INVENTORY USING A STOCK COUNTER

IMPORTANT NOTES
It is very important that you clear your stock counter(s) and download the current inventory to the stock counter(s) before starting a new inventory.

Make sure to un-tick the "Show Only Short/Over Items" before accepting the inventory or you will not accept the hidden item count.

If you do not finish an inventory, DELETE ALL ITEMS. Again make sure to un-tick "Show Only Short/Over Items" or those counts will remain in your inventory.

Clear Stock Counters

Turn Stock Counter on

From the MAIN MENU select #1 RUN and press ENT

Prepare the Stock Counter for a new inventory.

From the COLLECT MENU select option #3 ERASE FORM,
- press #1 to confirm
- press #0 to cancel.

The Stock Counter will ask, "Erase all?",
- press #1 to confirm
- press #0 to cancel.

Once you make a selection the Stock Counter will return to the COLLECT MENU.

Load the Stock Counter

Connect the Stock Counter to the transfer cable. From Barnet POS Manager;
- Select "Export Product to Stock Counter"
- Would you like to apply "On Hand" for export?
  YES = Will show how many of the product you should have in inventory as you scan
  NO= Excludes On Hand (blind inventory)
- From the Categories box, select "Categories from the list below" then select "ADD"
- Select the categories you will be inventorying by highlighting them then either double clicking r by pressing enter. You can go back and add more categories if necessary.

- Select "APPLY"
- "OK" (It will ask you to plug in the scanner every time even if it is already plugged in)
- Once the blue bar is complete and it says "End task, 0 error(s)", close the box
- Done successfully! , Click "OK"

Repeat this process for each hand held scanner you will be using.

Collecting Inventory Counts with the Handheld Scanner

- Make sure the scanner is on
- Press #1 Collect (from the main screen)

You are now ready to scan
- Hold scanner up to the barcode on a product and press the orange/yellow button
- Press the amount and then ENT (enter)

If you scan a PRODUCT NOT FOUND,
- press the ENT button when the error message comes up
- press the amount the ENT

Once you have all product scanned (FOH shelves, Displays, Coolers, BOH and Breakage), hook the scanner to the upload cord on the computer.

From Barnet select:
- (Inventory) Add Closing Count
- Apply from Stock Counter
- Click OK when the acknowledgment box pops up
- Wait for the Auto Seek/Batch to complete then close the dialog box. Repeat this process for additional scanners.
- Print the error report, this is product you scanned that gave the error "Product Not Found" then close the dialog box
- Select NO for "Would you like to apply 0 for not counted items"
- Delete any categories that may have accidentally been scanned or not cleared correctly
- Tick the "Show On Hand" option

You now have your preliminary counts. Next,
Print the report and do a recount

(You may skip this section and proceed directly to POST CLOSING COUNT if you prefer.)

Once you have your first (and hopefully only) recount,
- 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 first count is very important.

The EDIT CLOSING COUNTS window will automatically open. This is where you make any final changes.

- Tick "SHOW ONLY SHORT/OVER ITEMS"
- Print "Over/Short" Report to do your final count. (Found under the Print Icon Arrow)
- Recount Product
- Double click on an item to open the edit box, update the count (You only need to double click on the item if the edit box at the bottom of the screen is closed. If it is open single click on the item you wish to edit.)
- Hit save after updating a count

Once you are sure your 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.