# INVENTORY CLOSING COUNTS BY CATEGORY

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



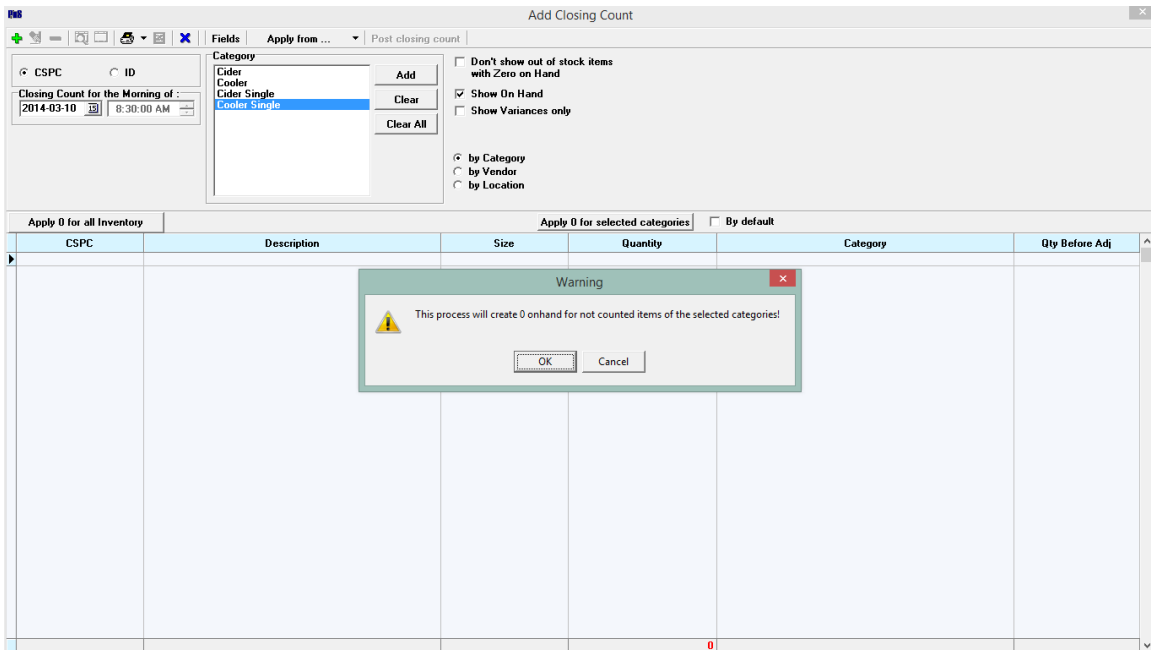Select the category/categories to be inventoried.

Tick SHOW ON HAND

You must select OK to continue with the inventory without using a hand held stock counter.



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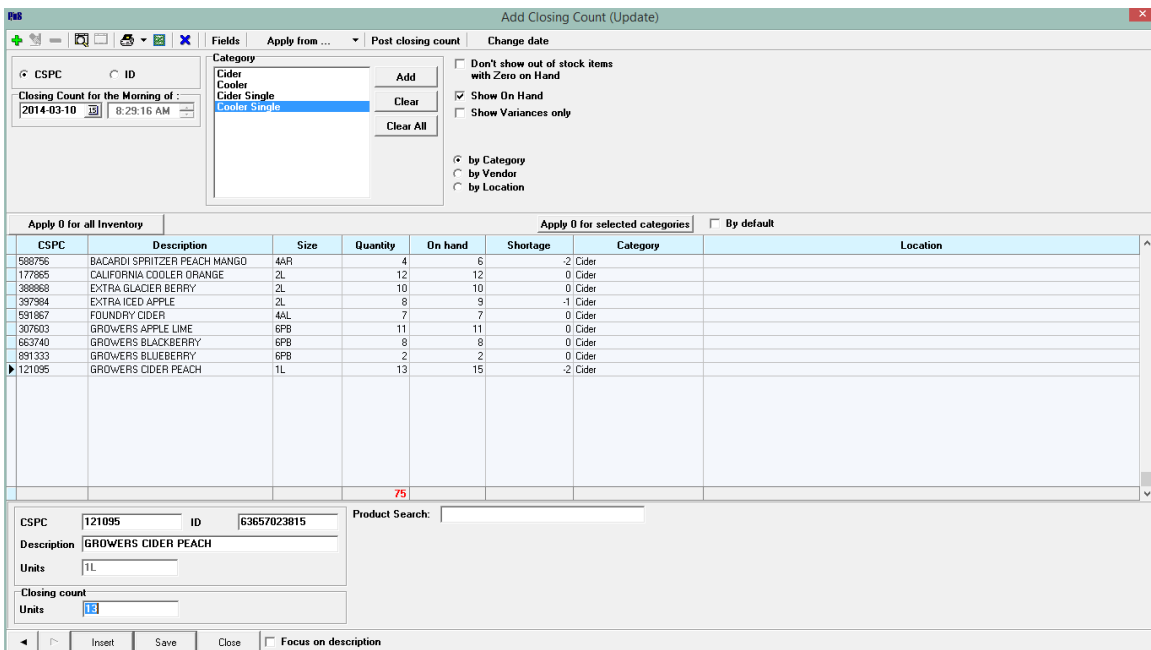
Press POST CLOSING COUNT. *This will immediately update your inventory so a good preliminary count is important.*

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.