## 

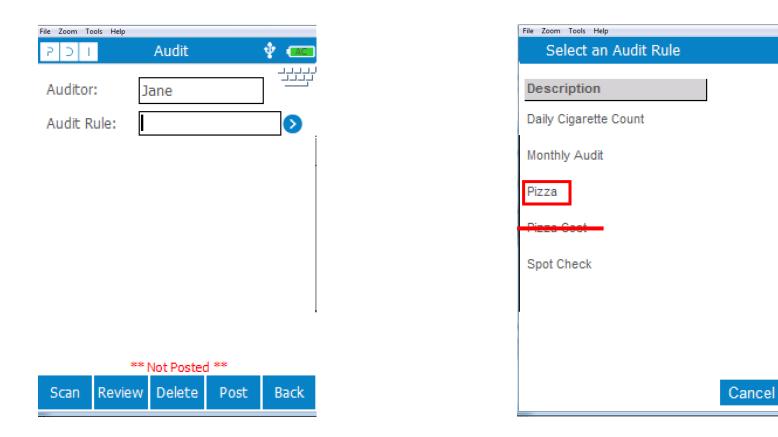


# PERFORMING A PIZZA COST AUDIT



- Starting with your next audit, you will no longer need to complete the spreadsheet to perform your pizza cost audit.
  - Note-this only applies to pizza, you will still need to complete your deli, hot beverage, and cold beverage spreadsheets
- All packages have been set up with the purchase package (PPK) you are able to enter fractions.
  - For example:
    - Wingbites come in a PPK of 2. So if you have 3 bags you will enter 1.5 as the quantity

## 1. Go to the audit screen from the main screen.



## 2. Choose the PIZZA audit rule.



## 3. Choose SCAN and begin counting your items.

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2 D I	Audit	•	ł 📖			
Auditor:	Jane					
Audit Rule:	Pizza		Ο			
			_			
– Includes: –						
Description						
Pizza						
** Not Posted **						
Scan Rev	iew Delete	Post	Back			

## 4. Count items.

File Zoom Tools Help	
P D I Audit	🌵 🚥
Pizza	I
Item: 894224001147	$\mathbf{O}$
BREAKFAST PIZZA	UPC
Package: (PPK12) \$.00	
Quantity: 1.500	
PkCost: \$4.92 PPk Oty/Cost: 12.00	eE0.04
PRC051: 34.52 PPR QUYC051: 12.00	\$33.04
Review Delete	Back

-Breakfast Pizza comes in a PPK of 18. In this example, there were 27 Breakfast Pizza's so we can use the fraction option and say that we have 1.5 PPK18's.



5. You will count each item by using the laminated barcode sheets that have been provided to you. Scan each corresponding bar code and enter the quantity.

-Important things to remember:

-Packages are set to purchase packages (PPK) so this means that you need to pay special attention to the quantity of the items you have compared to the quantity you have on hand.

-Make sure to use the cheat sheet provided so the correct fractions are entered for the Pizza's, Cheesebread, and S'more

-All other items can be approximated.

-There are 2 barcodes for both Mushrooms and Black Olives, make sure you use the correct one.



6. After counting all the items, post your pizza audit as you would any other audit.

5 C 2		Audit		•	ψ			
Click an existing audit to edit, or click New to create an audit.								
Audit	Rule		Due	Statu	s			
Pizza (	Cost			UnPost	ted	_		
* Scheduled/Downloaded								
Refresh	New	E	dit	Post	I	Exit		

