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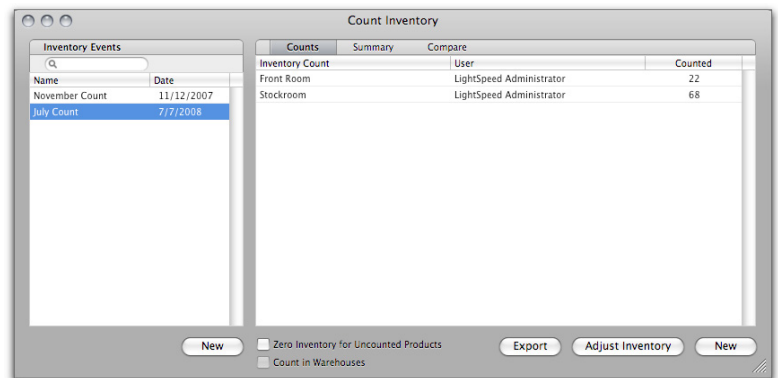
Count Inventory

The Count Inventory tool is to be used when you need to enter a complete count of your entire inventory, either when you first begin to use LightSpeed, or when you do a regular inventory count. It allows you to compare the results of this physical count with the existing quantities in LightSpeed and make the necessary adjustments up or down to reconcile these totals. Before using Count Inventory, the Products you are counting must exist in LightSpeed already.

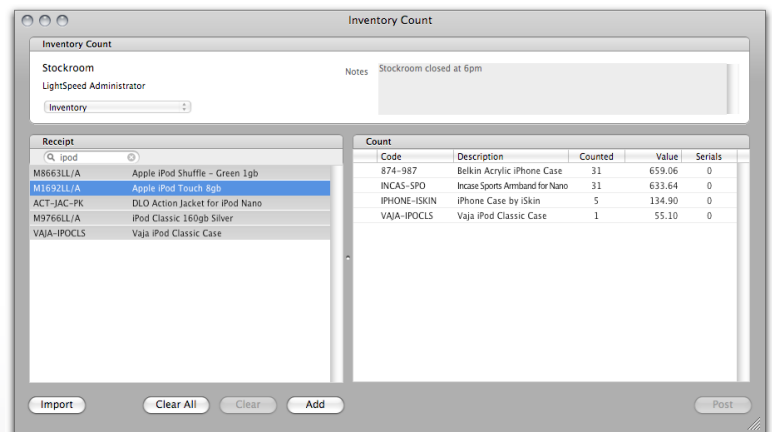
Step 1: Create an Event

First, choose *Count Inventory* from the *Tools* menu. Then, create an event by clicking the first *New* button. An event is the name you give to an entire count, such as "Year End". Events can be deleted by clicking them once and pressing the *Delete* key on your keyboard.

To create a section ("Count") **within** an event, make sure your event is selected and click the second *New* button in the *Count Inventory* window. A window asking you to name the new Inventory Count will appear; this represents the section of the store that you're currently counting.



Creating an Event in Count Inventory

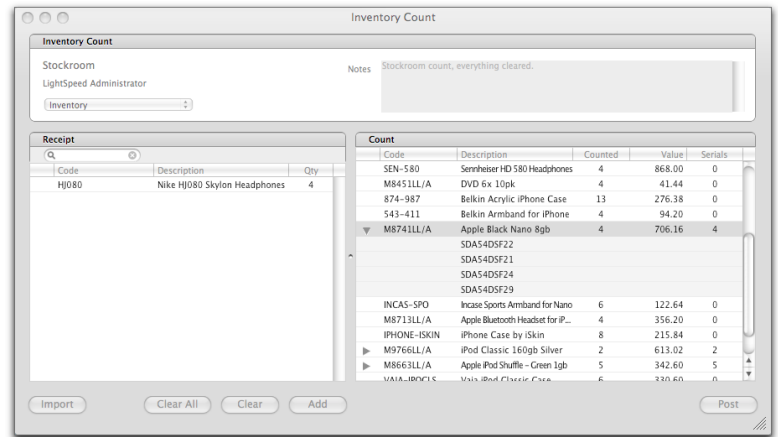


Entering a new Count

Step 2: Count your Products

Once you have saved a particular Count, the *Inventory Count* window displays where you will begin to enter the Products you count in your store. Scan/search each Product into the search field in the Receipt section so it appears in the section below. If you are selecting it from a list of results, you must double-click the item to add it to the count. Or, you will be able to use your barcode scanner to add Products to your count with their barcodes. To increase the quantity, continue to scan the barcode with the scanner, or enter the number manually in the quantity column. If the Product is serialized, you will be asked to scan or enter the serial number.

Once you have completed counting the Products and entering their serial numbers in this area, click *Add* to register them as “counted”. You may continue to count and save to add the Products to the Counted section. You can delete items or serial numbers at any time by clicking them once and pressing the *Delete* key on your keyboard, and your count results will be adjusted automatically.

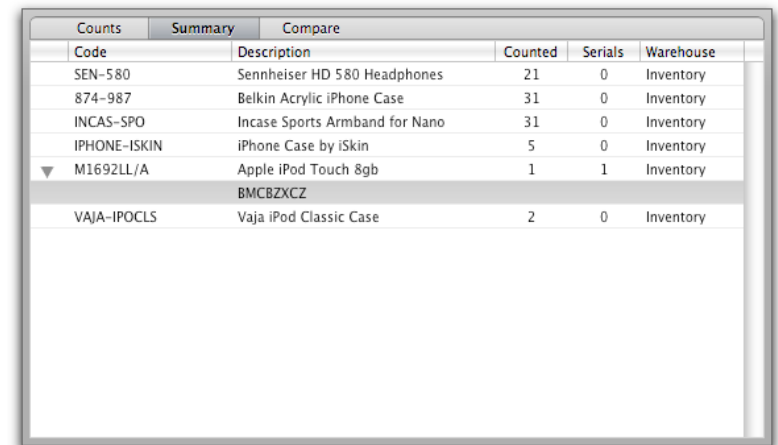


Adding Products to a Count

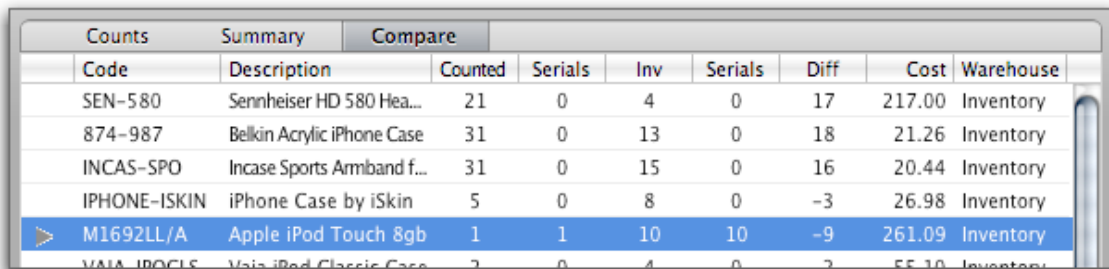
Step 3: Compare your Totals

Once you are satisfied with all the Products you’ve counted in this section, click the *Post* button to finalize the reported quantities for that area or section, and you will be returned to the main Count Inventory window, which will list all the Counts you’ve completed for the current Event.

Go to the *Summary* tab to see all of that Event’s Counts summarized by Product, including the list of serial numbers you counted. To compare the quantities that you counted with the inventory totals currently listed in LightSpeed, click the *Compare* tab.

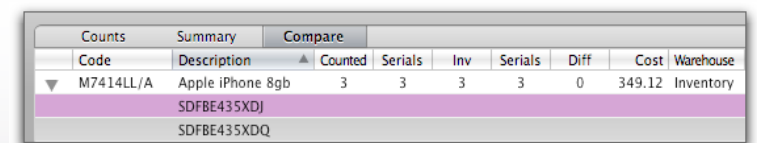


Inventory Count Summary



Inventory Count Compare Layout

The *Compare* layout displays the quantity you counted, how many serial numbers were entered for the quantity you counted, how many LightSpeed currently shows in total, how many serial numbers are showing in LightSpeed, and the difference between the quantities.



Comparing serial numbers

The detail arrow beside serialized Products will expand to display the serial number differences between what's counted and what's shown. Serial numbers shown highlighted in purple indicate serial numbers shown in LightSpeed that were not counted. Serial numbers shown highlighted in grey indicate those which were counted which do not appear in LightSpeed. Serial numbers that match between what's counted and what LightSpeed shows as being in stock do not appear here in the Compare layout.

Step 4: Adjust your Quantities

After reviewing both the expected and the counted quantities, you can export the results to a tab-delimited file, or use the *Adjust Inventory* button to adjust the quantities and serial numbers in LightSpeed to the quantities and serial numbers of your count. Checking the *Zero Inventory for Uncounted Products* box will adjust the inventory of any Products in your database that weren't counted to zero. If left unchecked, Products in your database that were not counted will remain untouched. Adjustments made to your Products will be listed in the Product history with a note saying "Count Inventory".

You are able to delete a Count by clicking it once and pressing the *Delete* key – you will be asked to confirm the deletion.

Importing

Rather than taking the time to count your quantities in the Count Inventory tool, you may already have a spreadsheet with these quantities, and, in some cases, serial numbers, that you wish to import directly into the Count Inventory tool.

Imports are done in the *Inventory Count* window. Click the Import button, and find the file on your hard drive that you wish to import. The original data must be a tab-separated text file, and be in the following format: Product Code, description, quantity, serial number.

For non-serialized Product, you need only put in the total quantity you wish to import. For serialized Product, each serial number needs its own line item in the original data, and the quantity for each serial number must be 1. Add and post your totals as you would as if you'd counted the Products manually.

Counting in Warehouses

LightSpeed allows you the option to count into your virtual Warehouses, breaking down the "total" quantity normally seen in a Count into each Warehouse's quantities. For example, if you had 12 iTrips,

10 of them in your available inventory, and 2 in Warehouse #3, a standard inventory count would show you as having an inventory quantity of 12 in the Compare layout. However, if you had enabled the Count in Warehouses checkbox when you created the Event, you would see a breakdown of each Warehouse's quantities, labelled in the Warehouse column of the Compare layout.

To count into a Warehouse, simply select the appropriate Warehouse after you've created the Count and the Inventory Count window displays. This option is used only if you need a detailed breakdown of your counting into Warehouses. Otherwise, a standard, "non-warehouse" count will display the same quantities, but as totals.