

## Proshop Tee Times – How To Do Physical Inventory Counts

Doing an inventory count is a simple process.

1. Go to REPORTS | POS Reports | Inventory Count
2. Select a department or all departments and click OK

### Inventory Count

RS Golf LLC

Department	Item ID	Description	On Hand	Counted
<i>Accessories</i>				
Ron Snider	25121	25121 Bushnell NEO iON	0	_____
Ron Snider	24957	24957 Bushnell V4	1	_____
Ron Snider	11332	RS0032 Bushnell V4 Slope	0	_____
Ron Snider	4693	0000CR Carlsbad Travel Cover	0	_____
Ron Snider	17330	Club Glove Towel	39	_____
Ron Snider	4696	0000D2 Copper Repair Tool	104	_____
Ron Snider	40047	00047 Doubletake ballmark	0	_____

3. Print the report and put it on a clipboard
4. For each item on the list, count the number on hand.
5. If the on hand quantity is different than what is report, then write the correct on hand quantity on the blank line on the report. If the quantity is correct, then put a check mark indicating you have counted this item.
6. After you finish counting, go into ADMIN MENU | ITEMS
7. For each item that had an incorrect quantity, select the item, then click **ADJUST**

Item

Manufacturer		Item Group	Hats
Model		Department	Ron Snider
Description	AHead Cap	Sub Dept	Headwear
Pref Vendor		Sub Category	Hard Goods
Cost	\$9.921	Price	\$18.00
MSRP	\$18.00	Member Price	\$18.00
On Hand	189	Item Color	Set Item Color
Reorder Qty	0	Acct Group	Merchandise
Tax Rate	0.0600	Item Code	00012V
Active	<input checked="" type="checkbox"/>	Pass Type	None
Tee Time	<input type="checkbox"/>		
Combo Item	<input type="checkbox"/>		
Common Notes			

Adjust Receive

Inventory Item

OK Cancel Include With on Sale Deplete Also Barcodes Copy Item Item History

8. Enter the New On Hand amount and an adjustment reason (probably “phys count”).

9. Click OK and repeat for each item that had an incorrect on hand quantity.
10. If the report has items that should not be counted, then edit the item and uncheck the **Inventory Item** checkbox.
11. If you have items that should be counted that are not on the report, then edit the item and check the Inventory Item checkbox. Also make sure the item is in the correct Department.