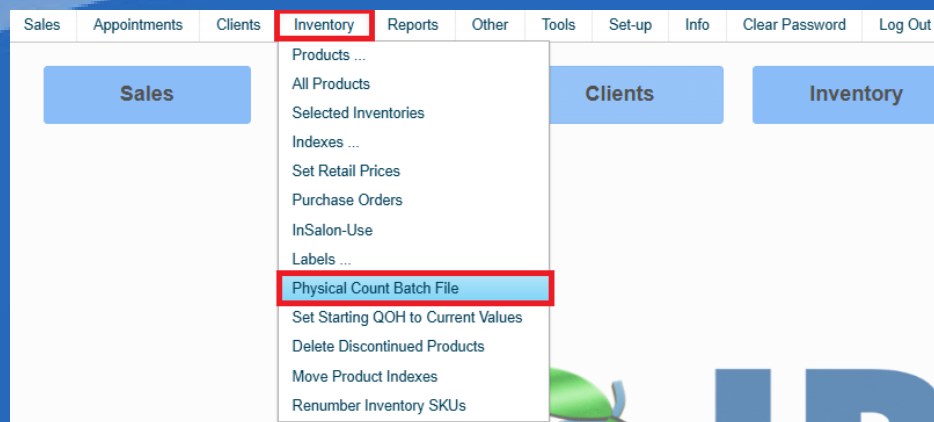
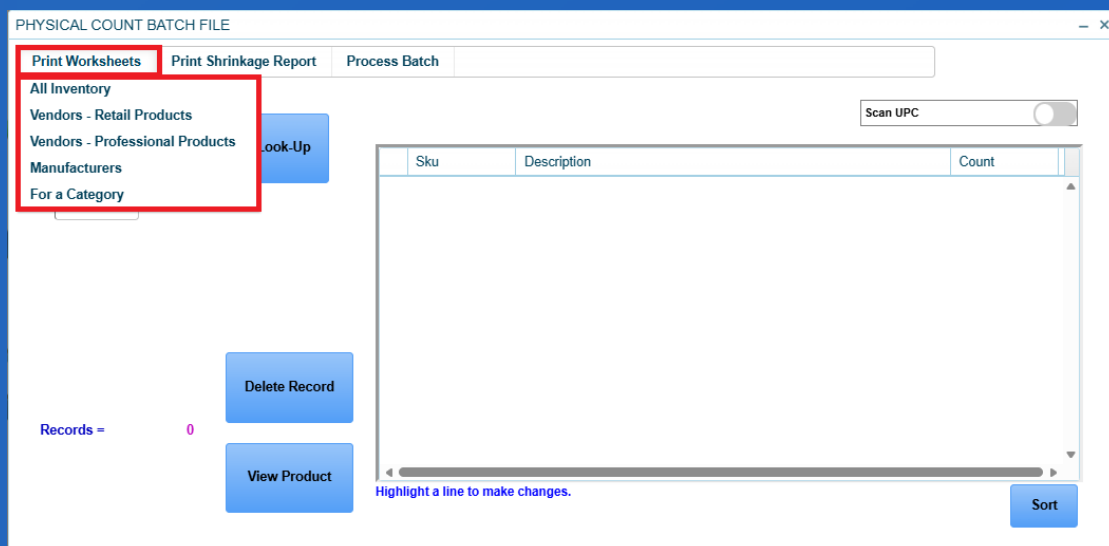


Physical Counts

1. From the main screen click the “Inventory” tab, then select “Physical Count Batch File”.



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



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

Inventory Worksheet						
Printed 11/03/25 12:00 PM						
PROD# MF	CT	UPC CODE	DESCRIPTION	MAX	O-H	COUNT
PAUL MITCHELL						
000420 PM	HC	625336002278	AG RECOIL CURL ACTIVATE, 1 EACH	25	50.0	
000430 PM	HC	654050337069	AirPaste, 1 EACH	25	50	
000440 PM	HC	81676140940006	AJ Modern Earrings, 1 EACH	25	47	
000450 PM	HC	4567891233222	AMP 1 PANEL 14-16, 1 EACH	25	50	
000460 PM	HC	4567891233246	AMP 1 WEFT 14-16, 1 EACH	25	50	
000470 PM	HC	4567891233253	AMP 1 WEFT 18-20, 1 EACH	25	50	
000480 PM	HC	4567891233260	AMP 1 WEFT 22-24, 1 EACH	25	51	
000490 PM	HC	4567891233215	AMP TAPE 1 PANEL 18-20, 1 EACH	25	50	
000500 PM	HC	4567891233239	AMP TAPE 1 PANEL 22-24, 1 EACH	25	50	

4. Next, you will type in the “SKU” number of the product, press “Enter” on your keyboard, then type in the “Actual Count” or the quantity of the product you have on hand.

PHYSICAL COUNT BATCH FILE

Print Worksheets Print Shrinkage Report Process Batch

AMP TAPE 1 PANEL 22-24, 1 EACH

Skus Actual Count

500 2

Look-Up

Delete Record

View Product

Records = 0

Scan UPC

Skus	Description	Count
------	-------------	-------

Highlight a line to make changes.

Sort

5. After typing in the actual count, press “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 the products you are doing this for.

PHYSICAL COUNT BATCH FILE

Print Worksheets | Print Shrinkage Report | Process Batch

Sku:

Actual Count:

Records = 1

Scan UPC ☐

Sku	Description	Count
500	AMP TAPE 1 PANEL 22-24, 1 EACH	2.000

Highlight a line to make changes.

6. When completed click “Print shrinkage Report” to print out a report which will show you what the program thought you had vs. what you told it you have on hand and how much you have either gained or lost due to some missing product.

Inventory Shrinkage Report						
Printed 11/03/2025 12:12 PM						
PROD#	PRODUCT DESCRIPTION	ON-HAND	COUNT	DIFFERENCE	AVE. COST	SHRINKAGE
100	Dry Conditioner	50.000	2.000	-48.000	12.50	-600.00
200	SUPEREGO STRUCTURE Styling Cre	40.000	1.000	-39.000	12.50	-487.50
400	Varis SmootheR	50.000	3.000	-47.000	12.50	-587.50
500	AMP TAPE 1 PANEL 22-24	50.000	2.000	-48.000	12.50	-600.00
TOTAL						-2,275.00

7. Finally, click the “Process Batch” tab at the top of the page to Finalize the process. This will automatically update all of your inventory counts.

PHYSICAL COUNT BATCH FILE

Print Worksheets Print Shrinkage Report **Process Batch**

Sku

Actual Count

Records = 4

Scan UPC ☐

Sku	Description	Count
500	AMP TAPE 1 PANEL 22-24, 1 EACH	2.000
100	Dry Conditioner, 1 EACH	2.000
400	Varis SmoothER, 1 EACH	3.000
200	SUPEREGO STRUCTURE Styling Cre, 1 EACH	1.000

Highlight a line to make changes.