

Thursday Inventory **AFTER** you end day.

Saleables will be on the right day (date). Enter Amounts and Commit.

Non-saleables will need to select them in the drop Down. Click change-
please see below:

Thursday's Non-saleable instructions.

1. Open stocktake
2. On the drop down select non-saleable
3. Confirm the date at the top is the day you are trying to do inventory for. If it is not the correct date change the date. (**ONLY GMs have access to change the date**)

**** Note: The Date at top defaults to whatever day the non-saleable was FIRST OPENED. So as a rule don't drop down the list on any day other than non-saleable stocktake days. **ALWAYS CHECK THE DATES FOR THE NON-SALEABLE INVENTORY!**
4. Scroll down to the non-saleable items. (Leave the non-saleable items at the top as zeros)
5. Enter your non-saleable inventory. I think it's the manual column (same column as the saleable)
6. If you are sure it is correct commit it. **NO CHANGES CAN BE MADE AFTER YOU COMMIT IT.**

To print reports

Stocktake report

Select the nonsaleables. (It should be either at the top or 2nd from the top depending on when you closed the sale-able stocktake)

Print and save