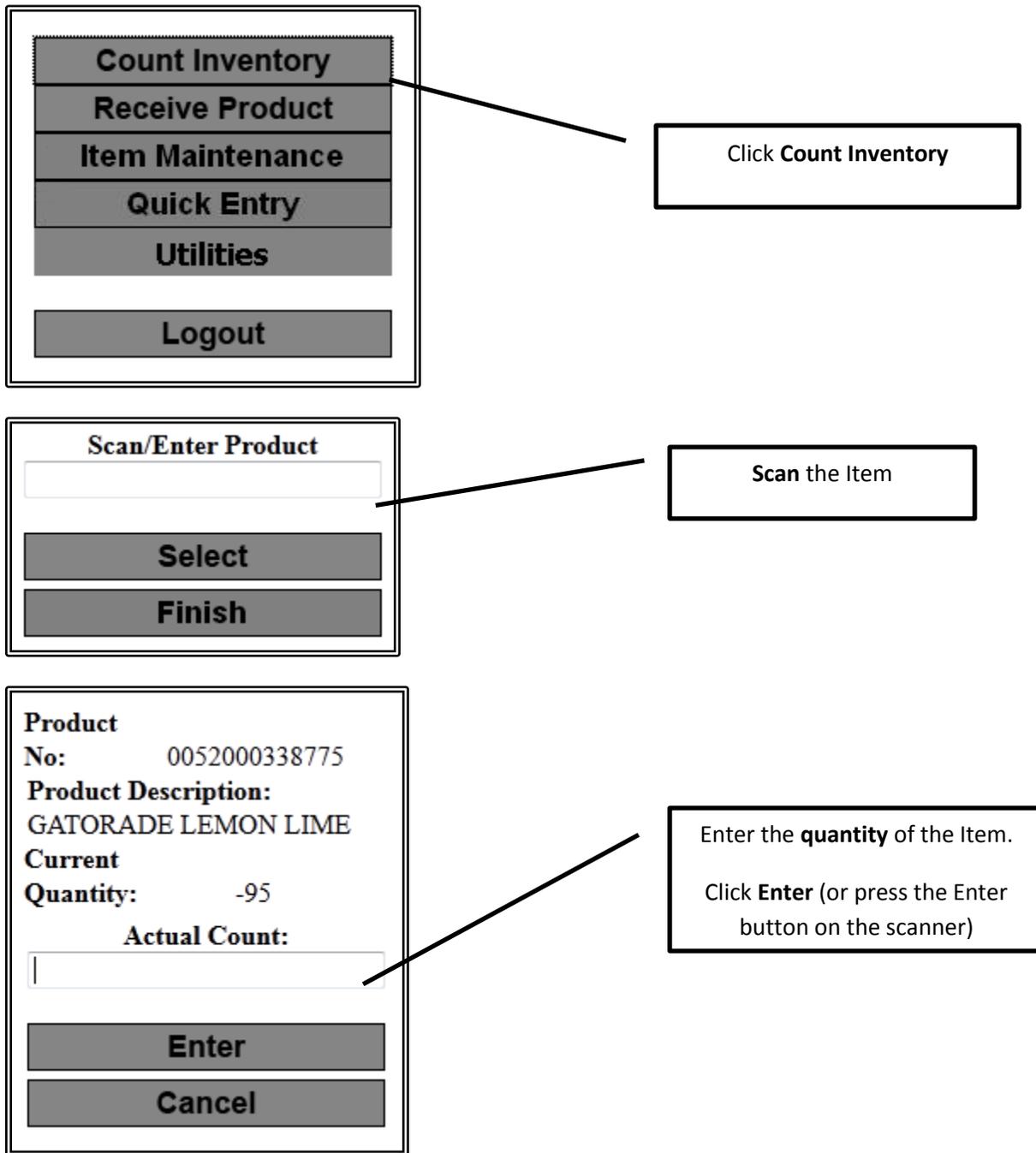


Actual Count of Inventory

This document will describe the process for doing a Physical Count of your Inventory.



The screen will return to the Scan/Enter Product. Repeat this process for all items that you want to count.

If an item was counted once already and then gets scanned in a different part of your store a message will come up asking what you want to do:

This product was counted on
12/21/2011 1:41 PM.
Replace the previous count or
add to it?

Current Count: 10

Replace **Add**

Cancel

Replace: This will overwrite the count that is already there with the number entered.

Add: This will add the number counted to the number that was counted previously.

NOTE: This will continue to ask this question for 24 hours. After 24 hours the program will assume you are doing a new count and will no longer ask what you want to do.

After counting all products then go to the back office computer and open the Enable C-Store software. This is where you will get your Long / Short Report. **NOTE:** The Long / Short report is **ONLY** available after counting and **BEFORE** posting the actual count.

Click on **Reports** → **Inventory Reports** → **Long / Short Report**

Selection Options:

Select Location: Choose your location (if more than one location)

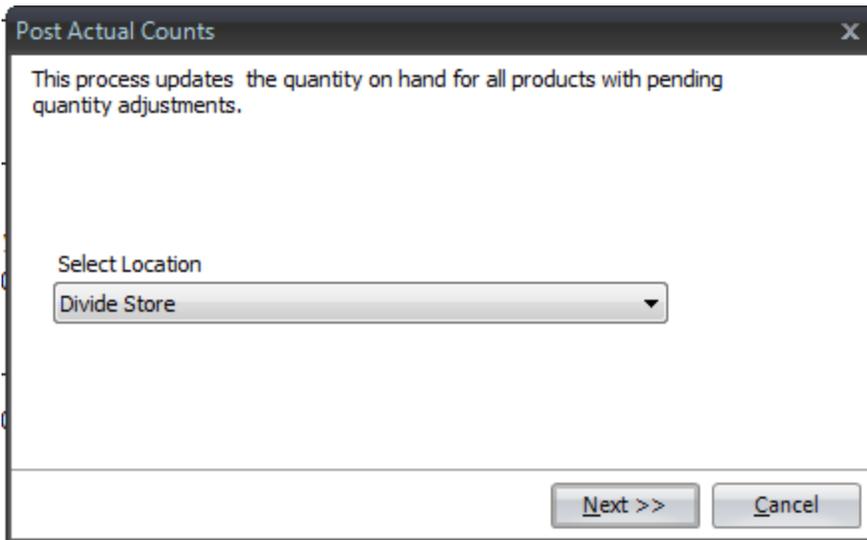
Select Categories: Choose specific categories if you only counted certain categories

Click **OK** to generate the report.

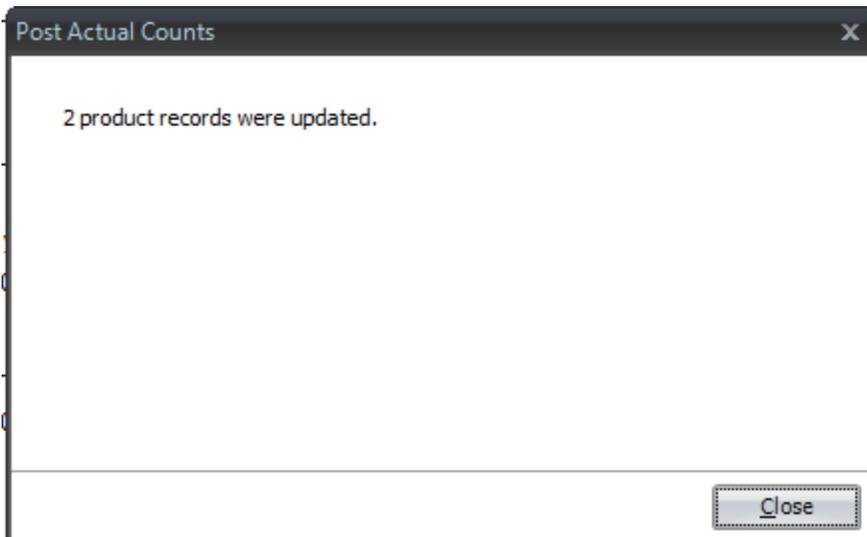
Inventory Long/Short							
Generated by Admin on 01/02/2012 03:14 PM							Page: 1
SKU	Description	Unit	QOH	Actual Count	L/S Qty	L/S Cost	L/S Retail
Candy > Chocolate Bars/Packs > Chocolate Bars King							
0040000006039	3 MUSKETEERS KING SZ	Each	29	27	-2	-\$1.48	-\$2.98
Cigarettes > Premium > Filter							
0028200003577	MARLBORO RED BOX	Each	27	30	3	\$11.40	\$11.97
Total Long/Short:						\$9.92	\$8.99

After reviewing the Long / Short Report then the Actual Count needs to be posted.

Click on **Inventory** → **Post Actual Counts**



Select the location you are working on and click **Next**.



The program will update all of the Quantities. Click Close to finish the process.

Generating the Valuation Report is the last step to this process.

Click on **Reports → Inventory → Current Valuation Report**

Report Options

Detail – Generates all UPCs and then summaries at the end

Summary –Generates just the summary pages

Print Options

Include Zero Quantity Items – The report will include ALL inventory items including those with zero quantity on hand.

Use G/L Conversion Factors – When the report generates it will use the G/L Conversion Factor to calculate quantities when appropriate.

Select Location

Choose the location the report is being generated for

Select Category

This allows you to choose specific categories to generate the report for. If you want all categories do nothing with this option.

Enter Last Counted Date

Select the date to flag items that have not been counted since this date. They will be marked with an * on the report. This will show you what items that were not counted when you did your count.

Click **OK** to generate the report.

The generated report will have 3 parts

SKU Detail: This will list the SKU, Description, Category Code, G/L Code, Quantity on Hand, Cost Retail, and Extended Cost, as well as an asterisk on any item that has not been counted since the date specified. NOTE: This will only print if the Detail option is chosen.

Category Summary: This will show a summary by category listing Quantity, Total Cost, and Total Retail, as well as a Grand Total.

GL Code Summary: This will show a summary by GL Code listing Quantity, Total Cost and Total Retail, as well as a Grand Total.