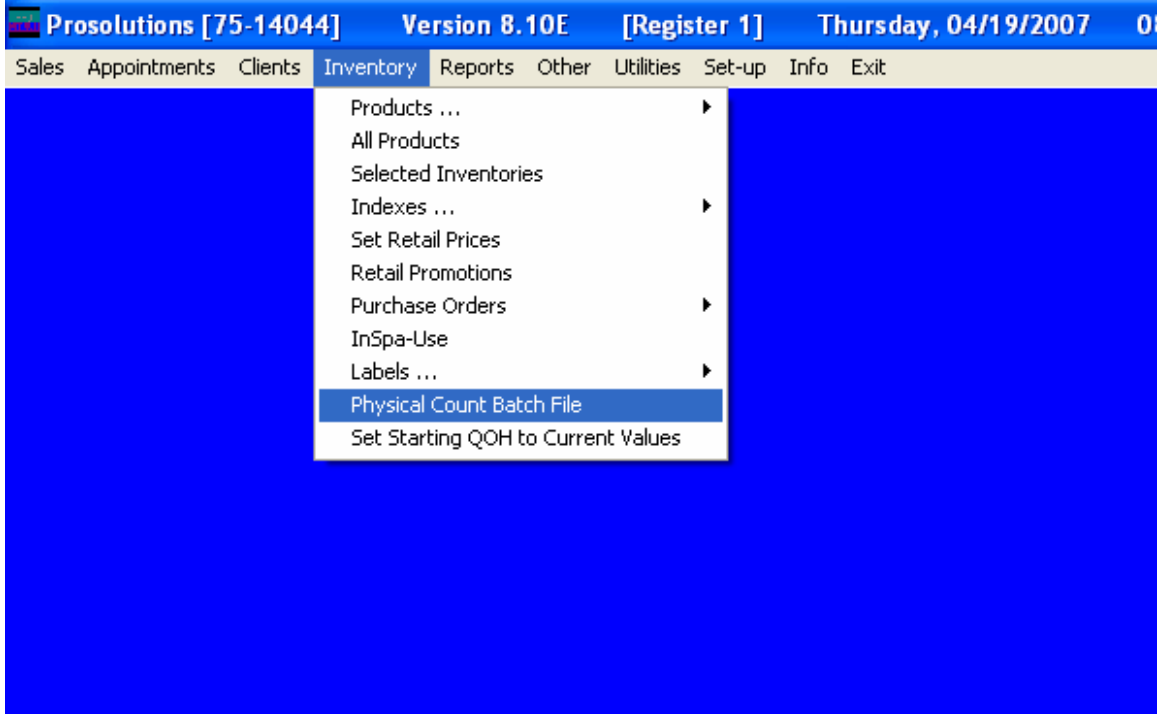
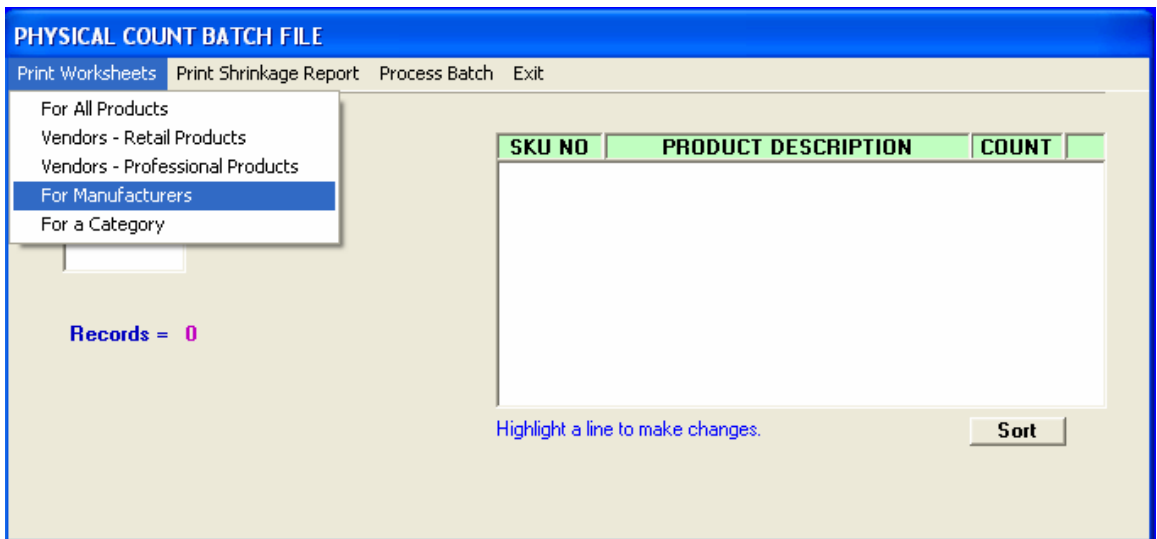


Physical Count Batch File

1. From the main screen click Inventory, then down to Physical Count Batch File.



2. Next, click the worksheets button and select what type of worksheet you would like to print. Such as a list of all your products, or maybe just a list of products from a specific manufacturer.



- The report that prints out includes the SKU number of the product, the product description, the programs current Q-O-H (quantity on hand) and a line for you to write in the actual Q-O-H.

Inventory Worksheet

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Page 1

PROD#	MF CT	UPC CODE	DESCRIPTION	MAX	O-H	COUNT
OLE HENRIKSEN						
000830	OH MI	68779500661	Spa Body Kit (44oz body produc, 1 EACH	0	0	_____
000820	OH MI	68779500202	Travel EssentialNormal/Dry Ski, 1 EACH	0	0	_____
000810	OH MI	68779500201	Travel EssentialNormal/Oily Sk, 1 EACH	0	0	_____
000800	OH MI	68779500205	Three Little Wonders, 1 EACH	8	2	_____
000790	OH MI	68779500672	Micro/Mini Peel System, 1 EACH	0	0	_____
000780	OH MI	68779500949	Aloe Vera Deep Cleanser PRO, 1 EACH	0	0	_____
000770	OH MI	68779500947	Balancing Cucumber Face Tonic, 1 EACH	0	0	_____
000760	OH MI	68779500990	Grease Relief PRO, 1 EACH	0	0	_____
000750	OH MI	68779500985	Truth Serum PRO, 1 EACH	0	0	_____
000740	OH MI		Visual Truth PRO, 1 EACH	20	6	_____
000730	OH MI		Express The Truth PRO, 1 EACH	15	4	_____
000720	OH MI	68779500908	Rub N' Buff PRO. 1 EACH	10	3	_____

- Next, you will type in the SKU number of the product, click “enter” on your keyboard, then type in the actual number of products you have on hand.

PHYSICAL COUNT BATCH FILE

Print Worksheets Print Shrinkage Report Process Batch Exit

<p>SKU</p> <input style="width: 80%;" type="text" value="800"/> <p>Actual Cnt</p> <input style="width: 80%;" type="text" value="5"/> <p>Records = 0</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9ead3;"> <th style="width: 15%;">SKU NO</th> <th style="width: 60%;">PRODUCT DESCRIPTION</th> <th style="width: 25%;">COUNT</th> </tr> </thead> <tbody> <tr> <td></td> <td>Three Little Wonders, 1 EACH</td> <td></td> </tr> <tr> <td colspan="3" style="height: 100px;"></td> </tr> </tbody> </table> <p style="font-size: x-small; text-align: center; margin-top: 5px;">Highlight a line to make changes.</p> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Sort"/> </div>	SKU NO	PRODUCT DESCRIPTION	COUNT		Three Little Wonders, 1 EACH				
SKU NO	PRODUCT DESCRIPTION	COUNT								
	Three Little Wonders, 1 EACH									

- After typing in the actual count, once again click “enter” on your keyboard. This will add a record to your physical count batch file and list the product to the right. Repeat steps 4 and 5 for all of the products you are doing this for.

PHYSICAL COUNT BATCH FILE

Print Worksheets Print Shrinkage Report Process Batch Exit

Sku

Actual Cnt

Records = 1

SKU NO	PRODUCT DESCRIPTION	COUNT
800	Three Little Wonders, 1 EACH	5.000

Highlight a line to make changes. **Sort**

- When completed click on the ‘print shrinkage report’ button to print out a report which will show you what the program thought you had on hand, what you just told it you had and how much you have either lost or gained due to missing products.

Inventory Shrinkage Report

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Page 1

PROD#	PRODUCT DESCRIPTION	ON-HAND	COUNT	DIFFERENCE	AVE. COST	SHRINKAGE
800	Three Little Wonders	2.000	5.000	3.000	.00	.00
810	Travel EssentialNormal/O	12.000	5.000	-7.000	12.00	-84.00
820	Travel EssentialNormal/D	6.000	1.000	-5.000	15.00	-75.00
830	Spa Body Kit (44oz Body	4.000	7.000	3.000	10.00	30.00
870	Royal Red	1.000	2.000	1.000	6.00	6.00
					TOTAL	-123.00

7. Last, click the process batch button at the top of the page to finalize this process. This will automatically update all of your inventory counts.

PHYSICAL COUNT BATCH FILE

Print Worksheets Print Shrinkage Report **Process Batch** Exit

Sku

Actual Cnt

Records = 5

SKU NO	PRODUCT DESCRIPTION	COUNT
800	Three Little Wonders, 1 EACH	5.000
810	Travel EssentialNormal/Oily Sk, 1 EACH	5.000
820	Travel EssentialNormal/Dry Ski, 1 EACH	1.000
830	Spa Body Kit [44oz Body Produc, 1 EACH	7.000
870	Royal Red, 3 EACH	2.000

Highlight a line to make changes.

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