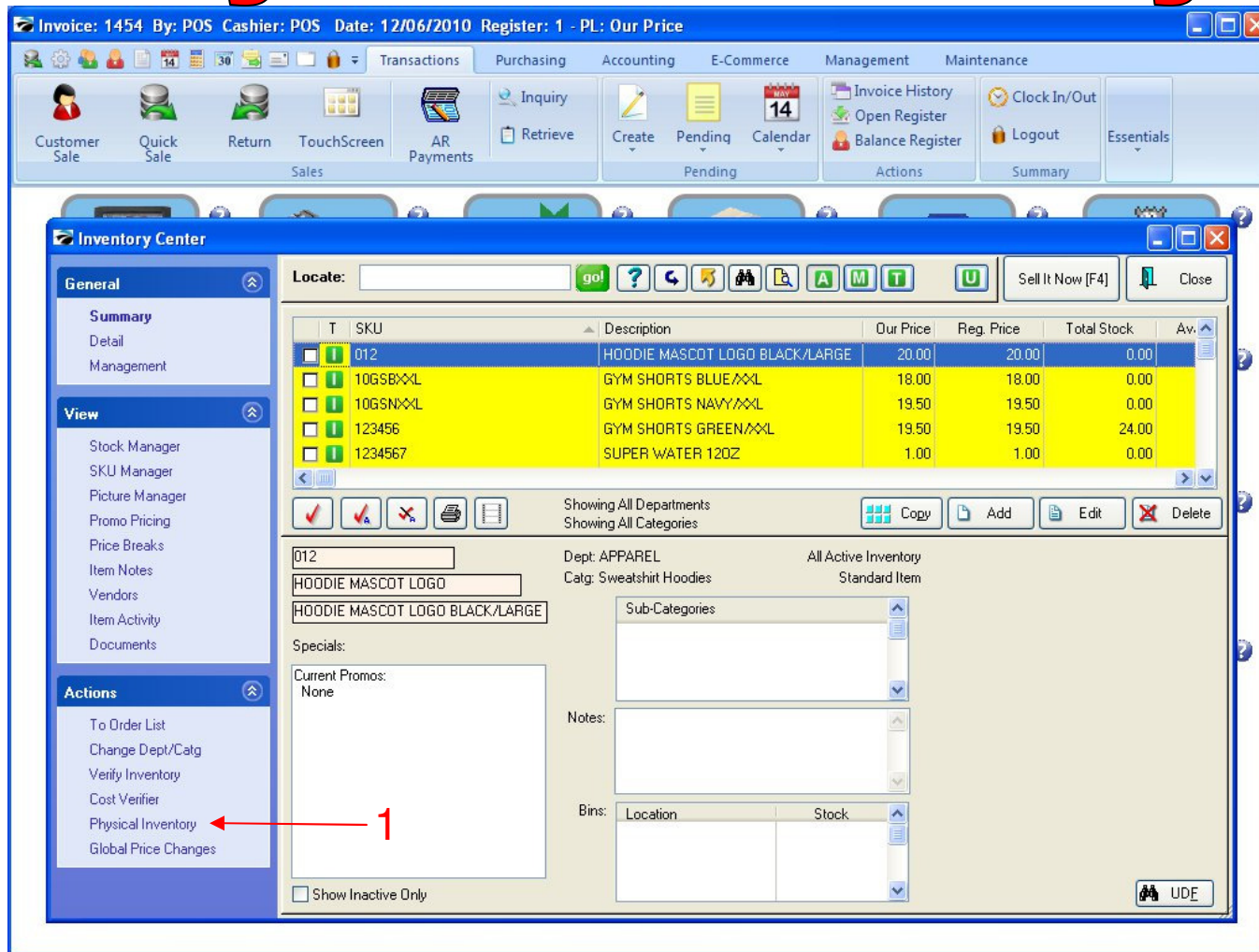


# Inventory Reports

## Physical Inventory

1



The screenshot displays the Inventory Center software interface. The main window shows a list of inventory items with columns for SKU, Description, Our Price, Reg. Price, Total Stock, and Av. The items listed are:

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	

The left sidebar contains the following sections:

- General**
  - Summary
  - Detail
  - Management
- View**
  - Stock Manager
  - SKU Manager
  - Picture Manager
  - Promo Pricing
  - Price Breaks
  - Item Notes
  - Vendors
  - Item Activity
  - Documents
- Actions**
  - To Order List
  - Change Dept/Catg
  - Verify Inventory
  - Cost Verifier
  - Physical Inventory
  - Global Price Changes

A red arrow points to the "Physical Inventory" option in the Actions menu, with the number "1" next to it.

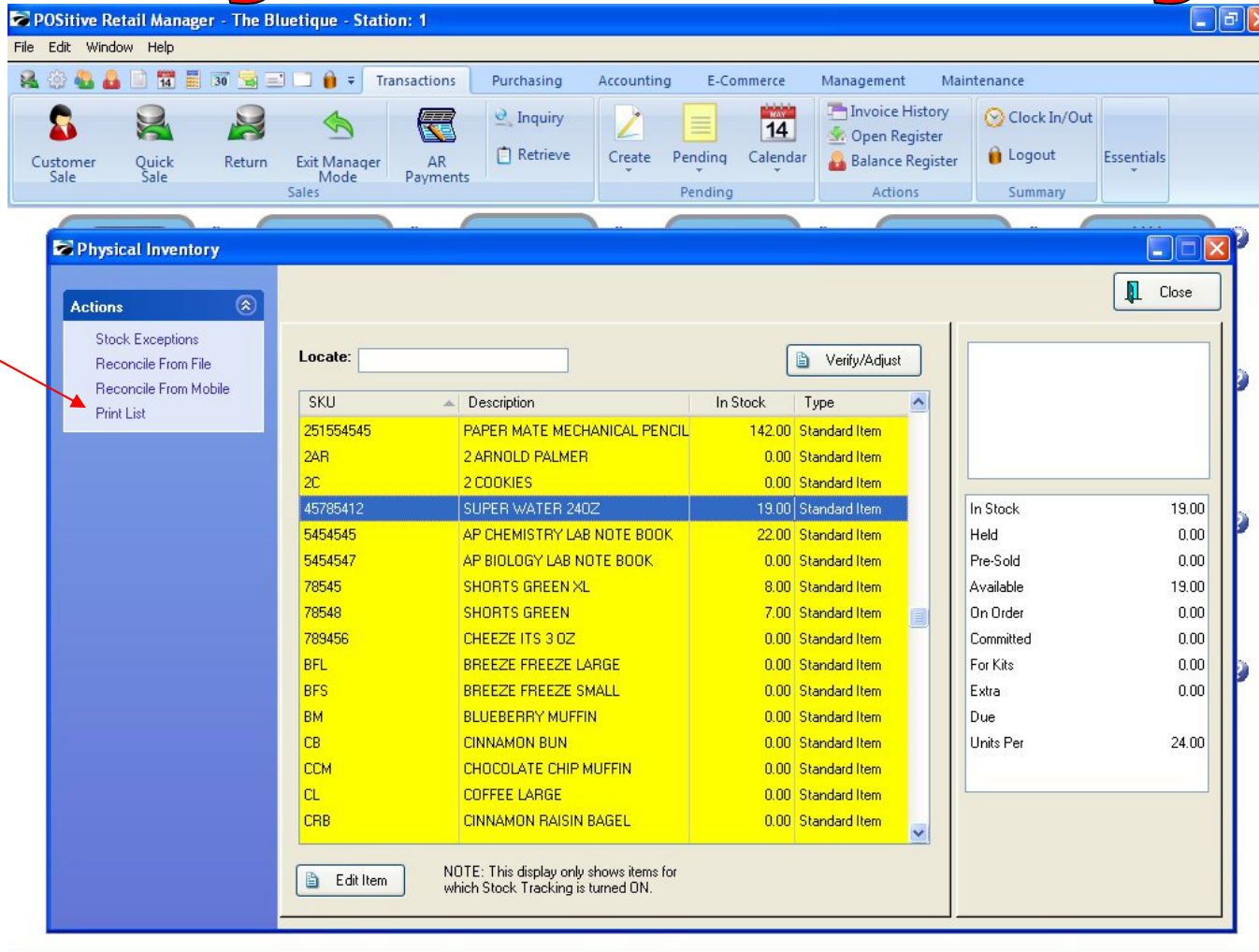
## INVENTORY CENTER

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

1. Under the actions bar, click Physical Inventory

# Inventory Reports

## 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.

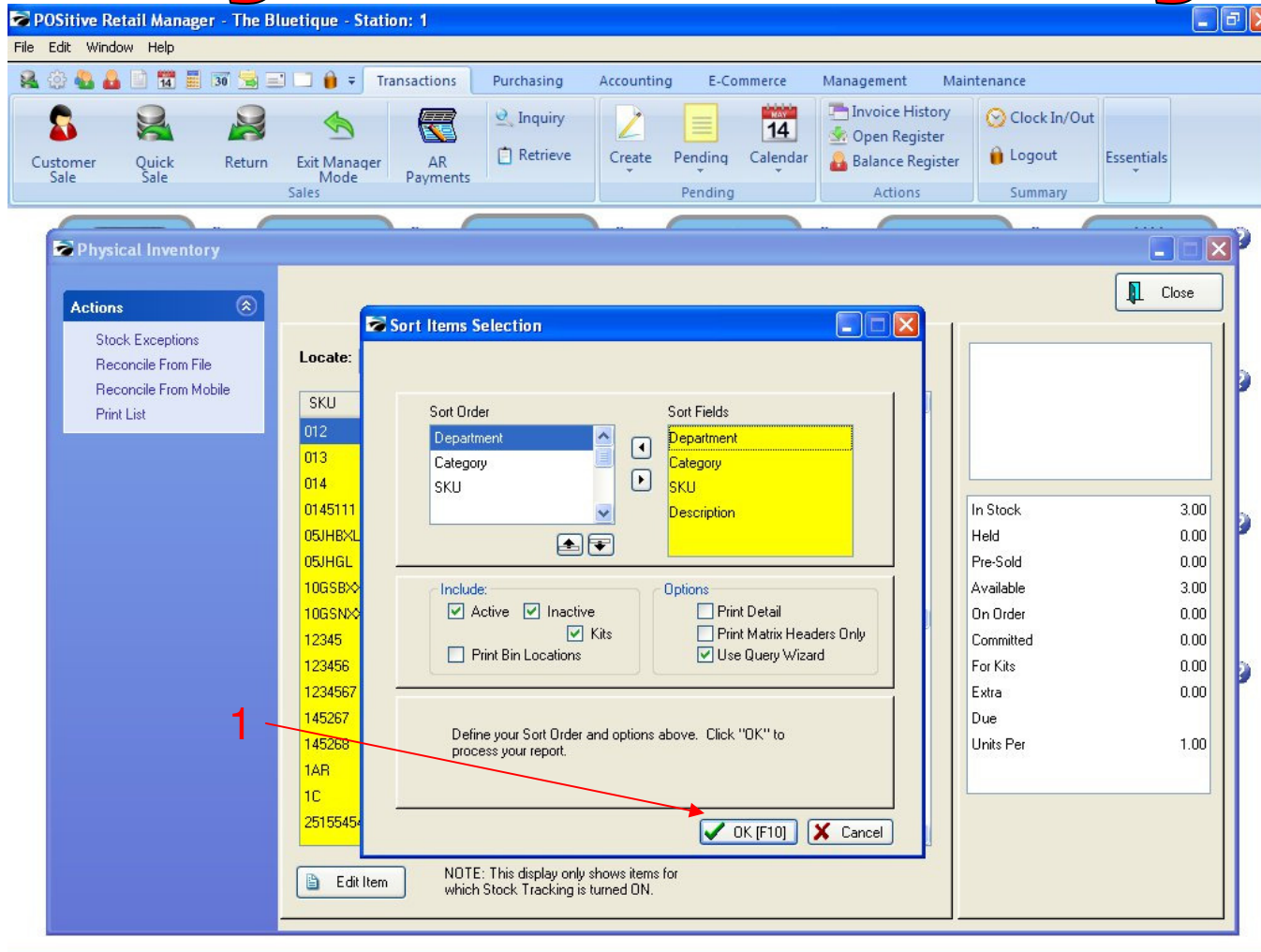


To take a physical count on all or part (by Department) of your inventory:  
Print a Physical Count List....

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

# Inventory Reports

## Physical Inventory



The screenshot shows the POSitive Retail Manager interface. The main window is titled "Physical Inventory" and displays a list of items with their SKUs. A "Sort Items Selection" dialog box is open, allowing the user to configure the sort order and options for the report. The dialog box has a "Sort Order" list with "Department" selected, and a "Sort Fields" list with "Department", "Category", "SKU", and "Description" selected. The "Include" section has "Active", "Inactive", and "Kits" checked, and "Print Bin Locations" unchecked. The "Options" section has "Print Detail", "Print Matrix Headers Only", and "Use Query Wizard" checked. 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,  Kits,  Print Bin Locations

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.

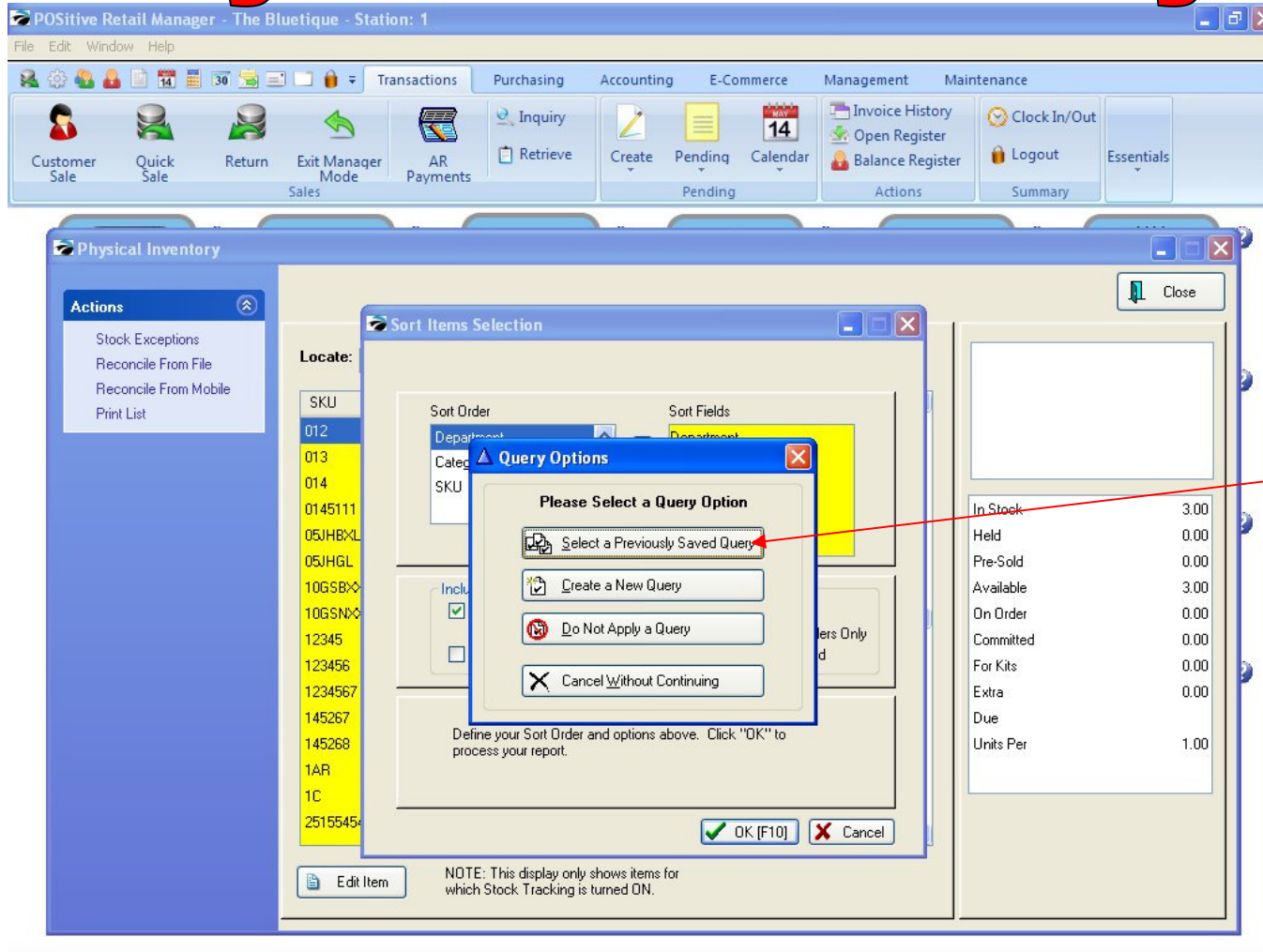


To print a **physical count sheet** on all or part of your inventory:

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

# Inventory Reports

## Physical Inventory



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, Department, Category, and Stock. A "Sort Items Selection" dialog box is open, and a "Query Options" sub-dialog box is also open. The "Query Options" dialog box has a title bar that says "Please Select a Query Option" and contains four buttons: "Select a Previously Saved Query", "Create a New Query", "Do Not Apply a Query", and "Cancel Without Continuing". A red arrow points from the "Select a Previously Saved Query" button to a red number "1" on the right side of the screen.

**Inventory**

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

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

### 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

# Inventory Reports

## Physical Inventory

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, showing a list of "Saved Queries" including APPAREL DEPT., BEVERAGES, CANDY, FOOD PREP, GIFTS & SPIRIT, HEALTHY FOODS, SCHOOL SUPPLY, and SNACKS. The "APPAREL DEPT." query is selected. Red arrows point to the "New..." button (1), the "Close" button (2), and the "Select" button (3).

**Inventory**

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

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.

# Inventory Reports

## 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	_____
<b>APPAREL</b>			
<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 &amp; 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.