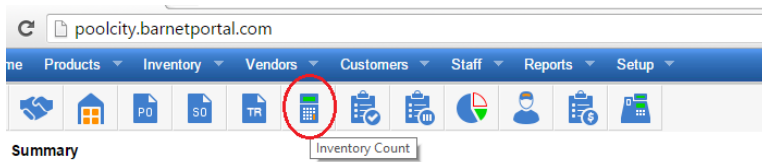
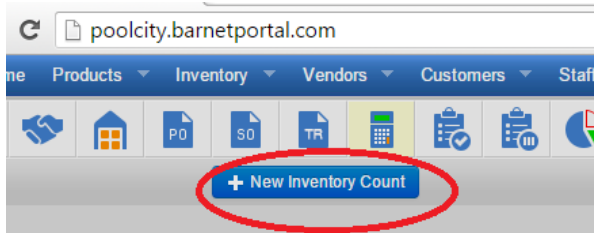


## USING THE BARNETPOS PORTAL – Inventory physical counts

### 1. Step 1

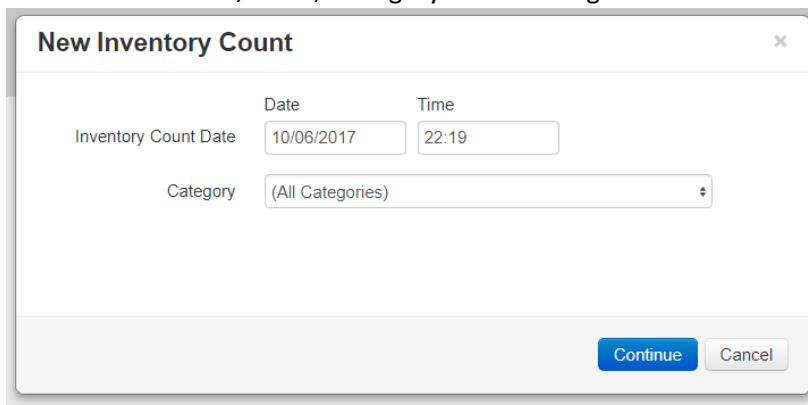


### 2. Step 2



### 3. Step 3

Select Date/Time , Category or <All Categories>



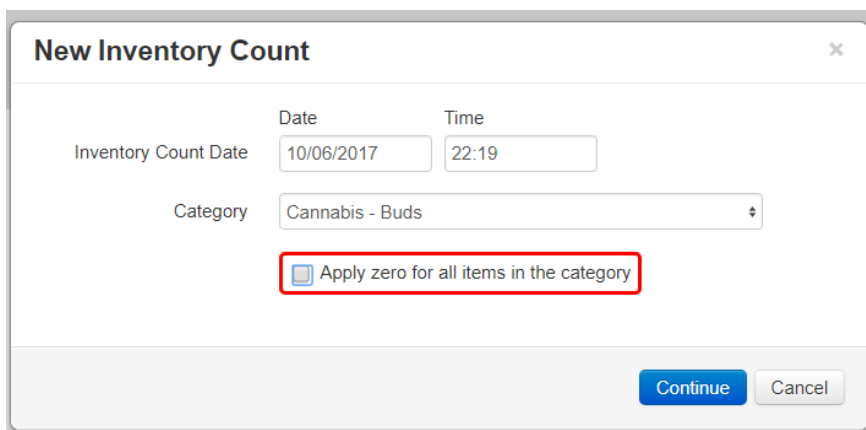
The screenshot shows the 'New Inventory Count' dialog box. It has a title bar with a close button (X). The form contains the following fields:

- Inventory Count Date:** 10/06/2017
- Time:** 22:19
- Category:** (All Categories)

At the bottom right, there are two buttons: 'Continue' (highlighted in blue) and 'Cancel'.

### 4. Step 4.

- You can check <Apply zero for All Items in the category> if you plan to count all items for selected categories.
- Don't check this box if you are going to count only some Items.  
Please note, that in this case, if the Item Count is 0, you have to type 0.



The screenshot shows the 'New Inventory Count' dialog box. It has a title bar with a close button (X). The form contains the following fields:

- Inventory Count Date:** 10/06/2017
- Time:** 22:19
- Category:** Cannabis - Buds

Below the category field, there is a checkbox labeled 'Apply zero for all items in the category', which is checked and circled in red. At the bottom right, there are two buttons: 'Continue' (highlighted in blue) and 'Cancel'.

5. **Step 5** : Print or enter counts :

Print Import... Export to XLS

Search: SKU, Description, Category Search First Prev Page: 1 of 3 Next Last  Show empty records

**Cannabis Demo MED**  
Inventory Count for 10/06/2017 22:19  
**NOT ACCEPTED**

SKU	Item	UOM	Current Count	Category
12345123451234568734	abcabc4328	Grams	10	Buds
12345123451234568735	abcabc46576	Grams	20	Buds
12345123451234568103	Afghani Bull Rider 00349	Grams	0	Buds
12345123451234568234	Afghani Bullrider 00401	Grams		Buds
12345123451234568314	Afghani Bullrider 00431	Grams		Buds
12345123451234568583	Afghani Bull Rider 00624	Grams	30	Buds

- The <variance > column will appear only if your access has < Inventory Variance Report> Permission under <Staff>

Delete this count

Search: SKU, Description, Category Search First Prev Page: 1 of 3 Next Last  Show empty records

**Cannabis Demo MED**  
Inventory Count for 10/06/2017 22:19  
**NOT ACCEPTED**

SKU	Item	UOM	Last Inv Date	Last Inv Count	+Purchased	+Adjusted	-Sold	=System Count	Current Count	=Variance	\$ Var.	Category
12345123451234568734	abcabc4328	Grams		0.000	0.000	-1.000	0.000	-1.000	10	11.000	\$110.00	Buds

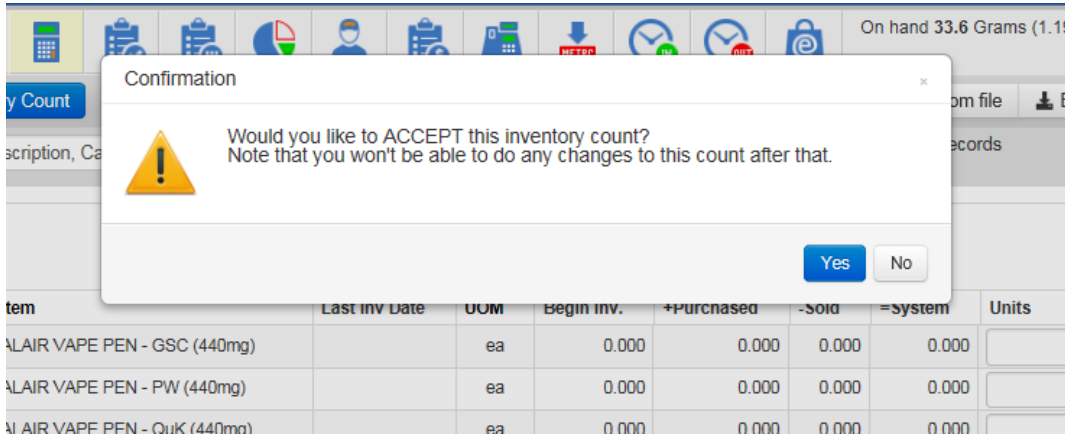
Permissions Access to Locations Email Triggers

- Products Maintenance  Inventory Variance Report
- Staff Maintenance  Send sales invoice
- Access Reports  Send purchasing order
- Price Change  Void after payments
- Refunds  Change PO from SO
- Discounts
- Receive on Account
- Paid Out
- Special Correction Mode
- POS
- Access Backend
- Inventory count

- Export/ Import/ Change Count Date/ Delete

Change count date Print Import... Export to XLS Delete this count

6. **Step 6** : You have to <Accept Inventory> after you finished the counts



**Step 7:** You can use <Edit this count> after <Accept>



## Reporting

### Under Reports – Inventory

#### 1. On hand report

Date: 08/03/2017 Show only: Active Items Apply

**Inventory On Hand Report**  
Created: Thu Aug 3 05:50:33 2017

SKU	Description	Size	On Hand	On Hand \$	Total by Selling Price	Margin	Margin %	Category	Vendor
<b>Budder</b>									
10001	BUBBA ROCK ROSIN .5g	0.5g	16	\$294.08	\$640.00	\$345.92	54.0	Budder	
10002	BUBBLE KUSH LIVE RESIN .5g	0.5g	2	\$31.50	\$80.00	\$48.50	60.6	Budder	
10003	BUDDHA SHATTER .5g	0.5g	2	\$26.78	\$60.00	\$33.22	55.4	Budder	
10005	CANDY KUSH LR CRUMBLE 1g	ea	20	\$700.00	\$1,400.00	\$700.00	50.0	Budder	
10006	CBD ISOLATE - 1g	1g	44	\$1,144.00	\$2,420.00	\$1,276.00	52.7	Budder	
10007	CB / NTOG ROSIN 1g	1g	20	\$630.00	\$1,400.00	\$770.00	55.0	Budder	

## 2. Evaluation by Category

[Home](#) [Products](#) [Inventory](#) [Vendors](#) [Customers](#) [Staff](#) [Reports](#) [Clock In/Out](#) [Setup](#)

[Print](#) [Export to Excel](#) [Refresh](#)

Apply

### Evaluation by Category Report

Created: Thu Aug 3 05:59:37 2017

Category	On Hand	UOM	On Hand \$	Total by Selling Price	Margin	Margin %
Budder	20	ea	\$700.00	\$1,400.00	\$700.00	50.0

## 3. Stock Report

[Print](#) [Export to Excel](#) [Refresh](#)

Period Start:  Period Finish: 
 Show Adjusted Items only [Apply](#)

### Stock Report

07/27/17 - 08/03/17

Created: Thu Aug 3 06:01:48 2017

SKU	Description	Size	Category	Opened Qty	Opened Cost	Received Qty	Received Cost	Sold Qty	Sold Cost	Adjusted Qty	Adjusted Cost	Closed Qty	Closed Cost
<b>Budder</b>													
10001	BUBBA ROCK ROSIN .5g	0.5g	Budder	16	\$294.08							16	\$294.08
10002	BUBBLE KUSH LIVE RESIN .5g	0.5g	Budder	2	\$31.50							2	\$31.50
10003	BUDDHA SHATTER .5g	0.5g	Budder	2	\$26.78							2	\$26.78
10005	CANDY KUSH LR CRUMBLE 1g	ea	Budder	20	\$700.00							20	\$700.00