

The best way to review your Physical Inventory for a VENDOR ORDER is to:

1. Click VENDOR button

Positive For Windows - The Dog Pound - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

POSITIVE for Windows

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**2** → Vendor Inventory [F3]

**1** →

Vendor	Vendor ID	Phone	Account
<input type="checkbox"/> -Kitchen	K		
<input type="checkbox"/> Coke Cola	COKE		
<input type="checkbox"/> Otis Cookies	OTIS		
<input type="checkbox"/> Pepsi Cola	PEP		
<input checked="" type="checkbox"/> Sams Club	SAM		
<input type="checkbox"/> School Supply Company	SS		

Select Tag/UnTag Tag All Untag All Add Edit Delete

Vendor Information

Phone:  
Fax:

E-Mail Address:

Call Vendor [F8]

Internal ID: 3

General Contacts Purchase Orders Items On PO's

Close

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Browsing Records Profession Edition Multi-User POS V.4.3 6/ 5/2006 10:42 AM

**Choose the VENDOR that you need to order from:**

1. Highlight the VENDOR on your list
2. Click Vendor Inventory button (F3)

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**2** →

**Vendor Inventory List**

Print To Order List Edit Item InfoBar Show Matrix Headers Only

Sams Club

N	P	R	Vendor SKU [F7]	SKU [F8] >	Description [F9]	Cost	Last Recvd
			1222	1222	WINTERFRESH GUM TEST	8.23	11/ 9/2004
			12345678	12345678	GATORADE GRAPE 32OZ	12.00	
			213238982	213238982	GATORADE ORANGE 32OZ	12.00	

Type: Item Add Edit Delete

In Stock	0	On Order	0	Min.Stock	0	Our Price	0.25
Held	0	Committed	0	Min.Order	0		
Available	0	Pre-Sold	0	Cost	4.30		
		Extra	0				
Units Per	24	Sold By	EACH	Order By	24/cs		

Details [F2] Current Stock [F3] POs (current) [F4] PO History [F5] RMAs [F6] Vendor Info [F7]

N = Needs to be re-ordered P = Purchase Orders in process R = RMAs in process

**1** →

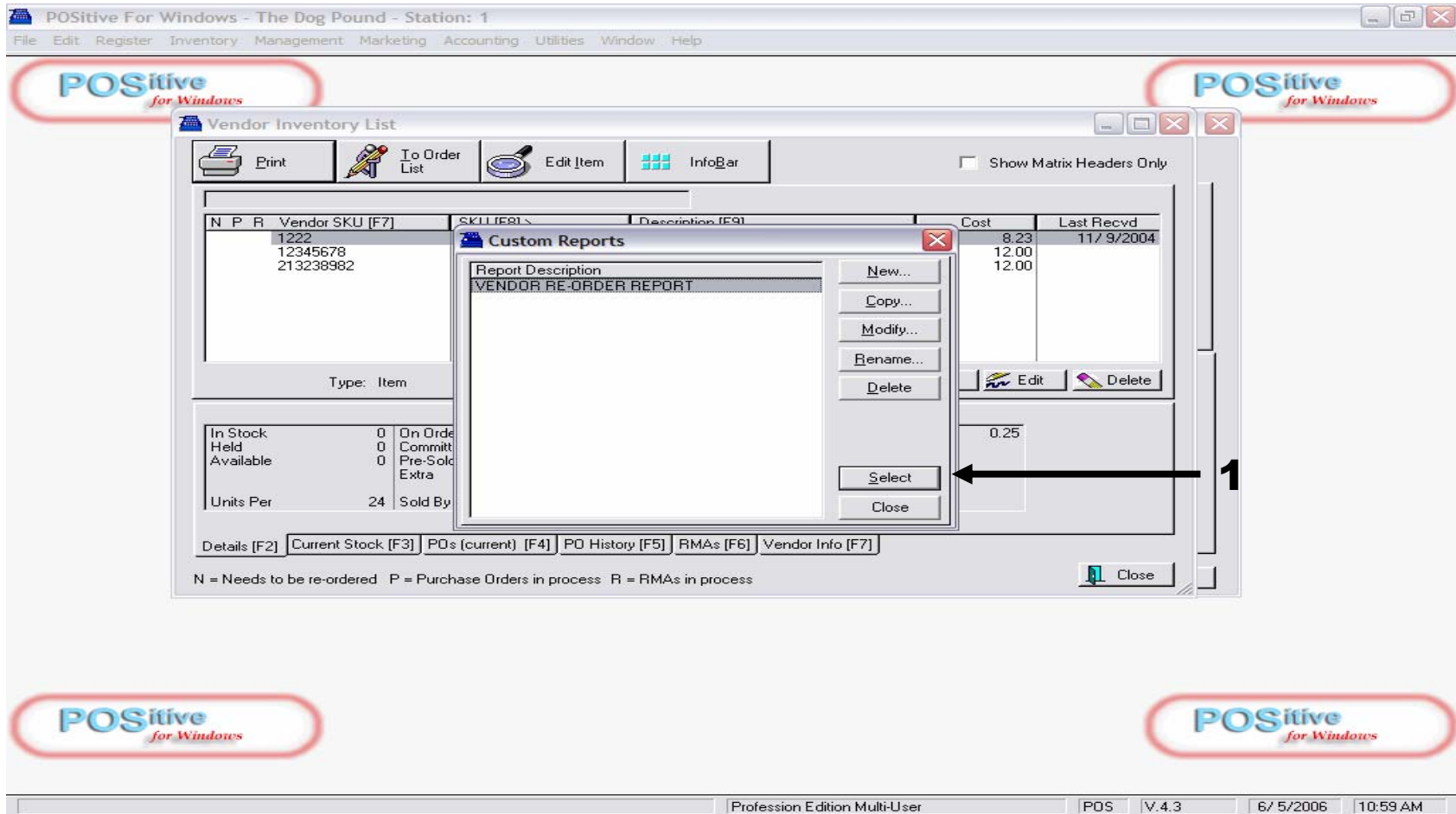
**POSitive** for Windows

**POSitive** for Windows

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**You will view all the items that this Vendor sells you.**

1. View details of each item by clicking tabs below (F3 — F7) of INFOBAR (at the top)
2. Click Print button to view or print a Vendor Re-Order Report (i.e. Shopping List)



## To Print a VENDOR RE-ORDER REPORT....

1. Click SELECT

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File Edit Register Inventory Management Marketing Accounting Utilities Window Help

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**POSitive** for Windows

**Vendor Inventory List**

Print To Order List Edit Item InfoBar Show Matrix Headers Only

N	P	R	Vendor SKU [F7]	SKU [F8] >	Description [F9]	Cost	Last Recvd
			1222	1222	WINTERFRESH GUM TEST	8.23	11/9/2004
			12345678	12345678	GATORADE GRAPE 32OZ	12.00	
			213238982	213238982	GATORADE ORANGE 32OZ	12.00	

**POSitive Alert!**

Include Inactive Inventory in report?

Yes No

Type: Item

In Stock	0	On Order	0	Min Stock	0	Our Price	0.25
Held	0	Committed	0	Min Order	0		
Available	0	Pre-Sold	0	Cost	4.30		
		Extra	0				
Units Per	24	Sold By	EACH	Order By	24/cs		

Details [F2] Current Stock [F3] POs (current) [F4] PO History [F5] RMAs [F6] Vendor Info [F7]

N = Needs to be re-ordered P = Purchase Orders in process R = RMAs in process

Close

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Profession Edition Multi-User | POS | V.4.3 | 6/5/2006 | 11:04 AM

## To Print a VENDOR RE-ORDER REPORT....

1. Click YES to inactive inventory

Preview: PrintVendorInventoryList2

**VENDOR RE-ORDER REPORT**  
*Confidential*

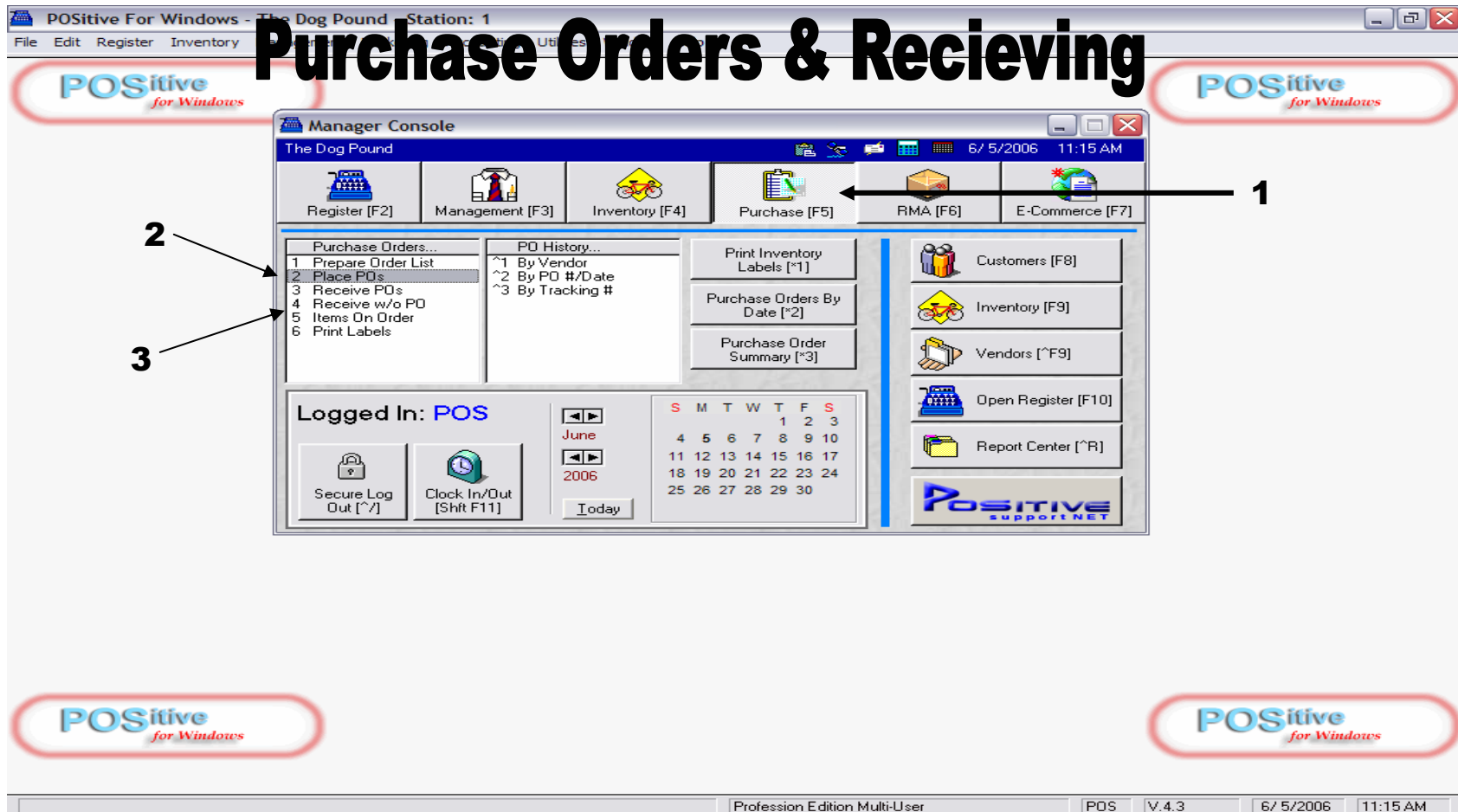
Date: 6/ 5/2006 11:08 AM Sams Club

Item SKU	Item Description	Price 1	Cost	Total Stock	Last Received
1222	WINTERFRESH GUM TEST	0.25	8.23	0	11/09/04
12345678	GATORADE GRAPE 320Z	1.00	12.00	24	/ /
213238982	GATORADE ORANGE 320Z	1.00	12.00	26	/ /

### By Printing or VIEWING a VENDOR RE-ORDER REPORT....

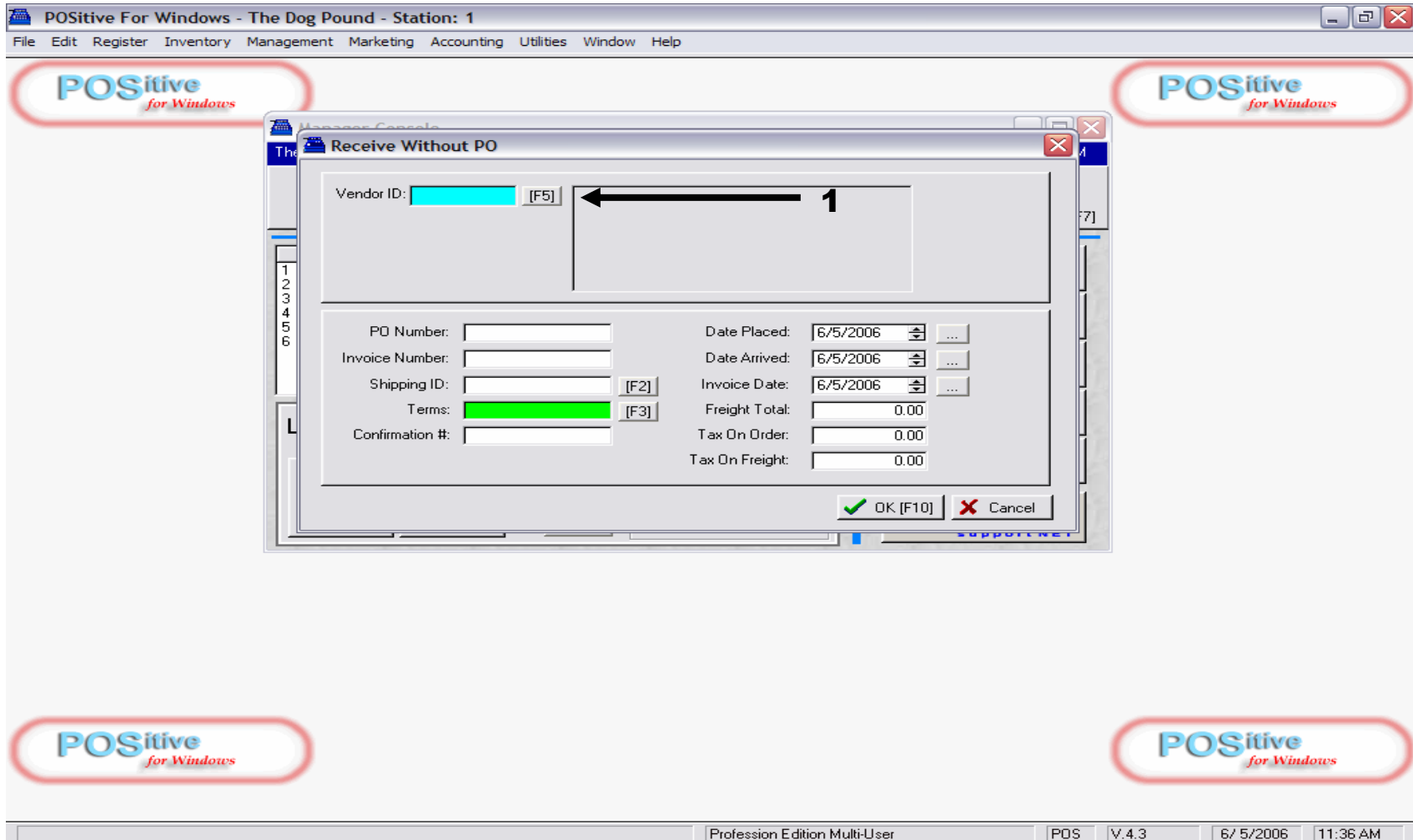


- You can see what items need ordering (Total Stock)
- Which items have not been ordered in awhile and should be liquidated. (Last Received)
- Have case costs and unit prices for review with Vendor salesperson



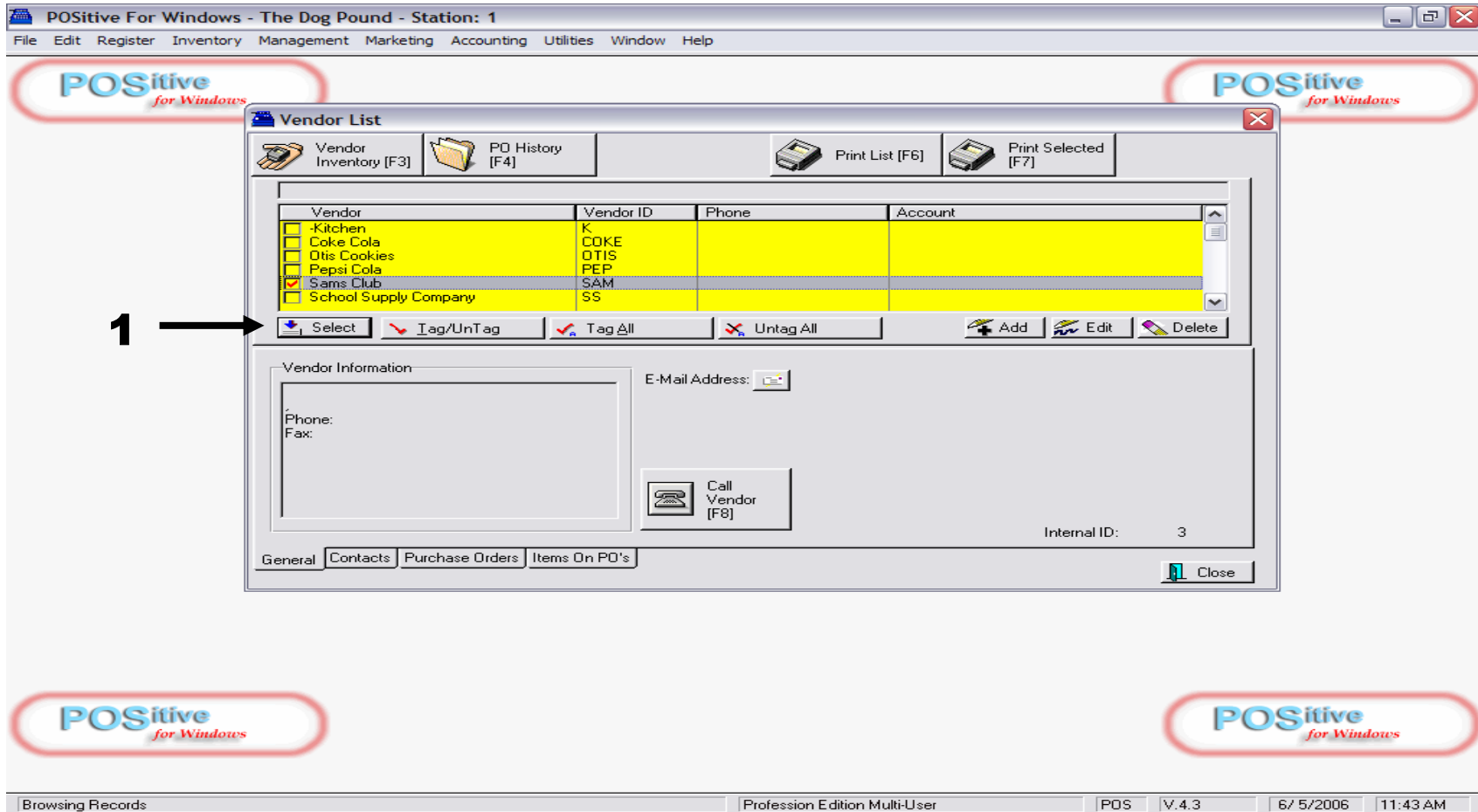
## 1. Go to PURCHASING CENTER

- To record physical inventory arriving at your store, you have 2 choices:
  2. Place a PURCHASE ORDER ahead of the delivery (pro-active)
    - This involves several steps and would allow you to fax or email a PO to the VENDOR.
  3. Receive Driver by creating a PO on the fly (reactive)
    - Most school stores choose this option, because it's faster and more convenient.
    - **Click Receive w/o PO (4 #)**



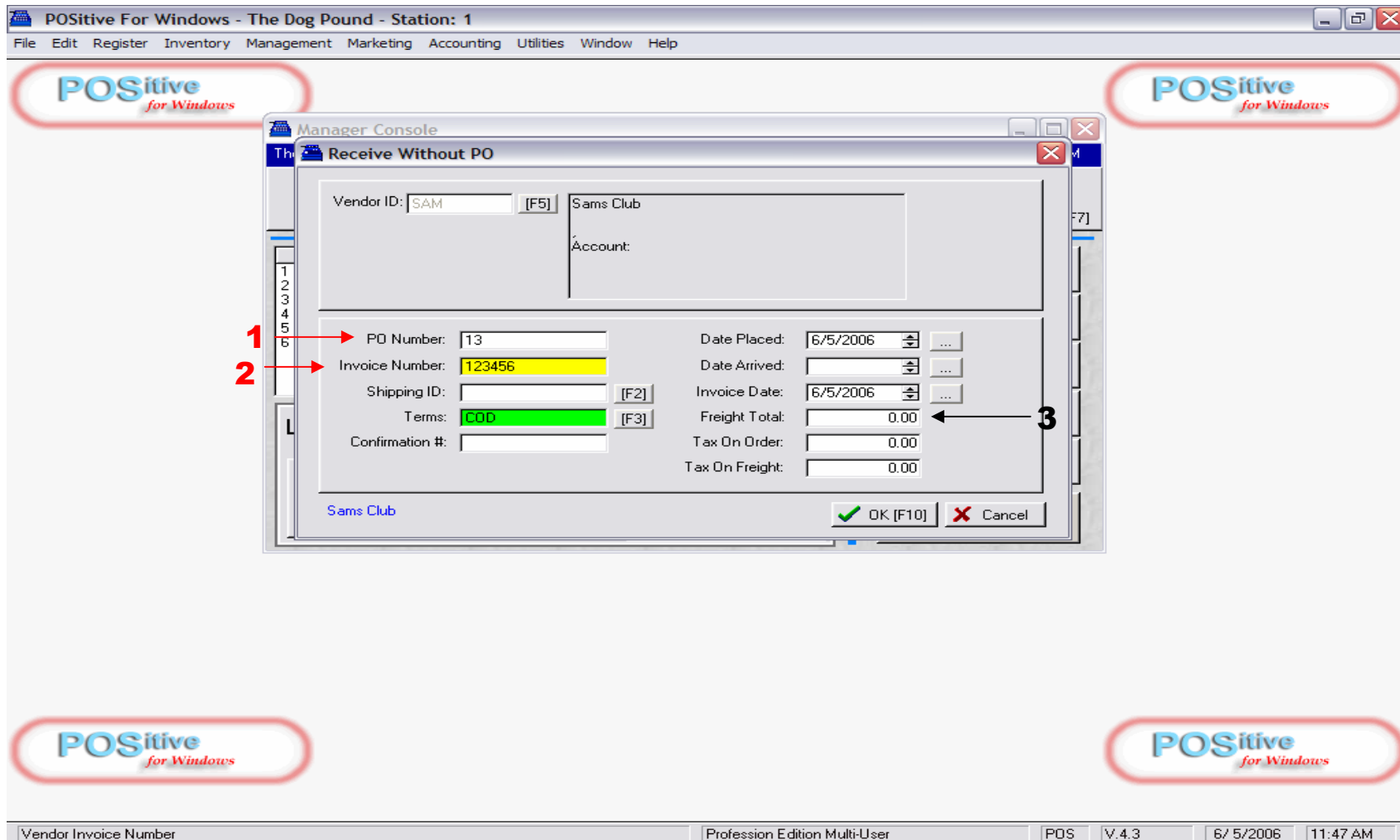
## Receive Without PO

- The title is misleading. Here you will create a Purchase Order & Receive the items at the same time.
  1. Select a **VENDOR** by clicking browse button (F5)



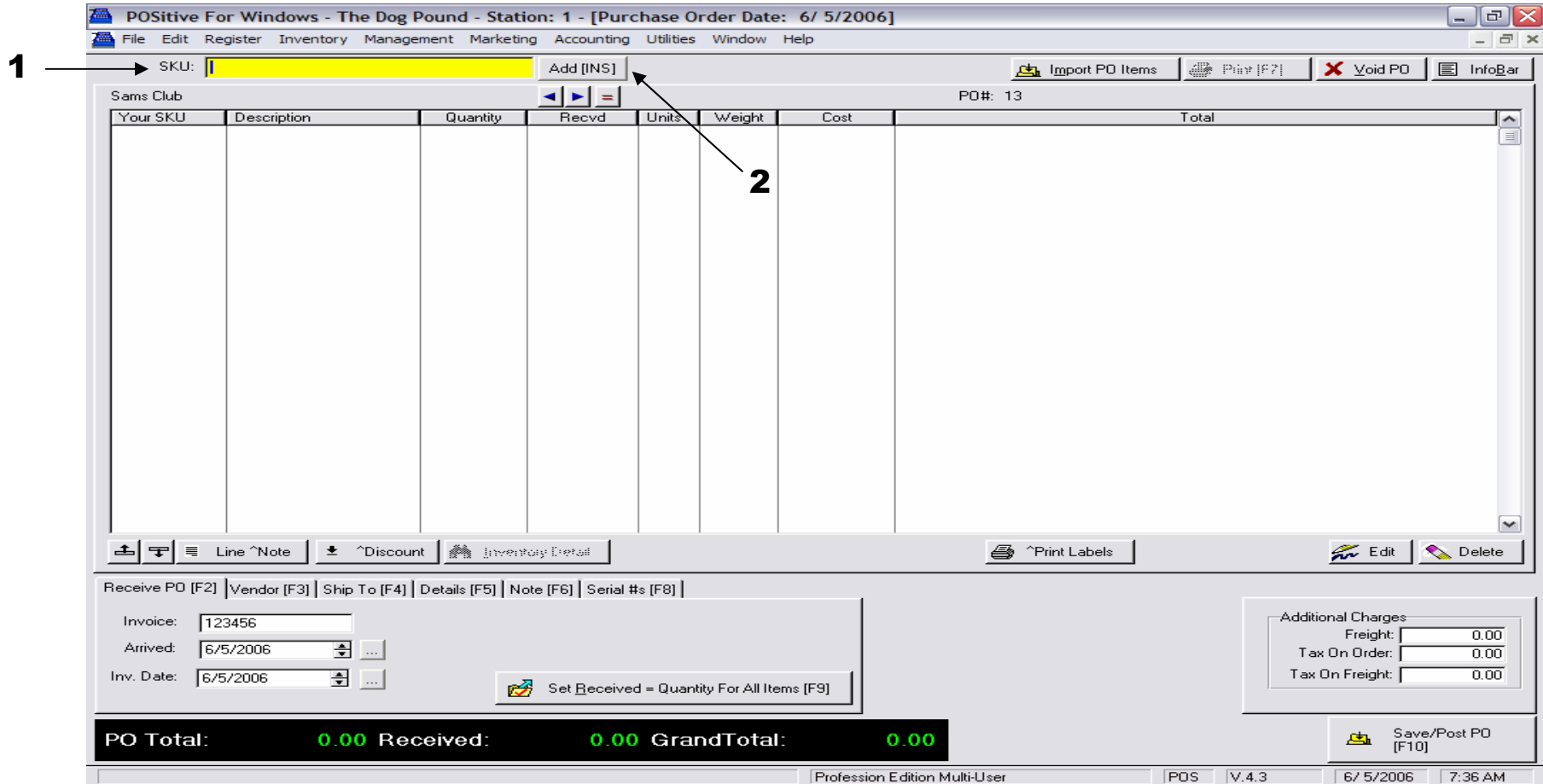
**Browse your Vendor List and Highlight the desired VENDOR**

**1. Click Select**



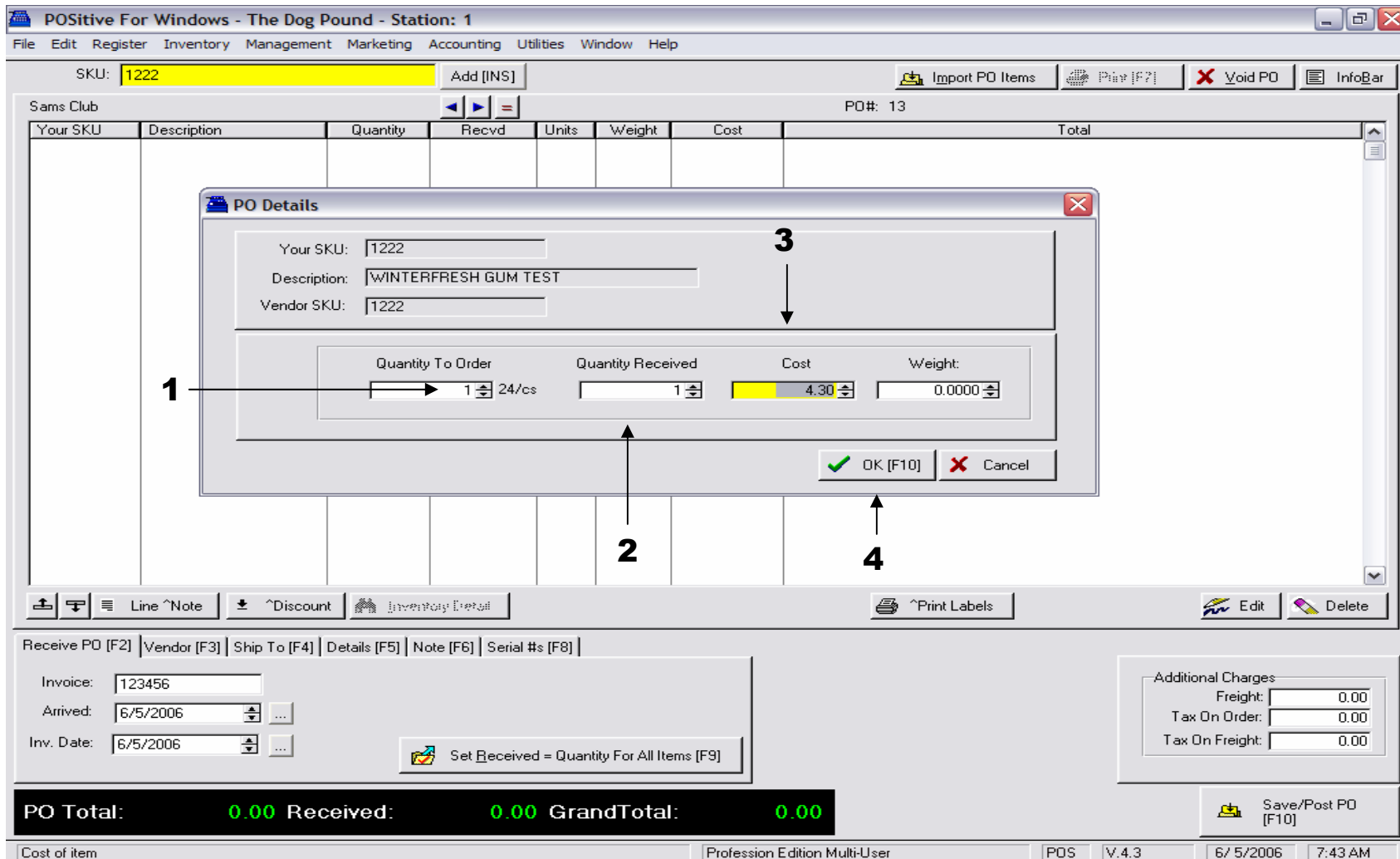
### Once you have selected a Vendor

1. A sequential PO# will appear. You can type in your own PO# if you wish.
2. Enter the Invoice #
3. Option—> If there is a Freight Fee, you can add it here.
4. Ignore all other fields. Click OK (F10).



**You are now ready to create & receive a Purchase Order (PO)**

1. You can Scan a SKU (UPC Barcode) of Inventory Item (or package-box that it is delivered in)
2. If you don't have a scanner handy, click Add button (Keyboard shortcut = Insert button)



### Once you have inserted a SKU, a PO (Item) Details Prompt Screen appears....

1. Insert the QTY to ORDER you are receiving (either in Each or in Case Packages), hit **ENTER** on keyboard.
2. The QTY Received field will show the same QTY, hit **ENTER** on keyboard.
3. The **COST** field will show current Cost (Each or Case). You may change it to match Vendor's Invoice \$.
4. **Click OK** (F10) to save line item. Repeat for all items delivered.

POSitive For Windows - The Dog Pound - Station: 1 - [Purchase Order Date: 6/ 5/2006]

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

SKU:  Add [INS] Import PO Items Print [F7] Void PO InfoBar

Sams Club PO#: 13

Your SKU	Description	Quantity	Recvd	Units	Weight	Cost	Total
1222	WINTERFRESH GUM TEST	1	1	24/cs	0.00	4.30	4.30
12345678	GATORADE GRAPE 32OZ	2	2	24	0.00	12.00	24.00

Line ^Note ^Discount Inventory Detail ^Print Labels Edit Delete

Receive PO [F2] Vendor [F3] Ship To [F4] Details [F5] Note [F6] Serial #s [F8]

Invoice:   
 Arrived:  ...  
 Inv. Date:  ...

Set Received = Quantity For All Items [F9]

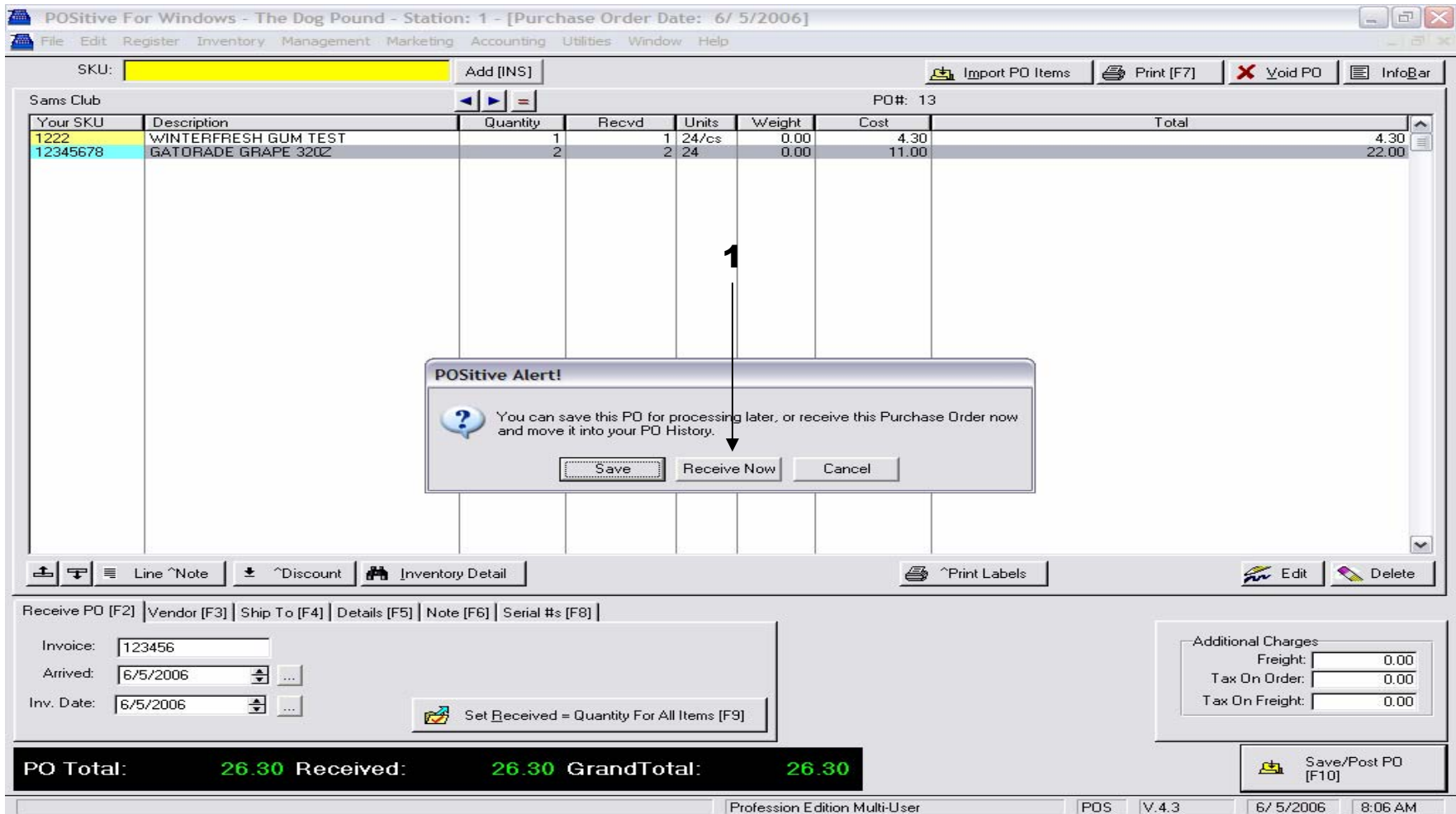
Additional Charges:  
 Freight:   
 Tax On Order:   
 Tax On Freight:

**PO Total: 28.30 Received: 28.30 GrandTotal: 28.30** Save/Post PO [F10]

Profession Edition Multi-User POS V.4.3 6/ 5/2006 7:58 AM

**Once you have finished your Receiving process:**

1. The **Grand Total** should equal the **Total \$ of the Vendor's Invoice**.
2. Click **Save/Post PO** button (F10)



Once you clicked Save/Post button (F10), a prompt alert screen will appear:

1. Click Receive Now.

2. Only Click Save if you are not finished receiving order.

- This will give you the opportunity to finish the PO later (see: Purchase Center #3 Receive PO's)

POSitive For Windows - The Dog Pound - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

SKU:  Add [INS] Import PO Items Print [F7] Void PO InfoBar

Sams Club PO#: 13

Your SKU	Description	Quantity	Recvd	Units	Weight	Cost	Total
1222	WINTERFRESH GUM TEST	1	1	24/cs	0.00	4.30	4.30
12345678	GATORADE GRAPE 32OZ	2	2	24	0.00	11.00	22.00

**Verify Pricing**

SKU: 12345678 Description: GATORADE GRAPE 32OZ

Original Cost		New Cost		Default %
Unit Cost:			Last Cost	
12.00/24		11.00 /24	0.46	50.00
Original Price	Margin	New Price	Margin	
Our Price: 1.00	50.00	<input type="text" value="1.00"/>	<input type="text" value="54.17"/>	

1  
↓

Line ^Note ^Discount Inventory Detail Print Labels Edit Delete

Receive PO [F2] Vendor [F3] Ship To [F4] Details [F5] Note [F6] Serial #s [F8]

Invoice:   
 Arrived:  ...  
 Inv. Date:  ...

Additional Charges:

Freight:

Tax On Order:

Tax On Freight:

**PO Total: 26.30 Received: 26.30 GrandTotal: 26.30**

Price level 1 Profession Edition Multi-User POS V.4.3 6/ 5/2006 8:14 AM

**If you have changed any item costs a verify pricing alert screen will appear:**

- Here you will have the opportunity to view Original (Old) Costs & New2 Cost
- You will have the option to adjust the retail price (Our Price)

**1. Click OK to Save.**

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File Edit Register Inventory Management Marketing Accounting Utilities Window Help

SKU:  Add [INS] Import PO Items Print [F7] Void PO InfoBar

Sams Club PO#: 13

Your SKU	Description	Quantity	Recvd	Units	Weight	Cost	Total
1222	WINTERFRESH GUM TEST	1	1	24/cs	0.00	4.30	4.30
12345678	GATORADE GRAPE 32OZ	2	2	24	0.00	11.00	22.00

**PO Receive Summary**

Price/Cost Review  
Items Arrived  
Landed Cost

Print Labels [F4]  
Receiving Report [F6]  
Print Price Changes

**Cost Summary**  Show Cost Changes Only

SKU	Description	Last Vendor Cost Last Item Cost	New Vendor Cost New Item Cost	Update Cost For:
12345678	GATORADE GRAPE 32OZ	12.0000 12.0000	11.0000 11.0000	Vendor & Item

New Margins/Markup based on New Item Cost and current Prices

Description	Price	Margin	Markup
Our Price:	1.0000	54.1700	118.1977

Item Detail [F2] Set Pricing [F9]

Toggle Update Setting

Vendor & Item  Item Only  
 Vendor Only  Skip Update

Set All [F5] Set Individual [F8]  
 Toggle Individual Update [Space Bar]

1 → Complete

Receive PO [F2] Vendor [F3] Ship To [F4] Details [F5] Note [F6] Serial #s [F8]

Invoice:   
 Arrived:  ...  
 Inv. Date:  ...

Set Received = Quantity For All Items [F9]

Additional Charges  
 Freight:   
 Tax On Order:   
 Tax On Freight:

Profession Edition Multi-User POS V.4.3 6/5/2006 8:19 AM

### A PO Receive Summary screen will appear:

- Here you will have the opportunity to Print Labels,
- Review Price Changes & Print them for Receiving Clerk
- Review how Vendor Freight Fees effected the final costs (Landed Cost) of items

**1. Click Complete to Save.**

POSitive For Windows - The Dog Pound - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

**POSitive for Windows**

**Inventory List**

Menu [ESC] Find [F3] Dept./Catg Filter[F8] Item Menu [F12] InfoBar

Dept: -BEVERAGES Catg: Sport Drinks Hide Detail [F11]

To Search, type the first few characters of the Description Scan Mode All Active Inventory

SKU [F5]	Description> [F6]	Our Price: [F7]	Reg. Price
12345678	GATORADE GRAPE 320Z	1.00	1.00
213238982	GATORADE ORANGE 320Z	1.00	1.00
EE	GIFTS MISC*****	0.00	0.00
106L	JAN 06-L ROOM HR	25.00	25.00
JAN-53-M	JAN 06-L ROOM HR-1-10am	25.00	25.00
JAN-65-M	JAN 06-L ROOM HR-1-10pm	25.00	25.00
JAN-54-M	JAN 06-L ROOM HR-1-11am	25.00	25.00

Select Buy Now [F4] UDE Copy Add Edit Delete

Tracking TN0-46 Internal ID: 46

Received	PO Number	Name	Cost	Stock
7 /	No PO	Manually Entered	0.5000	24
6/ 5/2006	13	Sams Club	0.4583	48

Verify/Adjust Labels Detail View PO Trans. Log

Notes General Pricing Stock Vendors Links Promos Price Breaks

Stocks ^SKUs Pic Icons

In Stock	72
Held	0
Pre-Sold	0
Available	72
On Order	0
Committed	0
For Kits	0
Extra	0
Due	0
Units Per	24

Bin Locations

^Bin Maintenance

Promos Actions Status

Current Promos: None

Close

**2** →

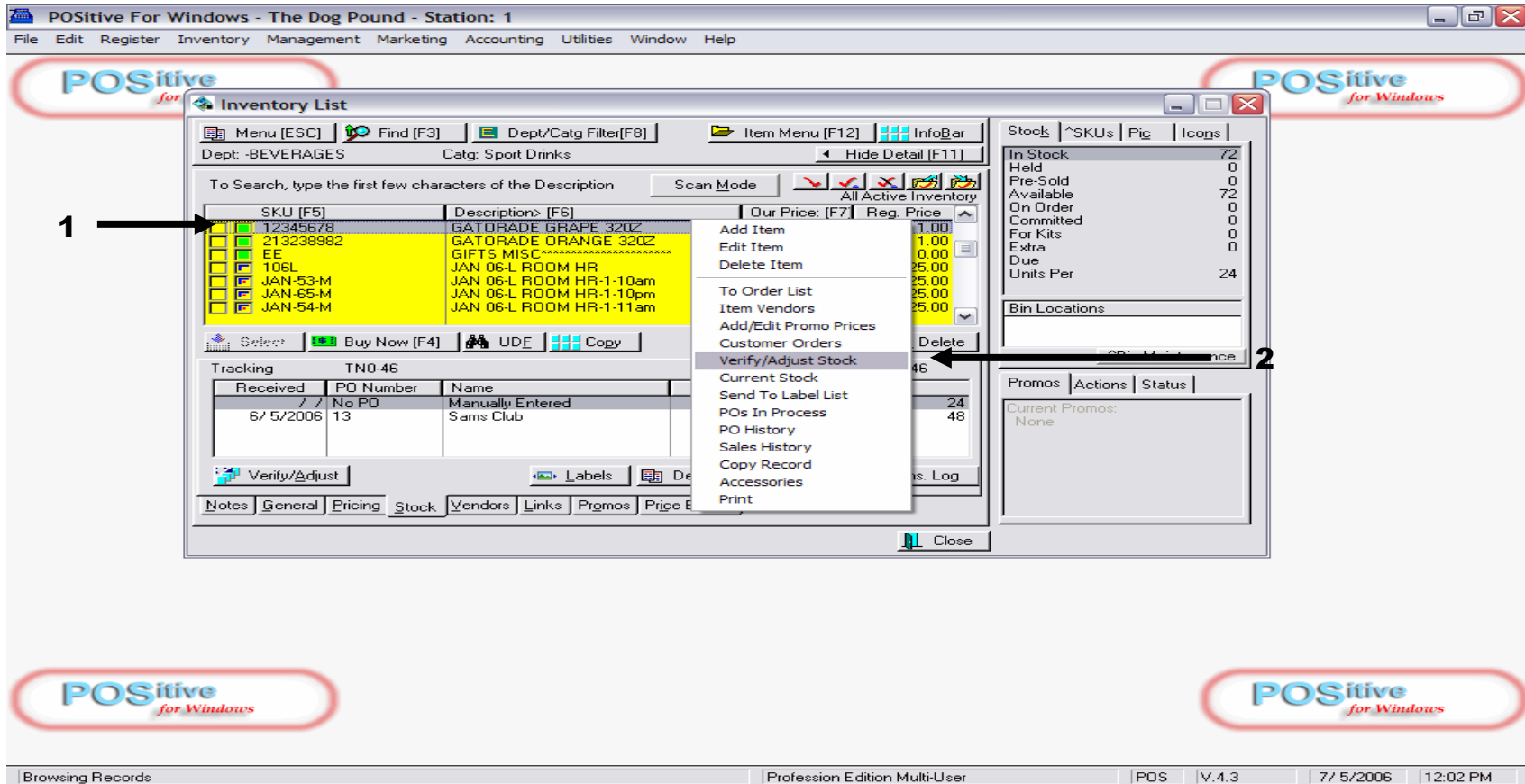
**1** →

**POSitive for Windows**

Browsing Records Profession Edition Multi-User PDS V.4.3 7/ 5/2006 11:48 AM

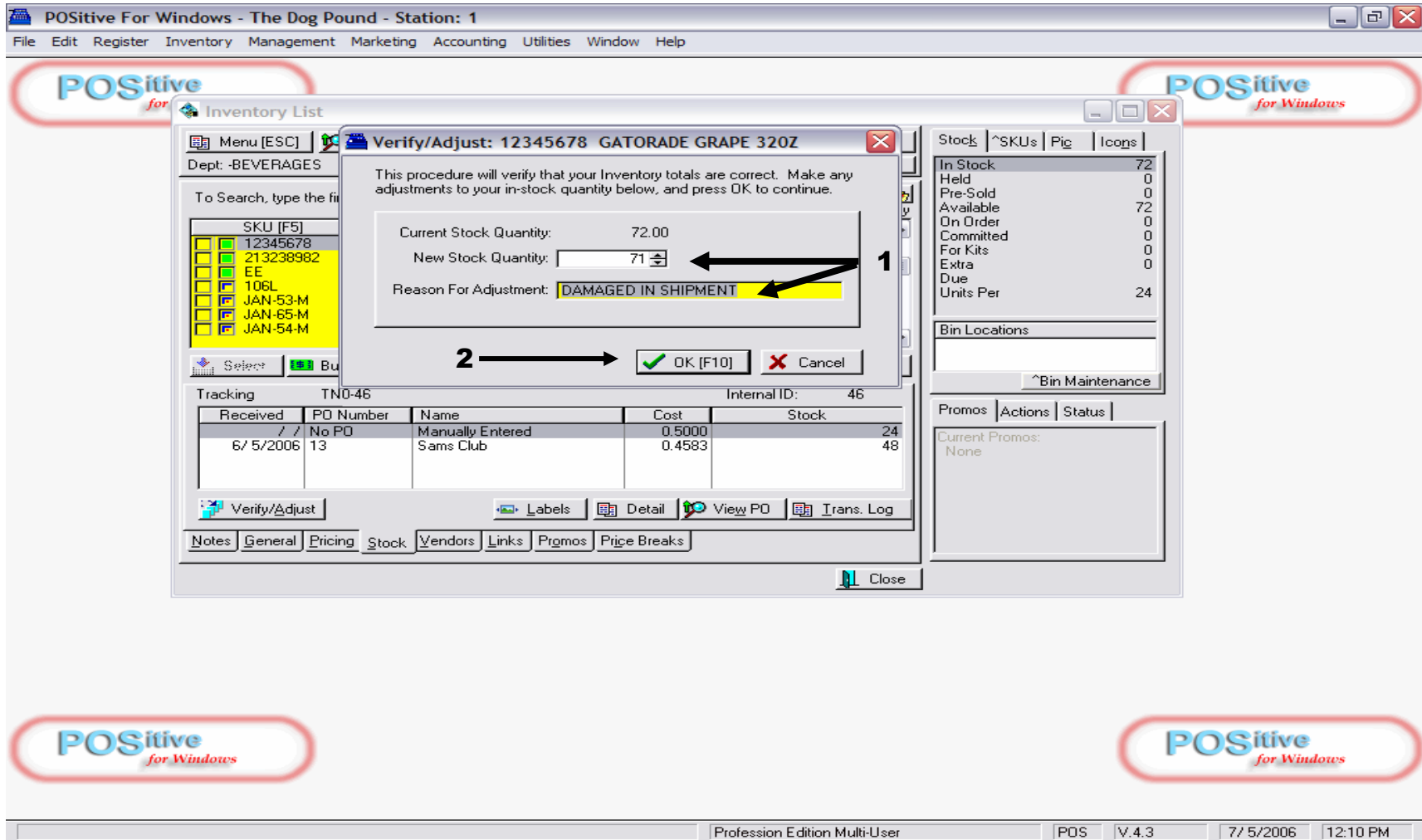
**To see the results of your purchasing history, go to INV. List (F9). Highlight a SKU received:**

1. In Physical Inventory Status box, double-click In-Stock # and view Physical Inv. History & Dates
2. Or....Click Stock Tab below to view Physical Inventory & P.O. Cost History
  - Manual Received Inventory refers to:
    - ⇒ Beginning year physical Inventory Count
    - ⇒ Any Inv. adjustments (damaged, theft,...)



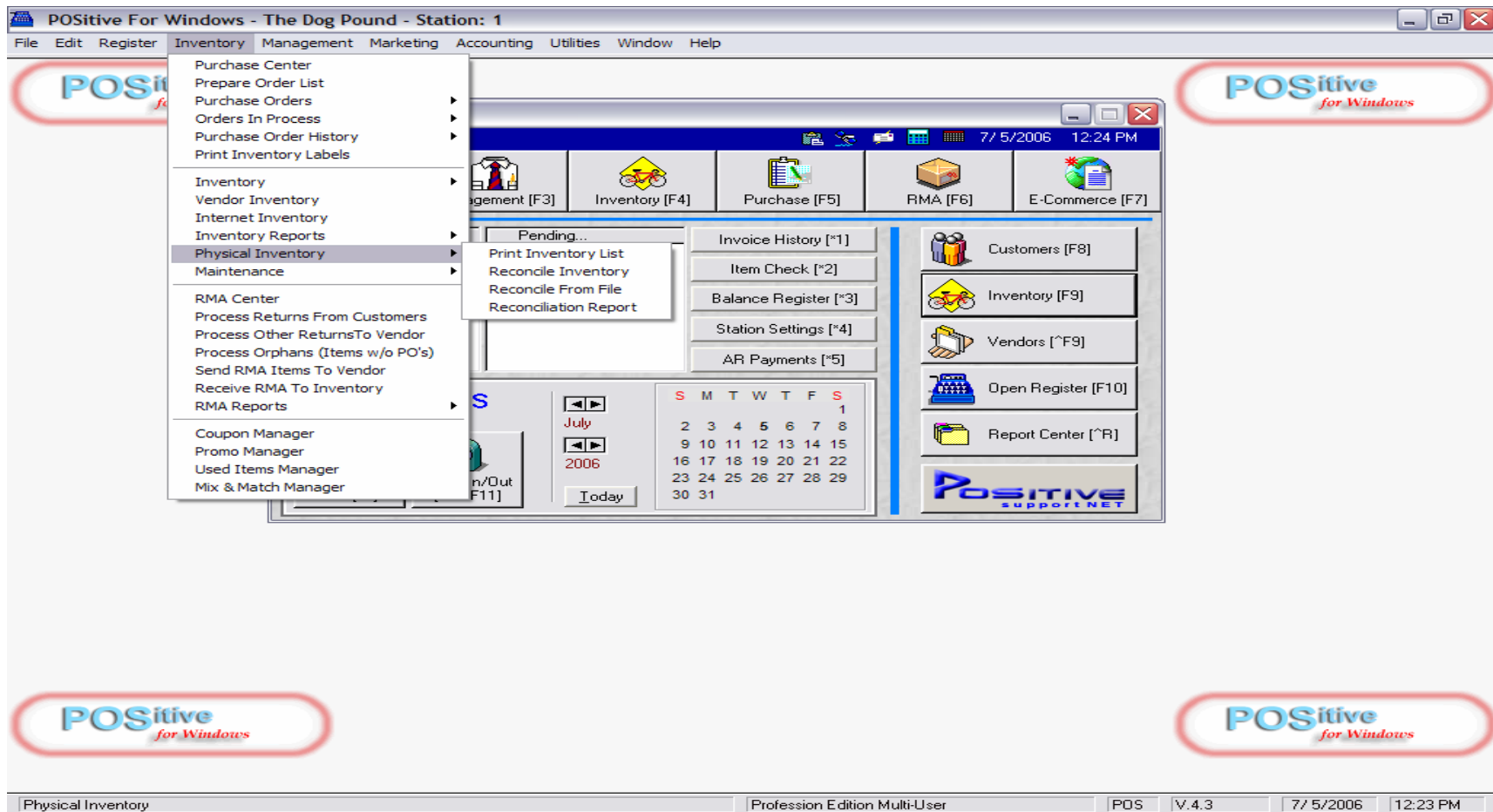
**To Adjust Physical Inventory (stock count) go to INV. List (F9) and highlight a SKU:**

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

Secure Log Out [^]

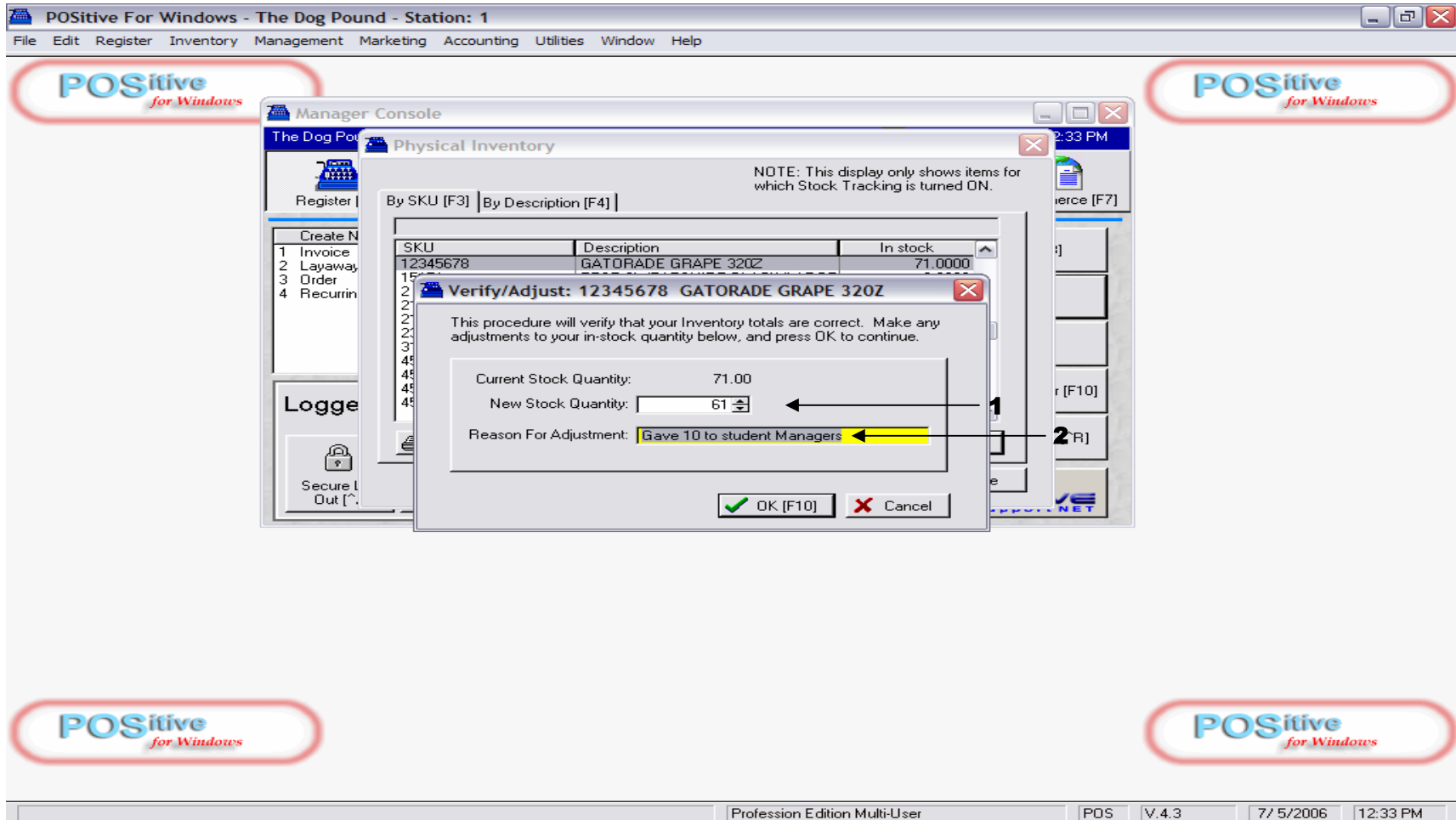
POSitive for Windows

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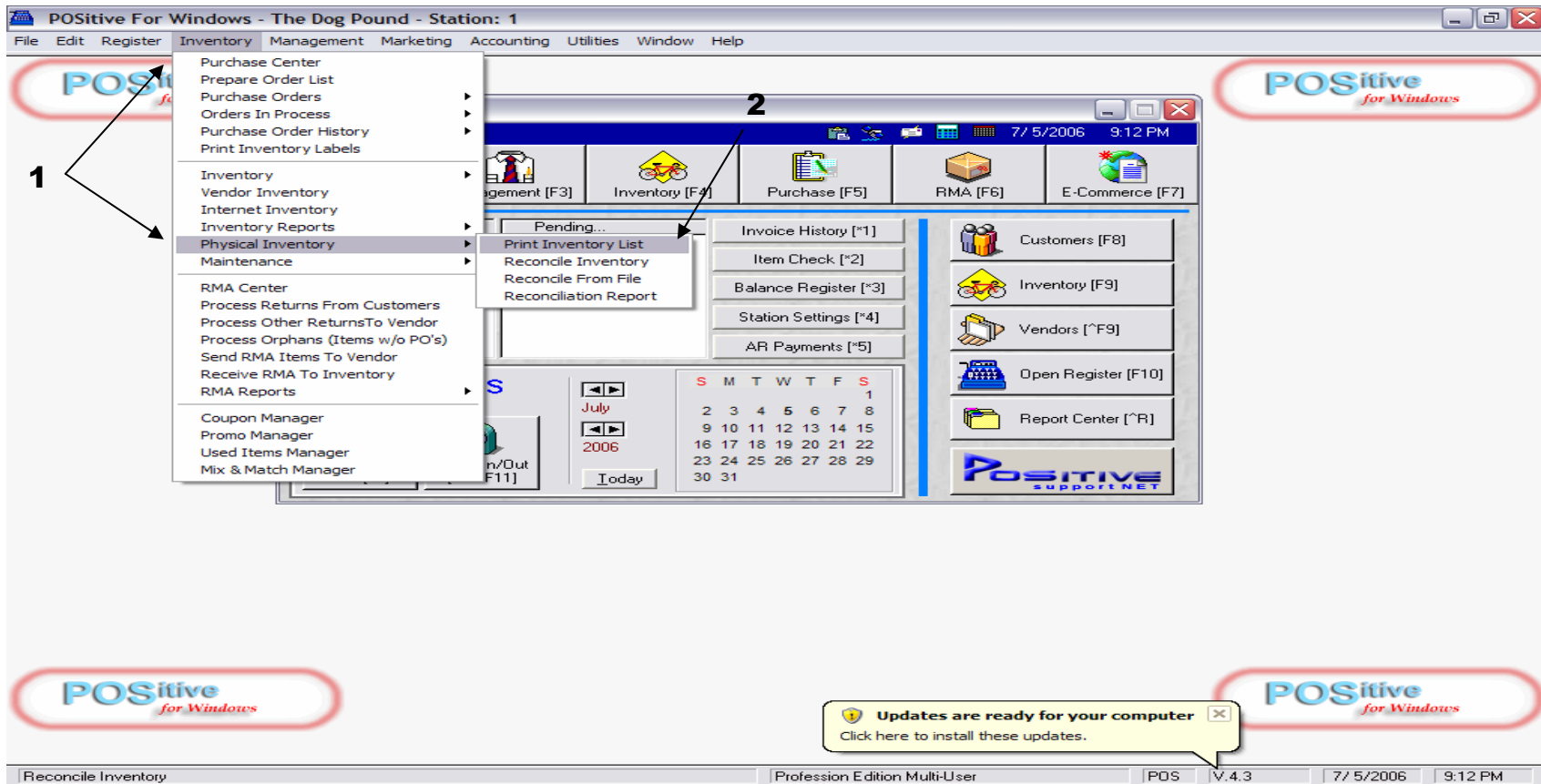
**A Physical Inventory List screen appears:**

- 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.**



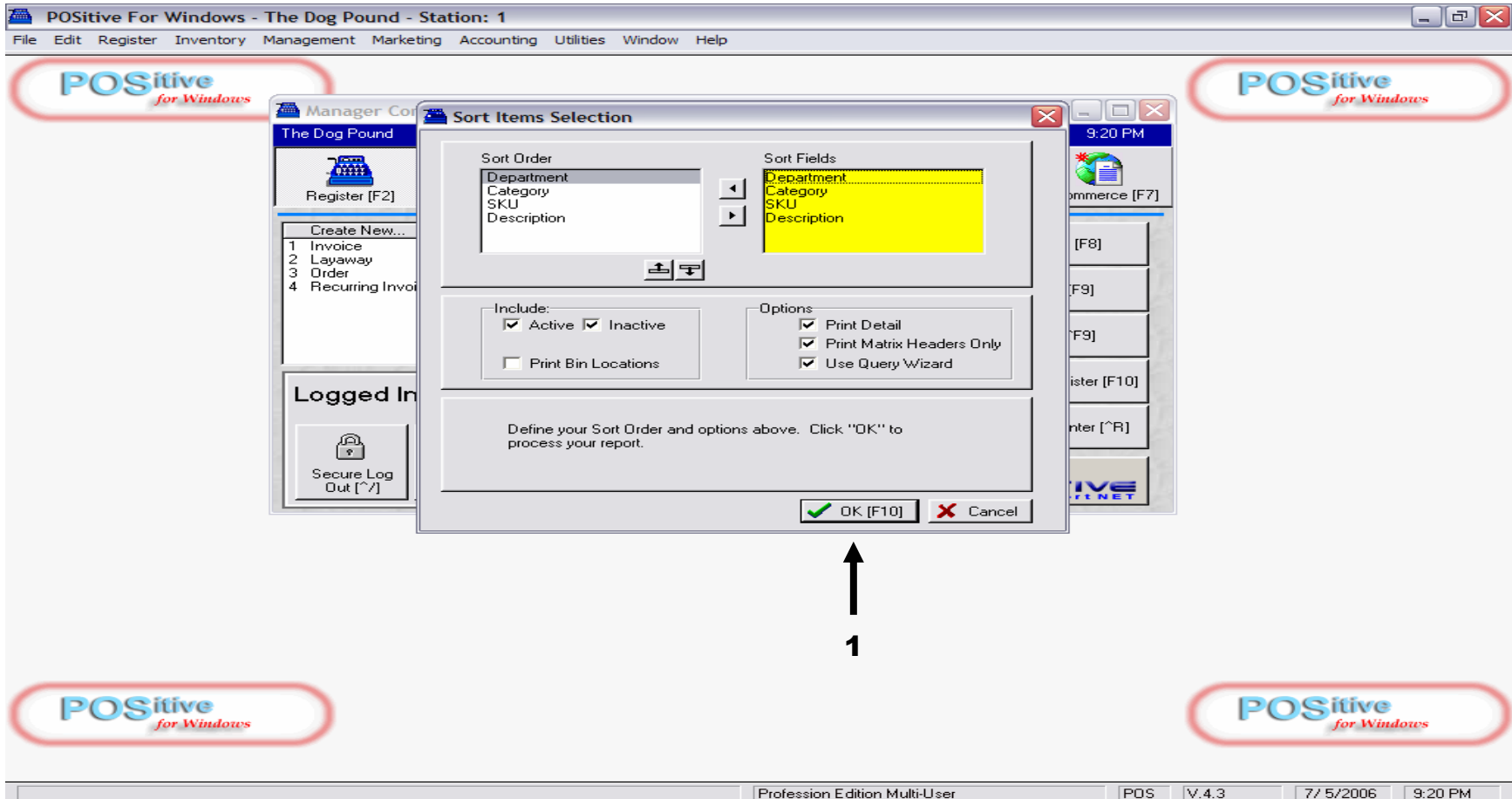
On Verify/Adjust prompt screen:

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



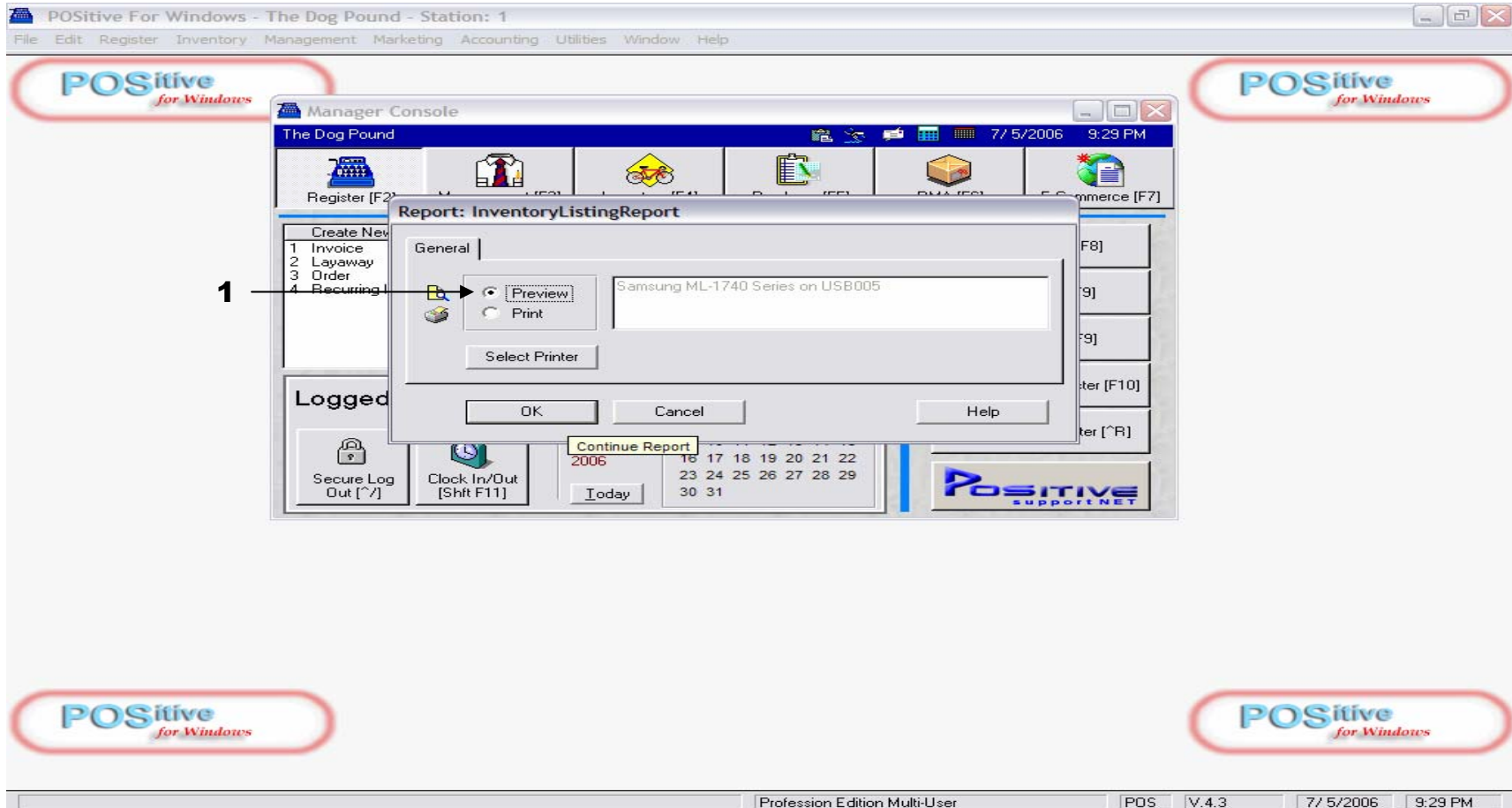
To take a physical count on all or part (by Department) of your inventory:

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



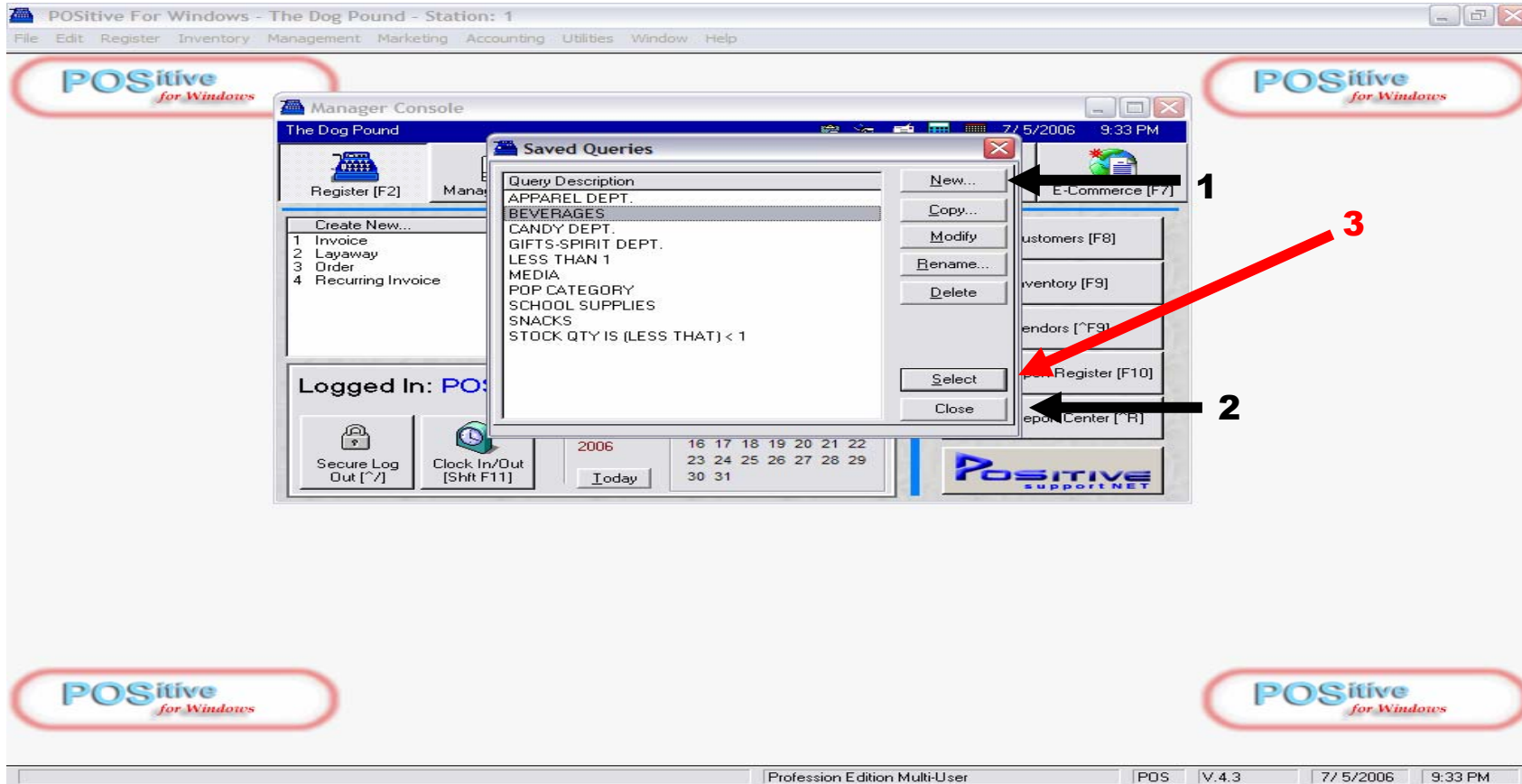
To print a **physical count sheet** on all or part of your inventory:

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
<b>BEVERAGES</b>			
<b>Coffee</b>			
C	-----	0.00	_____
CL	LARGE COFFE	0.00	_____
CM	MEDIUM COFFE	0.00	_____
CS	SMALL COFFEE	0.00	_____
<b>Pop</b>			
123444	PEPSI COLA 12OZ BTL	0.00	_____
45545445	DIET PEPSI 20OZ BTL TEST	0.00	_____
RWERER	COKE 20 OZ	0.00	_____
<b>Sport Drinks</b>			
12345678	GATORADE GRAPE 32OZ	61.00	_____
213238982	GATORADE ORANGE 32OZ	26.00	_____
<b>Teas</b>			
678	PHARMACY FOR THE SOUL	2.00	_____
TYTYFF	PHARMACY FOR THE SOUL PART2	2.00	_____
<b>Waters</b>			
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