

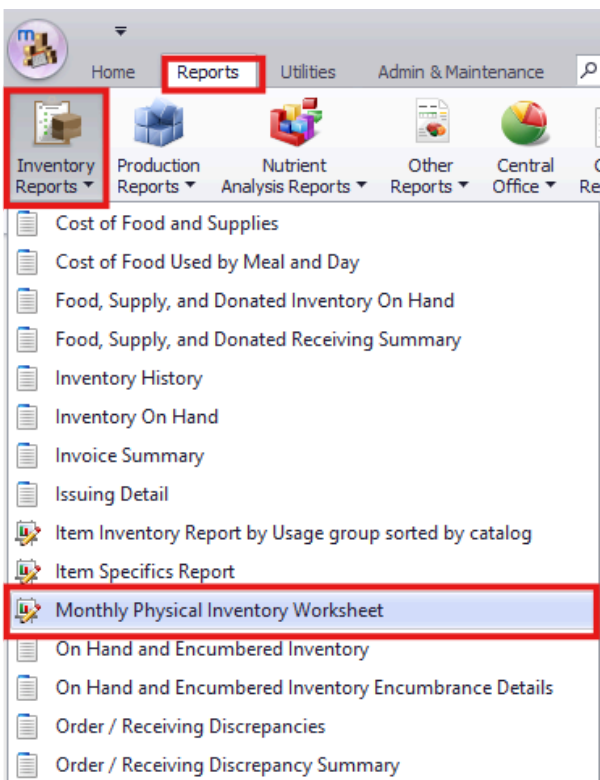
Edison Monthly Physical Inventory Worksheet

Monthly Physical Inventory must be completed in Edison at the end of each month. Any Receiving, Ordering and/or Production in the new month cannot be completed until the Physical Inventory is committed. The Physical Inventory Worksheet is available any time during the month to print but the Inventory Period in Edison will not open until the last working day of the month.

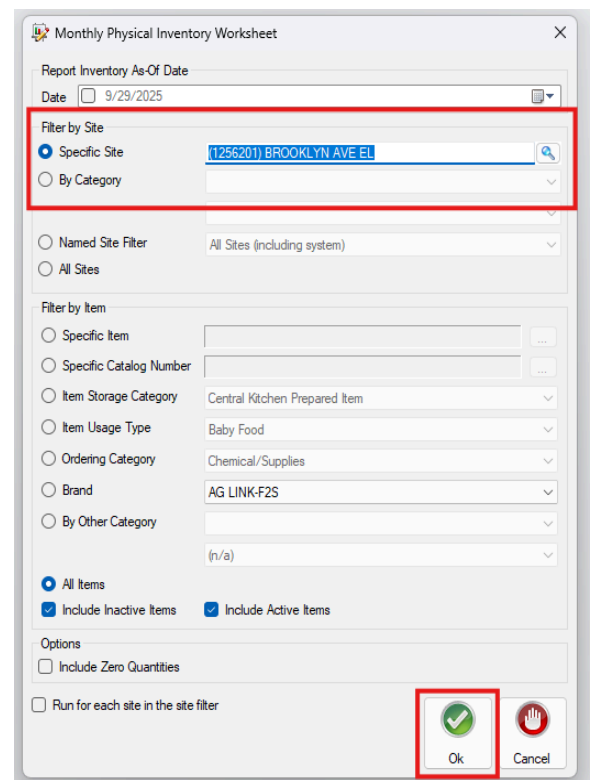
1. Print the Inventory Worksheet and take an accurate count of all items on hand.
 - a. Note: Physical Inventory counts need to reflect all items on hand at the end of the last day of the month. This includes panned items for future days in the new month.
2. First working day of the month – Complete Production for Supper and/or Snack from the last day of the month (previous day or the previous Friday)
3. Verify and update Inventory worksheet if needed – Example: Supper leftover milk or fruit will need to be added to the total on the worksheet
4. Complete Inventory in Edison on the first working day of the month after all Production and Receiving is completed for the month. This includes Supper and/or Snack from the last day of the month.
 - a. Note: Until Inventory is entered and committed in Edison, you will not be able to do new receiving or production for future days

Best Practice: Print Monthly Physical Inventory Worksheet

Step1: Click Reports>Inventory Reports>Click Monthly Physical Inventory Worksheet



Step2: Filter by Site > Specific Site > OK



If you are unable to enter Inventory in Edison, please reach out to the CMS helpdesk **213-241-3002**