

Feature Focus Guide: Quick Count

Core Product: Aloha Quick Service, Aloha Table Service
Last Updated: December 15, 2023

Contents

- About Quick Count** 4
- Configuring Quick Count** 5
 - Displaying the Quick Count feature 6
 - Defining tracking items 6
 - Associating tracking items to menu items 9
 - Enabling quick count 11
 - Providing the ability to access quick count functions 12
 - Adding quick count buttons to FOH panel 13
 - Enabling the quick count report to print at EOD 18
 - Interfacing quick count with video display systems 18
 - Refreshing the data 20
- Using Quick Count** 21
 - Accessing FOH quick count screens 23
 - Entering opening counts 25
 - Entering add counts 26
 - Entering usage counts 27
 - Entering waste counts 28
 - Entering closing counts 29
- Reporting Quick Count** 30

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Revision Record

Date	Version #	Description
Prior to 01/12/23	QS v3.904+	Implemented Quick Count with the Quick Service product.
	QS v3.964+	Added the ability to roll over closing counts to the next day with the 'Auto-calculate Opening Counts' option. Added the ability to roll over all counts to the next day with the 'Roll Over Count Totals' option.
	QS v4.129+	Added functionality for the Quick Count report and Product Projection report.
	QS v5.127+	Added support to automatically print a waste chit each time you enter a waste count and press Update.
	QS v5.3.24+	Changed the functionality to print a waste chit each time you enter a waste count and press Update to optional.
	TS v5.3.24e 77+	Implemented Quick Count with the Table Service product.
	QS and TS v12.3	Updated document to reflect new Aloha Manager and CFC.
01/12/23		Converted the document to use new template.
12/15/2023		Updated document to reflect NCR Voyix branding.

About Quick Count

Quick Count at a Glance	
Core Product	Aloha [®] Quick Service and Aloha Table Service
Complementary Products	TBD
Separate License Required?	Yes
Other References	Aloha Quick Service Manager Guide; Aloha Quick Service Reference Guide; Aloha Table Service Manager Guide; Aloha Table Service Reference Guide

Quick Count, available in Aloha[®] Quick Service and Aloha Table Service, enables restaurants to track usage of inventory items and to review historical sales information by product. It is usually reserved for high cost items that tend to shrink and have a short shelf life. Once you define the ingredients to track, every time you sell the associated menu item, you can perform the following functions:

- Enter the daily opening count for an item, or let the system calculate it for you after you enter the first initial count.
- Enter the daily delivery and waste counts for an item.
- Enter the daily usage count for an item.
- Enter the closing count for an item, or let the system calculate it for you based on the Opening, Add, Waste, and Usage counts.

After accumulating approximately three weeks of historical data, found in the dated subs, the Product Projection report enables you to monitor historical sales information by product. This report is highly valuable when determining how many items to prepare.

i Note: You must enable Quick Count on your Aloha security key to use Quick Count functions. Contact your account representative for assistance.

Upgrade path

When you migrate to Aloha Configuration Center or new Aloha Manager as your configuration management tool, the Build Projections DB button located in the Quick Count group in Store Settings is no longer available.

1. If you already use Quick Count prior to the migration, the dated subs from which the system generates the projection reports already exist, and you can use Quick Count just as before without interruption to your prep projections.
2. If you are a new customer, Quick Count begins accumulating data from the moment you activate it, not the date you begin using the system. Approximately three weeks after activating Quick Count, you should have adequate historical data (dated subs) to obtain good forecasts.

Configuring Quick Count

This section details the configuration requirements within Aloha Manager and Aloha Configuration Center (CFC) for Quick Count. If you are an experienced user, refer to Procedures at a Glance for abbreviated steps. If you prefer more detail, continue reading this document.

Procedures at a Glance:	
If you are viewing this document using Adobe Acrobat Reader, click each link for detailed information regarding the task.	
1.	Select Maintenance > Business > Additional Features to display the Quick Count features. See page 6 .
2.	Access Maintenance > QuickCount > Tracking Item and designate the items you want to track and report. See page 6 .
3.	Access Maintenance > Menu > Items to associate the tracking items to your menu items. See page 9 .
4.	Access Maintenance > Business > Store > Store Settings tab > Quick Count group to enable Quick Count and begin accumulating data for reporting. See page 11 .
5.	Access Maintenance > Labor > Pos Access Levels to provide managers the ability to access Quick Count screens and reports available in the FOH and BOH. See page 12 .
6.	Access Maintenance > Screen Designer > Quick Service Screen Designer or Maintenance > Screen Designer > Table Service Screen Designer to add buttons for each of the quick count functions, including Report Quick Count and Project Projections. See page 13 .
7.	Access Maintenance > Business > Store > Store Settings tab > System group to enable the Quick Count report to print at EOD. See page 18 .
8.	Select Maintenance > Menu > Items to enable a menu item to show on the summary cell. Select Maintenance > Hardware > Video Queues to display a menu item in the summary cell by video queue. See page 18 .
9.	Select Utilities > POS > Refresh POS and All Products to refresh the data. See page 20 .

Displaying the Quick Count feature

It is necessary to select Quick Count as an additional feature to reveal all Quick Count options available to you in new Aloha Manager or Aloha Configuration Center.

To display the Quick Count feature:

1. Select **Maintenance > Business > Additional Features (if using Aloha Configuration Center as your configuration management tool, select Corporate Administration) > Corporate Owner** tab.

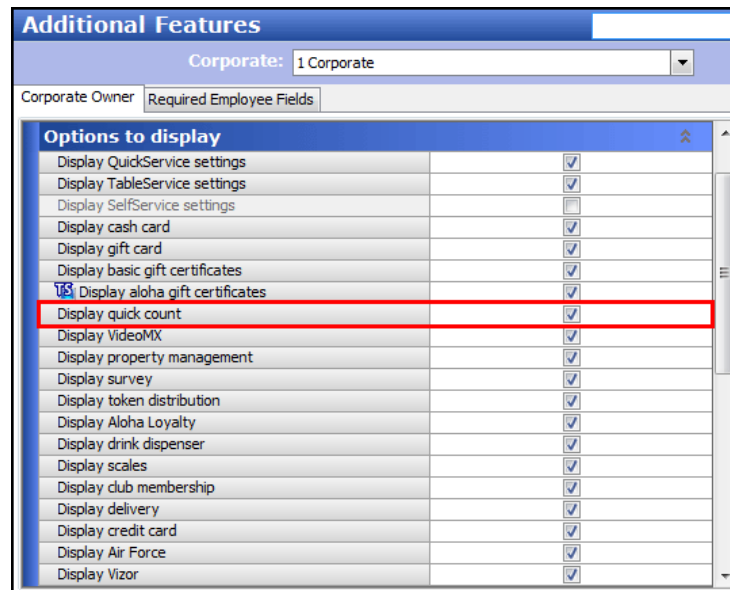


Figure 1 Additional Features - Corporate Owner Tab

2. Under the 'Options to display' group bar, select **Display quick count**.
3. Click **Save** and exit the **Additional Features (Corporate Administration)** function.

Defining tracking items

Define items that the restaurant counts for inventory purposes as tracking items. You can dictate where tracking items display, such as the Front-of-House (FOH) Quick Count report and count screens. You can also make a specific tracking item automatically update when used, and define a priority for the item when it displays in the video summary cell. You can define up to 1500 tracking items; however, keep in mind that the number of tracking items will increase your page count of your Quick Count report and Product Projections report, when printed.

To define tracking items:

1. Select **Maintenance > QuickCount > Tracking Item.**

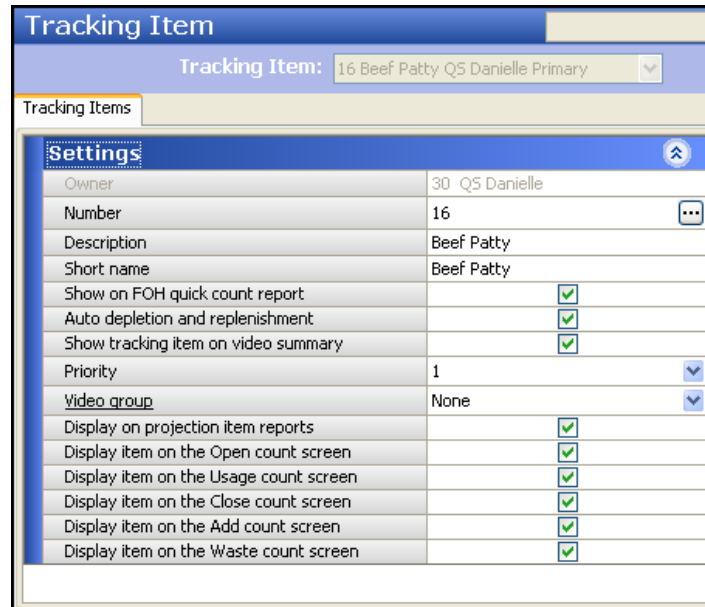


Figure 2 Tracking Items - Settings Group Bar

2. Accept the **system assigned number** or click the **ellipsis button (...)** next to 'Number' to display the Number Assignment dialog box, from which you can choose an alternate number.
3. Type a **descriptive name** to use for identifying the item you want to track.
4. Type the **text** to appear on the kitchen video summary cell, when using Video Display Systems add-on in 'Short Name.'
5. Under the 'Settings' group bar, configure the following:
 - o Select **Show on FOH quick count report** to allow the item to appear on the FOH Quick Count report. Press the Report Quick Count button in the FOH to access this report.
 - o Select **Auto depletion and replenishment** to automatically adjust the selected item's sale and void counts based on sale, void, and refund quantities of the associated menu items (composite tracking items). Use this for your 'Open Counts,' and 'Close Counts,' but you must still enter your 'Add Counts,' 'Waste Counts,' and 'Usage Counts' because the system cannot determine these values and automatically deplete and replenish.
 - o Select **Show tracking item on video summary** to enable the tracking item to display on the kitchen video summary cell. This setting enables the 'Priority,' 'Video Groups,' and 'Show if Item is not in Queue' settings, when using the Video Display Systems add-on.
 - o Select **Display on projection item reports** to allow you to include the item on the Prep Projections reports. These reports compile tracking item data from prior days and weeks, to

- provide forecast information. this option works with the Prep Projections Interface and database.
- Select **Display item on the Open count screen** to allow you display the item you want to track on the Open Counts screen. Press the Opening Counts button, which allows you to enter the opening count for the item. **Related Options:** Enter open counts manually or allow the system to automatically track the item with the 'Auto depletion and replenishment' feature. If manually entered, open counts are the existing item inventories at the start of the business day. If automatically calculated, opening counts are the same as your closing counts on the previous business day.
 - Select **Display item on the Usage count screen** to allow you to display the item you want to track on the Usage Counts screen. Press the Usage Counts button and enter the usage counts. Usage counts refer to items that you use, such as donations to the local school or employee meals that are free, but do not sell or enter through the Aloha Point-of-Sale (POS) system in the FOH.
 - Select **Display item on the Close count screen** to allow you to display the item you want to track on the Close Counts screen. Press the Close Counts button and manually enter your closing counts, or the system automatically calculates the closing count based on the other counts for the day. Close counts are the existing item inventories at the close of the business day and they roll over to the following business day for the opening count.
 - Select **Display item on the Add count screen** to allow you to display the item you want to track on the Add Counts screen. Press the Add Counts button and enter the add counts for item deliveries for the restaurant to add the count to inventory.
 - Select **Display item on the Waste count screen** to allow you to display the item you want to track on the Waste Counts screen. Press the Waste Counts button and enter the waste counts for items thrown away or unused, such as over-production and spoilage.
6. Click **Save** and exit the **Tracking Item** function.

Associating tracking items to menu items

Associate the tracking item or composite tracking item with multiple tracking items using the Miscellaneous tab located in Maintenance > Menu > Items > Quick Count tab. The system counts every tracking item associated with a menu item each time you select the menu item in the FOH.

SCENARIO: A menu item called 'Swiss Burger' might have the following ingredients defined as tracking items: Burger Buns, Beef Patty, and Swiss Cheese. You use a unit of measure, such as units, lbs, oz, or cup, to count these ingredients, therefore, one 'Swiss Burger' uses 1 Burger Buns, 1 Beef Patty, and 1 Oz. Swiss Cheese.

To associate tracking items to a menu item:

1. Select **Maintenance > Menu > Items**.
2. Select the **menu item** to which you want to associate one or more tracking items from the 'Item' drop-down list.

Quick count settings	
FOH quick count report	<input type="checkbox"/>
Auto depletion and replenishment	<input type="checkbox"/>
Display item on these count screens	
Open	<input type="checkbox"/>
Usage	<input type="checkbox"/>
Close	<input type="checkbox"/>
Add	<input type="checkbox"/>
Waste	<input type="checkbox"/>
Display on projection item reports	<input type="checkbox"/>
Select tracking items	
Tracking Item	Usage
Beef Patty	1.00000
Burger Buns	1.00000
Swiss Cheese	1.00000

Figure 3 Items - Quick Count Tab

3. Select the **Quick Count** tab.
4. Determine **what you want to track**, either a single menu item, such as a a bottle of beer, or the composites of a menu item, such as a hamburger patty.

To track a single menu item, such as a hamburger:

- a. Under the 'Quick count settings' group bar, select **FOH quick count report** to display the tracking item on the FOH Quick Count report.
- b. Select **Auto depletion and replenishment** to automatically adjust the sale and void counts of your single menu item. Do not use the Auto depletion and replenishment function in conjunction with the Add Counts, Waste Counts, and Usage Counts check boxes.
- c. Under the 'Display item on these count screens' group bar, select **Open** to include the item on the Open Counts report.
- d. Select **Usage** to include the single menu item on the Usage Counts report.
- e. Select **Close** to include the single menu item on the Close Counts report.
- f. Select **Add** to include the single menu item on the Add Counts report.
- g. Select **Waste** to include the single menu item on the Waste Counts report.
- h. Continue to **step 6**.

-AND-

To track composite items, such as a beef patty, hamburger buns, and so on:

- a. Under the 'Select tracking items' group bar, click **Add** to select a tracking item to associate to the respective menu item. Add only those composite items that you need to count each time the menu item is sold, such as a hamburger patty.
 - b. Select the **tracking item** from the drop-down list to display the list of items you configured in Maintenance > Quick Count > Tracking Items. Add only the modifiers for the menu item you want to track. To disassociate a tracking item from the menu, select the desired **item** from the **Tracking Item** column and click **Remove**. The Confirm remove dialog box appears. Click **Yes** to remove this record.
 - c. Type the **usage quantity** that applies to the selected composite tracking item. If the unit of measure is one patty, enter the **Usage Quantity** as '1.0000.' If the unit of measure is pounds and the quantity used for the composite tracking item is less than one pound, for example a 1/4 lb hamburger, enter the **Usage Quantity** as .25000. You must establish a usage quantity for each tracking item, as it pertains to the menu item.
 - d. Repeat this **procedure** for each composite item associated with the selected menu item.
 - e. Continue to **step 5**.
5. Click **Save**.
 6. Repeat the **procedure** for each menu item for which you want to associate one or more tracking items.
 7. Exit the **Items** function.

Enabling quick count

Access the Store function to enable Quick Count and establish other Quick Count settings, such as whether all count totals roll over to the next day, if closing counts for the current day become opening counts for the next day, establish settings for Projection Reports, and more.

To enable quick count and begin accumulating data for prep projections:

1. Select **Maintenance > Business > Store**.

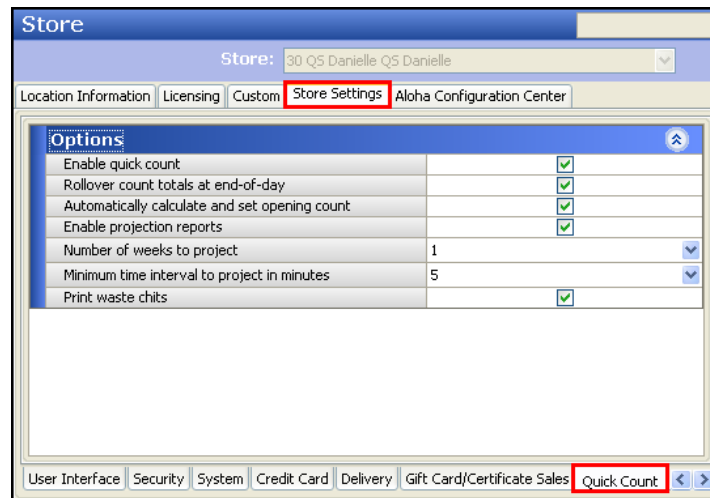


Figure 4 Store Settings Tab - Quick Count Group

2. Select the **Store Settings** tab.
3. Select the **Quick Count** group at the bottom of the screen.
4. Under the 'Options' group bar, select **Enable quick count** to activate the Quick Count functionality and display the remaining options.
5. Select **Rollover count totals at end-of-day**, if necessary, to designate all count totals to roll over to opening counts for the next day, when the EOD runs. For example, if you have 10 Waste counts when the EOD runs, then the following day you will have 10 waste counts again.

Note: If you select both 'Rollover count totals at end-of-day' and 'Automatically calculate and set opening count,' the system performs the Rollover Count function, unless you manually enter the closing counts in the FOH. If you manually enter the closing counts, they become the opening counts for the next day.

6. Select **Automatically calculate and set opening count**, if necessary, to calculate closing counts for the current day, and the closing counts become the opening counts for the next day, when the EOD runs.

Note: If you select both 'Rollover count totals at end-of-day' and 'Automatically calculate and set opening count,' the system performs the Rollover Count function, unless you manually enter the closing counts in the FOH. If you manually enter the closing counts, they become the opening counts for the next day.

7. Select **Enable projection reports**, if necessary, to allow you to view these reports on the FOH and display 'Number of weeks to project' and 'Minimum time interval to project in minutes'.

Note: You must add the available buttons to a panel to display on the FOH.

8. Select the **number of past weeks** to use when calculating sales projections, if necessary.
9. Select the **minimum time interval** in which you want the system to calculate the FOH report. The system displays the number of items sold in the specified time interval. Select from 5, 15, 30, or 60 minutes. The smaller the interval, the longer it takes the system to build the database.

Note: We recommend setting the minimum time interval to a low number, such as 5, even though it might take longer to build. You cannot change the time interval in the FOH to a smaller interval than the interval specified.

10. Select **Print waste chits**, to print a chit when you enter a waste count on the FOH and press Update.
11. Click **Save** and exit the **Store** function.

Providing the ability to access quick count functions

It is necessary to configure the access level to which you assign your managers or other high level employees to have the ability to access Quick Count FOH functions.

To provide the ability to access quick count functions:

1. Select **Maintenance > Labor > Pos Access Levels**.
2. Select the **access level** from the 'POS Access Levels' drop-down list.

3. Select **Access quick count screens and reports** to provide access to the Quick Count screens and reports on the FOH and Back-of-House (BOH).

Note: You must access **Maintenance > Screen Designer > Quick Service Screen Designer > Work with Panels**, and add a **Quick Count** button for each count type on a panel to display the buttons on the FOH.

4. Click **Save** and exit the **Pos Access Levels** function.

Adding quick count buttons to FOH panel

To enable you to use the counting and reporting functions for Quick Count, you must add buttons for the respective functions to a panel, using Panel Editor. You can create a separate panel for Quick Count function buttons or add these buttons to an existing panel, such as a 'Manager Functions' panel.

For Quick Service installations, you must add buttons to a panel to provide access to the Quick Count functions in the FOH. For Table Service installations, you can add buttons to a floor plan in use or you can use the hard-coded buttons accessible from the Working with Tables screen.

Create a button for each of the following count functions:

- Opening Counts
- Add Counts
- Usage Counts
- Waste Counts
- Closing Counts

Also, create two additional buttons: Report Quick Count and Product Projections. The Report Quick Count function displays the FOH Quick Count Summary report, which compiles data from each tracking item and composite tracking item that you defined to appear for a count. The Report Prep Projections function displays the FOH Product Projections report, which compiles tracking item data from prior days and weeks.

The following screen depicts a sample Quick Count panel as it might appear in the FOH. It shows each of the count function buttons required by Quick Count.

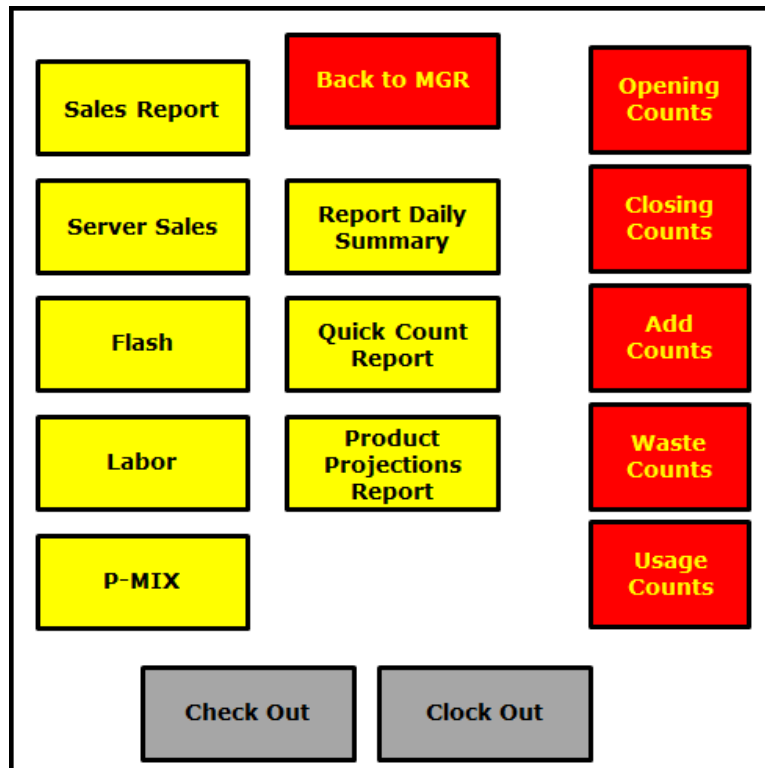


Figure 5 Sample Quick Count Panel

The following procedures take you through the creation of the Quick Count buttons. Do not exit Panel Editor until you complete all procedures.

To add quick count buttons to a FOH panel:

1. Select **Maintenance > Screen Designer > Quick Service Screen Designer** or **Maintenance > Screen Designer > Table Service Screen Designer**.
2. Select **Work with Panels**.
3. Select **Panel > Open Panel**.
4. Select a **panel** to use and click **OK**.

5. Select **Panel > New Button**.

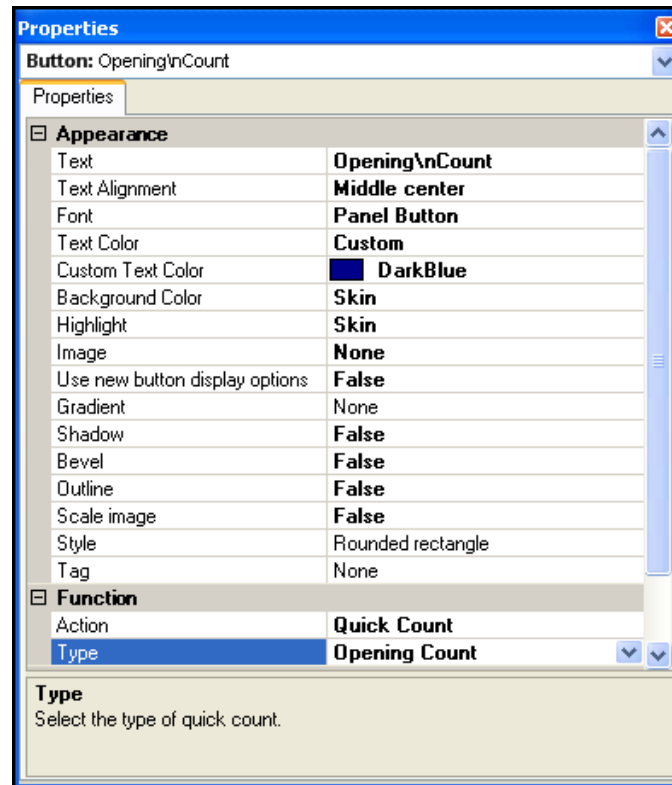


Figure 6 Properties Dialog Box - Button: Opening Counts

6. From the Properties dialog box, select **Quick Count** from the 'Action' drop-down list. Quick Count automatically appears in 'Text.'
7. Type a **name** for the text to appear on the button, such as 'Opening Count.'
8. Complete the **properties** of the button, such as text, background, and bitmap properties.
9. Repeat this **procedure** until you define all count buttons.
10. Select **Panel > Save Panel**.
11. Select **File > Exit** to exit the **Quick Service Screen Designer** or **Table Service Screen Designer** function.

To add a Report Quick Count button:

1. Select **Maintenance > Screen Designer > Quick Service Screen Designer** or **Maintenance > Screen Designer > Table Service Screen Designer**.
2. Select **Work with Panels**.
3. Select **Panel > Open Panel**.
4. Select a **panel** to use and click **OK**.
5. Select **Panel > New Button**.

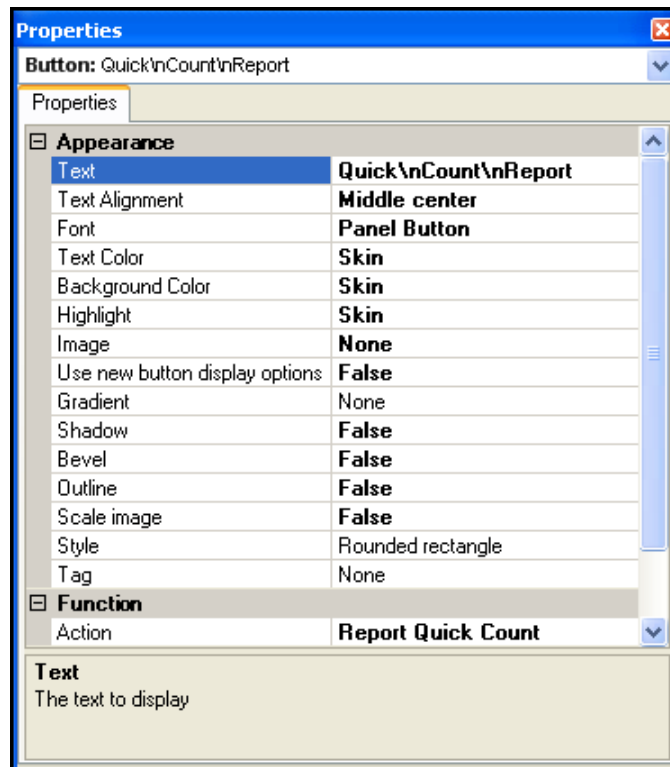


Figure 7 Properties Dialog Box - Button: Quick Count Report

6. From the Properties dialog box, select **Report Quick Count** from the 'Action' drop-down list. Report Quick Count automatically appears in 'Text.'
7. Type a **name** for the text to appear on the button, such as 'Report Quick Count.'
8. Complete the **properties** of the button, such as text, background, and bitmap properties.
9. Select **Panel > Save Panel**.
10. Select **File > Exit** to exit the **Quick Service Screen Designer** or **Table Service Screen Designer** function.

To add a Report Prep Projections button:

1. Select **Maintenance > Screen Designer > Quick Service Screen Designer** or **Maintenance > Screen Designer > Table Service Screen Designer**.
2. Select **Work with Panels**.
3. Select **Panel > Open Panel**.
4. Select a **panel** to use and click **OK**.
5. Select **Panel > New Button**.

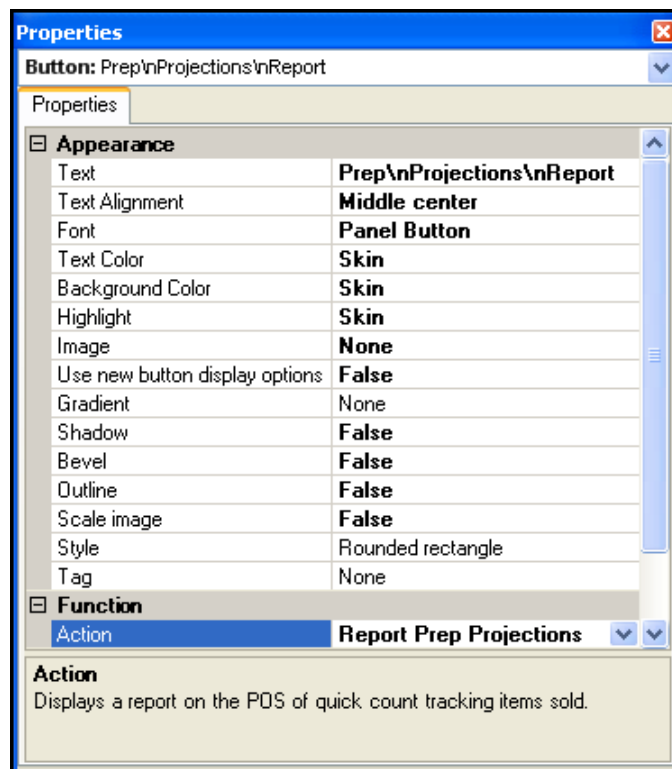


Figure 8 Properties Dialog Box - Button: Prep Projections Report

6. From the Properties dialog box, select **Report Quick Count** from the 'Action' drop-down list. Report Quick Count automatically appears in 'Text.'
7. Type a **name** for the text to appear on the button, such as 'Prep Projections Report.'
8. Complete the **properties** of the button, such as text, background, and bitmap properties.
9. Select **Panel > Save Panel**.
10. Select **File > Exit** to exit the **Quick Service Screen Designer** or **Table Service Screen Designer** function.

Enabling the quick count report to print at EOD

You can also enable the system to automatically print the FOH Quick Count Report to a local printer during the End-of-Day (EOD) process. This report includes each tracking item and associated menu item with the 'FOH Quick Count Report' check box selected.

To enable the quick count report to print at EOD:

1. Select **Maintenance > Business > Store**.
2. Select the **Store Settings** tab.
3. Select the **System** group located at the bottom of the screen.

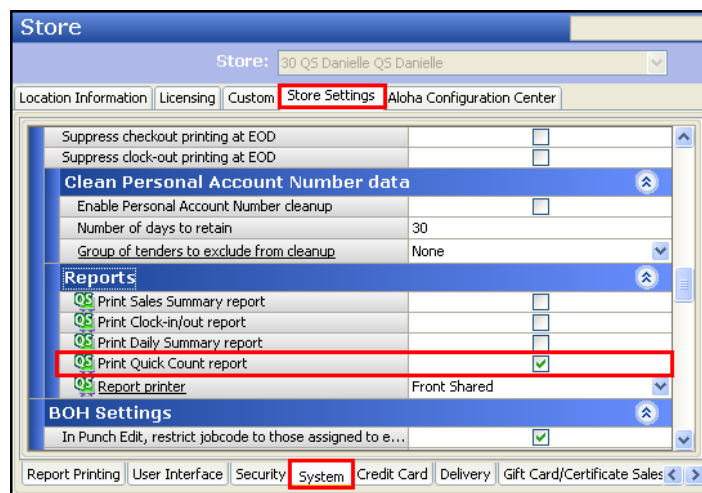


Figure 9 Store Settings Tab - System Group - 'Reports' Group Bar

4. Under the 'End of Day > Reports' group bar, select **Print Quick Count report**.
5. Click **Save** and exit the **Store** function.

Interfacing quick count with video display systems

When using Aloha Quick Service and Quick Count together with a video display system, you can maximize the effectiveness using several methods. You can define any item configured as a tracking item to appear in the video summary cell, as explained in the section, 'Defining Quick Count Tracking Items' on page 1-4. The summary cell displays a compilation of items needed for all current orders in the last cell of the screen. You can configure individual items, defined as tracking items, to appear or not appear (default) in the summary cell, or all tracking items routed to a video queue to appear or not appear (default) in the summary cell.

Reference: Refer to the Interfacing Video Display Systems with Aloha User Guide for more information.

Note: Effective with POS v14.1, NCR Voyix no longer supports the Radiant Video solution. Please contact an account representative for information regarding our new Aloha Kitchen video solution.

To configure a tracking item to appear in the summary cell:

1. Select **Maintenance > Menu > Items**.
2. Select the **tracking item** from the 'Item' drop-down list.

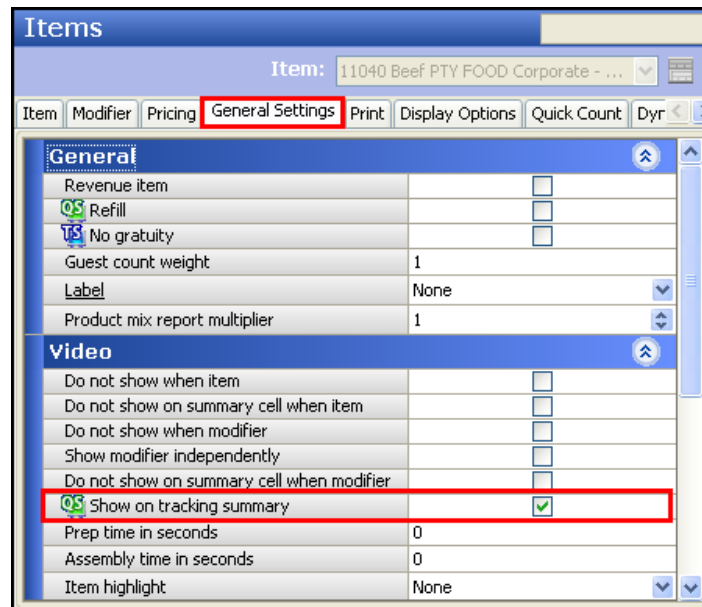


Figure 10 General Settings Tab - Video Group Bar

3. Select the **General Settings** tab.
4. Under the 'Video' group bar, select **Show on tracking summary** to display the tracking item in the video summary cell. Use this option with the Video Display Systems add-on to restrict such things as modifiers from appearing in the cell, if desired. For example, you can define 'T-Bone' to display in the summary cell, but not 'Medium'.
5. Click **Save**.
6. Repeat this **procedure** for any other tracking items you want to appear in the summary cell.
7. Exit the **Items** function.

To configure tracking items to appear in the summary cell, by video queue:

1. Select **Maintenance > Hardware > Video Queues**.
2. Select the **queue** from the 'Video Queues' drop-down list.

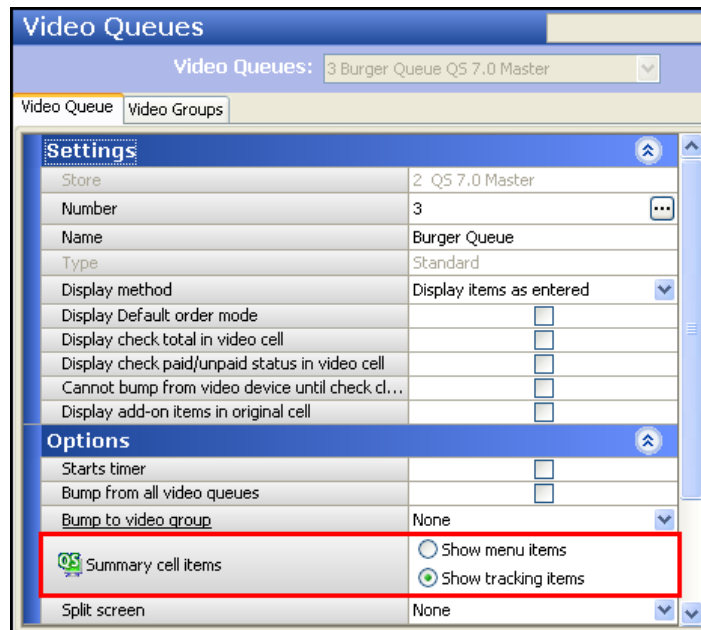


Figure 11 Hardware - Video Queues

3. Under the 'Options' group bar, select **Show tracking items** to display all tracking items routed through this queue in the video summary cell. Use this option to restrict such things as modifiers from appearing in the cell, if desired. For example, you can define modifiers to appear in the summary cell for the 'Fry' video queue, but not the 'Cold Food' video queue.
4. Click **Save** and exit the **Video Queues** function.

Refreshing the data

After all settings are in place in Aloha Manager, it is necessary to select Utilities > POS > Refresh POS and All Installed Products to transfer the new information to the FOH terminals, or wait for the End-of-Day (EOD) process to accomplish the data refresh for you. If you run the refresh prior to the EOD process, select 'Automatically restart all POS terminals' and click OK to continue. After the data refresh is complete, all new settings become operational across the Aloha network.

Reference: Refresh data with caution and never during peak hours of operation. All FOH terminals reboot during a refresh and are down for a short period of time.

Using Quick Count

This section details different ways in which you can use Quick Count. You can access several screens while using Quick Count, depending upon your objectives.

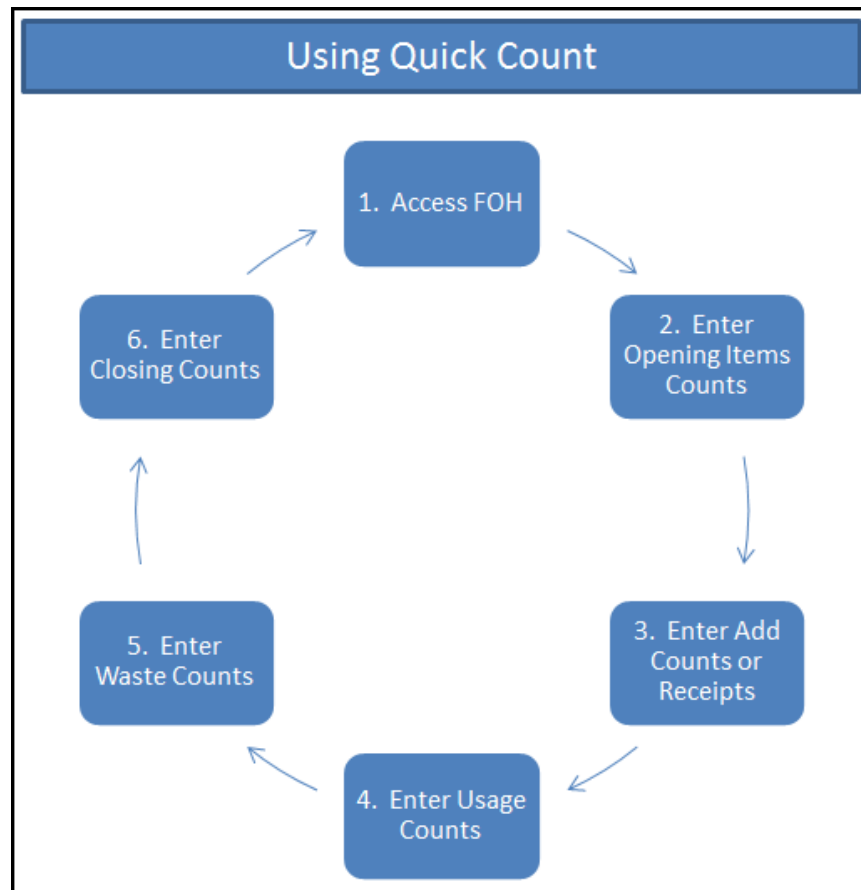


Figure 12 Using Quick Count Process Flow Overview

Important considerations about Quick Count

Entering your counts manually into the FOH allows you to:

- Replace your current count sheet process. Each time you adjust a count, touch 'Update' to allow the system to calculate the adjustment. The Over/Short appears on the Quick Count report.
- Focus on other duties during morning and closing shifts by automating counts.

The system automatically depletes and replenishes items defined as tracking items when you sell, void, or refund a menu item (composite item). With Quick Count, each time you enter an 'Add Count,' 'Usage Count,' and 'Waste Count,' the system automatically calculates your adjusted totals. Refer to 'Defining Quick Count Tracking Items' to enable your counts to automatically deplete and replenish totals.

Sales, voids, and refunds affect counts in the following ways:

Type of Transaction	↑ or ↓ the Composite Tracking Item's Sale Count	↑ or ↓ the Tracking Item's Sale Count by Amount Sold times the Usage Quantity
Sale	↑	↑
Void	↓	↓
Refund	↓	↓

Figure 13 Automatic Counts Matrix

For sales, the sale count for the menu item increases and the sale count for the associated tracking item increases by the amount sold times the usage quantity.

For voids, the sale count for the menu item decreases and the void count increases by the voided amount. The sale count for the associated tracking item decreases and the void count increases by the voided amount times the usage quantity.

For refunds, the sale count for the menu item decreases by the refunded amount, and the sale count for the associated tracking item decreases by the refunded amount times the sale count.

The system automatically rolls over all counts to counts for the next day, or automatically calculate your closing counts as the opening counts for the next day. You must still enter your Add Counts, Usage Counts, and Waste Counts. Refer to 'Enabling Quick Count and Building the Projections Database' to enable your counts to automatically populate and roll over.

Accessing FOH quick count screens

For Quick Service, you access Quick Count functions using the panel on which you added your Quick Count buttons.

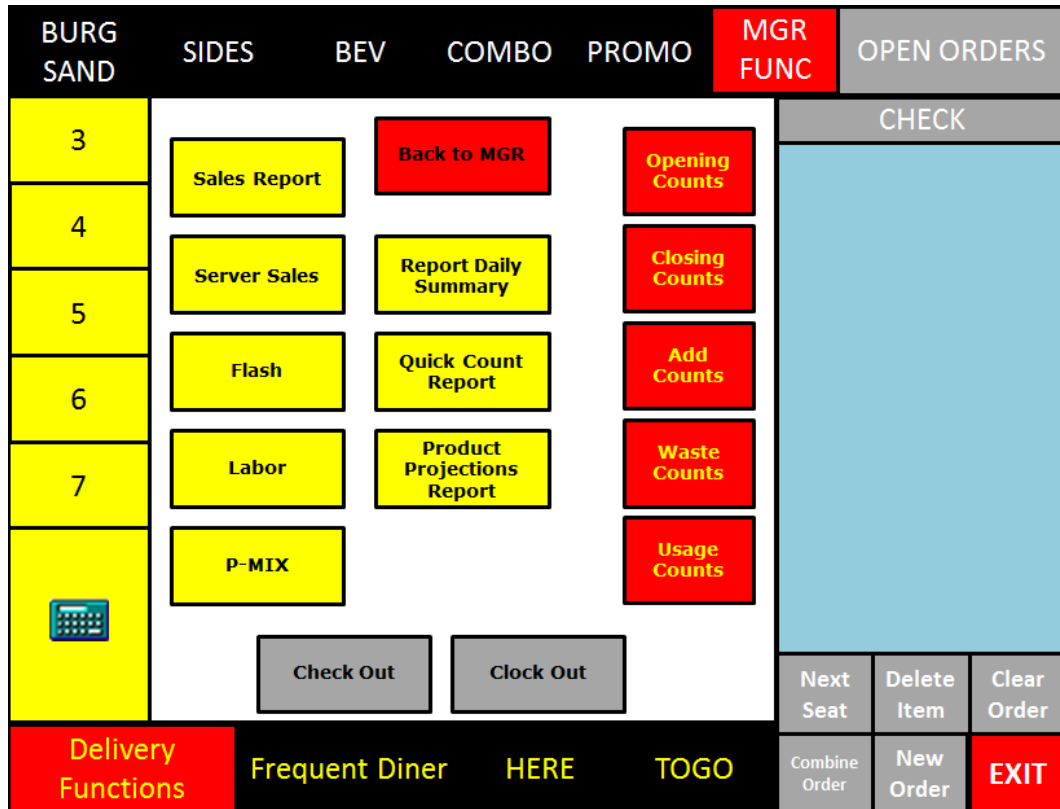


Figure 14 Sample Quick Service FOH Quick Count Panel

For Table Service operations, you can access Quick Count functions from a floor plan panel on which you added your Quick Count buttons, or use the hard-coded screens available on the Working with Tables Special Functions screen.

Touch Quick Count to display the Quick Count screen from which to select your Quick Count functions.

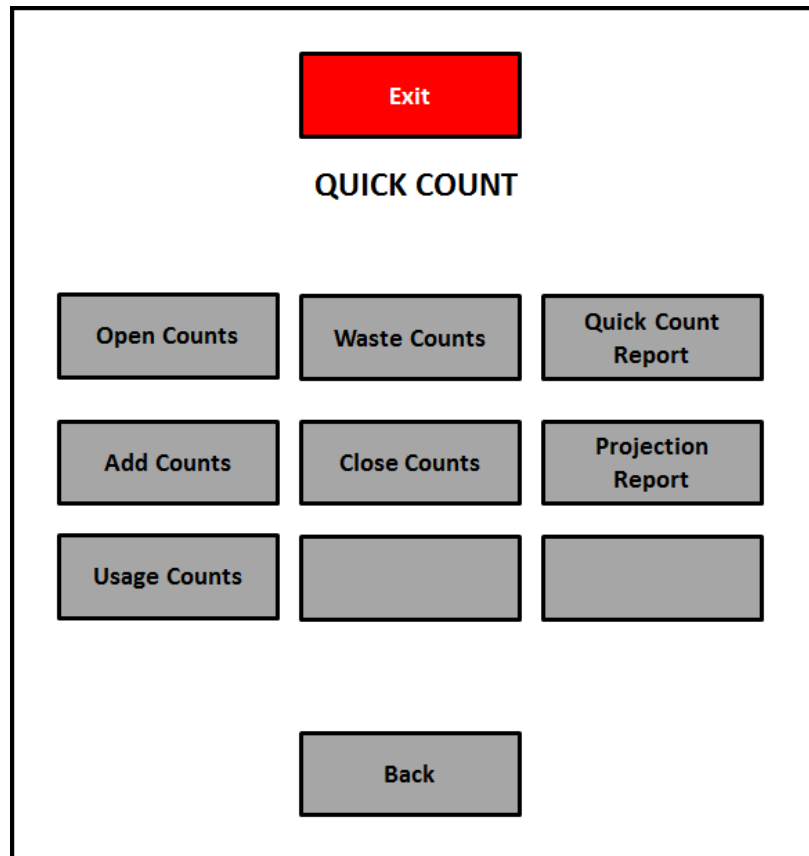


Figure 15 Table Service FOH Quick Count Screen

Use the Count buttons to enter one of the five types of counts supported by Quick Count: Opening, Add, Usage, Waste, and Closing. When entering a count, select the corresponding Count button and a count screen displays. The following buttons are available on each of these screens:

To ...	Select The ...
Reverse the last updated count entry	Undo button.
Update the Total Count and Last Count entries with your most current counts	Touch button.
Delete the Current Count	Clear button. Note: It is necessary to select the 'Clear' button prior to updating the count.
Exit the current screen when you complete your entries	Done button.

Entering opening counts

Open counts are your existing item inventories at the start of the business day and should be the same as your closing counts from the previous day. You can enter the counts manually, or enable the system to automatically calculate your opening counts.

SCENARIO: Your restaurant tracks the number of pickles. You had 23 pickles as a closing count from the previous night. Manually enter 23 pickles as your opening count or allow the system to automatically calculate the count.

To enter an opening count for an item:

1. Locate and touch **Opening Counts**. The Enter Opening Counts screen appears.

Figure 16 FOH Enter Opening Counts Screen

2. Select the **item** from the list.
3. Enter the **quantity** using the keyboard.
4. Touch **Update**. The entered quantity becomes the Total Count. The next time you enter a count for the same item, the Last Count populates with the previous Total Count, and the newest count entry becomes the Total Count.
5. Touch **Done**.

Entering add counts

Add counts are items received from deliveries to the restaurant to add to your delivery. You must manually enter Add Counts.

SCENARIO: Your restaurant tracks the number of hamburger buns. You had 35 buns as an opening count. A delivery of 25 arrived. Manually enter 25 hamburger buns as your add counts to reflect your current inventory.

To enter an add count for an item:

1. Touch **Add Counts**. Enter Add Counts screen appears.

Hamburger Buns	35
Hot Dog Buns	46
Ketchup	44
Lettuce	22
Mayo	31
Mustard	55
Pickles	78

Enter Opening Counts

Total Count: 35

Last Count: 25

Current Count:

1	2	3
4	5	6
7	8	9
0	00	.

Undo

Update

Clear

Done

Figure 17 FOH Enter Add Counts Screen

2. Select the **item** from the list.
3. Enter the **quantity** using the keyboard.
4. Touch **Update**. The entered quantity becomes the Last Count, and the system adds it to the Total Count.
5. Touch **Done**.

Entering usage counts

Usage counts are items used and depleted through menu items but not sales sold through the POS system. You must manually enter Usage Counts.

SCENARIO: Your restaurant offers hamburgers and chili on your menu and tracks the number of beef patties. You deplete your amount of chili and must use beef patties to prepare more chili. The amount of ground meat was not sold directly through the POS system as hamburgers and must be a usage count. Manually enter the amount of beef patties as your usage counts to reflect your current inventory.

To enter a usage count for an item:

1. Touch **Usage Counts**. The Enter Usage Counts screen appears.

Figure 18 FOH Enter Usage Counts Screen

2. Select the **item** from the list.
3. Enter the **quantity** using the keyboard.
4. Touch **Update**. The entered quantity becomes the Last Count, and the system adds it to the Total Count.
5. Touch **Done**.

Entering waste counts

Waste counts are items thrown away or unused, for reasons such as over-production or spoilage. The name of the person entering the waste, the time and date of the entry, the wasted item(s), and the quantity wasted, prints if the system is configured to print a waste chit. You must manually enter Waste Counts.

SCENARIO: Your restaurant tracks hamburger buns, but must waste 20 as unsaleable. Manually enter the amount of hamburger buns as your waste count to reflect your current inventory.

To enter a waste count for an item:

1. Touch Waste Counts. The Enter Waste Counts screen appears.

Figure 19 FOH Enter Waste Counts Screen

2. Select the **item** from the list.
3. Enter the **quantity** using the keyboard.
4. Touch **Update**. The entered quantity becomes the Last Count, and the system adds it to the Total Count.
5. Touch **Done**.

Entering closing counts

Closing counts are your existing item inventories at the close of the business day. You can enter the counts manually, or enable the system to automatically calculate your closing counts based on the other counts. If configured, the closing counts roll over to the opening counts for the following business day.

SCENARIO: Your restaurant tracks the number of hamburger buns. You had an opening count of 50 buns, entered 20 as Add Count, entered 10 as Waste count, and sold 20 hamburgers. Manually enter 40 hamburger buns as your closing count or allow the system to automatically calculate the count.

To enter a closing count for an item:

1. Touch **Closing Counts**. The **Enter Closing Counts** screen appears.

Figure 20 FOH Enter Closing Counts Screen

2. Select the **item** from the list.
3. Enter the **quantity** using the keyboard.
4. Touch **Update**. The entered quantity becomes the Total Count. The next time you enter a count for the same item, the Last Count populates with the previous Total Count, and the newest count entry becomes the Total Count.
5. Touch **Done**.

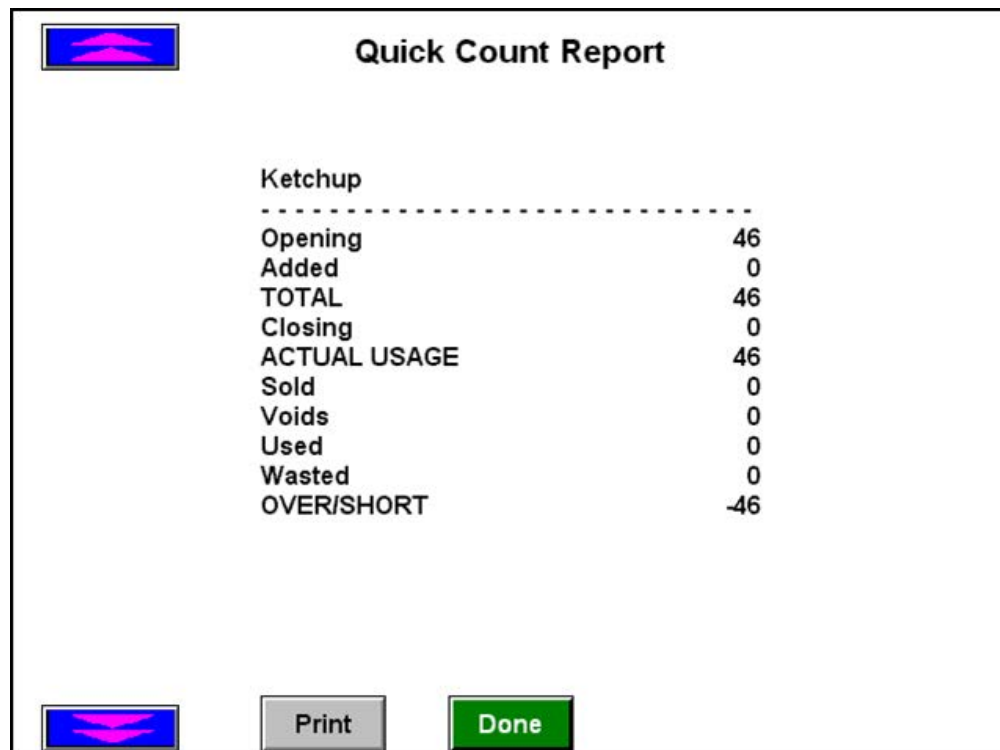
Reporting Quick Count

You can use the following reports with Quick Count:

- Quick Count Report
- Product Projections Report

Quick count report

Touch the **Report Quick Count** button to display the Quick Count Report. The report summarizes the daily count for tracking items and composite tracking items.



Quick Count Report	
Ketchup	

Opening	46
Added	0
TOTAL	46
Closing	0
ACTUAL USAGE	46
Sold	0
Voids	0
Used	0
Wasted	0
OVER/SHORT	-46

Figure 21 FOH Quick Count Report

The items that appear are determined by the 'FOH Quick Count Report' options in **Maintenance > QuickCount > Tracking Item** for associated tracking items. Each item displays, one at a time, on the screen. Use the up/down arrows to scroll through the tracking items. Touch Print to receive a hard copy of this report at the receipt printer attached to the terminal. Touch Done to exit the report.

The report is also accessible from the BOH by selecting Reports > Aloha Point-of-Sale > Quick Count. The Weekly Quick Count Report dialog box appears.

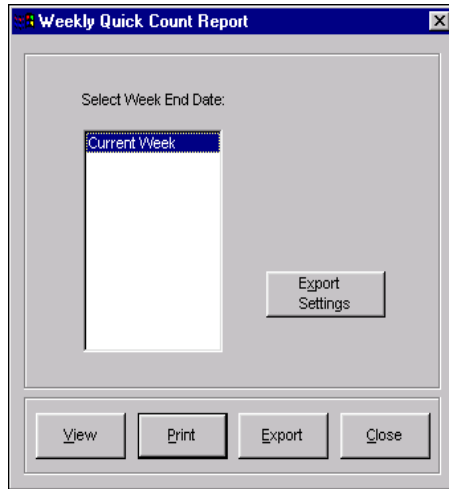


Figure 22 Weekly Quick Count Report Dialog Box

Select a single week, or a range of weeks, from the selection list.

The Quick Count report displays the tracking and projected counts for items defined as tracking items.

Aloha Café 5555 Fifth Avenue South Naples, Florida 34102		Weekly Quick Count Report Week Ending 03/06/2016						Page 1 of 1 03/10/16 - 10:07 AM 13.1.0 DEV Printed by: Seeded Administrator	
	Monday 2/29/2016	Tuesday 3/1/2016	Wednesday 3/2/2016	Thursday 3/3/2016	Friday 3/4/2016	Saturday 3/5/2016	Sunday 3/6/2016	Total	
Tracking Items									
Cowboy Burger Patty									
Open (-)				0.00				0.00	
Add (-)				0.00				0.00	
Voids (+)				0.00				0.00	
Sold (+)				0.00				0.00	
Usage (+)				0.00				0.00	
Waste (+)				0.00				0.00	
Close (+)				0.00				0.00	
Variance (=)				0.00				0.00	
Cowboy Burger Bun									
Open (-)				0.00				0.00	
Add (-)				0.00				0.00	
Voids (+)				0.00				0.00	
Sold (+)				0.00				0.00	
Usage (+)				0.00				0.00	
Waste (+)				0.00				0.00	
Close (+)				0.00				0.00	
Variance (=)				0.00				0.00	
Cheese									
Open (-)				0.00				0.00	
Add (-)				0.00				0.00	
Voids (+)				0.00				0.00	
Sold (+)				0.00				0.00	
Usage (+)				0.00				0.00	
Waste (+)				0.00				0.00	
Close (+)				0.00				0.00	
Variance (=)				0.00				0.00	

Figure 23 Quick Count Report

Product projections report

Touch Product Projections Report to display the tracking items with historical sales information by product. Use this information to decide how many items to prepare.

Sun Mon Tue Wed Thu Fri Sat						
Product Projects				Thu 2/8 4:40p		
Items	4:00p	5:00p	6:00p	7:00p	8:00p	Totals
Roast Beef (LB)	.8/	/	/	/	/	.8/
Bread (Loaf)	11.5/	/	/	/	/	11.5/
Ham (LB)	.7/	/	/	/	/	.7/
Bologna (LB)	.7/	/	/	/	/	.7/
Salami (LB)	.3/	/	/	/	/	.3/
Pepperoni(LB)	.3/	/	/	/	/	.3/
Bacon (STRIP)	33/	/	/	/	/	33/

Print		60min	Show Dates	Show Ingredients	Save	Select Dates	◀▶
			Hide Dates	Hide Ingredients	Done		

Figure 24 FOH Product Projections Report

The items that appear are configured in Maintenance > Menu > Items > Quick Count Tab > Display on projection item reports. Items that are ingredients may appear in two different locations on the report. Global Ingredients display the amount used restaurant wide for the time intervals shown. Local Ingredients display the amount used when preparing a specific menu item for the time intervals shown. Touch Done to exit the report.

Select items for the Product Projections report from the tracking items and composite tracking items. Based on these items, a time interval, and the number of weeks, you create a projections database. The FOH then uses this database to produce the Product Projections report. Once you create the report, you can change the dates used in the report calculation. For example, if the report displays an uncharacteristically high number of items sold of a particular product because it included sales made on a holiday, you can exclude the date for the holiday and recalculate the report to reflect a more realistic projection.

The system also takes items that differ from other items, such as chicken, into account. Typically, restaurants that sell chicken cut the whole chicken into a certain number of pieces. Most chicken restaurants cook only whole 'heads' (chicken) at a time. Although they may sell only three pieces during a certain time period, a whole chicken is prepared according to the desired type (crispy, spicy, etc.). Every time you sell a piece of chicken, the system converts how much of the head was sold. The report reflects how many 'heads' were actually prepared, therefore, creating a more realistic view.

The Product Projections report displays both the menu items and tracking items previously selected on the Projection Items screen. Touching a menu item from the list enables the ingredients, as well as

the sales history, to be shown or hidden by touching the respective buttons located at the bottom of the screen.

Note: At least one week of history (one week of dated subdirectories) must exist before you can run this report; however, we recommend a minimum of three weeks for the information to be helpful.

Changing the report view

The Function buttons available on the bottom of the screen enable you to change the report to meet specific requirements. The following information explains how to make these changes.

Click Select to display the Select Dates To Include screen.

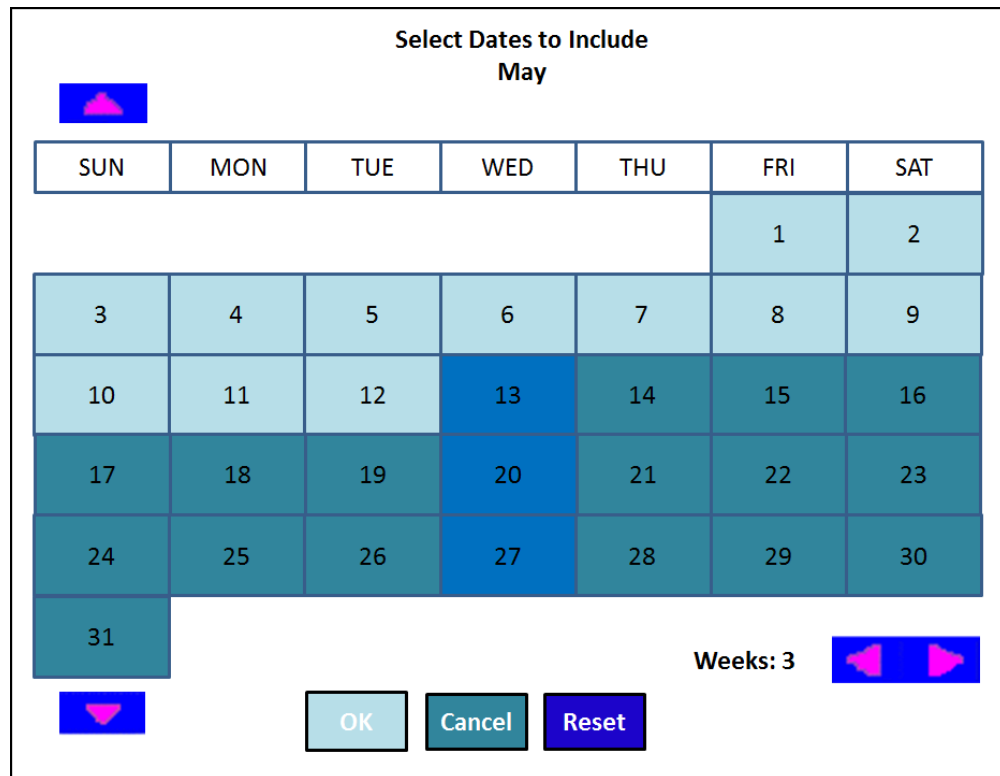


Figure 25 FOH Select Dates to Include Screen

All dates, going back to the number of weeks specified in Quick Count Options, appear. The projection average includes the selected dates. By default, all dates matching the current day are selected. For example, if the current day is Wednesday and the number of specified weeks is three, then the prior three Wednesdays are highlighted. To run the report for a day other than the current day, select the day of the week located at the top of the Product Projections screen before touching the Select Dates button.

To add a date to the projection average, touch the date to select it. To remove a date from the projection average, touch the date again. Use this when one of the selected dates skews the projections when it is included. For example, if the selected dates include a holiday, such as Mother's Day, the sales for the holiday skew the average sales. Touch the corresponding date for Mother's Day to remove it, then select another date to replace the sales for the holiday.

Each change made in the Dates function is specific to the selected day. For example, any date changes made for the product projects for Tuesday do not carry over for the product projections for Wednesday. You can make up to 16 changes for each day, however, you can only select or clear the dates which are active and highlighted.

Located at the bottom of the screen are left and right arrow buttons. Use these to decrease or increase the number of weeks included in the projection. You cannot increase the weeks more than the number specified in 'Number of Weeks to Project.' However, you can decrease the weeks, and then increase back up to the number of specified weeks. Also located on the bottom of the screen is a Reset button. Use this button to revert back to the original date selections before changes were made.

Changing the time intervals

Use this function button to scroll through the available time intervals (5, 15, 30, and 60 minutes). The button shows the current time interval. Available product projection time intervals can be equal to or greater than the time interval specified in 'Minimum Time Interval to Project' (in minutes) located in Quick Count Options. You cannot select a time interval that is less than this setting. For example, if 'Minimum Time Interval' is set to 15 minutes, the product projection time interval can be either 15, 30, or 60 min. The 5 minute time interval is not available, because it is less than the 15 minute 'Minimum Time Interval' setting.

Show and hide feature buttons

The Show and Hide function displays and hides dates or ingredients for selected items. If you press either the Show or Hide button without first touching a tracking item, the dates or ingredients display or are hidden for all items. To display or hide dates or ingredients for a specific item, touch the item first, and then press the appropriate Show and Hide feature button.

Adjust qty%

Use the Quantity Adjust function to predict future usage of an item based on time intervals of the current day. Press the + or - button to match past usage trends with current day values. As you press these buttons, the adjustment percentage to the left of the buttons changes accordingly. The system provides an estimated usage for future time intervals for the current day. Setting the Quantity Adjust to 0% brings the data back to its original value.

Quick Count, Feature Focus Guide

NCR Voyix welcomes your feedback on this document. Your comments can be of great value in helping us improve our information products. Please contact us using the following email address:
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