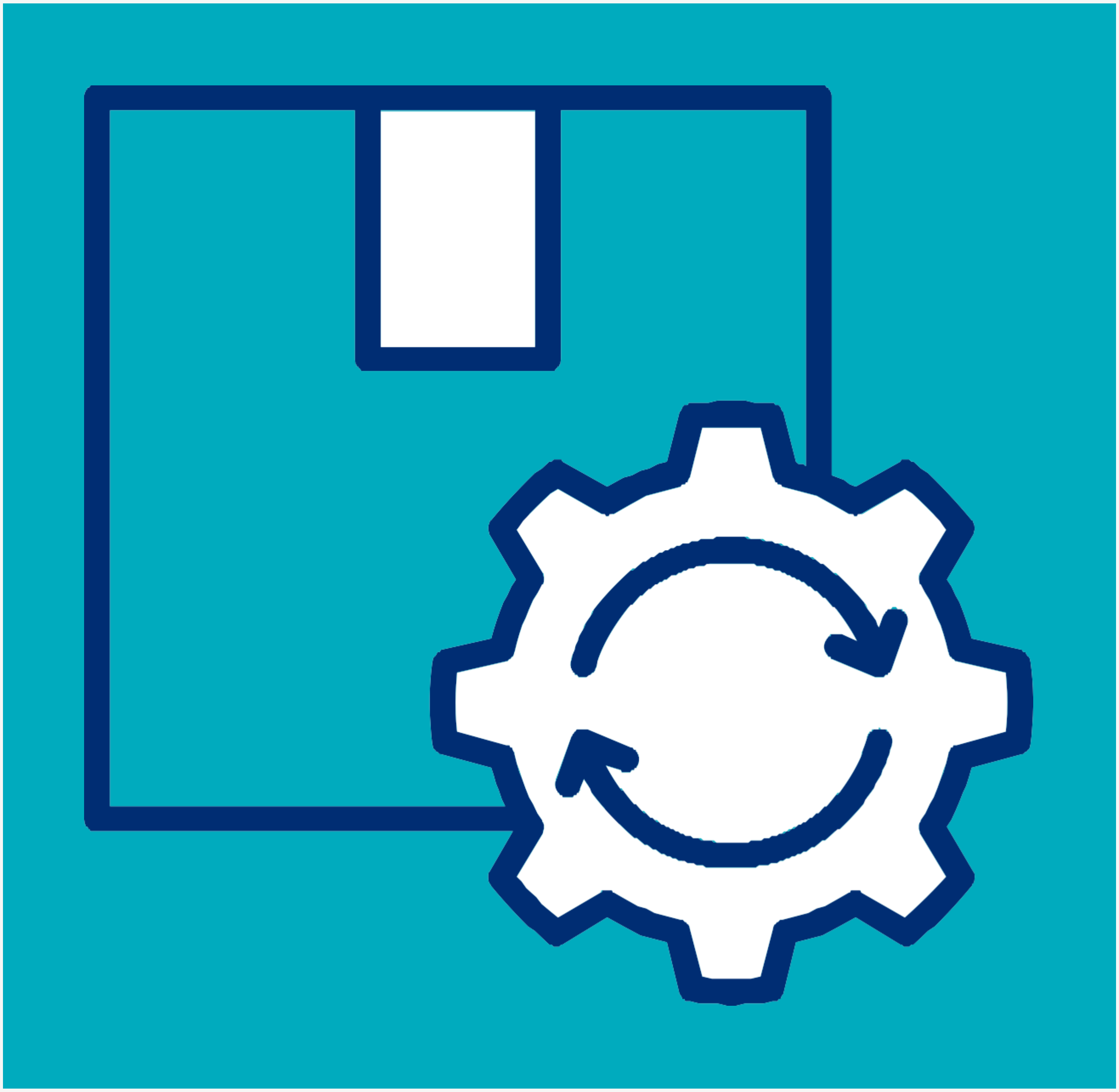
ROC NEW GOODS

UPDATING

COUNTS ON RETAIL ONE-STOP



Update the counts of Retail One-Stop supplies given to the stores at least every three months, and before placing bulk orders. It's best to check the supplies once a month to look for any unusual losses.

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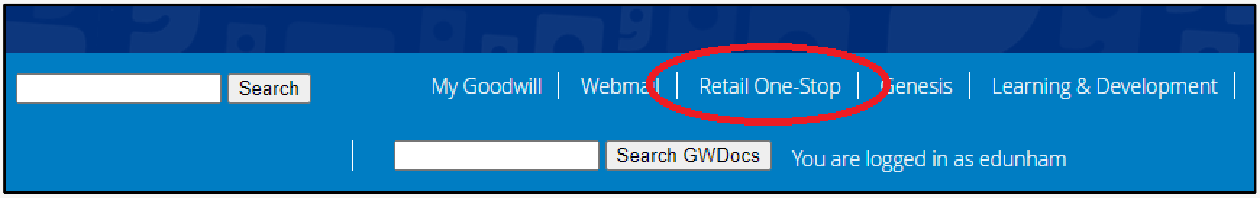
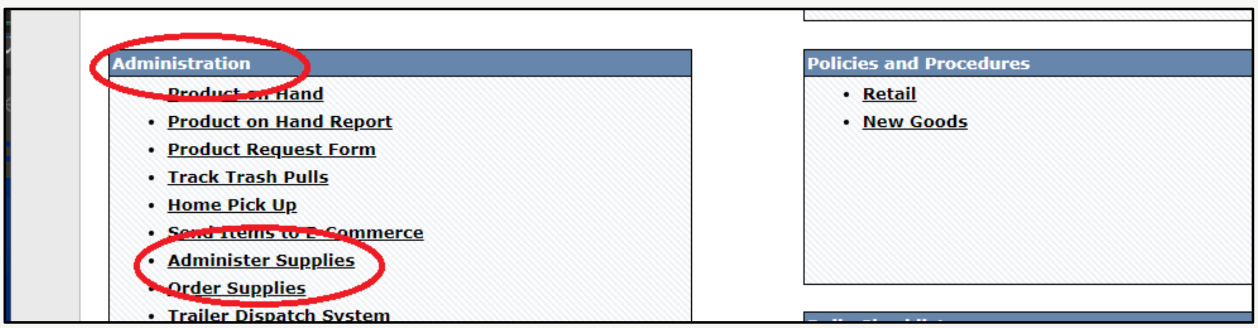
1. Open a new blank Excel workbook.

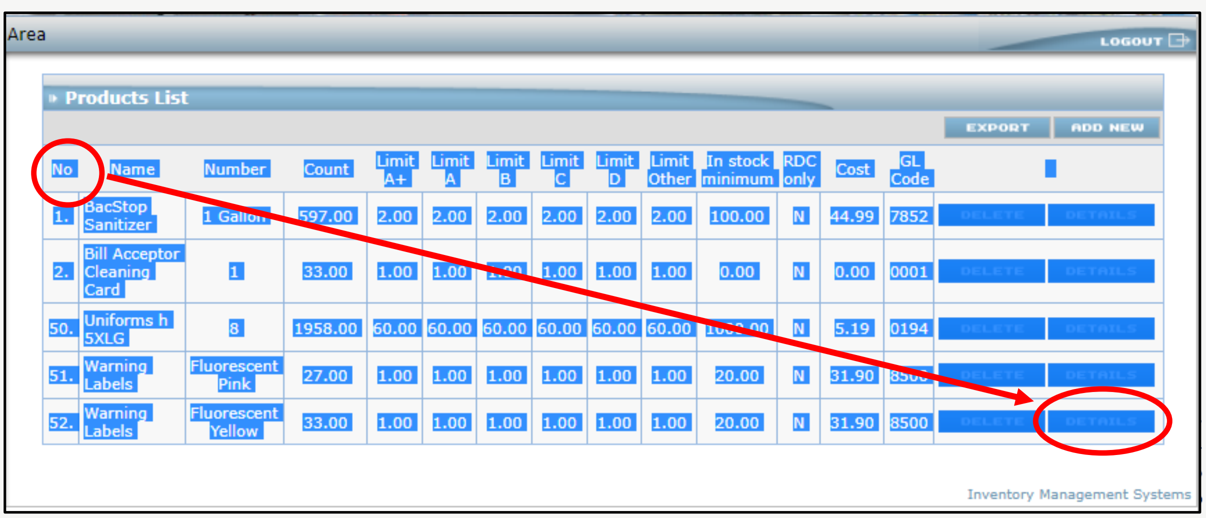
2. From the Gazette, click on **Retail One-Stop**.



3. Under Administration, click on **Administer Supplies**. This will bring up the Products list.



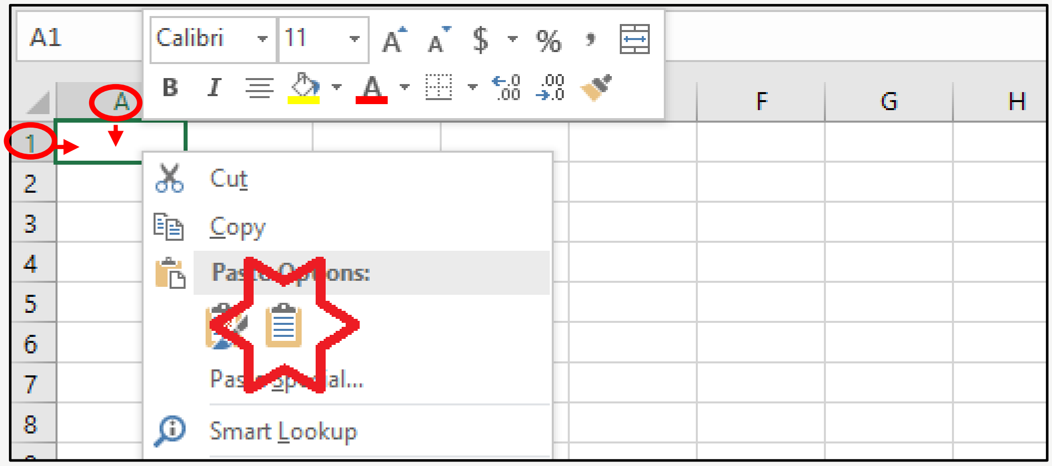
4. Click and drag **No** (as in number) to the right of the **DETAILS button** of the last item. This will highlight all products.



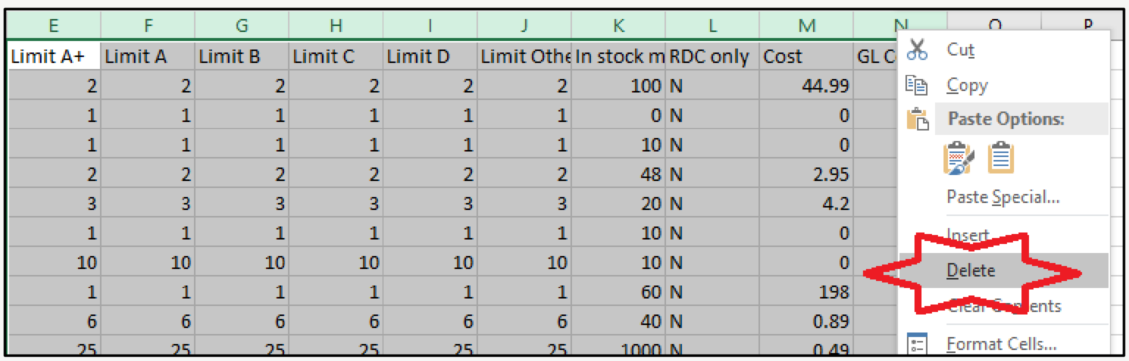
5. Right-click and select **Copy** or hold **Ctrl and press C** on the keyboard to copy the Products List.

6. Go to your blank Excel workbook and right-click the **A1 (top left) cell**.

7. Select the clipboard with just lines. This will paste the information using the formatting in Excel and remove the buttons.



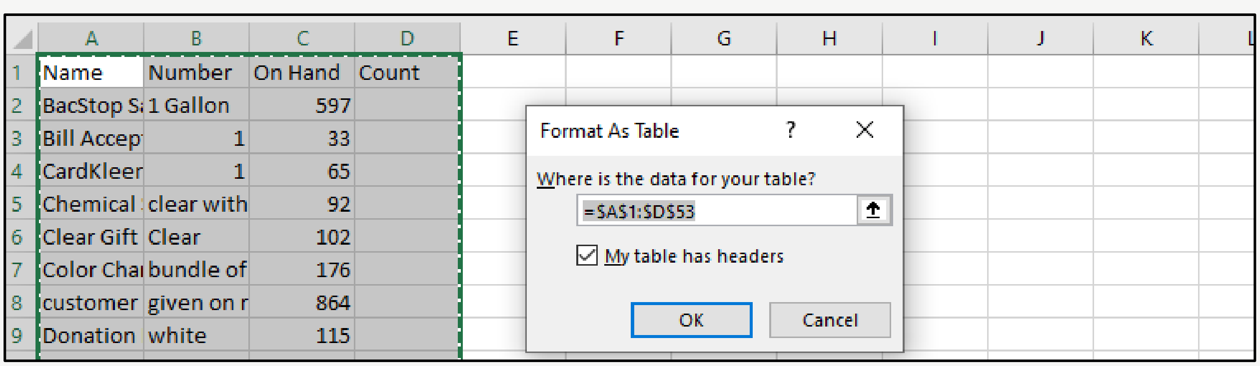
8. Delete all unnecessary columns. Only Name, Number, and Count should be left.



9. Rename **Count** to **On Hand**, and add a column named **Count**.

10. Highlight the whole table. Click the **Format as Table button** and select a table style.

11. Check the box next to **My table has headers** and click **OK**.



12. Adjust the column and row height and font size as needed.

	A	B	C	D	E
1	Name	Number	On Hand	Count	
2	BacStop Sanitizer	1 Gallon	597		
3	Bill Acceptor Cleaning Card	1	33		
4	CardKleens	1	65		
5	Chemical Splash Goggles	clear with strap	92		
6	Clear Gift Card Holder	Clear	102		
7	Color Chart Cards	bundle of 30	176		
8	customer wipes	given on request	864		

13. Print your count sheet.

14. Physically count all supplies on hand.

15. Go back to your workbook and fill in the **Count column**.

16. Add a column named **Discrepancy**.

17. In the first cell of the Discrepancy column, **type =**. Click the first cell in the Count column, **type -**. Click the first cell in the **On Hand column**, and press **Enter**. The resulting formula will subtract the on-hand from the count to find the discrepancy that needs to be entered into the Transactions for the item on Retail One-Stop.

SUM | =[@Count]-[@[On Hand]]

	A	B	C	D	E	F	G
1	Name	Number	On Hand	Count	Discrep		
2	BacStop Sanitizer	1 Gallon	597	597	=[@Count]-[@[On Hand]]		
3	Bill Acceptor Cleaning Card	1	33	33	0		
4	CardKleens	1	65	64	-1		
5	Chemical Splash Goggles	clear with strap	92	97	5		
6	Clear Gift Card Holder	Clear	102	102	0		
7	Color Chart Cards	bundle of 30	176	176	0		
8	customer wipes	given on request	864	854	-10		

18. Print this sheet for reference when adjusting the inventory levels in Retail One-Stop.

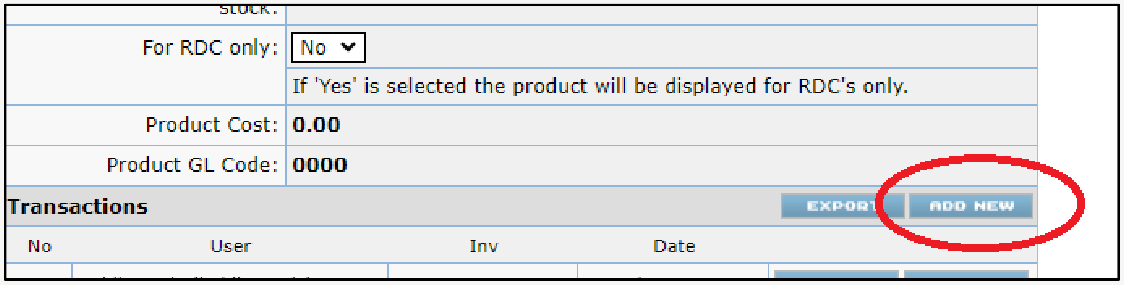
19. Return to the product list on Retail One-Stop and click the **Details button** for the first item on your list that has a discrepancy.

Products List

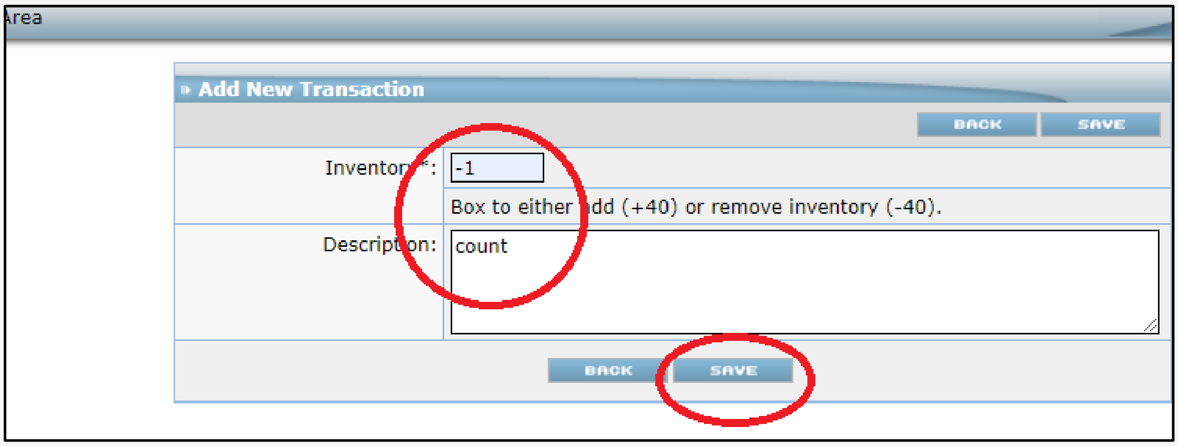
EXPORT | ADD NEW

No	Name	Number	Count	Limit A+	Limit A	Limit B	Limit C	Limit D	Limit Other	In stock minimum	RDC only	Cost	GL Code		
1.	BacStop Sanitizer	1 Gallon	572.00	2.00	2.00	2.00	2.00	2.00	2.00	100.00	N	44.99	7852	DELETE	DETAILS
2.	Bill Acceptor Cleaning Card	1	0.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	N	0.00	0001	DELETE	DETAILS
3.	CardKleens	1	122.00	1.00	1.00	1.00	1.00	1.00	1.00	10.00	N	0.00	0000	DELETE	DETAILS

20. Click the **ADD NEW** button.



21. Enter the discrepancy including the **+ or** – in the inventory field. Enter the count in the description field. Click **SAVE**.



22. Repeat for every item with a discrepancy.