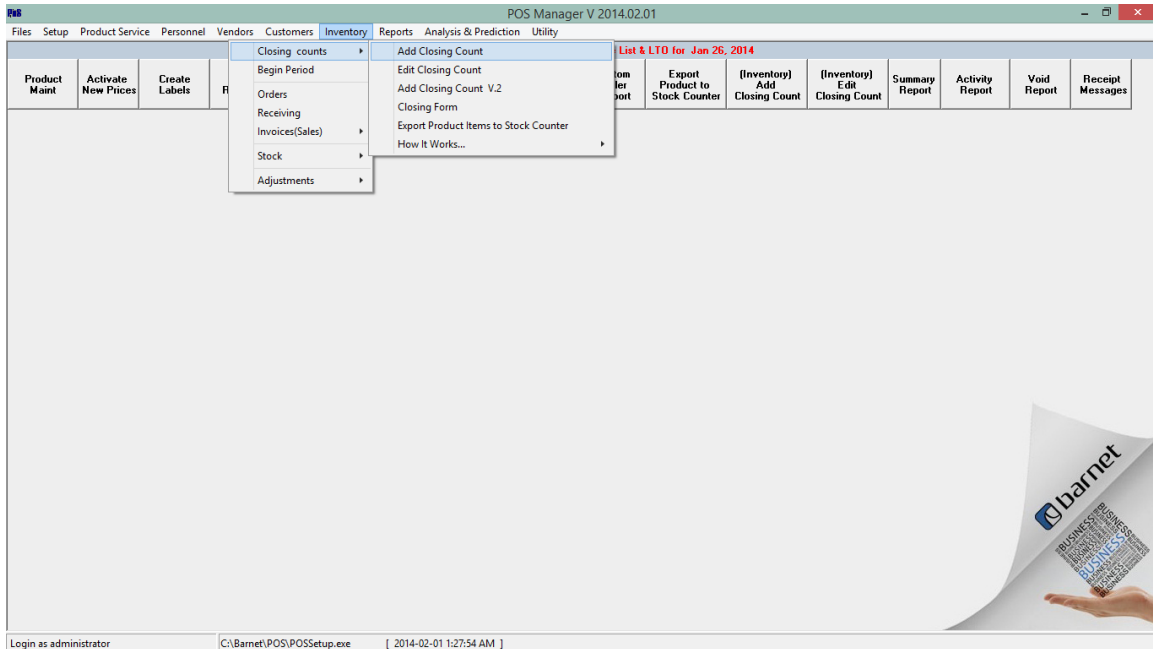


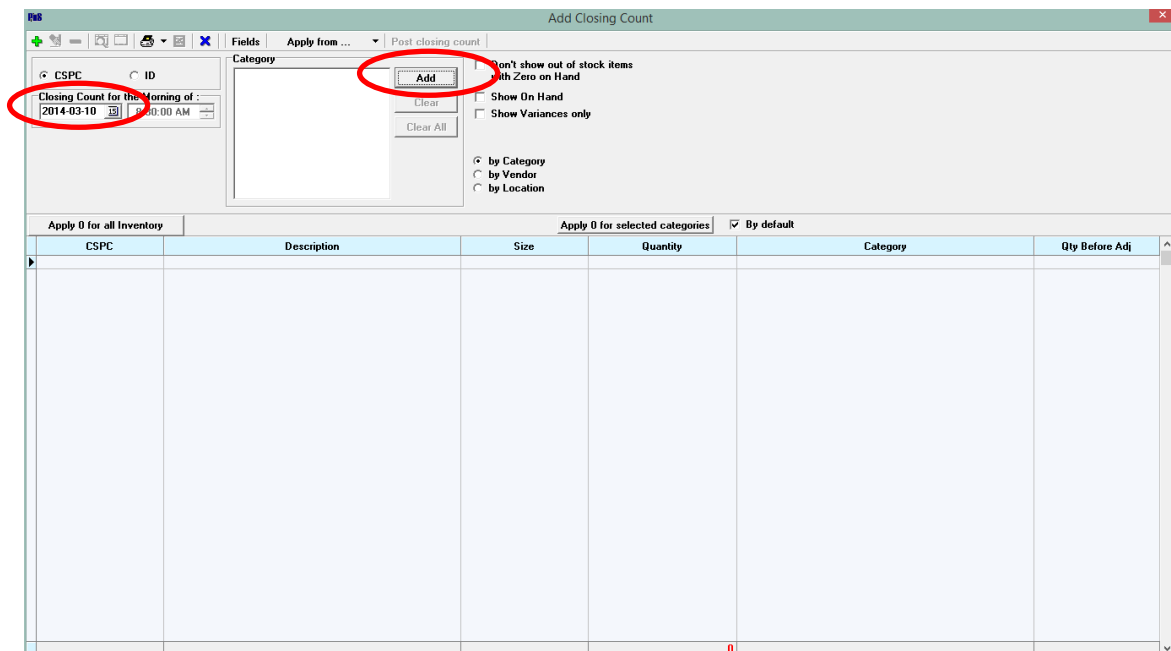


MANUAL INVENTORY CLOSING COUNTS BY CATEGORY

If a speed button has not been set, go to
>INVENTORY
>CLOSING COUNTS
>ADD CLOSING COUNT

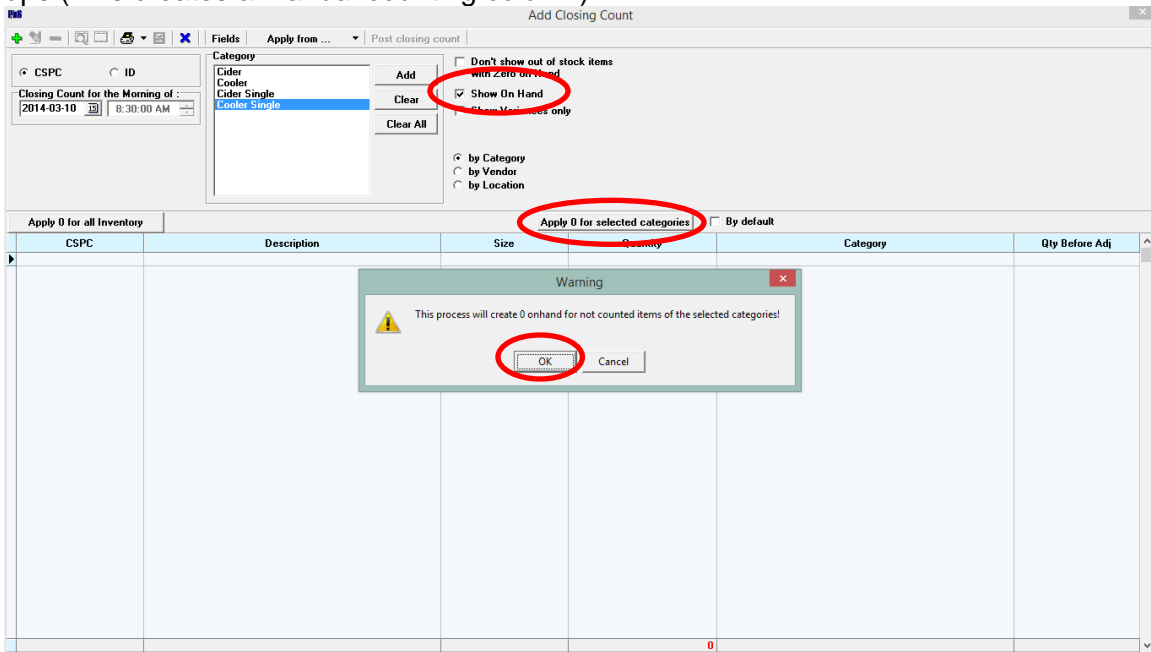


Select the Date (ALWAYS use today's date) and category/categories to be inventoried.



Tick SHOW ON HAND if you would like to see the onahnd numbers for counting. Leave it unticked for a “blin” count.

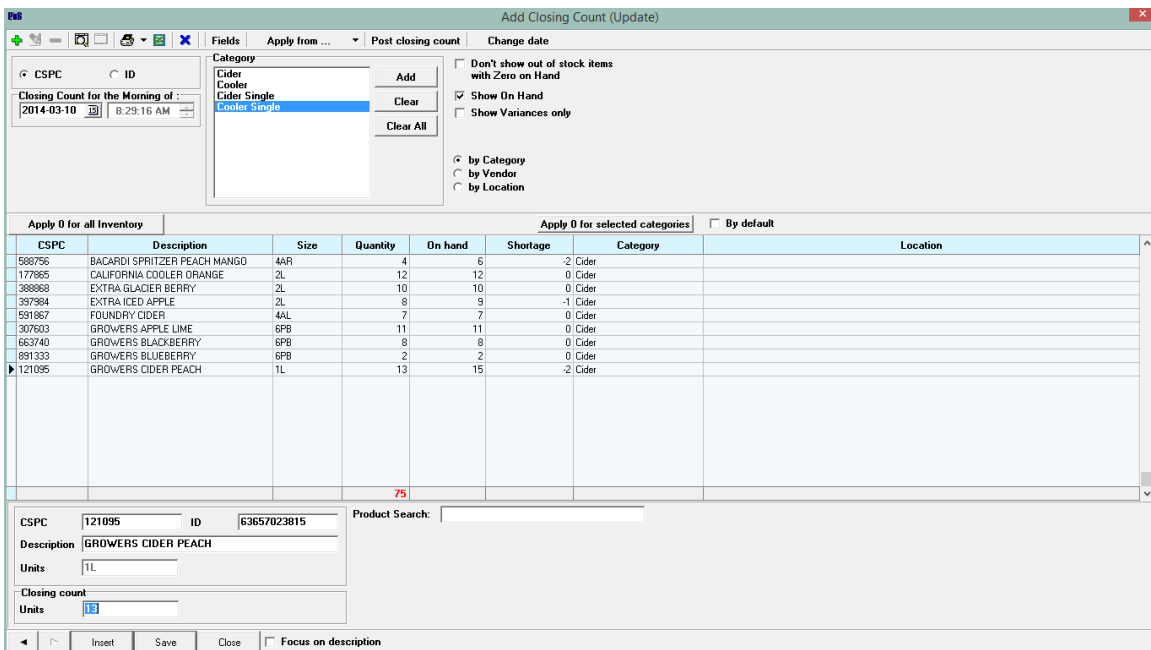
Click on APPLY 0 FOR SELECTED CATEGORIES. Click OK for the category pop-ups. (This creates a manual counting column)



PRINT the count sheet(s) and do a preliminary item count.

Once you have your preliminary counts,

- Double click on the first item and make any count corrections at the bottom
- Click on Save – This will take you to the next item.
- Continue until all adjustments have been made.



Press POST CLOSING COUNT. *This will immediately update your inventory so a good preliminary count is important.*

The EDIT CLOSING COUNT window will automatically open. This is where final edits are made.

- Tick “SHOW ONLY SHORT/OVER ITEMS”
- If necessary, print an “Over/Short” sheet to do a recount. (Found under the Print Icon Arrow)
- Recount Product
- Double click on an item to open the edit box at the bottom of the screen, edit product counts where necessary
- Hit save after editing each product

Once the inventory is correct,

- Untick “SHOW ONLY SHORT/OVER ITEMS”
- Select “ACCEPT ALL”
- Print the “Variance” Report

Sign the report, attach to your count/recount sheet and file. (It is a VERY good idea to save your recount sheets. You may need to refer back to them during a future inventory to trace counting/inventory errors.)

IMPORTANT NOTES

Make sure to un-tick the “Show Only Short/Over Items” before accepting the inventory or the hidden items will not be accepted.

If the inventory does not get completed, DELETE ALL ITEMS. Again make sure to un-tick “Show Only Short/Over Items” or those items will remain.

Make sure any invoices added after this inventory are not “backdated”. Doing so, will overwrite the product onhand for any inventories conducted in that time frame and will cause inventory shortages next time these categories are inventoried. *Invoices should always be entered into the system using, “today’s date”, not the billing date on the invoice.*

If you need to close the inventory screen for any reason before completing the inventory, you can access the EDIT CLOSING COUNTS screen using a preset speed button OR from the main screen menu.

