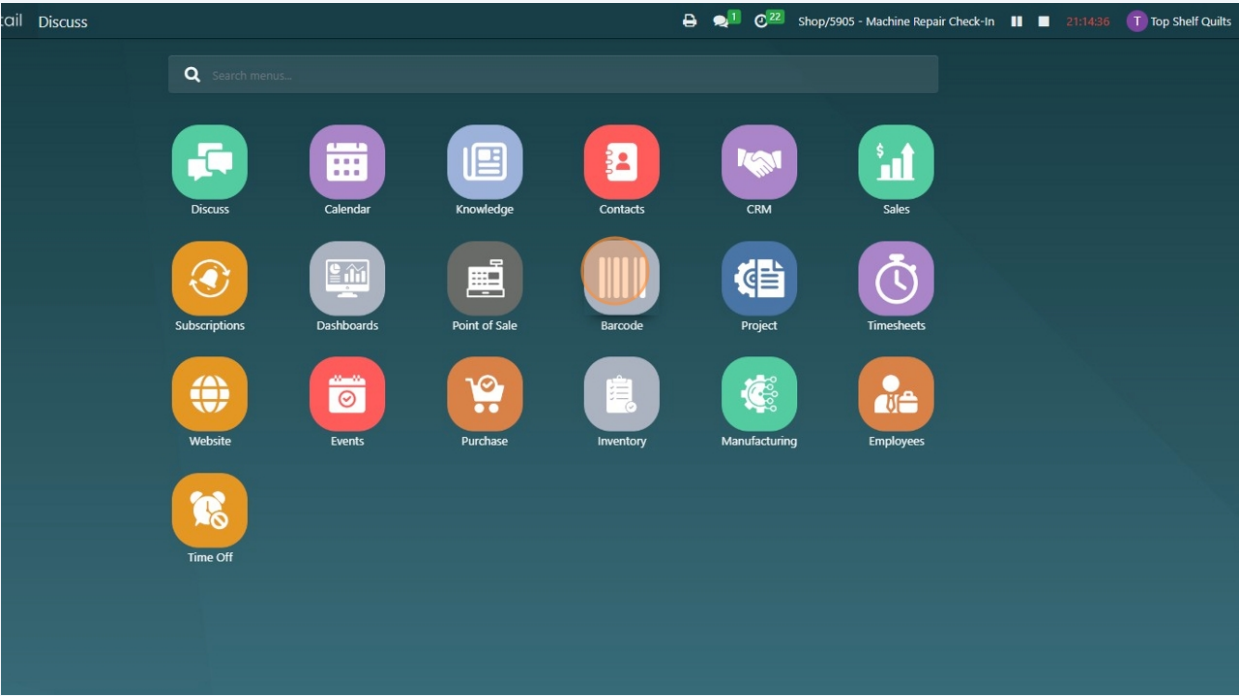


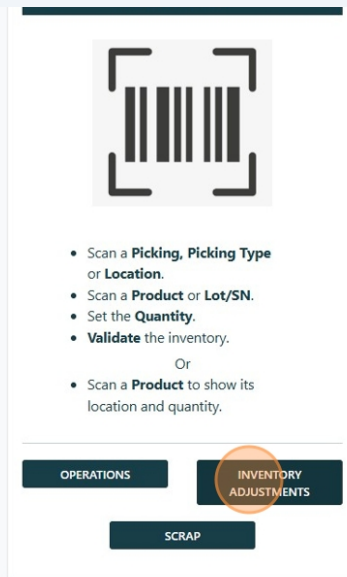
Zero-out Bolts or Adjusting Inventory Levels in Point of Sale System

1 Click on the BARCODE module icon.



2

Since we only have one location, you don't need to worry about scanning a location, just Click "Inventory Adjustments"

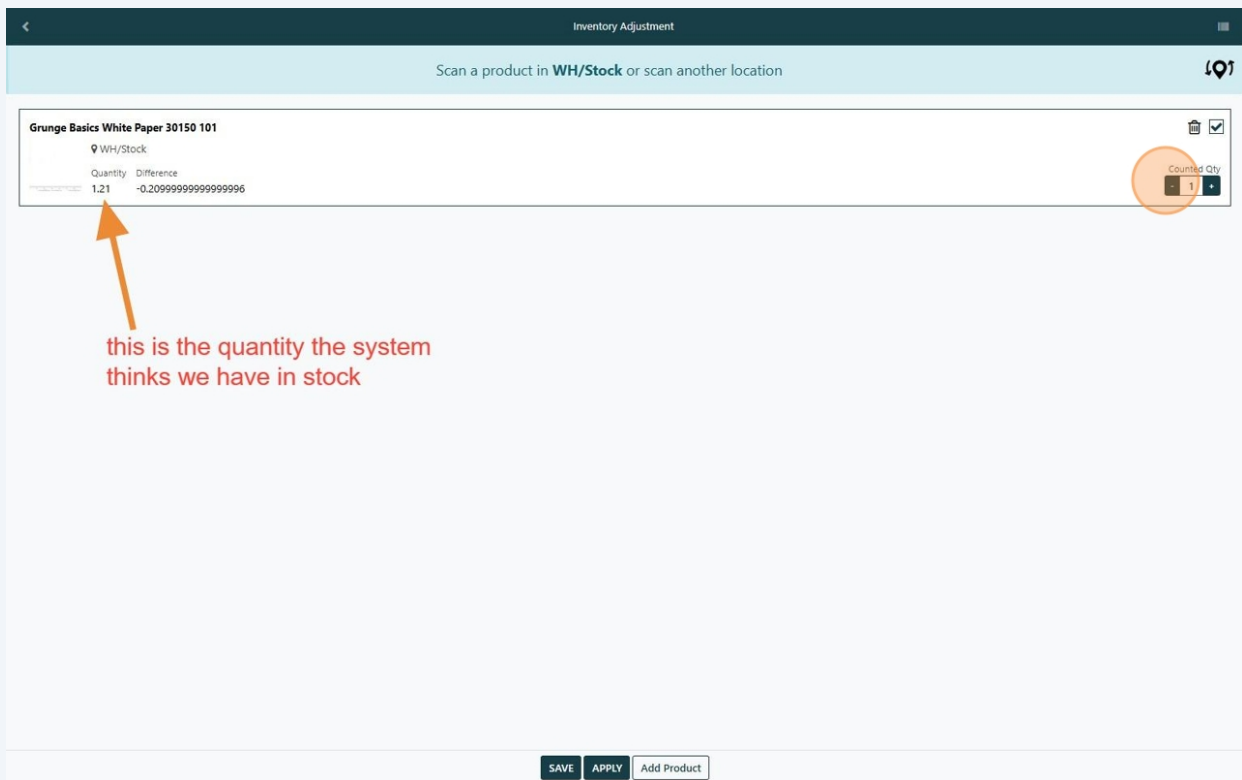


3

Scan the first barcode, example used: "752106031746"

4

You can easily check to see the inventory that is left; see where the arrow is pointing. If you are zeroing out the bolt, just click "-" to reduce count to 0. If you are adjusting the inventory, you click on the number and then type in the correct inventory count.



this is the quantity the system thinks we have in stock

5

Scan the next bolt; example "804239". In this case, the quantity the system thinks is available is in the negative. Just click on the minus sign for this item to reduce the count to 0.

6 Click "-"

Inventory Adjustment

Scan a product in **WH/Stock** or scan another location

| Product Name | WH/Stock | Quantity | Difference | Counted Qty |
|--|----------|----------|------------|-------------|
| Grunge Basics White Paper 30150 101 | | 1.21 | -1.21 | 0 |
| [804239] Tonga Mountain Meadow B1781 Shell | | -0.46 | 1.46 | 1 |

note quantity is in the negative

SAVE APPLY Add Product

7 When done scanning your bolts, click "Apply" to save all your changes.

Inventory Adjustment

Scan a product in **WH/Stock** or scan another location

| Product Name | WH/Stock | Quantity | Difference | Counted Qty |
|--|----------|----------|------------|-------------|
| Grunge Basics White Paper 30150 101 | | 1.21 | -1.21 | 0 |
| [804239] Tonga Mountain Meadow B1781 Shell | | -0.46 | 0.46 | 0 |

SAVE APPLY Add Product