



**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.

The screenshot shows a software window titled "Audit" with a menu bar (File, Zoom, Tools, Help) and a toolbar (P, D, I). The "Auditor" field contains the text "Jane". The "Audit Rule" field is empty and has a blue arrow button to its right. At the bottom, there is a red text label "\*\* Not Posted \*\*" and a row of five blue buttons: "Scan", "Review", "Delete", "Post", and "Back".

2. Choose the PIZZA audit rule.

The screenshot shows a dialog box titled "Select an Audit Rule" with a menu bar (File, Zoom, Tools, Help). It lists several audit rules: "Daily Cigarette Count", "Monthly Audit", "Pizza" (highlighted with a red box), "~~Pizza Cost~~", and "Spot Check". A blue "Cancel" button is located at the bottom right.

3. Choose SCAN and begin counting your items.

File Zoom Tools Help

Audit

Auditor: Jane

Audit Rule: Pizza

Includes:

Description
Pizza

\*\* Not Posted \*\*

Scan Review Delete Post Back

4. Count items.

File Zoom Tools Help

Audit

Pizza

Item: 894224001147

BREAKFAST PIZZA UPC

Package: (PPK12) \$ .00

Quantity: 1.500

PkCost: \$4.92 PPk Qty/Cost: 12.00 \$59.04

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.

The screenshot shows the 'Audit' application window. The title bar contains navigation icons, the word 'Audit', and system icons. Below the title bar, there is a text prompt: 'Click an existing audit to edit, or click New to create an audit.' A table with three columns: 'Audit Rule', 'Due', and 'Status' is displayed. The first row contains 'Pizza Cost' under 'Audit Rule' and 'UnPosted' under 'Status'. The row is underlined in red. Below the table, there is a note: '\* Scheduled/Downloaded'. At the bottom, there is a row of buttons: 'Refresh', 'New', 'Edit', 'Post', and 'Exit'.

Audit Rule	Due	Status
Pizza Cost		UnPosted

\* Scheduled/Downloaded

Refresh New Edit Post Exit

The screenshot shows the 'Audit' application window. The title bar contains navigation icons, the word 'Audit', and system icons. Below the title bar, there is a text prompt: 'Click an existing audit to edit, or click New to create an audit.' A table with three columns: 'Audit Rule', 'Due', and 'Status' is displayed. The first row contains 'Pizza Cost' under 'Audit Rule' and 'Posted' under 'Status'. The row is underlined in red. Below the table, there is a note: '\* Scheduled/Downloaded'. At the bottom, there is a row of buttons: 'Refresh', 'New', 'Edit', 'Repost', and 'Exit'.

Audit Rule	Due	Status
Pizza Cost		Posted

\* Scheduled/Downloaded

Refresh New Edit Repost Exit