Recording**

The next step is to count the items in your store and record the actual quantities on the **Count Sheets**. We recommend you pick a slower time of the day to count to avoid items moving in and out of the locations as you sell or restock the shelves. Also, if you count an item that is not listed on the count sheet and you want to include this item in this physical inventory, record the item number, description, quantity and cost on the count sheet. You will be able to add the item during the enter counts phase.

It is important to note that you must count the items in the Unit of Measure that you stock them. For example, item 500, Milk Tuttle 5# Box is purchased by box but priced and stocked in pounds. Therefore, you would count or weigh the item and record the quantity for this item.

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## Step 2a – Entering the Counts into the System

Once a count sheet is completed you may enter the counts into the system. You do not have to wait until all count sheets have been completed. You may enter the actual counts into the system as you complete the sheets. Select the **Enter Counts** option under the Update Physical Worksheet as shown below.



The **Enter Item Counts** screen will be displayed as shown below. The items are displayed for a specific Physical Inventory Category. Use the dropdown box to select the category for the counts you wish to enter. Only the items for that category will be displayed.



Enter the counts for each item in the count box on the right side of the page using the TAB key to advance to the next quantity entry box. Use decimals to indicate partial

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units of measure. Once you have entered quantities for items, be sure to click on the **Update Counts** button to record your entries.

You may suspend data entry at any time and your counts will be saved in the system.

Once you have entered the counts for a particular item class, the system will add the word "Counted\*" to the category name.

The screenshot displays the 'Enter Item Counts' interface for Kilwin's Kitchen Store. At the top, there is a navigation bar with buttons for 'New Items', 'Specials', 'Kitchen Items', 'View Cart', 'Account History', 'Made in Store Products', 'Franchise Site', 'Admin', and 'Item Export'. Below this, a 'Back' button and a search bar containing 'Apples \*Counted\*' with a 'Go' button are visible. The main area shows a table with 4 items, each with a count entered in the 'Count' column. A status message 'Counts have been saved.' is displayed above the table. At the bottom, there is a footer with user and company information.

Item	Description	Acct. Class	UM	Count
4010	100CT CARAMEL APPLE 9oz	MIS-cooked	EA	2
4011	100CT PECAN CARAMEL APPLE	MIS-cooked	EA	3
4012	100CT TUTTLE CARAMEL APPLE	MIS-cooked	EA	4
4014	100CT MK STRIPED CARAMEL APPLE	MIS-cooked	EA	5

User: Paul Berkas Company: Kilwin's Harbor Springs  
Kilwin's Quality Confections - 355 N. Division - Petoskey, MI 49770 - Phone: (231) 347-3600 - Fax: (231) 347-8961

You may enter the counts in any order you like moving from one category to the next. Use the dropdown option to select a Physical Inventory Category. After you enter the counts and hit the Update Counts button quantities are recorded and saved in the system. You may exit the Physical Inventory system at any time and return to finish the data entry.

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## Entering Counts for "Missing" and "Non Kilwin's Items"

The physical inventory system allows you to count items not part of the capture process including Kilwin's items not part of the My Items selection as well as items purchased from other vendors.

Use the dropdown box and select a category for Other Vendors.

The screenshot displays the 'Enter Item Counts' page in the Kilwin's Kitchen Store system. On the left is a vertical menu with categories such as Apples, Bulk Candy, Chocolates, and others. A dropdown menu is open under 'Apples', showing sub-categories like Bulk Candy, Chocolates, and Corns & Brittas. The main area features a table with the following structure:

Item Name	Acct. Class	UM	Count
APPLE	MIS-cooked	EA	<input type="text"/>
APPLE	MIS-cooked	EA	<input type="text"/>
APPLE	MIS-cooked	EA	<input type="text"/>

Buttons for 'Update Counts' are located at the top right and bottom right of the table area. Below the table, there is a section for 'Harbor Springs Confections' with contact information: 355 N. Division Potosky, MI 48770, Phone: (231) 347-3800, Fax: (231) 347-6961.

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For example, if you have a supply of baskets to be included in the inventory valuation which were not purchased from Kilwin's you would select the Other Vendors Baskets category. The system will display the following screen:

Item	Description	Acct. Class	UM	Cost	Count
		Baskets			

For each unique basket counted enter a description, unit of measure, unit cost and total count and hit Update Counts. These items will be included in your inventory totals as well as shown on the printed valuation report.

Certain non Kilwin's categories include "hard coded" item numbers we assume you may carry from other vendors. An example of this is Other Vendors Beverages. While Coke products are not purchased from Kilwin's, the system includes several of these products assuming you will carry them in your store and want to include them in your count.

In addition to these "hard coded" items there are empty spaces to add items to this category. You may enter an item description, unit of measure, unit cost and quantity counted. Once you hit Update Counts, these items will be a part of this category. A sample of the screen is shown below.

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Back      Enter Item Counts

Other Vendor Beverages    Go

1 - 8 of 8      Update Counts

Item	Description	Acct. Class	UM	Cost	Count
	Cherry Coke	Beverages	CN	<input type="text"/>	<input type="text"/>
	Cocó	Beverages	CN	<input type="text"/>	<input type="text"/>
	Coke	Beverages	CN	<input type="text"/>	<input type="text"/>
	Diet Coke	Beverages	CN	<input type="text"/>	<input type="text"/>
	Lamanc	Beverages	EA	<input type="text"/>	<input type="text"/>
	Limes	Beverages	EA	<input type="text"/>	<input type="text"/>
	Oranges	Beverages	EA	<input type="text"/>	<input type="text"/>
	Sprite	Beverages	CN	<input type="text"/>	<input type="text"/>
		Beverages		<input type="text"/>	<input type="text"/>
		Beverages		<input type="text"/>	<input type="text"/>
		Beverages		<input type="text"/>	<input type="text"/>
		Beverages		<input type="text"/>	<input type="text"/>
		Beverages		<input type="text"/>	<input type="text"/>

## Step 2b – Creating the Inventory Valuation PDF

After the counts have been entered you may print the physical inventory worksheet. From the Enter Item Counts screen select the **Back** button to return to the Physical Inventory Worksheet page.

Back      Enter Item Counts

Apples \*Counted\*    Go

1 - 4 of 4      Counts have been saved.      Update Counts

Item	Description	Acct. Class	UM	Count
4010	100CT CARAMEL APPLE 9oz	MIS-cooked	EA	<input type="text" value="2"/>
4011	100CT PECAN CARAMEL APPLE	MIS-cooked	EA	<input type="text" value="3"/>
4012	100CT TUTTLE CARAMEL APPLE	MIS-cooked	EA	<input type="text" value="4"/>
4014	100CT MK STRIPED CARAMEL APPLE	MIS-cooked	EA	<input type="text" value="5"/>

Update Counts

User: Paul Beskas    Company: Kilwin's Harbor Springs  
Kilwin's Quality Confections    355 N. Drayton    Petoskey, MI 49770    Phone: (231) 347-3600    Fax: (231) 347-6061

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Select the **Create Inventory Valuation** option from the Update Physical Worksheet panel. This option collects the item and count information you have entered and creates a PDF document for reporting the inventory valuation. Each time you select this option a new PDF file is created and the name is displayed on the screen.

**NOTE:** Each time you select the option to Enter Counts and update your count file the system removes the PDF Valuation report and you must select the Create Inventory Valuation button to generate a new PD valuation report.



Each time you select the Create Inventory Valuation a **new** PDF file is created from the counts entered. You may select this option as many times as you like during the physical inventory process. The PDF contains a separate page for each Physical Inventory class and shows the item, description, accounting class, unit cost, quantity on hand and extended valuation.

Note: Due to the fact that costing information is used for the inventory valuation reporting, proper user security is required to create the valuation report.

### Step 2c - Printing the Valuation Report

Click on the PDF file name located under the Create Inventory Valuation button. This file is a PDF which will launch Adobe Acrobat reader on your PC and display the valuation report. You may print the report using the PDF print icon.

In addition to the items listed in the valuation report a summary section at the bottom of the PDF file groups all item extension amounts by Accounting Class. This summary shows the accounting class as well as the total extended inventory dollars for each accounting class.

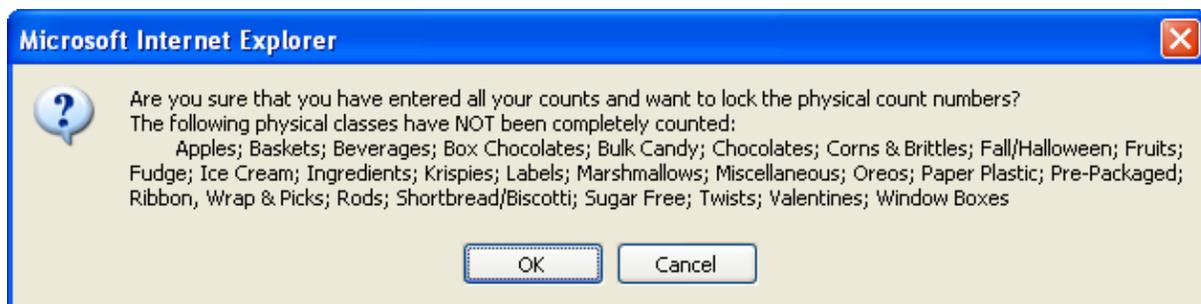
To ensure that all items were counted, the system will let you know which item counts have not been entered. **If you do not enter a count for an item, the system will assign a zero count to it.**

Note: If you discover mistakes or omissions in the PDF Valuation report you can always re-enter the counts and create a new Inventory Valuation PDF report. This process may be repeated until you are completed with the count entry and updates.

### Step 2d - Finalize Counts

Once you have entered all the counts, printed the Inventory Valuation report and are happy with the results you should Finalize Counts. This option clears saves the current counts to a history file and clears the counts in preparation for the next physical inventory.

When the Finalize Counts option is selected a warning screen is displayed to verify you have completed the inventory, printed the PDF valuation report and are ready to complete the inventory. If you have not entered counts for all items within a Physical Inventory category the system displays the warning message.



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You may continue to finalize the counts by selected OK or return to the inventory system by canceling this step.

Once you Finalize Counts the system will return to the Main Inventory screen with options available to begin a new Physical Inventory.

Past physical inventory valuations are available to view and print.



Selecting the View Past Counts option will display a list of all past physical inventory valuations showing the date, time, items counted, user name, and item valuation file name. To view a past inventory valuation, click on the file name.

