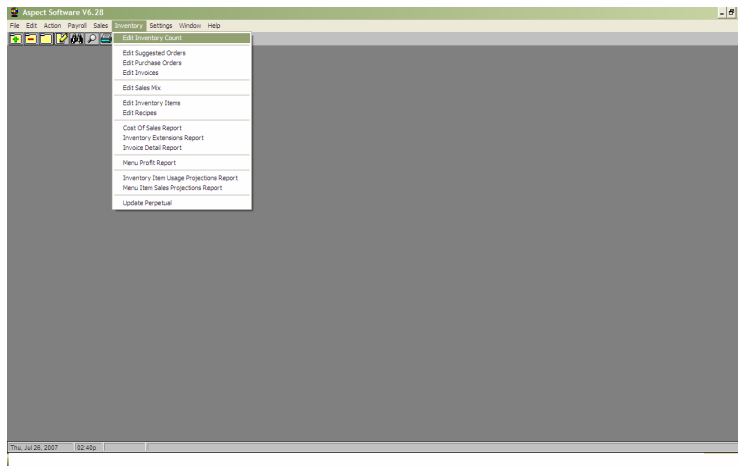




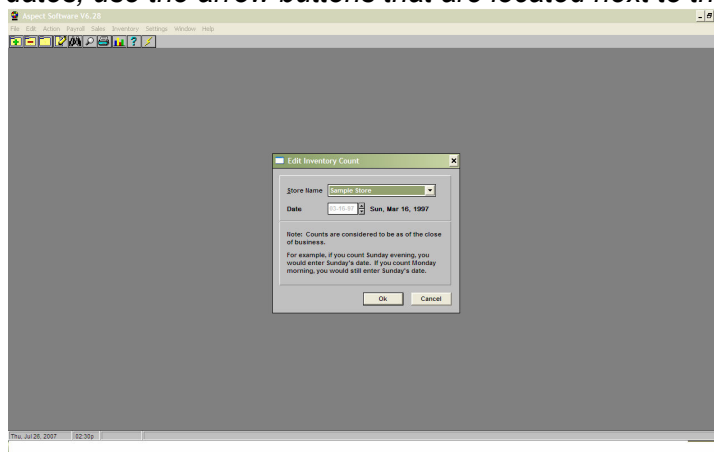
Aspect Software, Inc.

Entering Inventory Counts

1. Under the Inventory Menu, Choose the option for “Edit Inventory Count”.

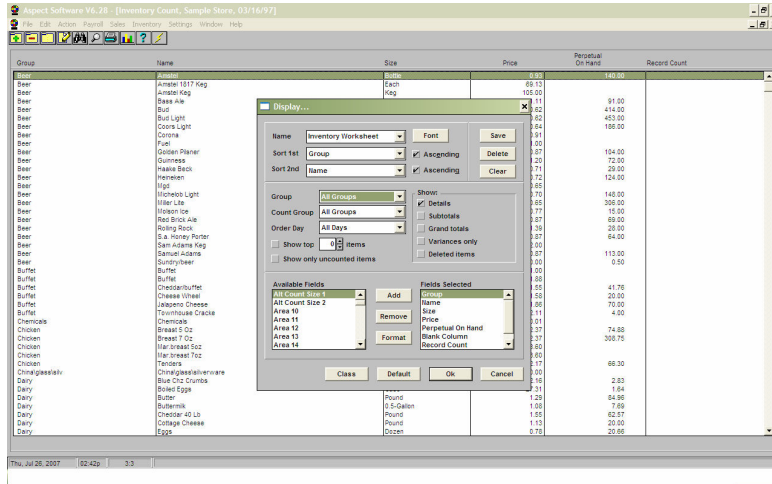


2. Select the Store you are entering information for (ie..Villa San Diego)
 - a. Enter the correct inventory date. Pay close attention to the date that appears here. Inventory is always considered to be taken at the close of business. If you count Sunday night you would enter Sunday's date. If you count Monday morning, you would still enter Sunday's date.
 - b. To change dates, use the arrow buttons that are located next to the date field.



- c. Print a worksheet to record your count.
- d. Click on the binoculars.
- e. Select the Inventory Worksheet display. Click on “OK”. The column labeled “Record Count” will be underlined when you print the report, giving you a place to record your count.
- f. To print a worksheet for a particular group (ie bar), click on the binoculars, then chose “Inventory Worksheet”, then chose “custom”.
- g. In the middle of the screen, select the GROUP that you wish to display.

h. Click "OK".



3. To enter your count:

- a. Go to the inventory tab in Aspect and chose "Edit Inventory Count"
- b. Select the store that you will be entering data for..
- c. Enter the correct inventory date. Pay close attention to the date that appears here.
- d. Click on the binoculars and change the display to "Inventory Count". Double click on an item to enter the count for that item.
- e. Enter the count then press "OK"
- f. When you press "OK" you will automatically be prompted to enter a count for the next item in the list.
- g. You can enter multiple counts for an item by separating them with a comma or a space. For example; 1-2-3 and 1,2,3 would both be interpreted as 6.
- h. You can also use the +, -, X, and ~/~ symbols. For example, 2X24+16 would be interpreted as 64.
- i. If you do not enter a count for an item, Aspect will use the perpetual inventory (what it thinks you should have as the ending inventory). If an item is out of stock, enter a zero rather than skipping it.
- j. At any time you can right click in the inventory count window and select "Initialize Counts". This will cause the program to enter a zero for all uncounted items. This ensures that a perpetual inventory is not mistakenly used as an ending inventory.
- k. Close the "Edit Inventory Count" window. Your inventory count is not saved until this step is completed. When you close the "Edit Inventory Count" window, you will be prompted to save your changes. You will also see a warning if you have not entered a count for all items in the inventory.

