



Inventory Pre-Count Sheet

In Retail Pro v8 or V9
September, 2012

Physical Inventory is a big task. The more organized you are the better the inventory count goes and the better shrinkage numbers are. One important tool is Pre-counting items that will not be needed on the sales floor until after the Physical Inventory. The following steps describe how to use Retail Pro to print a pre-count sheet for specific items so they can be counted ahead of time and then scanned quickly during the actual inventory count.

Pre-count

Store: WHS

8/29/2012 10:21:11 AM

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Item#	DCS/Vendor	Description	Attr/Size	Price/OH	Style Image	Item Barcode	COUNT
1009	CLODRE	2011S20	WHITE	\$ 138.00		 1009	
	Dress cotone ASARTO	Dress cotone 100% Sweet Line	S	1			
1010	CLODRE	2011S20	WHITE	\$ 138.00		 1010	
	Dress cotone ASARTO	Dress cotone 100% Sweet Line	M	2			
1011	CLODRE	2011S20	WHITE	\$ 138.00		 1011	
	Dress cotone ASARTO	Dress cotone 100% Sweet Line	L	2			
1012	CLODRE	2011S20	WHITE	\$ 138.00			

1. Download and save the Pre-count design file from the Big Hairy Dog Website.

The File names are:

Version 8: <http://www.bighairydog.com/DOWNLOADS/Item Precount V8.rpt>

Version 9: <http://www.bighairydog.com/DOWNLOADS/Pre-count Sheet V9.rpt>

2. Copy the design file into the correct Document Design folder:

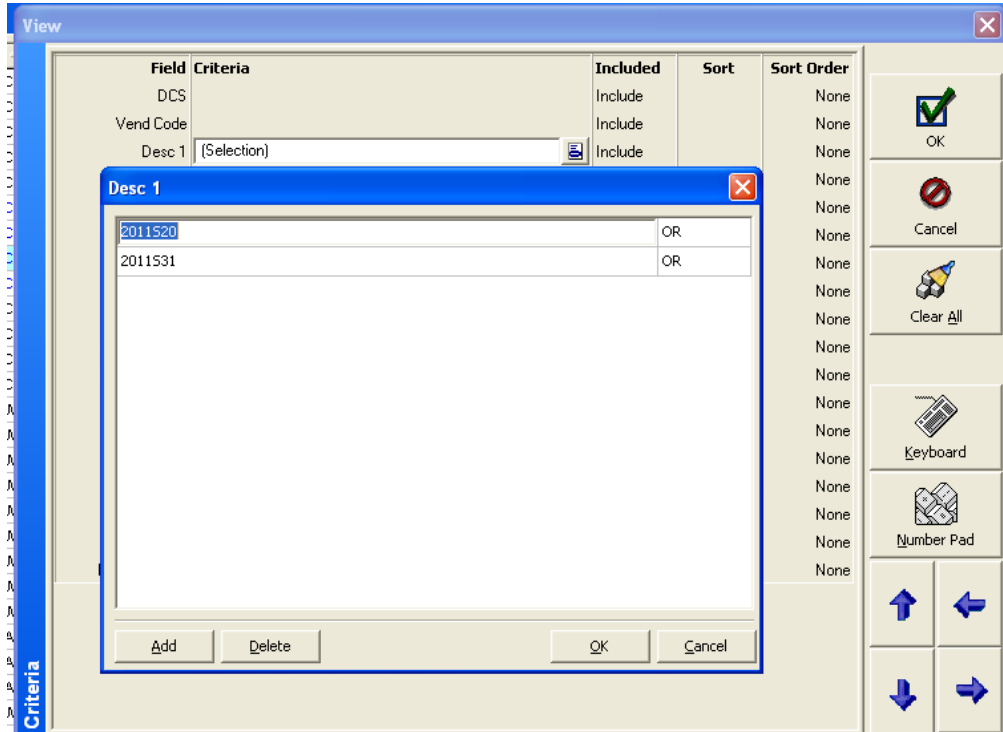
(Your drive letter and Retail folder may be different)

Paths:

V8: D:\Retail8\RPRO\Design\DocDesigns\Inventory

V9: D:\RetailPro9\Design\DocDesigns\Inventory

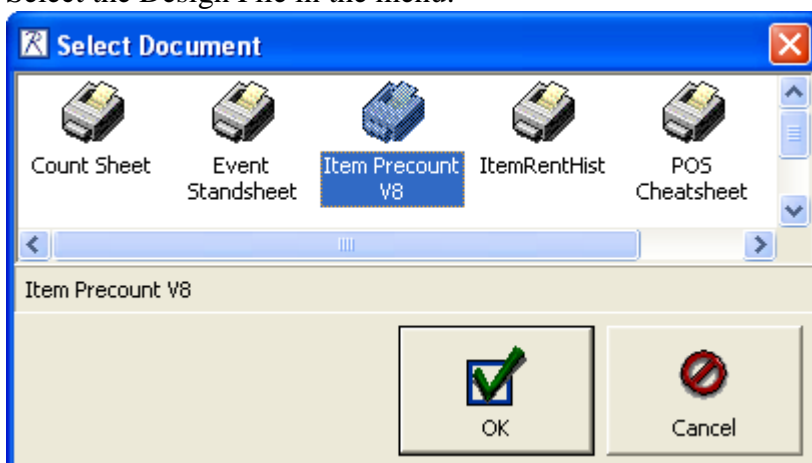
- In Retail Pro, select Merchandise > Inventory > Filtered View
- Filter for the specific items. In this example I am using And/Or logic in the Description 1 field to grab two styles. In the Desc1 field, click the button on the right side of the field to key in the first style number and press the ENTER key twice. Leave the value on the right set to OR. In the next line, key in the second style number. *Note: DO NOT LEAVE A BLANK LINE AT THE BOTTOM OF THE FILTER!*



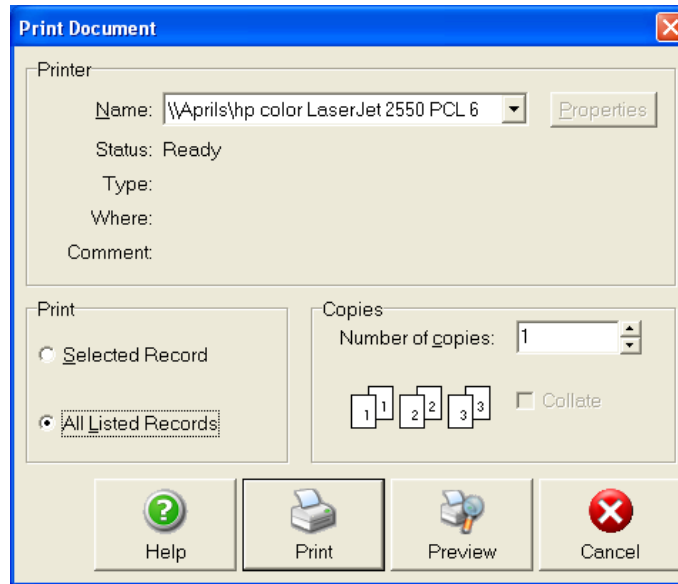
Click OK on the Desc1 box and then on the Filtered View to search.

Tip: you can print one style from the Style View without filtering.

- Once you have isolated the items, select PRINT from the top menu.
- Select the Design File in the menu:



7. In the Printer menu, select **All Listed Records**.



8. Select **Preview** to view the Pre-count sheet.

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9. Verify it is accurate and then Print by selecting the Printer Button on the top menu.



10. Add counts in the right column, seal the box of merchandise and initial the tape to insure the box has not been opened at the time of the count and attach the Pre-count Sheet to the box where it can be easily counted.

11. During the physical inventory, use you scanner to count the items and modify the quantity to the pre-counted values. If the tape is broken, the box will have to counted item by item.