

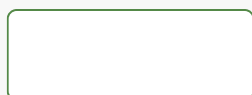
**Questions?**Call us at **1-877-270-3475**

or

Log in to Silver Back Office to  
chat with a representative**Visit [NCRSilver.com](http://NCRSilver.com)**

“To know I can check and see how the store is doing  
even without being there is very helpful.”

*Reveille Joe Coffee, Coffee Shop*



Both      NCR Silver

NCR Silver Pro


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## Counting Inventory

The first step to managing your inventory is to know how much you have. To do this, you need to perform an initial count of each item you wish to track. This number serves as the starting point for tracking the quantity on hand for that item during the entire period that item remains in your inventory. To help you accomplish this task, you can use the **Item Count Worksheet** to create a listing of all the items you intend to count. Once you've done this, print the worksheet and take it with you as you count the items in your store. Write the counts in the appropriate boxes. When you've completed your count, use the **Count Entry** screen to enter the count for the items.

## Using the Item Count Worksheet

When performing an inventory count on a large number of items, use the **Item Count Worksheet**. This allows you to create a useful template to print and use when manually (i.e. pen and paper) performing your actual count.

1. Select **INVENTORY > MANAGE > Count Worksheet**.
2. Filter the items that display by the **Category** and **Last Time Counted** options or by entering an item name or bar code in the **Search** box and clicking  to add the items you want to count on the **Item Count Worksheet**.

**Item Count Worksheet**

Category: HATS Last Time Counted: All Items Search Items

Export to the selected format Export

Savory Foods  
4325 Alexander Drive  
Alpharetta, GA 30022


Item Count Worksheet  
Thursday, July 11, 2013

Item Name	Variation	Bar Code	Units In Package	Enter Full Pkgs. On Hand	Enter Units On Hand (not in Pkg)	Expected Units On Hand	Last Count Date
HATS							
Savory Baseball Cap	Black		12				21 4/11/2013 9:35 AM
	White		12				17 4/11/2013 9:35 AM
Savory Visor			12				37 4/11/2013 9:35 AM

1 Date Printed: 7/11/2013 11:21:59 AM

- Print the page so you can have it with you as you count and record the quantity of items on the sales floor and in the stock room.
- Start by counting the packages on hand and then count any individual units. If an item is only available in individual units, do not write down a quantity in the **Enter Full Pkgs. On Hand** field, but instead capture it in the **Enter Units On Hand** field. For the most accurate results, remember to count all inventory, including unopened and partial packages.
- Write the counts on the **Item Count Worksheet** and continue with *Entering Inventory Counts*.

## Entering Inventory Counts

- After completing your count, select **INVENTORY > MANAGE > Count Entry** to open the **Count Inventory** screen.
- Enter the count of the items you just counted. You can filter the items that display by the **Category** and **Last Time Counted** options or by entering an item name or bar code in the **Search** box and clicking .
- The **Expected On Hand** quantity is calculated using your last count of an item minus any sales of that item plus any returns of that item since your last count.
- The system will calculate and display the **Total On Hand (Units)**.
- Click **Save Changes** when you are done.

### Count Inventory + Add an Item

Category: **BOOKS** Last Time Counted: **All Items**

Item Name	Variation	Bar code	Units in Plg	Plg On Hand	Units On Hand	Total On Hand (Units)	Expected On Hand	Over/Short	Reorder Point	Last Counted Date
Betty Crocker Cookbook		111111	1	1	6	7.00				12
First Days of School			1							
Goodnight Moon			1							
Healthy Eating			1							
MLA Handbook			1							
Old Yeller			1							
The Great Gatsby			1							
The Hunger Games			1							
The Time Machine			1							
Where We Belong			1							

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[Save Changes](#) [Discard Changes](#)

If you see any small, red triangles, they show you where information on the screen has changed since the last save.

keyword: item count, count inventory, inventory management, item count worksheets

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