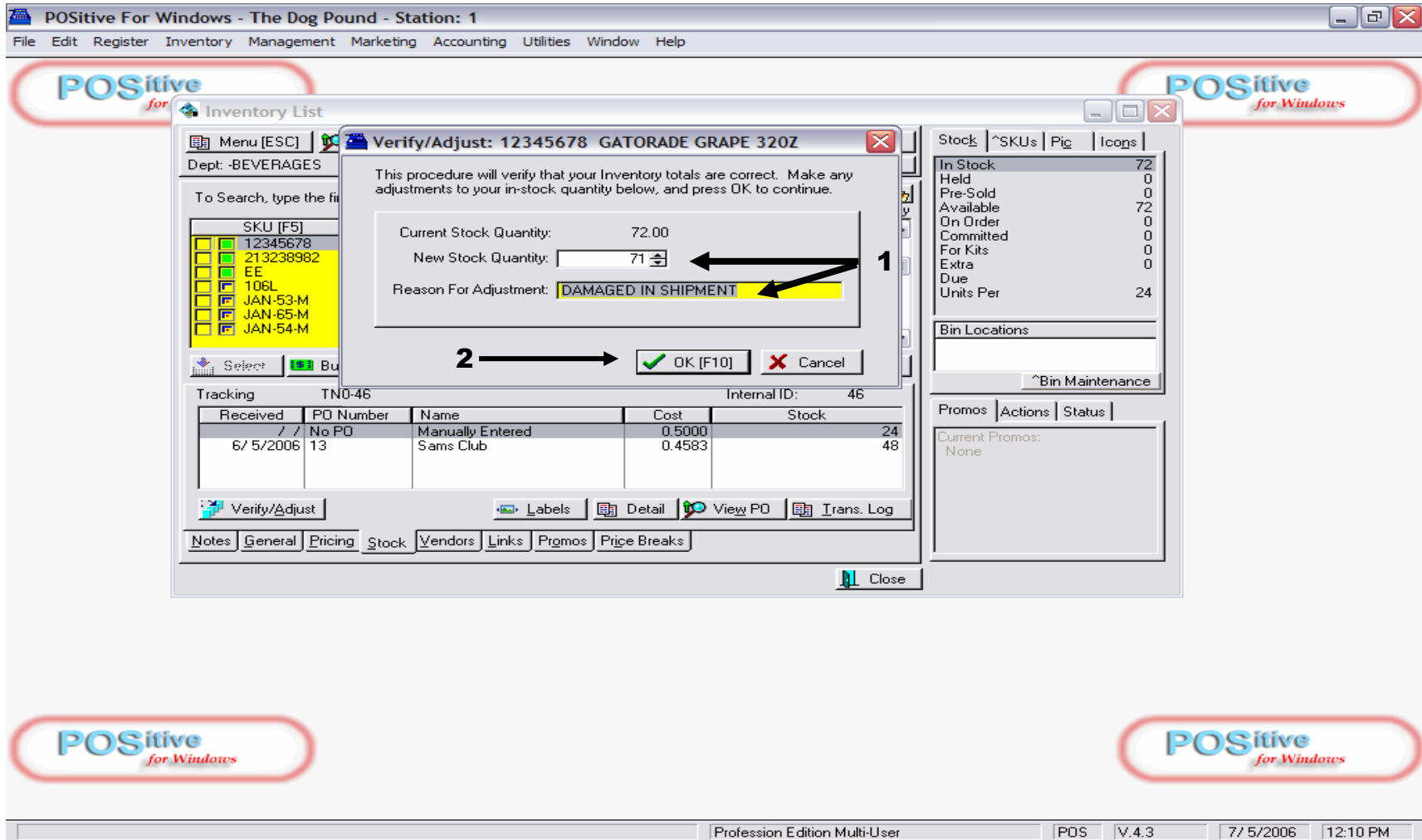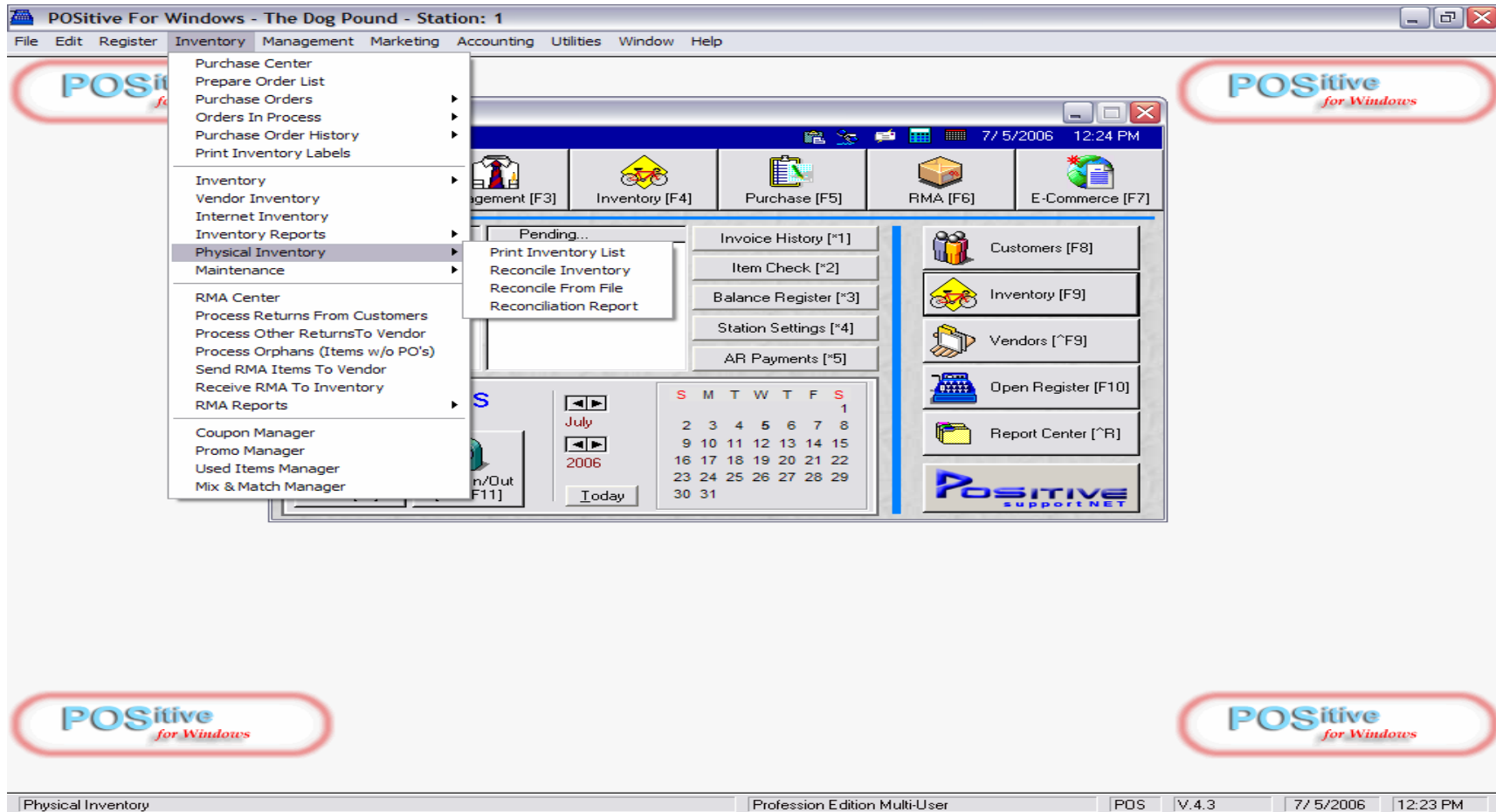**To Adjust Physical Inventory (stock count) go to INV. List (F9) and highlight a SKU:**

1. Right Click highlighted item
2. Choose Verify/Adjust Inventory from dropdown menu.
   - **Click Verify Adjust**

A Verify/Adjust prompt box will appear:

1. Insert the new stock quantity and reason for adjustment
2. **Click OK to save.**

A quick way to Verify/Adjust a lot of Inventory (new school year):
1. **Locate top Menu and Click Inventory.**
2. **Highlight Physical Inventory**
3. **Click RENCONCILE INVENTORY from Sub-Menu**

A Physical Inventory List screen appears:

1. Scan a Barcode or type-in a SKU
2. If you don't have a barcode scanner, click Tab, by description and type-in name.
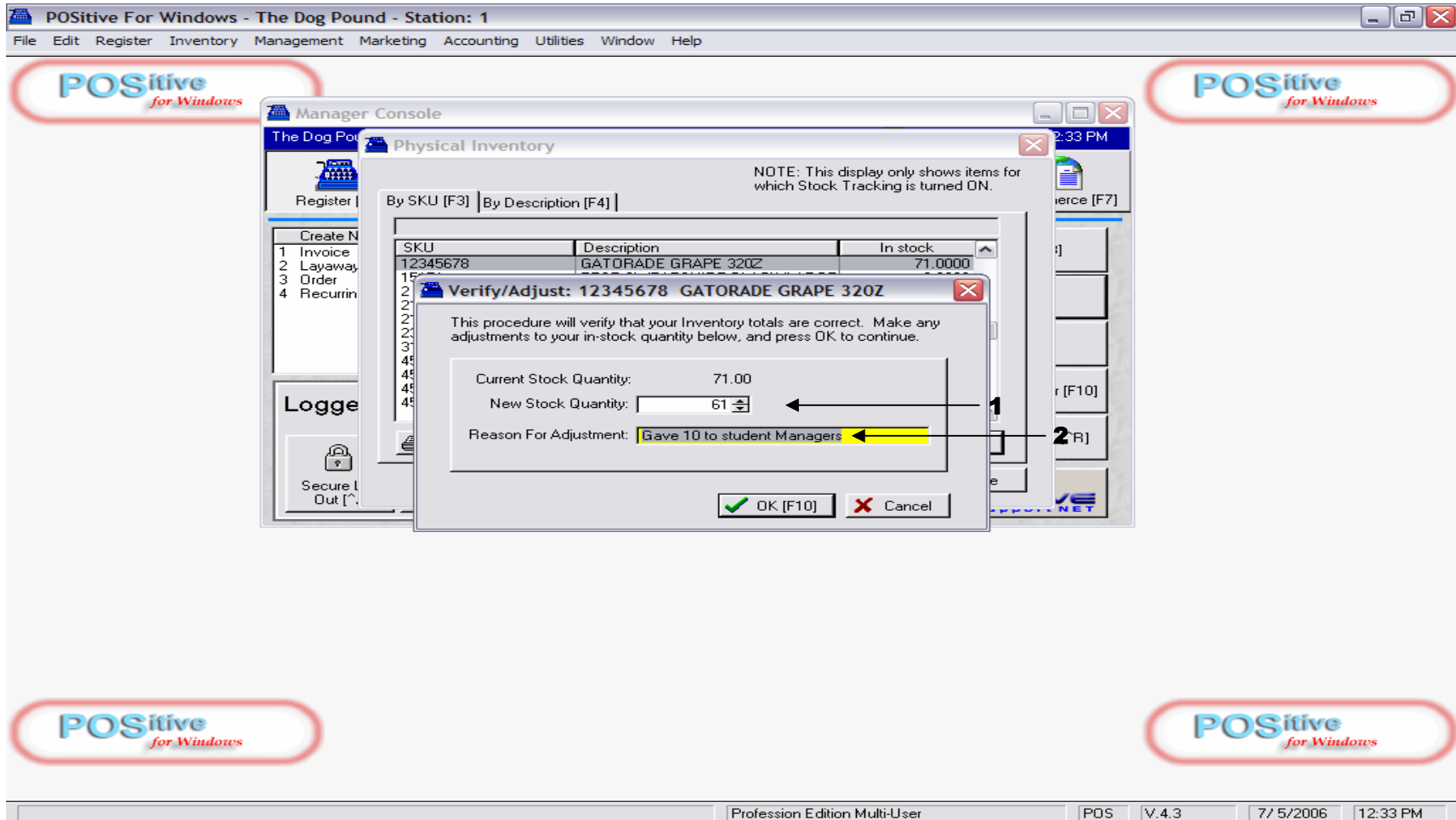
On Verify/Adjust prompt screen:

1. **Insert new Stock Count & Adjustment reason** (optional)
2. **Click OK**
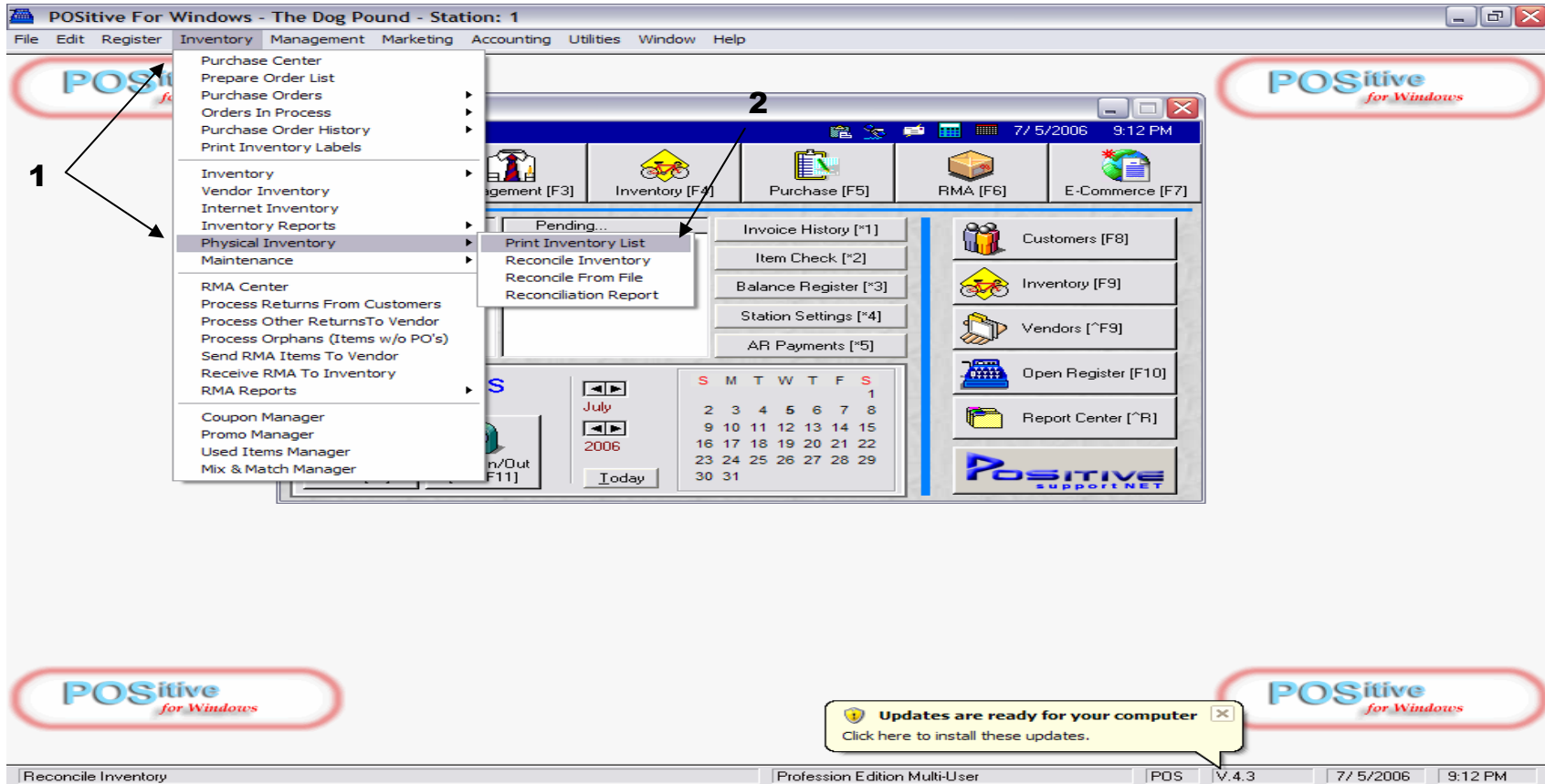
To take a physical count on all or part (by Department) **of your inventory:**

1. **Click top menu, Inventory and drop-down menu highlight, Physical Inventory**
2. **Click on Sub-menu, Physical Inventory List**
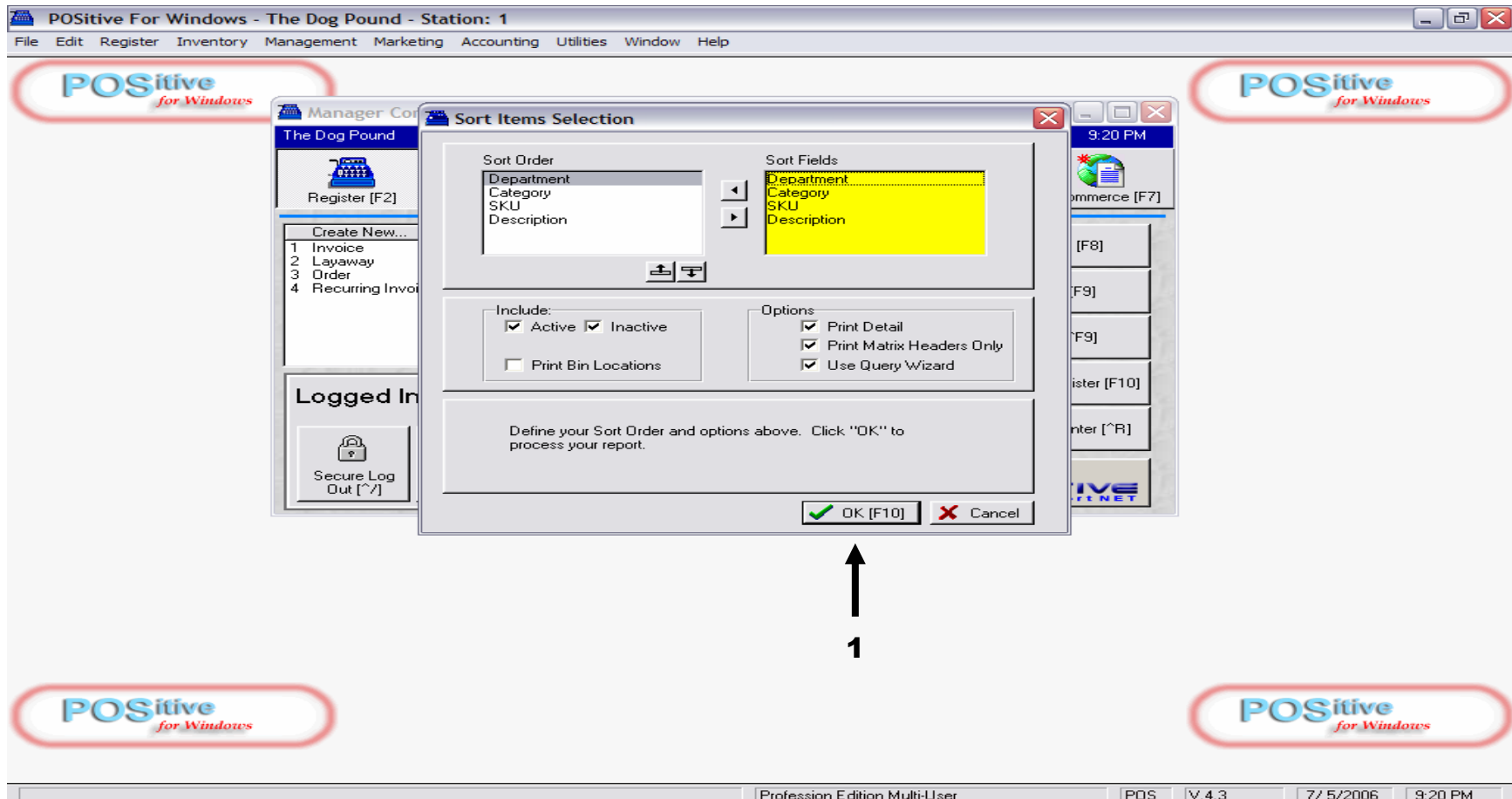
To print a physical count sheet on all or part of your inventory:

1. **Click OK** (Always ignore Sort Items Selection. The sort has been pre-set for you)
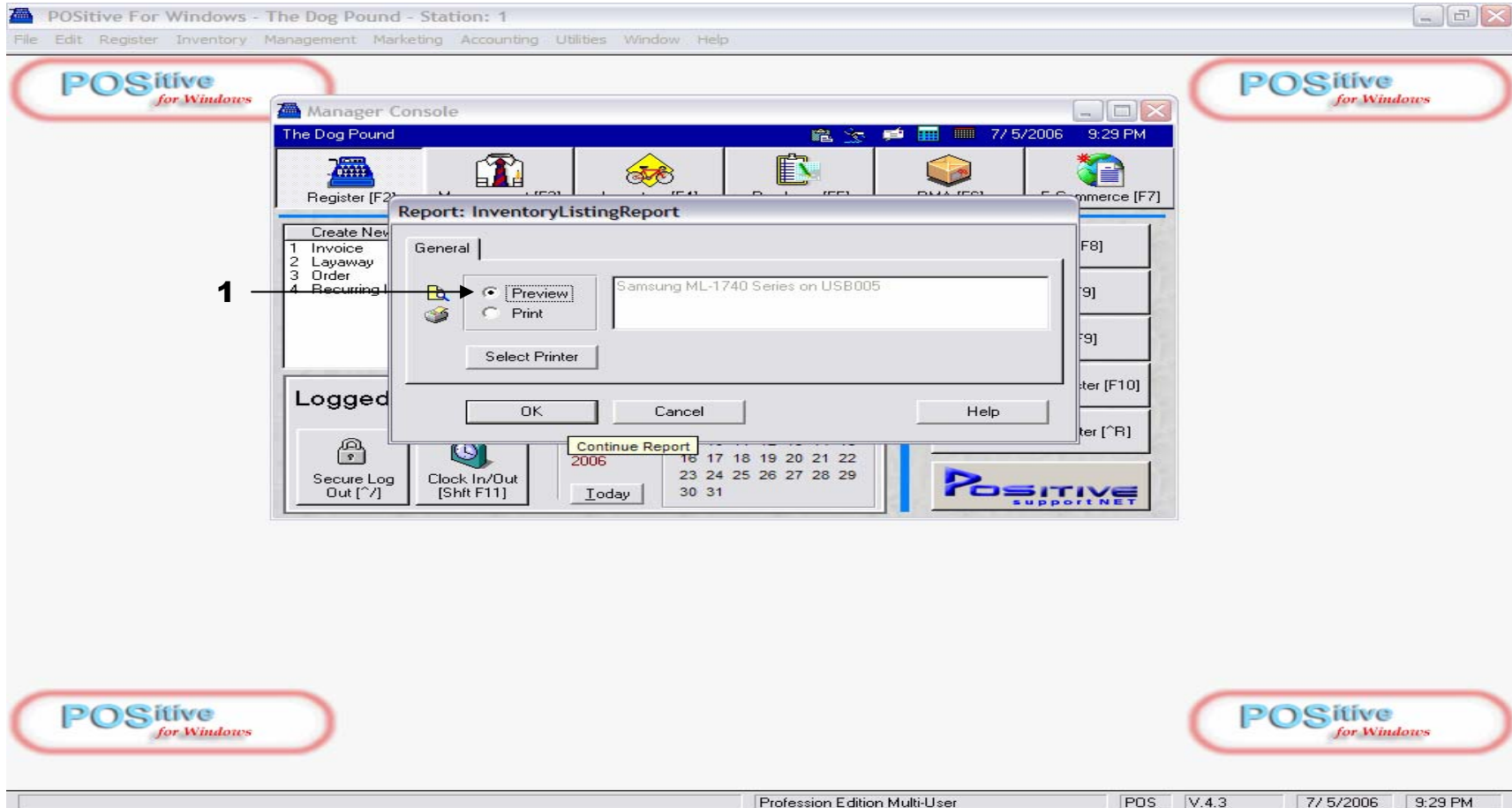
On Physical Count Report:

1. **Always Click Preview** (so you will have an option to choose a department query)
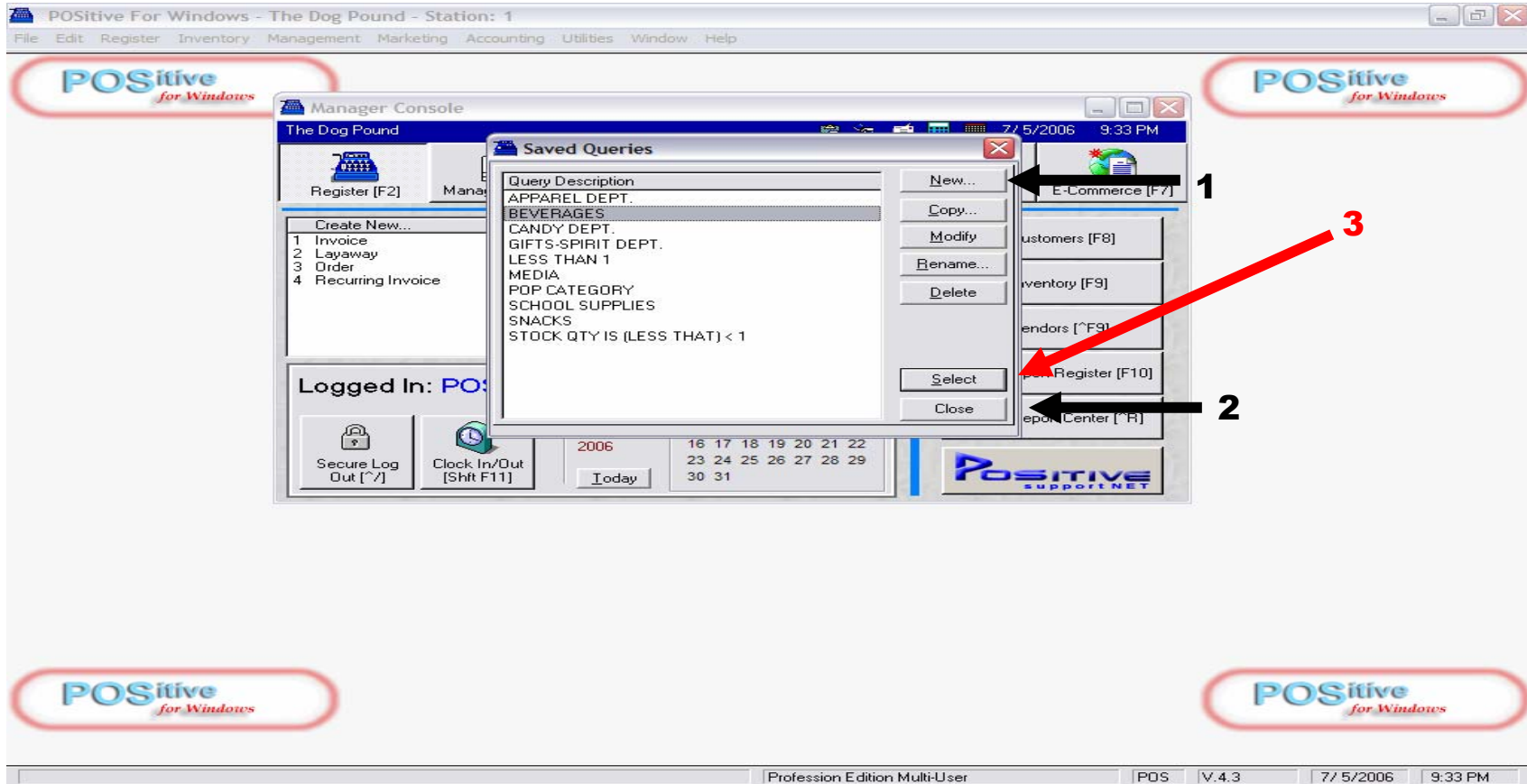
On "Saved Queries" prompt, you have many options to choose from:

1. You can create a New Query to output a count sheet a portion of your inventory.
2. You can create a count sheet on all your inventory by clicking Close.
3. You can select a **pre-programmed query**, representing a Department (Beverages)
   ⇒ Students can perform cycle-counts on just a fraction of your inventory to determine shrinkage.

Physical Stock Count
Confidential

The Dog Pound

SKU	Description	Stock	Your Count
BEVERAGES			
Coffee			
C	-------	0.00	_____
CL	LARGE COFFE	0.00	_____
CM	MEDIUM COFFE	0.00	_____
CS	SMALL COFFEE	0.00	_____
Pop			
123444	PEPSI COLA 12OZ BTL	0.00	_____
45545445	DIET PEPSI 20OZ BTL TEST	0.00	_____
RWERER	COKE 20 OZ	0.00	_____
Sport Drinks			
12345678	GATORADE GRAPE 32OZ	61.00	_____
213238982	GATORADE ORANGE 32OZ	26.00	_____
Teas			
678	PHARMACY FOR THE SOUL	2.00	_____
TYTYFF	PHARMACY FOR THE SOUL PART2	2.00	_____
Waters			
45545454	AQUAFINOA WATER 2O OZ	0.00	_____
829160251158	EVIAN WATER 12OZ	0.00	_____

A physical stock count report:
⇒ Can be run several times a day or week
⇒ Is an excellent way to involve several groups of students in validating:
- The Physical $ Value of the store.
- Popular theft items (Internal or External Shrinkage)
- Purchasing or Receiving Mistakes