

# Office: Items - Inventory Count Wizard

2016 - Summer Edition

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# Overview

The Inventory Count Wizard enables Users to perform a Book to Physical Reconciliation within the Office Product, and post the associated Inventory Adjustments related to the process. The tool has Count Sheets to assist with Physical counting, and online reconciliations to help finalize Inventory Adjustments.

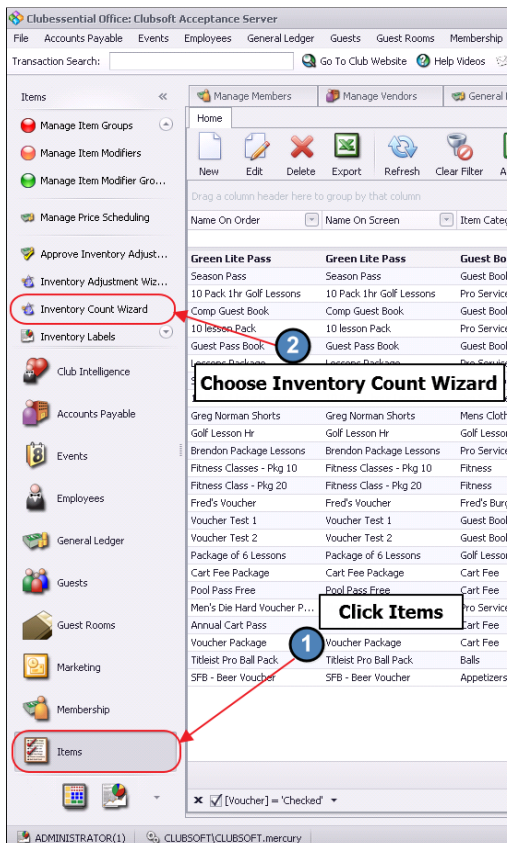
## Use Case

Periodically, Managers at Clubs will want to perform physical counts of their inventory, and book the related adjustments (overages/shortages) to ensure financial statements are properly stated, and to determine that financial controls and processes are effective.

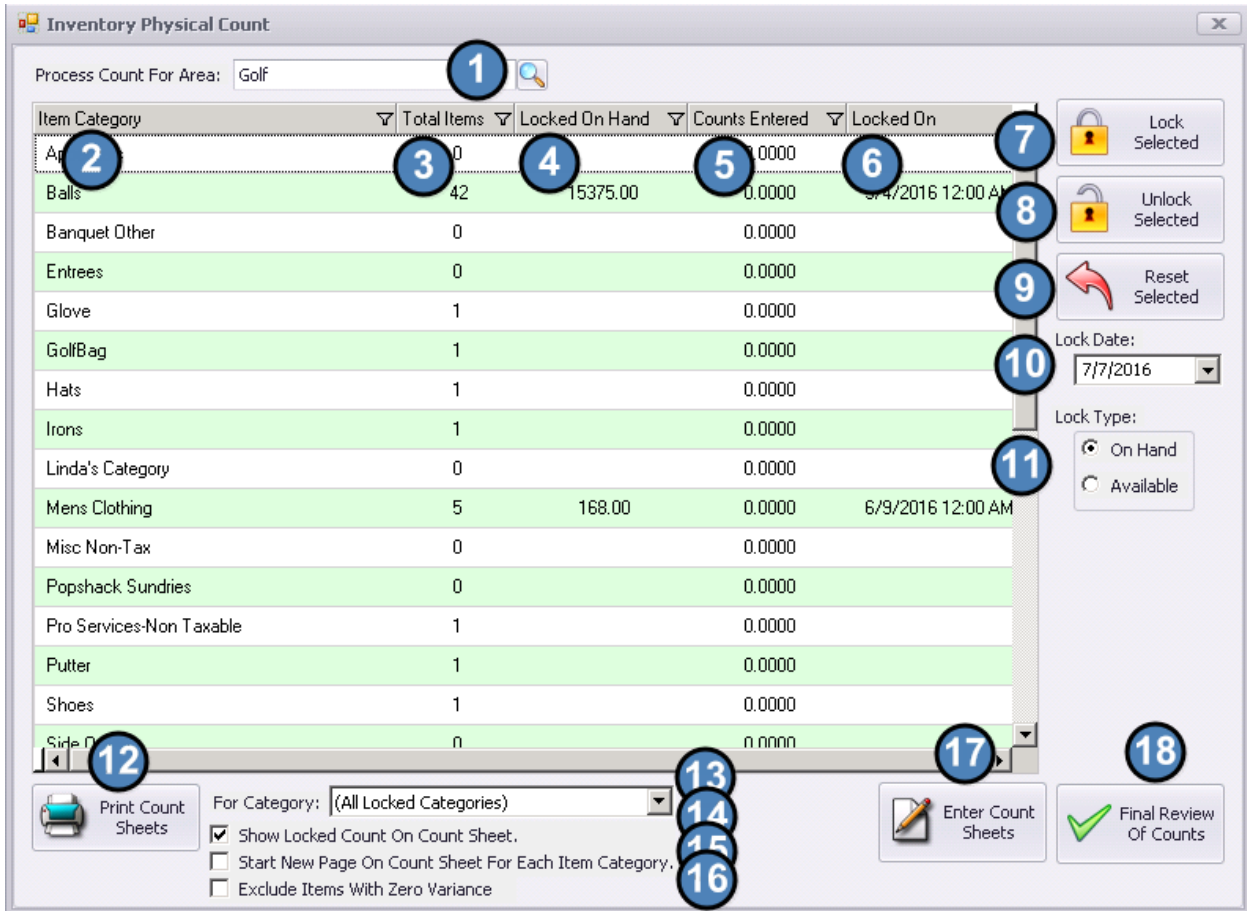
## Accessing the Tool

Within the Clubessential Office Product:

- 1) Choose Items
- 2) Inventory Count Wizard



# Screen Overview



The screenshot shows the 'Inventory Physical Count' window. At the top, there is a search bar for 'Process Count For Area' (1) with a dropdown menu set to 'Golf' and a search icon. Below this is a table with columns: 'Item Category' (2), 'Total Items' (3), 'Locked On Hand' (4), 'Counts Entered' (5), and 'Locked On' (6). The table lists various categories like 'Balls', 'Banquet Other', 'Entrees', etc. To the right of the table are control buttons: 'Lock Selected' (7), 'Unlock Selected' (8), and 'Reset Selected' (9). Below these buttons are 'Lock Date' (10) and 'Lock Type' (11) options. At the bottom of the window, there is a 'Print Count Sheets' button (12), a 'For Category' dropdown (13), and three checkboxes (14, 15, 16). On the right side of the bottom section, there are 'Enter Count Sheets' (17) and 'Final Review Of Counts' (18) buttons.

Item Category	Total Items	Locked On Hand	Counts Entered	Locked On
Balls	42	15375.00	0.0000	6/4/2016 12:00 AM
Banquet Other	0		0.0000	
Entrees	0		0.0000	
Glove	1		0.0000	
GolfBag	1		0.0000	
Hats	1		0.0000	
Irons	1		0.0000	
Linda's Category	0		0.0000	
Mens Clothing	5	168.00	0.0000	6/9/2016 12:00 AM
Misc Non-Tax	0		0.0000	
Popshack Sundries	0		0.0000	
Pro Services-Non Taxable	1		0.0000	
Putter	1		0.0000	
Shoes	1		0.0000	
Side D	0		0.0000	

**1. Process Count for Area** - For Multi-Inventory Clubs, designates specific area to Inventory. Use lookup button to assist with area selection.

**2. Item Category** - This is a list of all Item Categories that are associated with Items that are marked as an Inventoried Item.

**3. Total Items** - This is the total number of Items that are marked as Inventoried Items and associated with the Item Category Listed.

**4. Locked on Hand** - This is current total count (quantity on hand per item) of all Items associated with the Item Category listed.

**5. Counts Entered** - This column will reflect the total Item count for the Item Category listed once item counts have been entered.

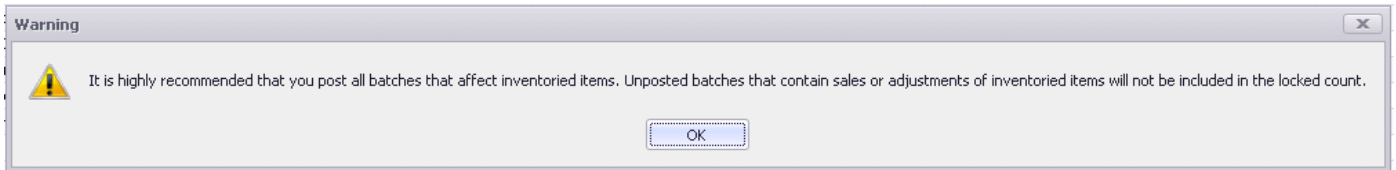
**6. Locked On** - This column displays the date the Item Category counts were locked.

- 7. Lock Selected** – This button is used to lock the count in the Lock on Hand column to be used as a reference point in regard to the Counts Entered.
- 8. Unlock Selected** – This button is used to Unlock Selected counts allowing the user to start over.
- 9. Reset Selected** – This button allows the user to reset the Counts Entered column back to 0 after counts have been saved for that Item Category.
- 10. Lock Date** – This is the date at which point the lock feature takes place.
- 11. Lock Type** – This specifies whether the lock should look at posted or unposted batches. The cleanest and best process uses On Hand numbers and looks at posted batches. Available provides an option for Users to include quantities impacted by unposted batches.
- 12. Print Count Sheets** – This button allows the user to print count sheets.
  - 13. For Category** – choose All, Selected or a specific Item Category
  - 14. Show Locked Count on Count Sheet** – if checked the locked count will print on the count sheet.
  - 15. Start New Page On Count Sheet For Each Item Category** – if checked the system will page break after each Item Category. *(regardless of length)*
  - 16. Exclude Items with Zero Variance** - if checked the system will only display records with variances; counted (physical) quantities do not match expected (book) quantities
- 17. Enter Count Sheets** – This button is used to enter the item counts.
- 18. Final Review of Counts** – This screen gives you an overview of everything that's been done to that point, and allows you to complete the inventory count process.

## Prepare for Inventory

### Post Prior Batches

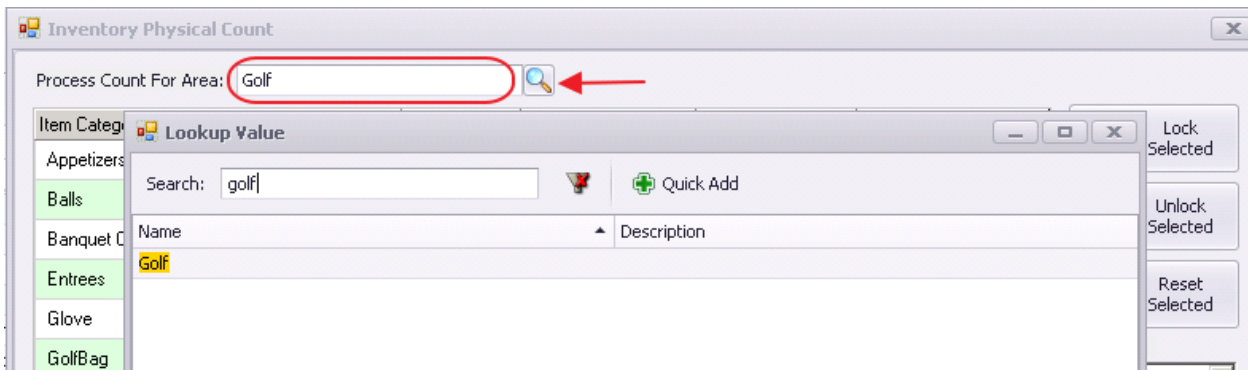
Prior to beginning the Inventory Count, ensure all open batches impacting current On-Hand Inventory are posted. The following Warning message will appear, and will serve as a reminder to handle these items.



Click, "OK" to proceed.

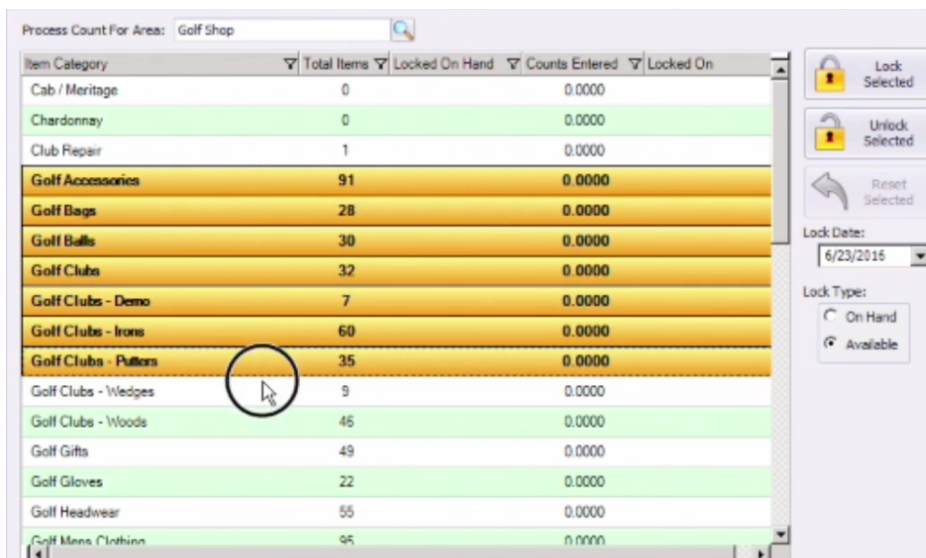
## Select Area (For Clubs Using Multi-Inventory System)

For Clubs utilizing the Multi-Inventory System (Multiple Areas with Inventory), select area to be inventoried. Start typing or Utilize Look-Up Button for assistance.



## Select Categories

Select Categories for inclusion into Physical Inventory. Select with Mouse (for Range), or Control Select (hold CTRL and click with Mouse), for singular selections.

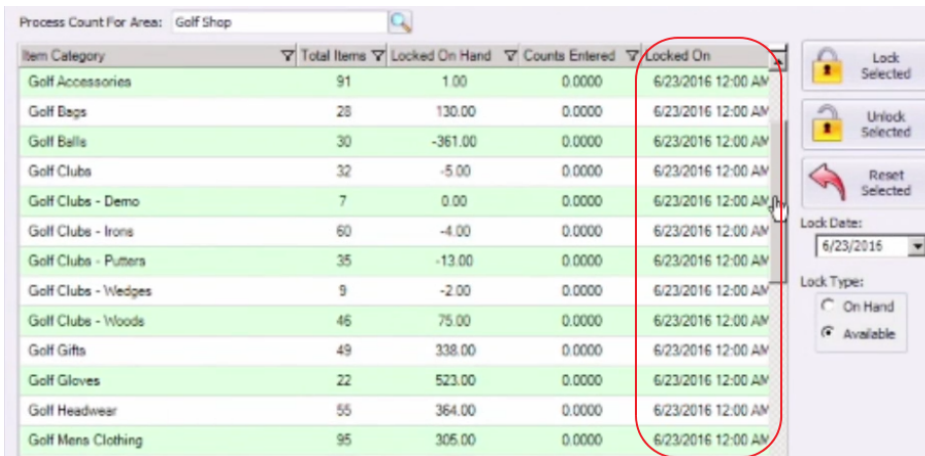


## Lock Selected

Once Categories are selected, click the Lock Selected button. This will provide a snapshot in time of system (book) quantities.

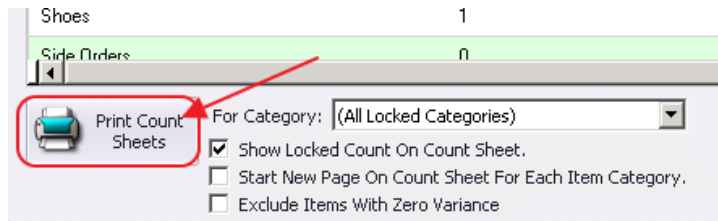


Once Locked, the "LockedOn" quantity column will populate with the Lock Date. This may take a few minutes to appear.



# Print Count Sheets

To assist with the Physical Count Process, select, "Print Count Sheets." Note that Printing options exist to Show All Locked Categories or a Selection, Show/Hide Locked Count on Count Sheet, and/or Paginate based on Category. The "Exclude Items with Zero Variance" will apply only after initial counts have been entered.



## Example of Count Sheet

Count Sheet  
Clubessential Office: Club at Grand  
Golf Shop

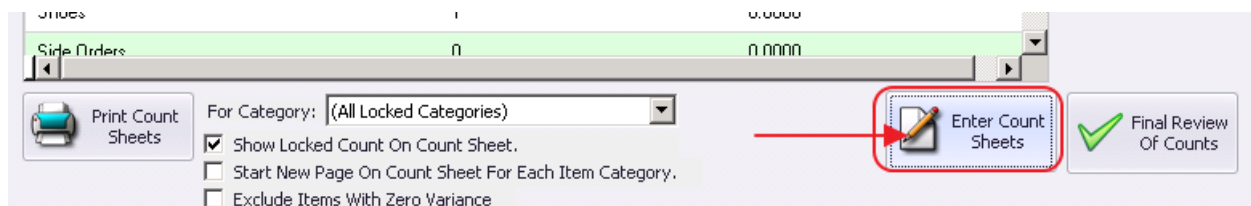


Item	SKU	UPC	Locked Quantity	Count
<b>Golf Accessories</b>				
RL Polo Sock	100011806	100011806	5.00	_____
Ahead Ball Markers	950907	495090700008	0.00	_____
Ask the Pro	100011800	100011800	0.00	_____
Callaway Grips	100013180		0.00	_____
Callaway Cart Bag Travel Cover	950939	495093900007	0.00	_____
Callaway Impact Tape	100013181		0.00	_____
Callaway Range Finder Batter Port Cover	100011873		0.00	_____
Callaway Scorecard Reader	950112	495011200004	0.00	_____
Callaway Stand Bag Travel Cover	950940	495094000003	0.00	_____
Callaway UPro MX + GPS	950005	495005000009	0.00	_____
CCC 1897 Tie	100012486		0.00	_____
CCC CW Belt \$120.00	100012485		0.00	_____
Claremont 1897 Ties	950093	495009300008	0.00	_____
CWG Wine Glasses	100013267	100013267	0.00	_____
Fels on Hole in One Frame	950103	495010300002	0.00	_____
Fitzpatrick CCC Clubhouse	950817	495081700008	0.00	_____
FJ Cedar Shoe Tree	100011795	100011795	0.00	_____
Getting to the Dance Floor	100011798	100011798	0.00	_____

Once printed, physically count the Inventory (either by hand, or with a Scanning device).

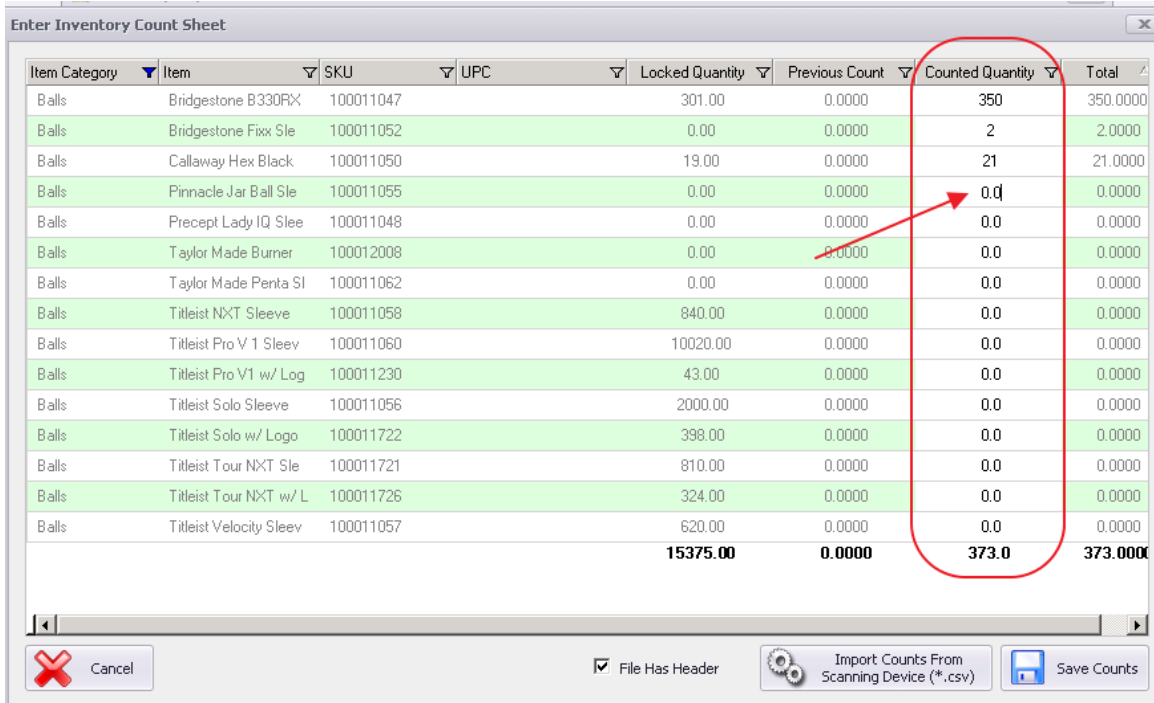
# Enter Counts

When physical counting is finished, click "Enter Count Sheets" to enter counts. Counts may be entered manually, or with the assistance of a \*.csv file generated from a Scanning Device.



## Enter Manual Counts

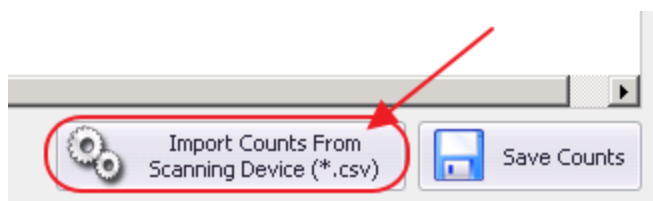
To enter manual counts, type the physically counted quantities in the “Counted Quantity” column.



Item Category	Item	SKU	UPC	Locked Quantity	Previous Count	Counted Quantity	Total
Balls	Bridgestone B330RX	100011047		301.00	0.0000	350	350.0000
Balls	Bridgestone Fixx Sle	100011052		0.00	0.0000	2	2.0000
Balls	Callaway Hex Black	100011050		19.00	0.0000	21	21.0000
Balls	Pinnacle Jar Ball Sle	100011055		0.00	0.0000	0.0	0.0000
Balls	Precept Lady IQ Sle	100011048		0.00	0.0000	0.0	0.0000
Balls	Taylor Made Burner	100012008		0.00	0.0000	0.0	0.0000
Balls	Taylor Made Penta SI	100011062		0.00	0.0000	0.0	0.0000
Balls	Titleist NXT Sleeve	100011058		840.00	0.0000	0.0	0.0000
Balls	Titleist Pro V 1 Sleev	100011060		10020.00	0.0000	0.0	0.0000
Balls	Titleist Pro V1 w/ Log	100011230		43.00	0.0000	0.0	0.0000
Balls	Titleist Solo Sleeve	100011056		2000.00	0.0000	0.0	0.0000
Balls	Titleist Solo w/ Logo	100011722		398.00	0.0000	0.0	0.0000
Balls	Titleist Tour NXT Sle	100011721		810.00	0.0000	0.0	0.0000
Balls	Titleist Tour NXT w/ L	100011726		324.00	0.0000	0.0	0.0000
Balls	Titleist Velocity Sleev	100011057		620.00	0.0000	0.0	0.0000
				<b>15375.00</b>	<b>0.0000</b>	<b>373.0</b>	<b>373.0000</b>

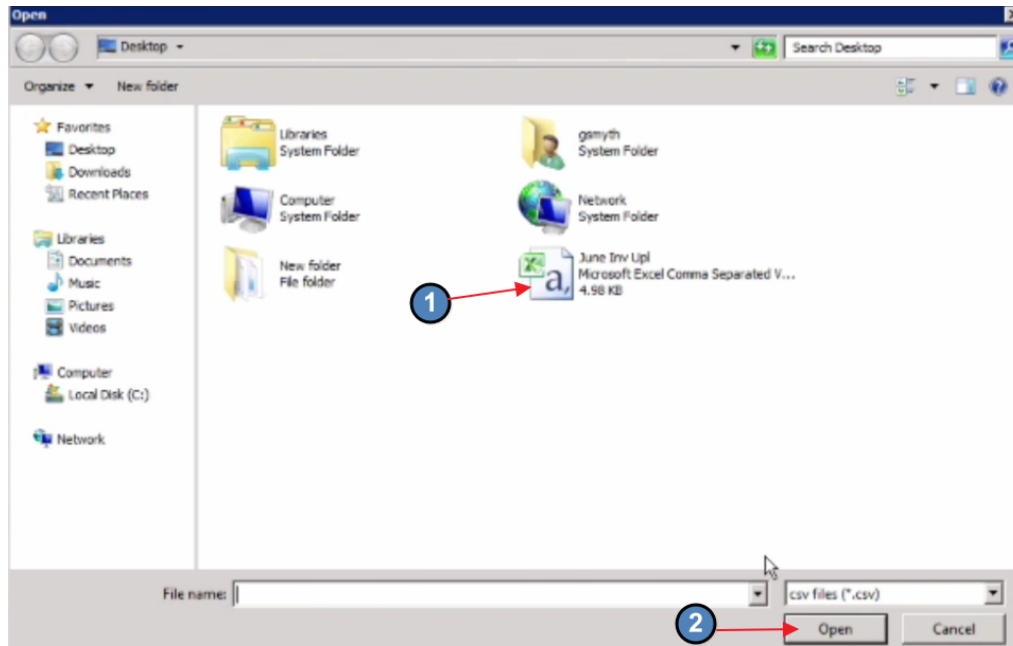
## (Or) Enter Counts via \*.CSV File

Export data from scanning device to a .csv file. Then, import data into system by clicking, “Import Counts from Scanning Device (\*.csv).”





Next, select (count) \*.csv file, and click, "Open."



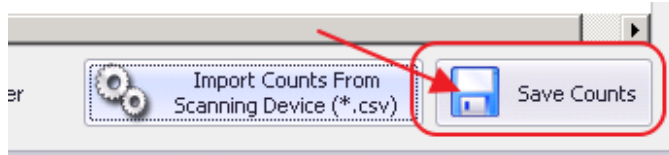
"Counted Quantity" column will populate with data from CSV file.

Item Category	Item	SKU	UPC	Locked Quantity	Previous Count	Counted Quantity	Total
Golf Accessories	RL Polo Sock	100011805	100011805	5.00	0.0000	10	5.00
Golf Accessories	Ahead Ball Markers	950907	495090700006	0.00	0.0000	7	7.00
Golf Accessories	Ask the Pro	100011800	100011800	0.00	0.0000	2	2.00
Golf Accessories	Callaway Grips	100013180		0.00	0.0000	0.0	0.00
Golf Accessories	Callaway Cart Bag Tr	950939	495093900007	0.00	0.0000	4	4.00
Golf Accessories	Callaway Impact Tap	100013181		0.00	0.0000	0.0	0.00
Golf Accessories	Callaway Range Find	100011673		0.00	0.0000	1	1.00
Golf Accessories	Callaway Scorecard	950112	495011200004	0.00	0.0000	0.0	0.00
Golf Accessories	Callaway Stand Bag	950940	495094000003	0.00	0.0000	0.0	0.00
Golf Accessories	Callaway UPro MX +	950005	495000500009	0.00	0.0000	0.0	0.00
Golf Accessories	CCC 1897 Tie	100012466		0.00	0.0000	0.0	0.00
Golf Accessories	CCC CW Belt \$120.	100012465		0.00	0.0000	0.0	0.00
Golf Accessories	Claremont 1897 Ties	950093	495009300006	0.00	0.0000	0.0	0.00
Golf Accessories	CWG Wine Glasses	100013267	100013267	0.00	0.0000	0.0	0.00
Golf Accessories	Felson Hole in One F	950103	495010300002	0.00	0.0000	0.0	0.00
Golf Accessories	Fitzpatrick CCC Club	950817	495081700008	0.00	0.0000	0.0	0.00
Golf Accessories	FJ Cedar Shoe Tree	100011795	100011795	0.00	0.0000	0.0	0.00

At the bottom of the table, there are buttons for 'Cancel', 'File Has Header' (checked), 'Import Counts From Scanning Device (\*.csv)', and 'Save Counts'.

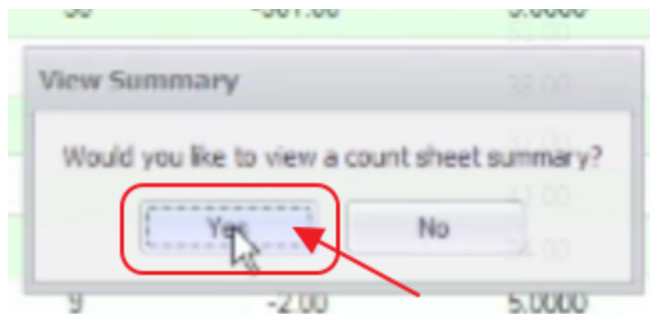
# Save Counts

Once finished, click "Save Counts."



# Review Variance Report

After clicking "Save Counts," message will appear and will prompt user to review a variance report (Count Sheet Summary).



Click "Yes," to launch Variance Report and view Differences between System Quantities (Book), and Physically Counted Quantities (Physical).

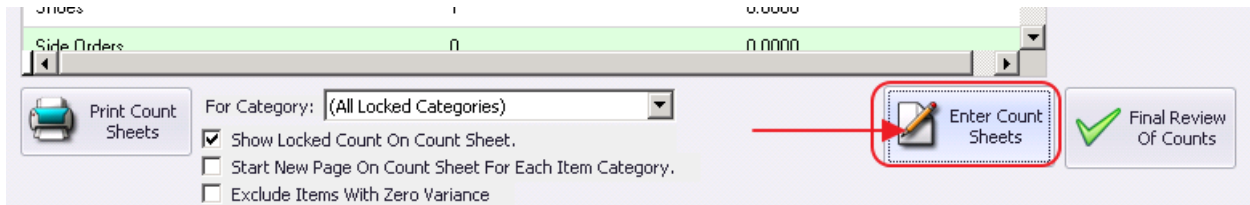
Clubessential Office: Club at Grand

  
THE SEA ISLAND CLUB AT  
**GRAND KEY**

Item	Cost	Locked Qty	Locked \$	Counted Qty	Counted \$	Difference	Difference \$
<b>Golf Accessories</b>							
RL Polo Sock 100011806	\$5.00	5.00	\$25.00	10.0000	\$50.00	5.0000	\$25.00
Ahead Ball Markers 950907	\$1.03	0.00	\$0.00	7.0000	\$7.21	7.0000	\$7.21
Ask the Pro 100011800	\$7.13	0.00	\$0.00	2.0000	\$14.26	2.0000	\$14.26
Callaway Grips 100013180	\$3.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Callaway Cart Bag Tr 950939	\$130.00	0.00	\$0.00	4.0000	\$520.00	4.0000	\$520.00
Callaway Impact Tape 100013181	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Callaway Range Finde 100011673	\$10.00	0.00	\$0.00	1.0000	\$10.00	1.0000	\$10.00
Callaway Scorecard R 950112	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Callaway Stand Bag Tr 950940	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Callaway UPro MX + E 950005	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
CCC 1897 Tie 100012468	\$20.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
CCC CW Belt \$120.00 100012465	\$51.17	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Claremont 1897 Ties 950093	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
CWG Wine Glasses 100013267	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Felson Hole In One Fr 950103	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Fitzpatrick CCC Clubh 950817	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00

## Adjust Counts

After revisiting the Variance report, differences may be investigated. Additional inventory may be found and/or counts verified again may yield a different result. To change quantities previously counted, click, “Enter Counts Sheets” again.



Note that a “Previous Count” column now exists. New counts may be entered in the “Counted Quantity Column.”

Item Category	Item	SKU	UPC	Locked Quantity	Previous Count	Counted Quantity	Total
Golf Accessories	Callaway Grips	100013180		0.00	0.0000	0.00	0.00
Golf Accessories	Callaway Impact Tap	100013181		0.00	0.0000	0.00	0.00
Golf Accessories	Callaway Scorecard	950112	495011200004	0.00	0.0000	0.00	0.00
Golf Accessories	Callaway Stand Bag	950940	495094000003	0.00	0.0000	0.00	0.00
Golf Accessories	Callaway UPro MX +	950005	495005000009	0.00	0.0000	0.00	0.00
Golf Accessories	CCC 1897 Tie	100012466		0.00	0.0000	0.00	0.00
Golf Accessories	CCC CW Belt \$120.	100012465		0.00	0.0000	0.00	0.00
Golf Accessories	Claremont 1897 Ties	950093	495009300006	0.00	0.0000	0.00	0.00
Golf Accessories	CWG Wine Glasses	100013267	100013267	0.00	0.0000	0.00	0.00
Golf Accessories	Felson Hole in One F	950103	495010300002	0.00	0.0000	0.00	0.00
Golf Accessories	Fitzpatrick CCC Club	950817	495081700008	0.00	0.0000	0.00	0.00
Golf Accessories	FJ Cedar Shoe Tree	100011795	100011795	0.00	0.0000	0.00	0.00
Golf Accessories	Getting to the Dance	100011796	100011796	0.00	0.0000	0.00	0.00
Golf Accessories	Glove It Ditty Bag	100012287		0.00	0.0000	0.00	0.00
Golf Accessories	Golf Rules Explained	100012353		0.00	0.0000	0.00	0.00
Golf Accessories	Golf Rules Quick Ref	100012347		0.00	0.0000	0.00	0.00
Golf Accessories	Golf Towel PFG 189	950707	495070700002	0.00	0.0000	0.00	0.00

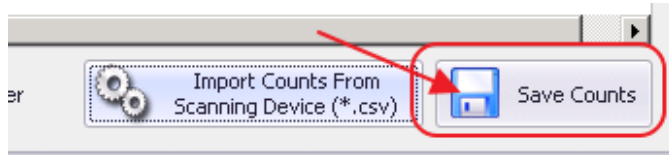
“Total” column will reflect “Previous Count” + “Counted Quantity” Columns.

### Example:

To decrease previously counted quantity from 60 to 59, enter “-1” in the “Counted Quantity” column. Total will reflect new balance of 59.

To increase previously counted quantity from 60 to 65, enter “5” in the “Counted Quantity” column. Total will reflect new balance of 65.

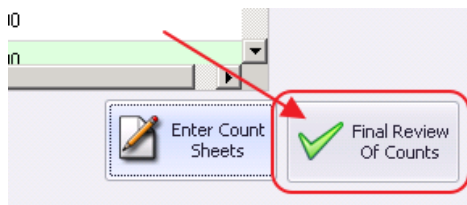
Once new counts are entered, click “Save Counts”.



Adjusting/entering counts may occur as many times as necessary.

## Finalize Counts

Once counts are reviewed and are deemed final, click the “Final Review of Counts” button.



Final Variance “Diff” (difference/differential) will be shown.

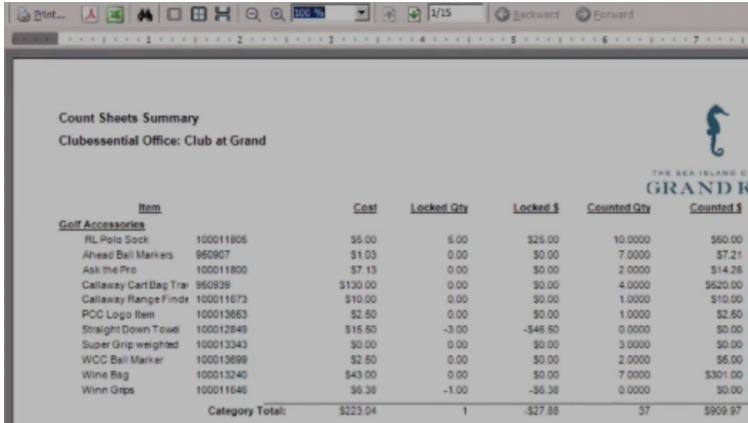
Click “Print Summary” to capture details associated with the finalization of this inventory.

Inventory Adjustment Batch Date: 6/23/2016 Filter Summary By Count Sheet: All Counts

Category	Item	Cost	Locked Qty	Locked \$	Counted Qty	Counted \$	Diff	Diff \$
Golf Accessories	RL Polo Sock	\$5.00	5.00	\$25.00	10.0000	\$50.00	5.0000	\$25.00
Golf Accessories	Ahead Ball Markers	\$1.03	0.00	\$0.00	7.0000	\$7.21	7.0000	\$7.21
Golf Accessories	Ask the Pro	\$7.13	0.00	\$0.00	2.0000	\$14.26	2.0000	\$14.26
Golf Accessories	Callaway Grips	\$3.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Golf Accessories	Callaway Cart Bag Travel	\$130.00	0.00	\$0.00	4.0000	\$520.00	4.0000	\$520.00
Golf Accessories	Callaway Impact Tape	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Golf Accessories	Callaway Range Finder Bat	\$10.00	0.00	\$0.00	1.0000	\$10.00	1.0000	\$10.00
Golf Accessories	Callaway Scorecard Reade	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Golf Accessories	Callaway Stand Bag Travel	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Golf Accessories	Callaway UPro MX - GPS	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Golf Accessories	CCC 1897 Tie	\$20.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Golf Accessories	CCC ClV Belt \$120.00	\$51.17	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Golf Accessories	Claremont 1897 Ties	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Golf Accessories	ClVg Vline Glasses	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Golf Accessories	Felson Hole in One Frame	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Golf Accessories	Fitzpatrick CCC Clubhouse	\$0.00	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Golf Accessories	FJ Cedar Shoe Tree	\$15.50	0.00	\$0.00	0.0000	\$0.00	0.0000	\$0.00

Buttons:   Exclude Items With Zero Variance   Create Inventory Adjustment Batch

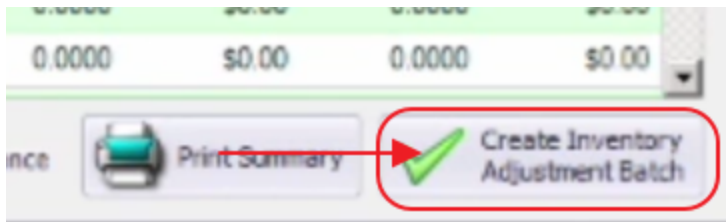
Print, or Save the finalized Count Summary.



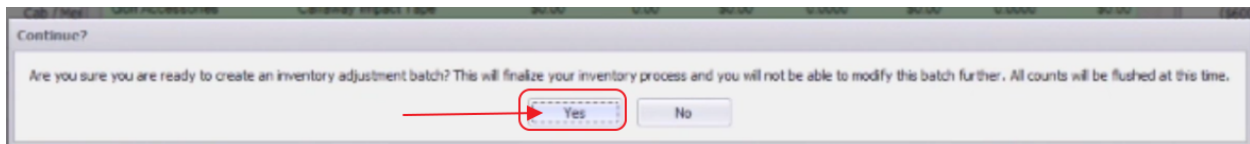
Item	Cost	Locked Qty	Locked \$	Counted Qty	Counted \$
<b>Golf Accessories</b>					
RL Polo Sock 10001806	\$6.00	6.00	\$25.00	10.0000	\$60.00
Ahead Ball Markers 950907	\$1.03	0.00	\$0.00	7.0000	\$7.21
Ask the Pro 10001800	\$7.13	0.00	\$0.00	2.0000	\$14.26
Callaway Cart Bag Tra 950929	\$130.00	0.00	\$0.00	4.0000	\$620.00
Callaway Range Finder 100011673	\$10.00	0.00	\$0.00	1.0000	\$10.00
PCG Logo Item 100013653	\$2.50	0.00	\$0.00	1.0000	\$2.50
Straight Down Towel 100012949	\$15.50	-3.00	-\$46.50	0.0000	\$0.00
Super Grip weighted 100013243	\$0.00	0.00	\$0.00	3.0000	\$0.00
WCC Ball Marker 100013699	\$2.50	0.00	\$0.00	2.0000	\$6.00
Wine Bag 100013240	\$43.00	0.00	\$0.00	7.0000	\$301.00
Winn Grips 100011646	\$6.38	-1.00	-\$6.38	0.0000	\$0.00
<b>Category Total:</b>	<b>\$223.04</b>	<b>1</b>	<b>-\$27.88</b>	<b>37</b>	<b>\$909.97</b>

## Generate Inventory Adjustment Batch

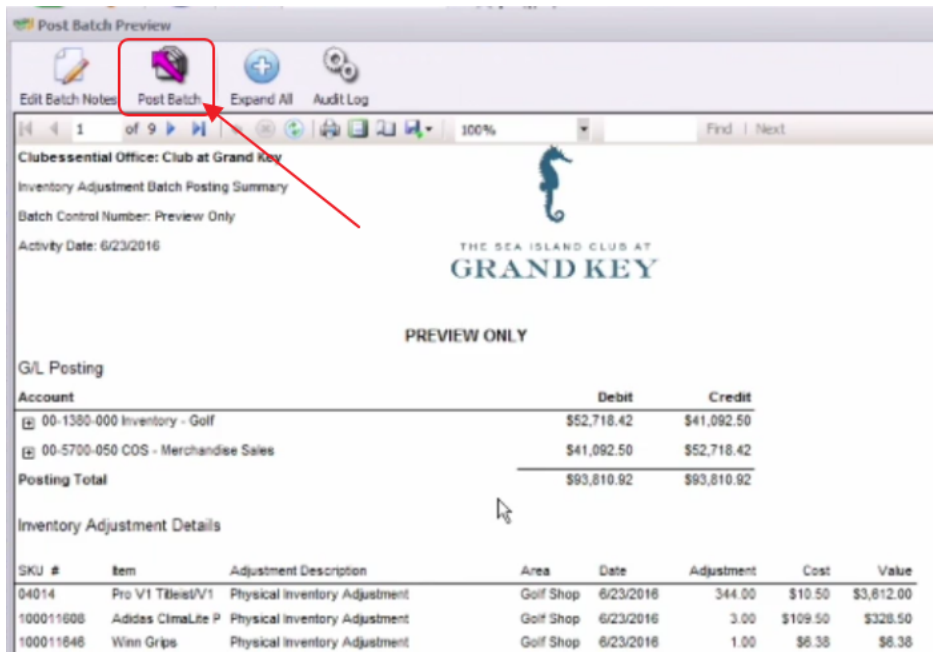
To finalize the Physical Inventory process, click the “Create Inventory Adjustment Batch,” to have system auto-generate the Inventory Adjustment that will be posted in conjunction with the variances identified within the Physical Inventory process.



After clicking the above button, a warning will appear asking for confirmation of the finalization process. Click “Yes” to continue.

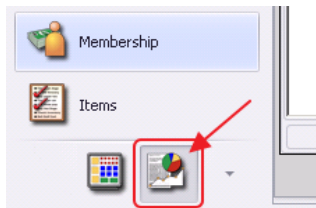


System will generate batch and will appear for review. Click “Post Batch” to post to G/L.

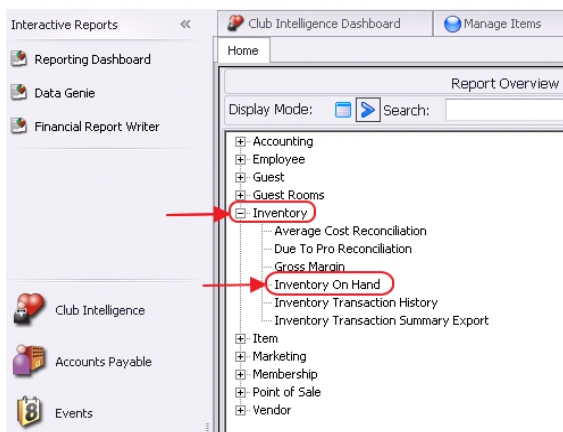


## Reporting - Inventory On Hand

To generate an On-Hand Inventory Report, navigate to Interactive Reports.



Expand Inventory Option, and choose “Inventory On Hand”.



Designate appropriate Area, and "View Report."

Report Settings: (Default) Save Current Settings Delete Selected Setting Make Public Setup Email Delivery Provide Feedback **View Report**

As Of Date: 7/7/2016 Vendor: <All>

Areas: Golf Item Categories: Billing - Sales Tax, A

Detail Level: Item  Include Items With Zero On-Hand

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Clubsoft Acceptance Server

Inventory On Hand Report

As Of: 7/7/2016

Area: Golf

Item Category: <All>

Vendor: <All>

Item Category	SKU #	Available	On Hand	Cost	Available Value	On Hand Value
<b>Appetizers</b>						
Inventory Test Item	100012631	50.00	50.00	\$0.00	\$0.00	\$0.00
Item Category Totals:		50.00	50.00	\$0.00	\$0.00	\$0.00
<b>Balls</b>						
Bridgestone B330RX Sleeve	100011047	299.00	301.00	\$11.24	\$3,360.76	\$3,363.24
Callaway Hex Black Sleeve	100011050	18.00	19.00	\$2.95	\$53.10	\$56.05
Sixon Z Star Sleeve	100012010	20.00	20.00	\$0.00	\$0.00	\$0.00
Titleist NXT Sleeve	100011058	836.00	840.00	\$33.56	\$28,056.16	\$28,190.40