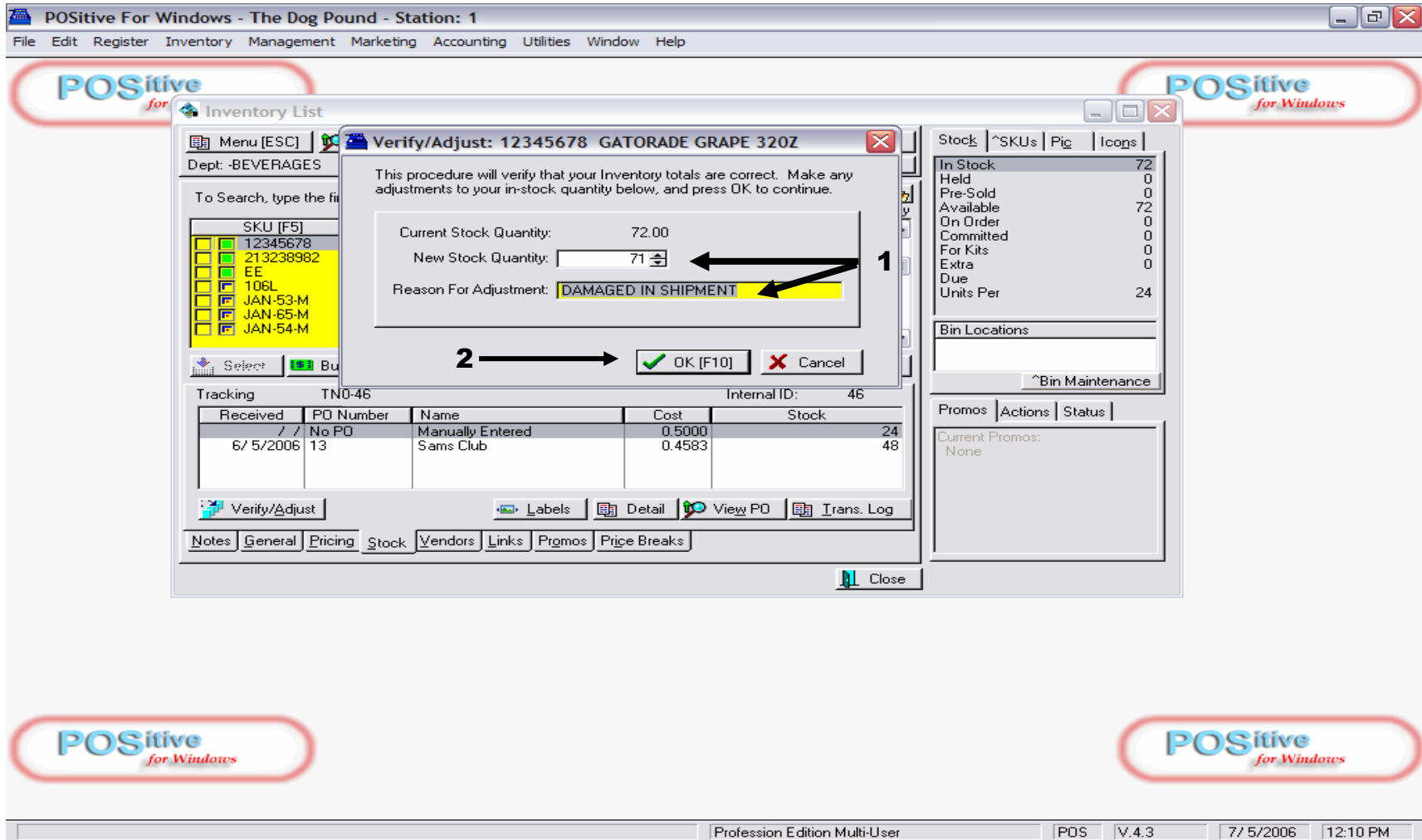


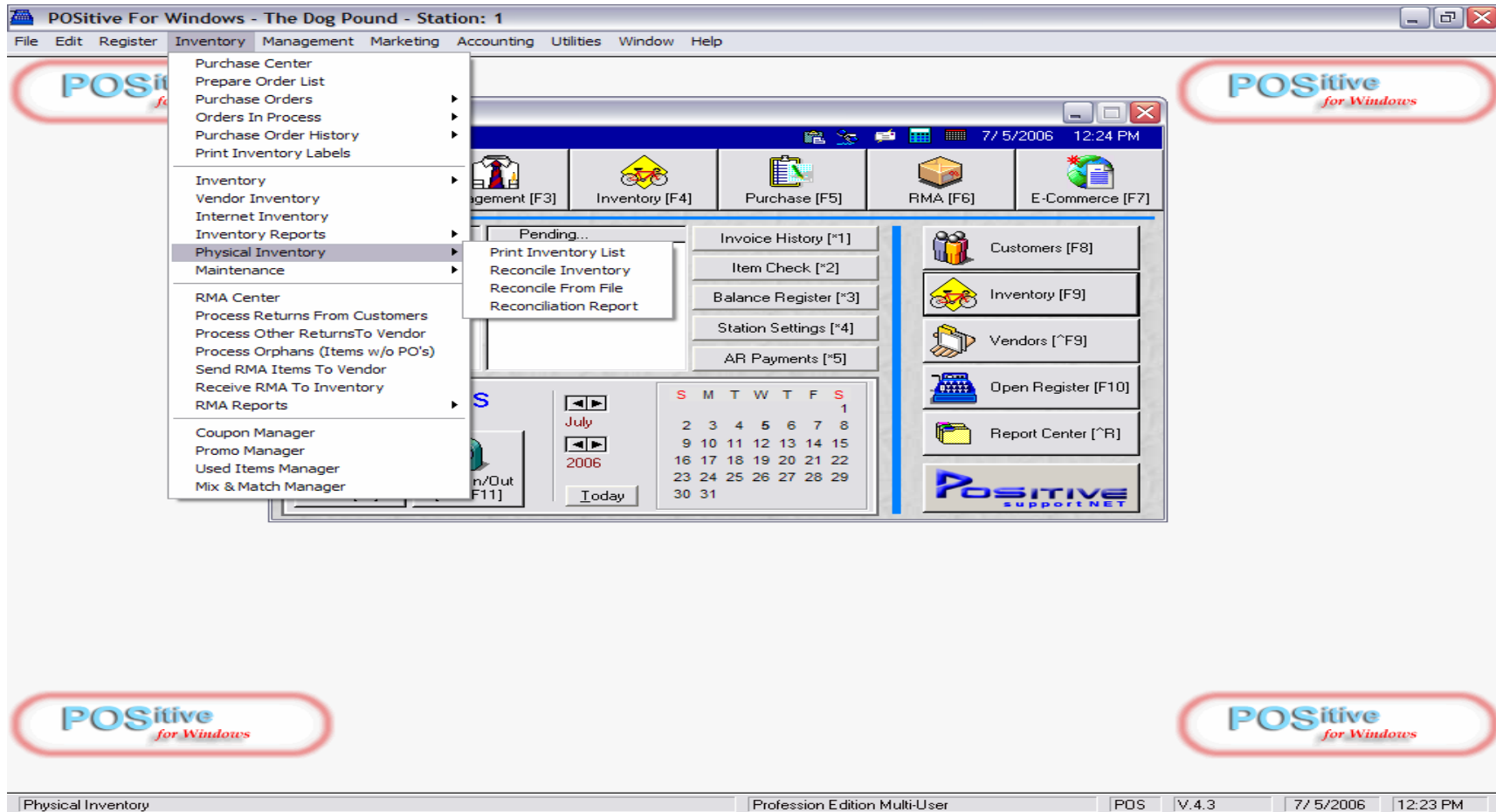
To Adjust Physical Inventory (stock count) go to INV. List (F9) and highlight a SKU:

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

POSitive For Windows - The Dog Pound - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

POSitive for Windows

Manager Console

The Dog Pound Physical Inventory 2:28 PM

Register

NOTE: This display only shows items for which Stock Tracking is turned ON.

By SKU [F3] | By Description [F4]

SKU	Description	In stock
12345678	GATORADE GRAPE 32OZ	71.0000
15151	TEST SWEATSHIRT BLACK/LARGE	0.0000
2	CALIFORNIA CHICKEN SALAD	0.0000
21047	ADAM SMITH	0.0000
213238982	GATORADE ORANGE 32OZ	26.0000
234	TEST ITEM	0.0000
31231	SNICKERS	0.0000
45545445	DIET PEPSI 20OZ BTL TEST	0.0000
45545454	AQUAFINA WATER 20 OZ	0.0000
456	TEST ITEM	0.0000
456	DIET PEPSI 20OZ BTL TEST	0.0000

Print List [F7] Edit Item Change Close

Logge

Secure L Out [^]

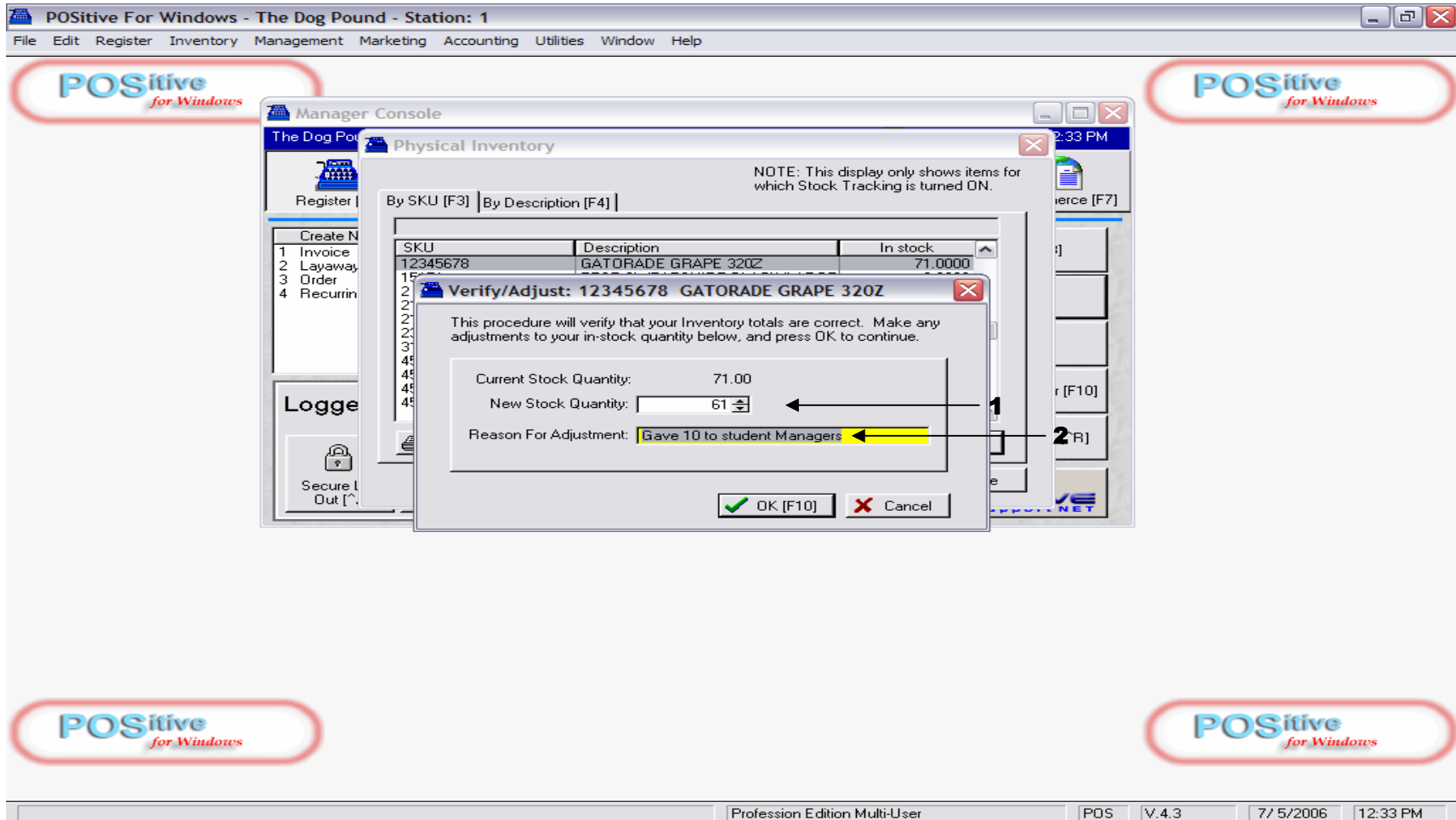
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POSitive for Windows

Browsing Records Profession Edition Multi-User POS V.4.3 7/ 5/2006 12:28 PM

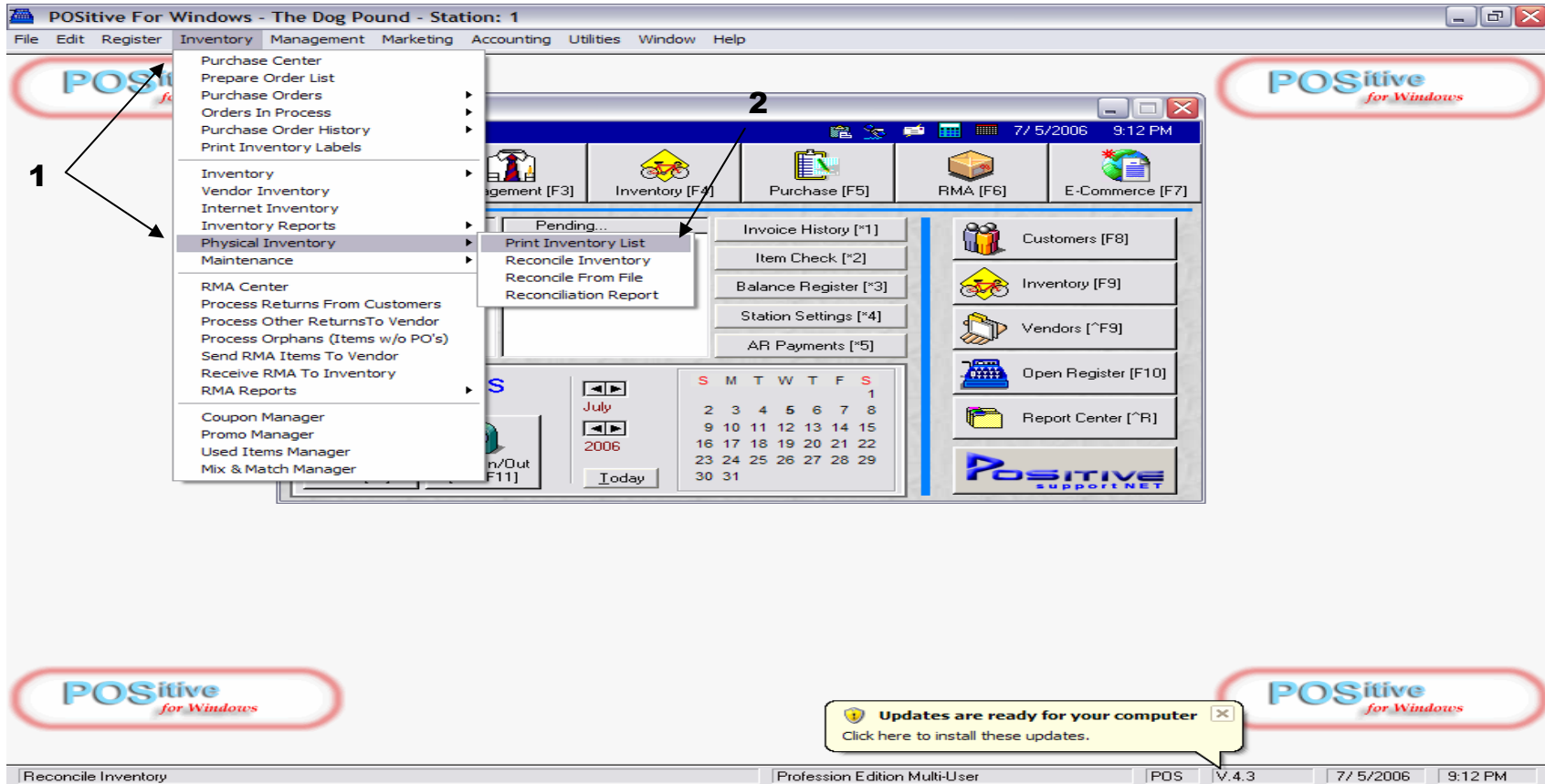
A Physical Inventory List screen appears:

- 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.**



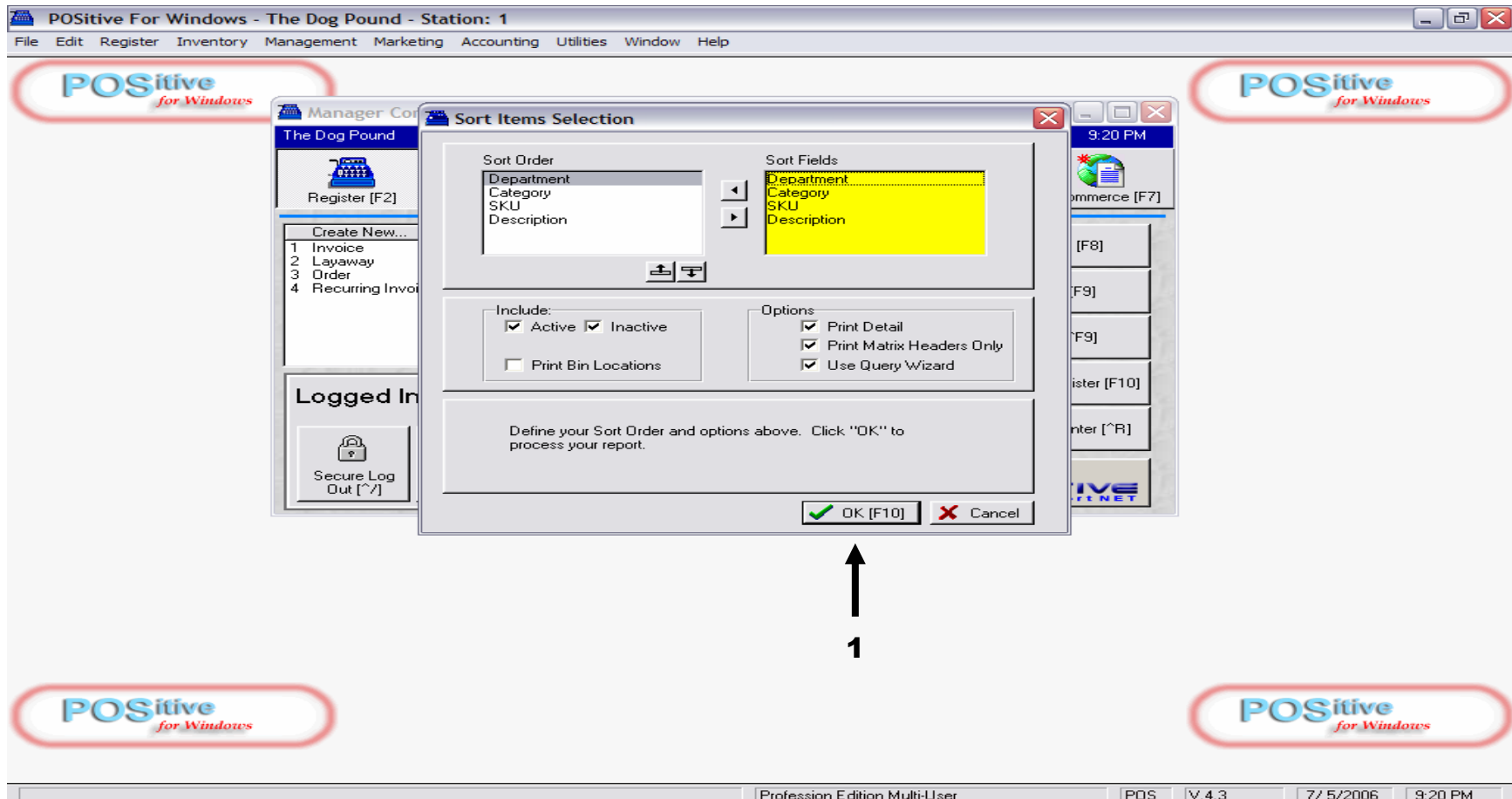
On Verify/Adjust prompt screen:

1. Insert new Stock Count & Adjustment reason (optional)
2. Click OK



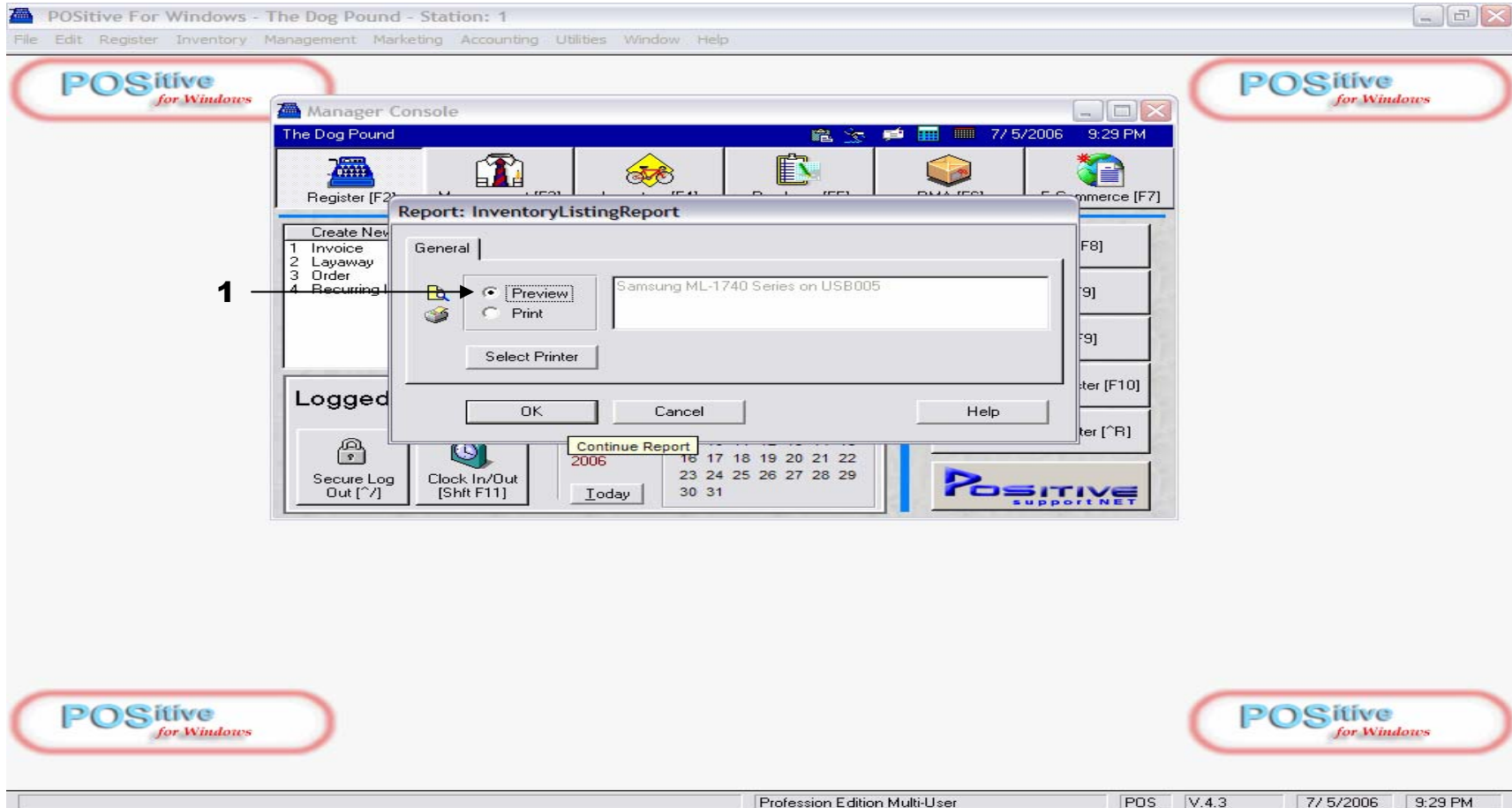
To take a physical count on all or part (by Department) of your inventory:

1. Click top menu, Inventory and drop-down menu highlight, **Physical Inventory**
2. Click on Sub-menu, **Physical Inventory List**



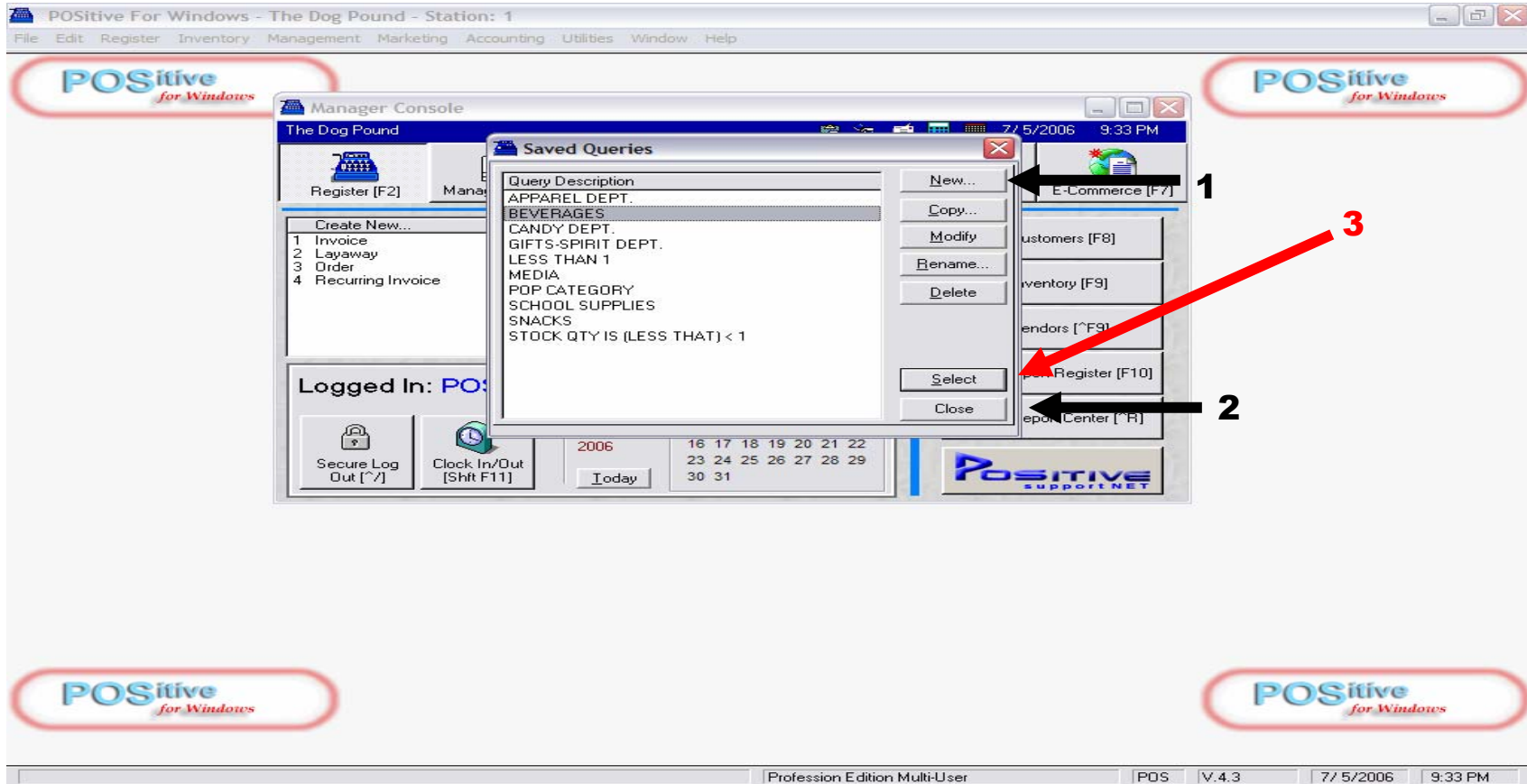
To print a **physical count sheet** on all or part of your inventory:

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.

Preview: InventoryListingReport

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 20 OZ	0.00	_____
829160251158	EVIAN WATER 12OZ	0.00	_____

Print ALL pages | Samsung ML-1740 Series on USB005 | Pg. 1 of 1 | 133%

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