

Physical Inventory

1

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1373 By: POS Cashier: POS Date: 11/08/2010 Register: 1 - PL: Our Price

SCAN:

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
-------------	----------	-------	-------	-------

Bill To | Ship To | Note |

Quick Sale

↑ Show More Options [F2] ← Make AR Payment [F3] Return From Invoice [F4] Open Cash Drawer [F5]

↓ Exit Program [F6] Balance Register [F7] Show Slides [F8] Manager Mode [F9]

LineTotals: 0.00 SubTotal: 0.00
Taxable: 0.00 - Coupon: 0.00
SalesTax: 0.00 - Deposit: 0.00
Item Count: 0.00 Total: 0.00

0.00 Tender [F10]

Keyboard Sales

IN KEYBOARD SALES MODE:

To adjust physical inventory, you must go to Manager Mode.

1. Select Show More Options Button (F2)

2. Select Manager Mode Button(F9)

(NOTE: Only Teachers & Managers will have access to Manager Mode)

Physical Inventory

2

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
-----	-------------	----------	-------	-------	-------

Quick Sale

Line Totals:	0.00	SubTotal:	0.00
Taxable:	0.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00

Manager

1



IN TOUCH SCREEN SALES MODE:

To adjust physical inventory, you must go to Manager Mode.

1. Touch Manager Button

Physical Inventory

3

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
-----	-------------	----------	-------	-------	-------

Quick Sale

Line Totals: 0.00 Sub Total: 0.00
Taxable: 0.00 - Coupon: 0.00
Sales Tax: 0.00 - Deposit: 0.00
Item Count: 0.00 Total: 0.00

Cursor Down Cursor Up

0.00



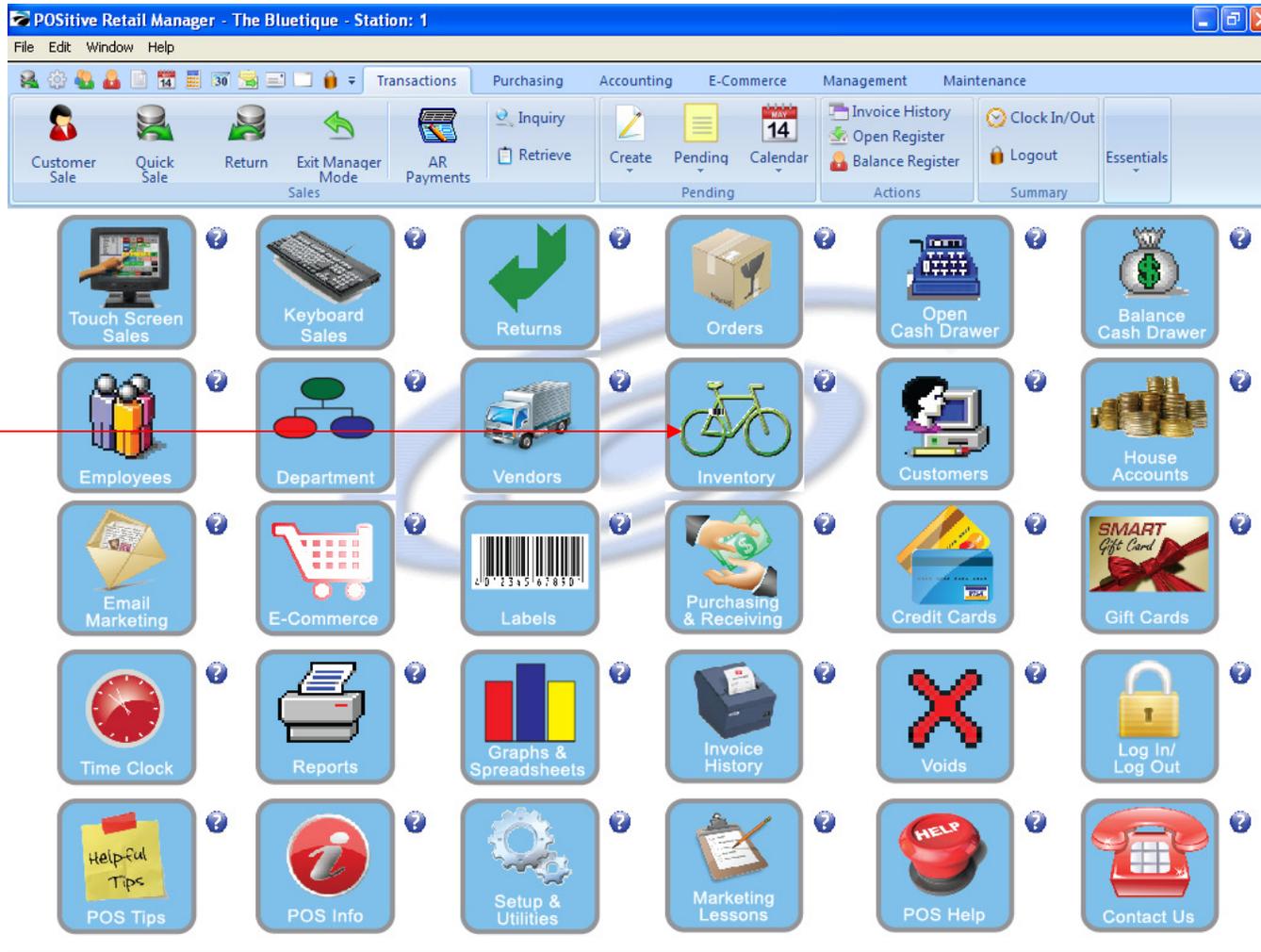
ON MANAGER BUTTON SCREEN:

1. Select Manager Mode Button

(NOTE: Only Teachers & Managers will have access to Manager Mode)

Physical Inventory

4



IN MANAGER MODE:

Go to Inventory Center

To adjust physical inventory, go to INVENTORY

1. Select Inventory Button

Physical Inventory

5

Invoice: 1454 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return TouchScreen AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

Inventory Center

Locate: [] go! [?] [] [] [] [] [] [] [] [] Sell It Now [F4] [] Close

T	SKU	Description	Our Price	Reg. Price	Total Stock	Av.
[]	012	HOODIE MASCOT LOGO BLACK/LARGE	20.00	20.00	0.00	
[]	10GSBXXL	GYM SHORTS BLUE/XXL	18.00	18.00	0.00	
[]	10GSNXXL	GYM SHORTS NAVY/XXL	19.50	19.50	0.00	
[]	123456	GYM SHORTS GREEN/XXL	19.50	19.50	24.00	
[]	1234567	SUPER WATER 12OZ	1.00	1.00	0.00	

Showing All Departments Showing All Categories [] Copy [] Add [] Edit [] Delete

012 Dept: APPAREL All Active Inventory
HOODIE MASCOT LOGO Catg: Sweatshirt Hoodies Standard Item
HOODIE MASCOT LOGO BLACK/LARGE Sub-Categories: []

Specials:
Current Promos: None

Notes: []

Bins: Location Stock []

[] Show Inactive Only [] UDE

Actions

- To Order List
- Change Dept/Catg
- Verify Inventory
- Cost Verifier
- Physical Inventory ← 1
- Global Price Changes



INVENTORY CENTER

To adjust physical Inventory

1. Under the actions bar, click Physical Inventory

Physical Inventory

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Mode AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

Physical Inventory

Actions

- Stock Exceptions
- Reconcile From File
- Reconcile From Mobile
- Print List

Locate:

Verify/Adjust **3**

SKU	Description	In Stock	Type
251554545	PAPER MATE MECHANICAL PENCIL	142.00	Standard Item
2AR	2 ARNOLD PALMER	0.00	Standard Item
2C	2 COOKIES	0.00	Standard Item
45785412	SUPER WATER 24OZ	19.00	Standard Item
5454545	AP CHEMISTRY LAB NOTE BOOK	22.00	Standard Item
5454547	AP BIOLOGY LAB NOTE BOOK	0.00	Standard Item
78545	SHORTS GREEN XL	8.00	Standard Item
78548	SHORTS GREEN	7.00	Standard Item
789456	CHEEZE ITS 3 OZ	0.00	Standard Item
BFL	BREEZE FREEZE LARGE	0.00	Standard Item
BFS	BREEZE FREEZE SMALL	0.00	Standard Item
BM	BLUEBERRY MUFFIN	0.00	Standard Item
CB	CINNAMON BUN	0.00	Standard Item
CCM	CHOCOLATE CHIP MUFFIN	0.00	Standard Item
CL	COFFEE LARGE	0.00	Standard Item
CRB	CINNAMON RAISIN BAGEL	0.00	Standard Item

1 → **2** → **3**

Edit Item

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

In Stock 19.00
Held 0.00
Pre-Sold 0.00
Available 19.00
On Order 0.00
Committed 0.00
For Kits 0.00
Extra 0.00
Due
Units Per 24.00

Inventory

To Adjust Physical Inventory (stock count) in Physical Inventory Center:

1. Highlight the Inventory Item
2. Click Edit item (or Enter)
3. Click Verify/Adjust button

Physical Inventory

7

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Mode AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

Physical Inventory

Actions

- Stock Exceptions
- Reconcile From File
- Reconcile From Mobile
- Print List

Verify/Adjust: 45785412 SUPER WATER 240Z

This procedure will verify that your Inventory totals are correct. Make any adjustments to your in-stock quantity below, and press DK to continue.

IMPORTANT!

This procedure requires that all Purchase Orders for this item have been received. Your stock counts will not be accurate if you have not received all Purchase Orders!

- * The stock count entered below will become your current Stock Count
- * Any Pre-Sold counts will be zeroed
- * Backorders and amounts held on order will be verified
- * Re-order quantities will be verified

Current Stock Quantity: 21.0000

New Stock Quantity: 20.00

Reason For Adjustment: Damaged in shipment

GL Account: 60200-001 (Capital)

OK [F10] Cancel

Stock	21.00
Old	0.00
Pre-Sold	0.00
Available	21.00
On Order	0.00
Committed	0.00
Kit Kits	0.00
Extra	0.00
Units Per	24.00

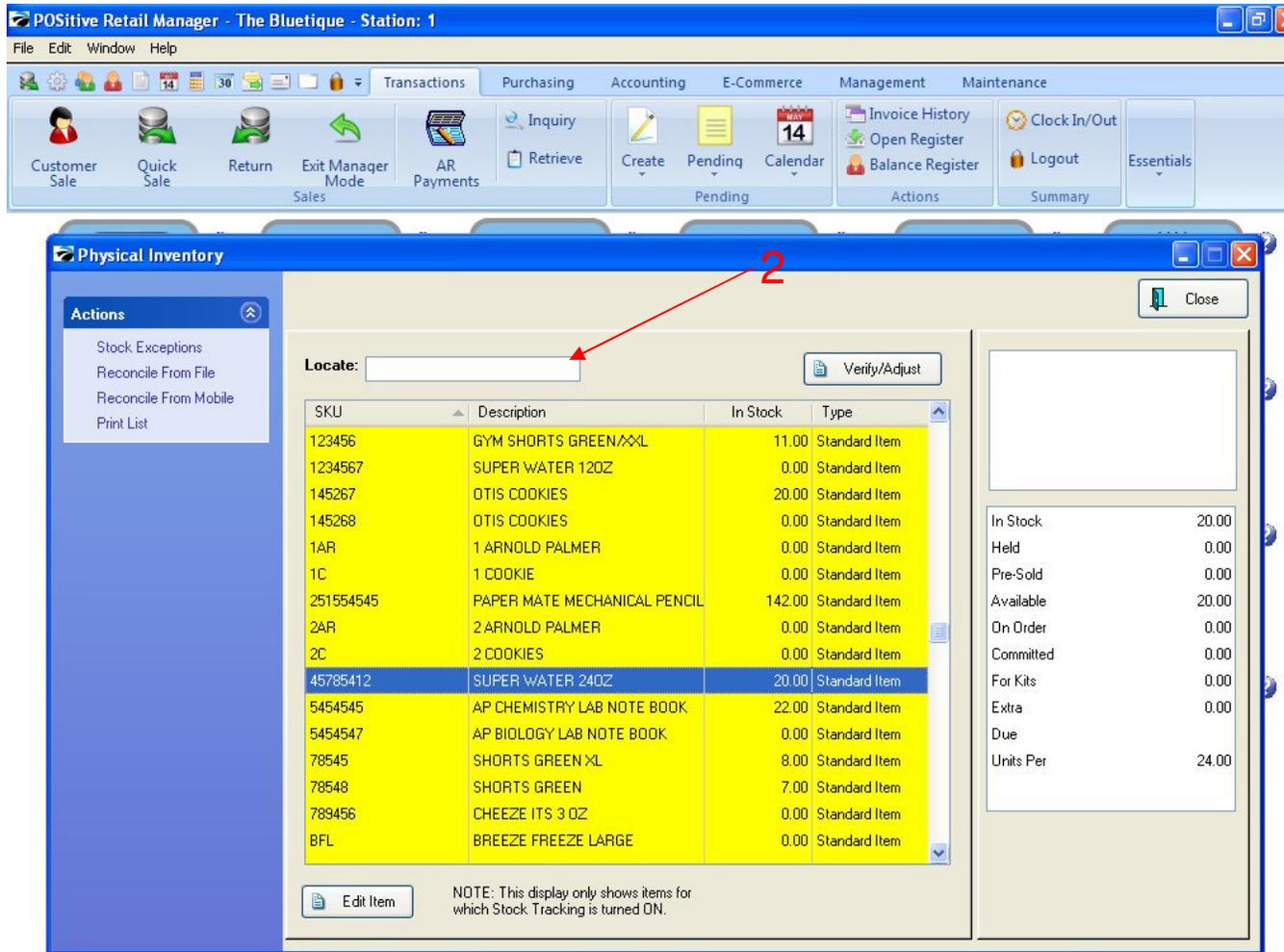
Edit Item NOTE: This display only shows items for which Stock Tracking is turned ON.



A Verify/Adjust prompt box will appear:

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

Physical Inventory



POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Mode AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

Physical Inventory

Actions

- Stock Exceptions
- Reconcile From File
- Reconcile From Mobile
- Print List

Locate: Verify/Adjust

SKU	Description	In Stock	Type
123456	GYM SHORTS GREEN/XXL	11.00	Standard Item
1234567	SUPER WATER 12OZ	0.00	Standard Item
145267	OTIS COOKIES	20.00	Standard Item
145268	OTIS COOKIES	0.00	Standard Item
1AR	1 ARNOLD PALMER	0.00	Standard Item
1C	1 COOKIE	0.00	Standard Item
251554545	PAPER MATE MECHANICAL PENCIL	142.00	Standard Item
2AR	2 ARNOLD PALMER	0.00	Standard Item
2C	2 COOKIES	0.00	Standard Item
45785412	SUPER WATER 24OZ	20.00	Standard Item
5454545	AP CHEMISTRY LAB NOTE BOOK	22.00	Standard Item
5454547	AP BIOLOGY LAB NOTE BOOK	0.00	Standard Item
78545	SHORTS GREEN XL	8.00	Standard Item
78548	SHORTS GREEN	7.00	Standard Item
789456	CHEEZE ITS 3 OZ	0.00	Standard Item
BFL	BREEZE FREEZE LARGE	0.00	Standard Item

Edit Item

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

In Stock	20.00
Held	0.00
Pre-Sold	0.00
Available	20.00
On Order	0.00
Committed	0.00
For Kits	0.00
Extra	0.00
Due	
Units Per	24.00



A quick way to Verify/Adjust a lot of Inventory (new school year):
In the physical inventory screen

1. Scan a Barcode or type-in a SKU
2. If you don't have a barcode scanner, in the locate box, type-in inventory name.

Physical Inventory

9

Physical Inventory

Verify/Adjust: 45785412 SUPER WATER 240Z

This procedure will verify that your Inventory totals are correct. Make any adjustments to your in-stock quantity below, and press OK to continue.

IMPORTANT!

This procedure requires that all Purchase Orders for this item have been received. Your stock counts will not be accurate if you have not received all Purchase Orders!

- * The stock count entered below will become your current Stock Count
- * Any Pre-Sold counts will be zeroed
- * Backorders and amounts held on order will be verified
- * Re-order quantities will be verified

Current Stock Quantity: 20.0000

New Stock Quantity: 19.00

Reason For Adjustment: Gave 1 to Student Manager

GL Account: 60200-001 (Capital)

Stock	20.00
Old	0.00
Pre-Sold	0.00
Available	20.00
On Order	0.00
Committed	0.00
Kit Kits	0.00
Extra	0.00
Units Per	24.00

1 → New Stock Quantity

2 → Reason For Adjustment

3 → OK [F10]

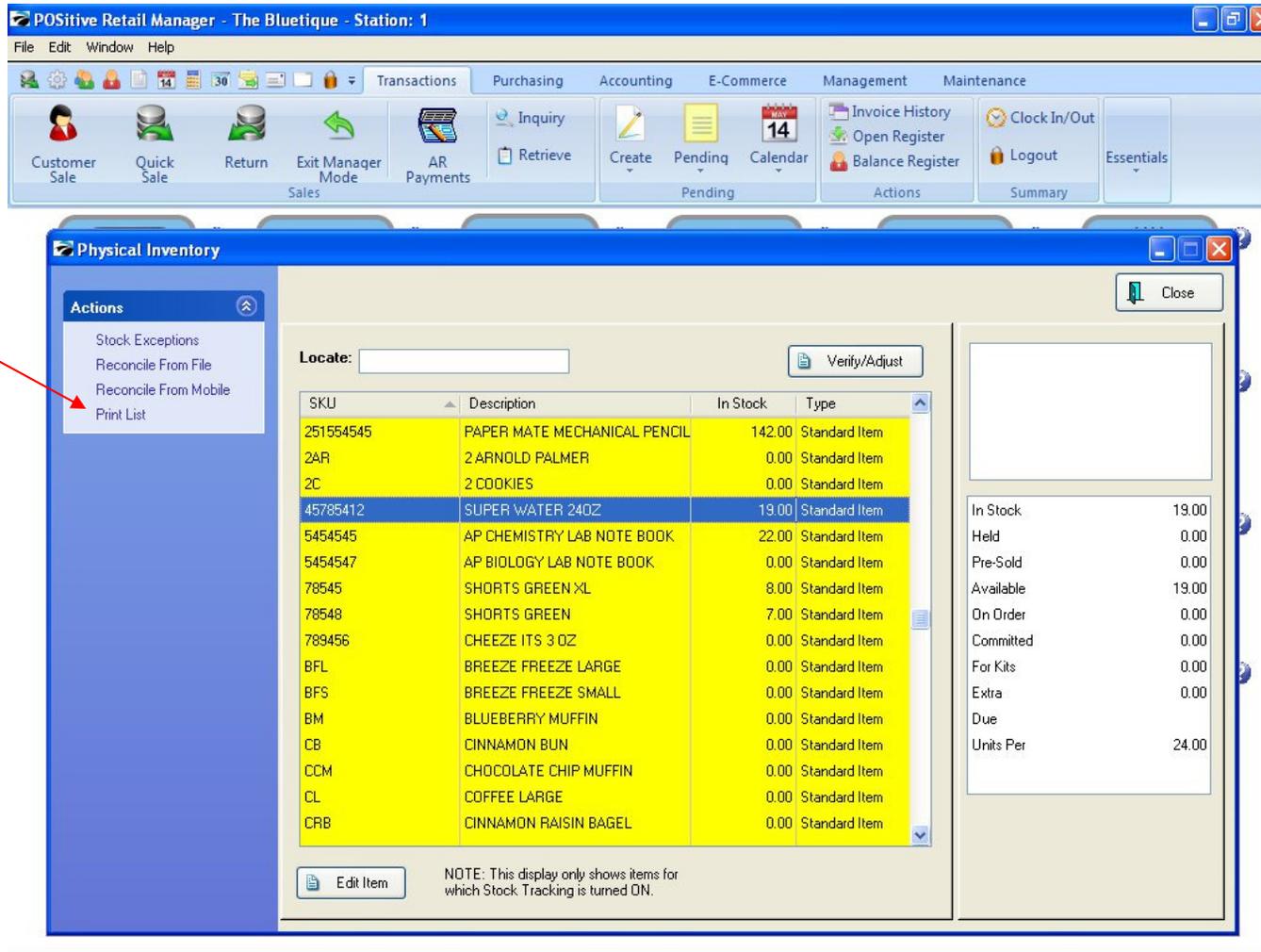
NOTE: This display only shows items for which Stock Tracking is turned ON.



On Verify/Adjust prompt screen:

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

Physical Inventory



POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Mode AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

Physical Inventory

Actions

- Stock Exceptions
- Reconcile From File
- Reconcile From Mobile
- Print List

Locate: Verify/Adjust

SKU	Description	In Stock	Type
251554545	PAPER MATE MECHANICAL PENCIL	142.00	Standard Item
2AR	2 ARNOLD PALMER	0.00	Standard Item
2C	2 COOKIES	0.00	Standard Item
45785412	SUPER WATER 24OZ	19.00	Standard Item
5454545	AP CHEMISTRY LAB NOTE BOOK	22.00	Standard Item
5454547	AP BIOLOGY LAB NOTE BOOK	0.00	Standard Item
78545	SHORTS GREEN XL	8.00	Standard Item
78548	SHORTS GREEN	7.00	Standard Item
789456	CHEEZE ITS 3 OZ	0.00	Standard Item
BFL	BREEZE FREEZE LARGE	0.00	Standard Item
BFS	BREEZE FREEZE SMALL	0.00	Standard Item
BM	BLUEBERRY MUFFIN	0.00	Standard Item
CB	CINNAMON BUN	0.00	Standard Item
CCM	CHOCOLATE CHIP MUFFIN	0.00	Standard Item
CL	COFFEE LARGE	0.00	Standard Item
CRB	CINNAMON RAISIN BAGEL	0.00	Standard Item

In Stock 19.00
Held 0.00
Pre-Sold 0.00
Available 19.00
On Order 0.00
Committed 0.00
For Kits 0.00
Extra 0.00
Due
Units Per 24.00

Edit Item

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



To take a physical count on all or part (by Department) of your inventory:
Print a Physical Count List....

1. In actions bar, click [Print List](#)

Physical Inventory

11

The screenshot shows the POSitive Retail Manager interface. The main window is titled "Physical Inventory" and contains a list of items with columns for SKU, In Stock, Held, Pre-Sold, Available, On Order, Committed, For Kits, Extra, Due, and Units Per. A "Sort Items Selection" dialog box is open over the list, allowing users to define sort order and options. The dialog box has a "Sort Order" list with "Department" selected, and "Sort Fields" including "Department", "Category", "SKU", and "Description". There are "Include" and "Options" sections with various checkboxes. A red arrow points to the "OK [F10]" button in the dialog box.

Sort Items Selection

Sort Order: Department, Category, SKU

Sort Fields: Department, Category, SKU, Description

Include: Active, Inactive, Print Bin Locations, Kits

Options: Print Detail, Print Matrix Headers Only, Use Query Wizard

Define your Sort Order and options above. Click "OK" to process your report.

OK [F10] Cancel

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



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)

Physical Inventory

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Mode AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

Physical Inventory

Actions

- Stock Exceptions
- Reconcile From File
- Reconcile From Mobile
- Print List

Locate:

SKU	Department	Category	SKU
012			
013			
014			
0145111			
05JHBXL			
05JHGL			
106SBXX			
106SNXX			
12345			
123456			
1234567			
145267			
145268			
1AR			
1C			
2515545			

Sort Order: Department

Sort Fields: Department

Query Options

Please Select a Query Option

- Select a Previously Saved Query
- Create a New Query
- Do Not Apply a Query
- Cancel Without Continuing

Define your Sort Order and options above. Click "OK" to process your report.

OK (F10) Cancel

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

In Stock	3.00
Held	0.00
Pre-Sold	0.00
Available	3.00
On Order	0.00
Committed	0.00
For Kits	0.00
Extra	0.00
Due	
Units Per	1.00

Inventory

Query Options....

- 1) Select the Previously Saved Query button if you want to do separate physical counts by Department (Cycle Count)
- 2) Click Do Not Apply Query if you want to count the entire store

Physical Inventory

The screenshot shows the 'Physical Inventory' window in POSitive Retail Manager. The 'Sort Items Selection' dialog box is open, displaying a list of 'Saved Queries' including 'APPAREL DEPT.', 'BEVERAGES', 'CANDY', 'FOOD PREP', 'GIFTS & SPIRIT', 'HEALTHY FOODS', 'SCHOOL SUPPLY', and 'SNACKS'. The 'Select' button is highlighted with a red arrow labeled '2'. The 'Close' button in the dialog is highlighted with a red arrow labeled '1'. The 'Close' button in the main window is highlighted with a red arrow labeled '3'. A table on the right shows inventory counts for various categories:

In Stock	3.00
Held	0.00
Pre-Sold	0.00
Available	3.00
On Order	0.00
Committed	0.00
For Kits	0.00
Extra	0.00
Due	0.00
Units Per	1.00



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 (Apparel)
 - ⇒ Students can perform spot-check cycle-counts on just a fraction of your inventory to determine shrinkage.

Physical Inventory

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Mode AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

Physical Inventory

Actions

- Stock Exceptions
- Reconcile From File
- Reconcile From Mobile
- Print List

Locate:

SKU	Department	Sort Order	Sort Fields
012			
013			
014			
01451			
05JHE			
05JHC			
10658			
10659			
12345			
12345			
12345			
14526			
145268			
1AR			
1C			
2515545			

Report:

Options Change Printer

Samsung ML-2010 Series
Copies: 1

Preview Print Cancel

Define your Sort Order and options above. Click "OK" to process your report.

OK [F10] Cancel

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

In Stock	3.00
Held	0.00
Pre-Sold	0.00
Available	3.00
On Order	0.00
Committed	0.00
For Kits	0.00
Extra	0.00
Due	
Units Per	1.00



On Physical Count Report:

1. Always Click Preview (so you will have an option to choose a department query)

Physical Inventory

Report Preview

File

Page: 1 of 3 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
✓ 1	34,028
✓ 2	29,542
✓ 3	6,856

Physical Stock Count
Confidential

SKU	Description	Stock	Your Count
COUPON	COUPON	12.00	_____
APPAREL			
<u>Blue Hoodies</u>			
JAN-2000060-M	JANSPORT HOODIE M123-XS-Blue	10.00	_____
JAN-2000063-M	JANSPORT HOODIE M123-S-Blue	3.00	_____
JAN-2000066-M	JANSPORT HOODIE M123-M-Blue	5.00	_____
JAN-2000069-M	JANSPORT HOODIE M123-L-Blue	10.00	_____
JAN-2000072-M	JANSPORT HOODIE M123-XL-Blue	9.00	_____
JAN-2000075-M	JANSPORT HOODIE M123-XXL-Blue	0.00	_____
<u>Polo Shirts</u>			
78545	SHORTS GREEN XL	8.00	_____
78548	SHORTS GREEN	7.00	_____
<u>Red Hoodies</u>			
JAN-2000061-M	JANSPORT HOODIE M123-XS-Red	2.00	_____
JAN-2000064-M	JANSPORT HOODIE M123-S-Red	2.00	_____
JAN-2000067-M	JANSPORT HOODIE M123-M-Red	5.00	_____
JAN-2000070-M	JANSPORT HOODIE M123-L-Red	3.00	_____
JAN-2000073-M	JANSPORT HOODIE M123-XL-Red	0.00	_____
JAN-2000076-M	JANSPORT HOODIE M123-XXL-Red	6.00	_____
<u>Shorts & Pants</u>			
10GSRXXL	GYM SHORTS BLUE/XXL	0.00	_____

Zoom: 120% 3 pages, 68.8Kb



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

Note: We have high tech ways to count inventory using Barcode Labels & a portable data terminal. If interested, please call the office.