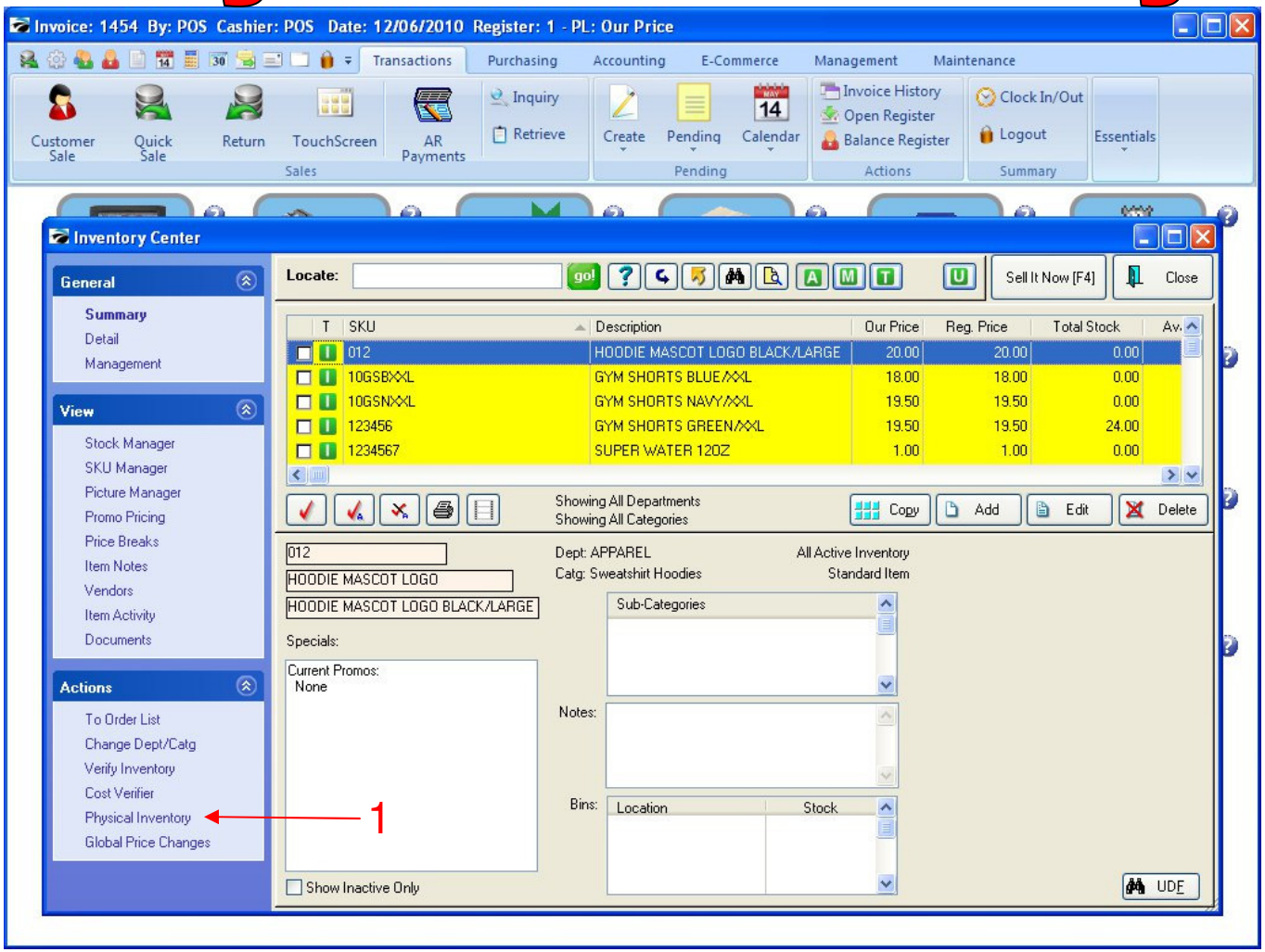
Inventory Reports

Physical Inventory

1



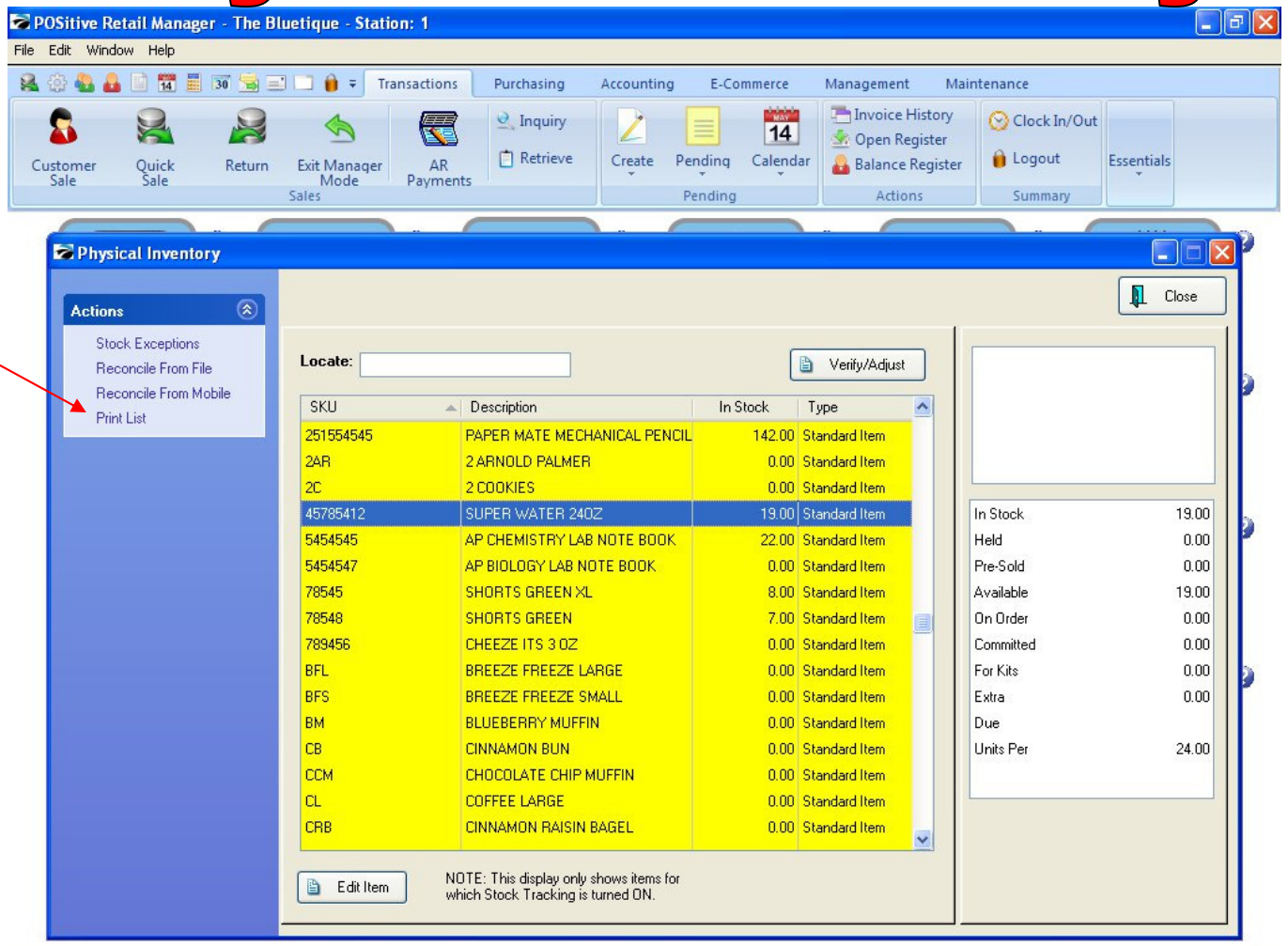
INVENTORY CENTER

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

1. Under the actions bar, click Physical Inventory

Inventory Reports

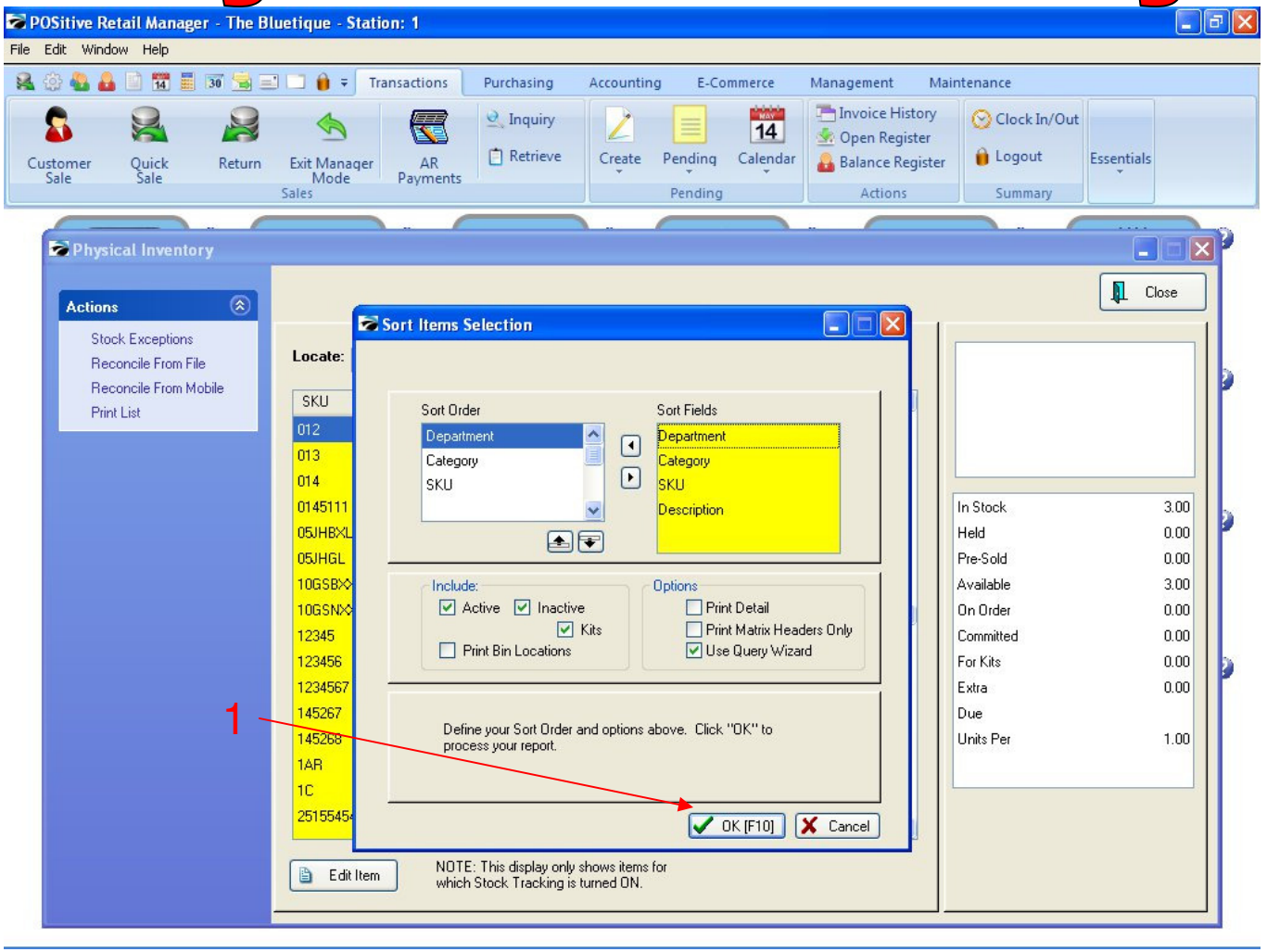
Physical Inventory



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



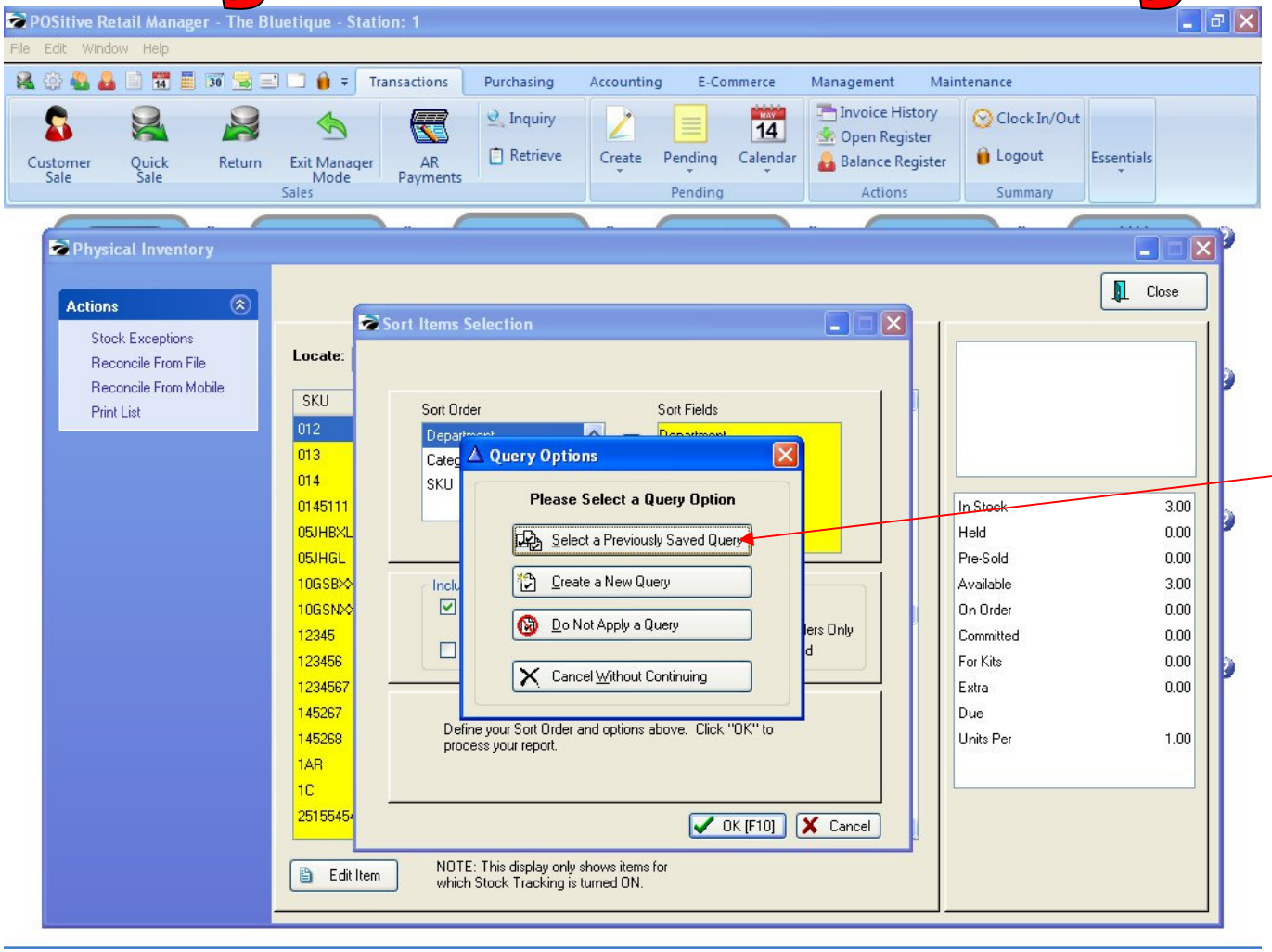
To print a **physical count sheet** on all or part of your inventory:

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

Inventory Reports

Physical Inventory

4

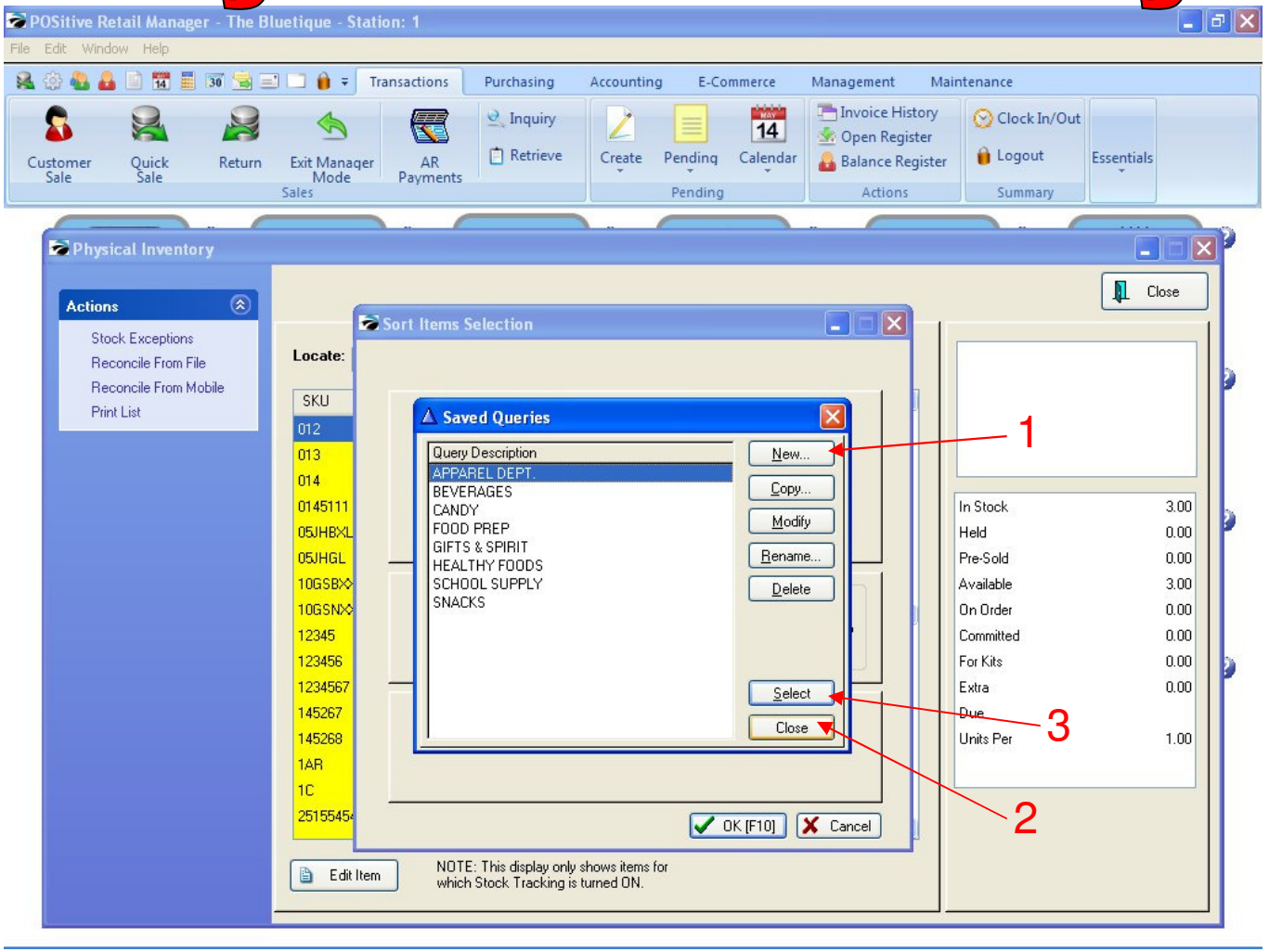


Query Options….

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



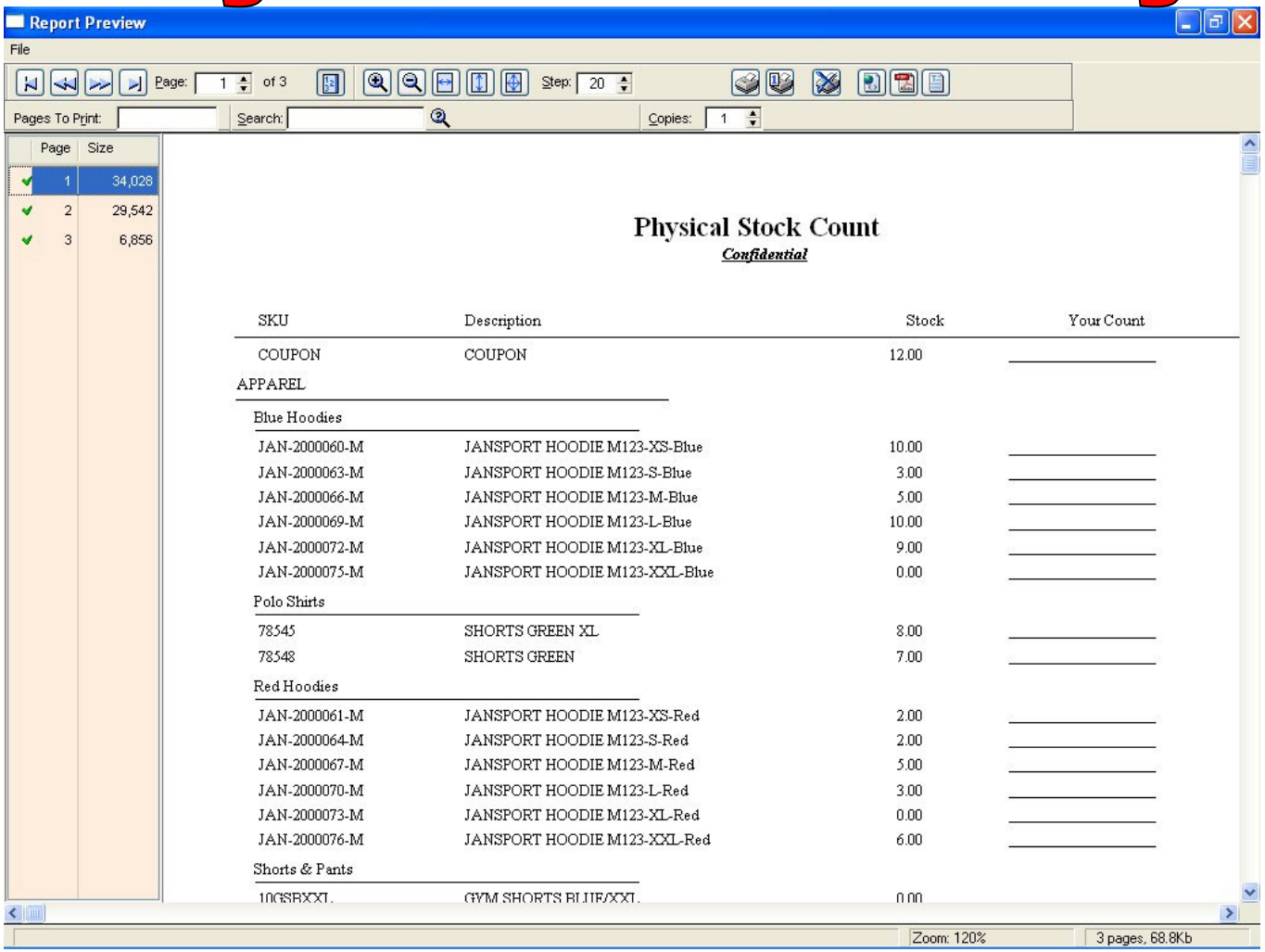
On “Saved Queries” prompt, you have many options to choose from:

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



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.