**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



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



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.