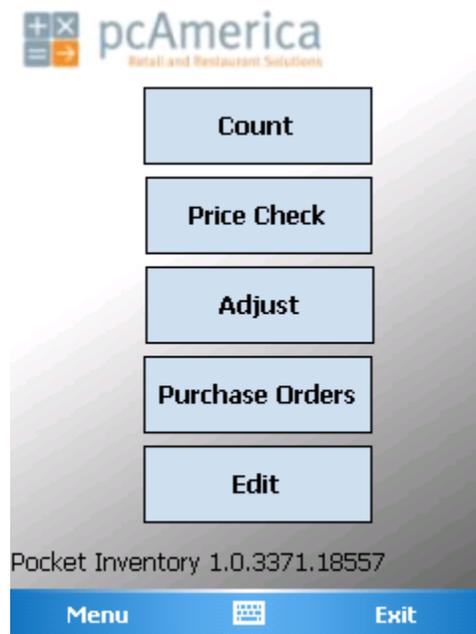


# Pocket Inventory Usage Guide

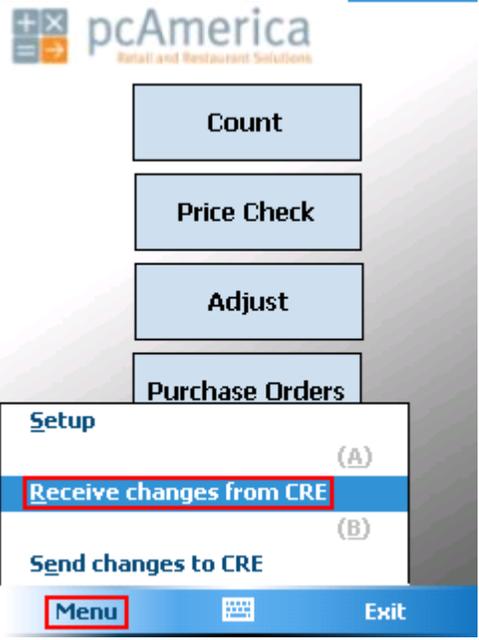


This document will describe how to use the features of Pocket Inventory. It assumes that you have already followed the steps in the document entitled **Pocket Inventory Installation and Setup** (search for it on <http://faq.pcamerica.com>).

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### Receiving changes from CRE

Before you do anything, you should receive changes from CRE. This will ensure that you are working with the most up-to-date information. Log in and follow these steps.

	<ol style="list-style-type: none"><li>1. Select <b>Menu</b>.</li><li>2. Select <b>Receive changes from CRE</b>.</li></ol>
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### Performing an inventory count

To count an item in Pocket Inventory, log in and follow these steps.

	<ol style="list-style-type: none"><li>1. Select <b>Count</b>.</li></ol>
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**Count Inventory**

UPC	Name	Count

2. Scan or type the number of the item that was counted.
3. Select **Submit**.
  - If the item is not found, you will be given the opportunity to create a new one.

**Affenpinscher**

**Enter Count**

1	2	3
4	5	6
7	8	9
.	0	-

4. Provide the count and select **Enter**.

Count Inventory

	UPC	Name	Count
▶	d1	Affenpinsche	10

**Save** Exit Lookup
 ▲

5. You can change or remove the count by selecting it from the list (clicking the triangle) and pressing the **Change** or the **Remove** button.

When you are finished, select **Save**.

### Performing a price check

To check the price of an item in Pocket Inventory, log in and follow these steps.

**pcAmerica**  
Retail and Restaurant Solutions

Pocket Inventory 1.0.3371.18557

Menu

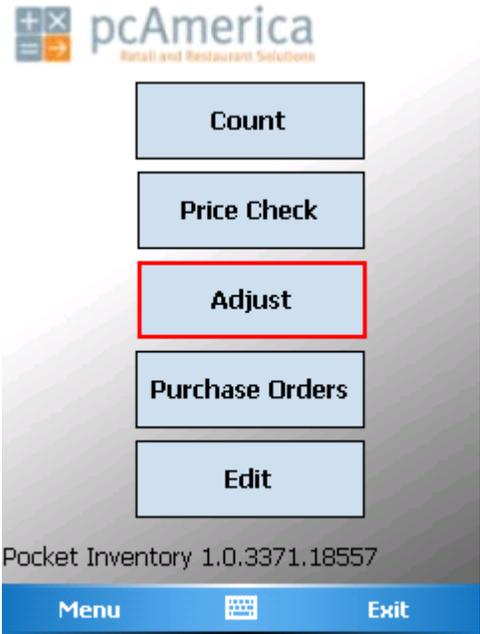
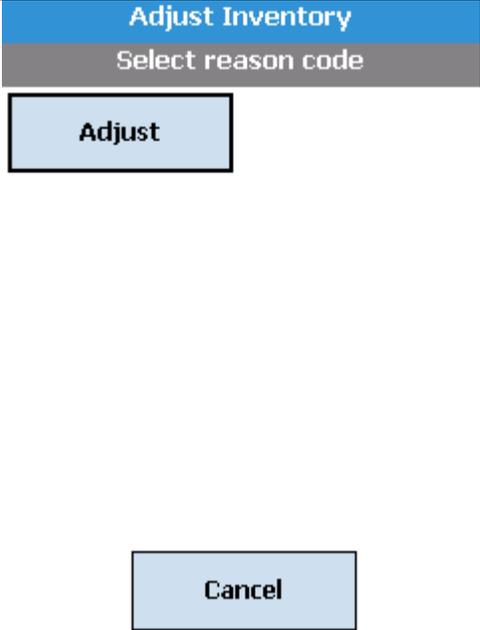
Exit

1. Select **Price Check**.

<div data-bbox="224 191 703 296"> <p style="text-align: center;"><b>Price/Stock Check</b></p> <div style="border: 1px solid red; padding: 2px; display: inline-block; width: 150px; height: 20px;"></div> <span style="border: 1px solid red; padding: 2px; margin-left: 10px;">Submit</span> </div> <p><b>Item Number</b></p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> <p><b>Item Name</b></p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> <p><b>Price</b></p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> <p><b>In Stock</b></p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> <div data-bbox="224 779 703 829" style="border: 1px solid black; padding: 2px; margin-top: 20px;"> <span>Save Exit Lookup</span> <span>▲</span> </div>	<ol style="list-style-type: none"> <li>2. Scan or type the number of the item you want the price of.</li> <li>3. Select <b>Submit</b>.</li> </ol>
<div data-bbox="224 856 703 961"> <p style="text-align: center;"><b>Price/Stock Check</b></p> <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 150px; height: 20px;"></div> <span style="border: 1px solid black; padding: 2px; margin-left: 10px;">Submit</span> </div> <p><b>Item Number</b></p> <div style="border: 1px solid black; padding: 2px; width: 150px; height: 20px; margin-bottom: 5px;">d1</div> <p><b>Item Name</b></p> <div style="border: 1px solid black; padding: 2px; width: 150px; height: 20px; margin-bottom: 5px;">Affenpinscher</div> <p><b>Price</b></p> <div style="border: 1px solid black; padding: 2px; width: 150px; height: 20px; margin-bottom: 5px;">\$1.00</div> <p><b>In Stock</b></p> <div style="border: 1px solid black; padding: 2px; width: 150px; height: 20px; margin-bottom: 5px;">0</div> <div data-bbox="224 1444 703 1495" style="border: 1px solid black; padding: 2px; margin-top: 20px;"> <span style="border: 1px solid red; padding: 2px;">Save</span> Exit Lookup  <span>▲</span> </div>	<ol style="list-style-type: none"> <li>4. The item's number, name, price, and quantity in stock will be displayed.</li> </ol> <p>You can check the price of other items from this screen.</p> <p>When you are finished, select <b>Save</b>.</p>

## Performing an inventory adjustment

To change the stock levels of an item in Pocket Inventory, log in and follow these steps.

	<ol style="list-style-type: none"><li>1. Select <b>Adjust</b>.</li></ol>
	<ol style="list-style-type: none"><li>2. Select a reason for the adjustment.</li></ol> <p>Reason codes are configured by selecting <b>Reason Codes</b> in the <b>Invoice Settings</b> tab of <b>Setup Screen</b>.</p>

**Adjust Inventory**

UPC	Name	Count

3. Scan or type the number of the item with stock levels that are being adjusted.
4. Select **Submit**.

**Afghan Hound**

**Enter Count**

1	2	3
4	5	6
7	8	9
.	0	-

5. Provide the count and select **Enter**.
- Note:** If a positive value (5) is entered then the amount will deduct from what was counted. If a negative value (-5) was entered it will add to the stock added.

Adjust Inventory

	UPC	Name	Count
▶	d2	Afghan	5

Save Exit Lookup ⌨️ ▲

6. You can change or remove the adjustment by selecting it from the list (clicking the triangle) and pressing the **Change** or the **Remove** button.

You can also make adjustments to other items from this screen.

When you are finished, select **Save**.

### Receiving items in a purchase order

To receive items in a purchase order in Pocket Inventory, log in and follow these steps.

**pcAmerica**

Retail and Restaurant Solutions

Pocket Inventory 1.0.3371.18557

Menu
⌨️
Exit

1. Select **Purchase Orders**.

Receive PO

Create PO

DSD

DSD Credit

Exit



2. Select **Receive PO**.

Search Purchase Orders

Submit

PO	Referen	Vendor	Due
1		1	7/28/09

Select

Select Cancel Search By



3. Select the purchase order that is being received.

4. Select **Select**.

Receive Purchase Order

Submit

ItemNum	Ordrd	Rcvd	Dmgd
▶ d101	5	0	0

Total Items 0

Vendor

Reference

Change Damaged Remove

Save Exit Lookup Order Status

- Select an item by clicking the triangle to the left of its listing.
  - Select **Change** and provide a quantity in order to receive the item.
- Select **Damage** and provide a quantity in order to note the receipt of damaged items.

Receive Purchase Order

Submit

ItemNum	Ordrd	Rcvd	Dmgd
▶ d101	5	5	0

Total Items 5

Vendor

Reference

Change **Order Status** Remove

Save Exit Lookup **Order Status**

- When appropriate, select **Order Status** and change the status of the order from "Open" to "Completed".

**Receive Purchase Order**

	ItemNum	Ordrd	Rcvd	Dmgd
▶	d101	5	5	0

**Total Items** 5

**Vendor**

**Reference**

**Save**
Exit
Lookup
Order Status
⌨
▲

8. Select **Save** when you are finished.

**Creating a purchase order**

To create a purchase order in Pocket Inventory, log in and follow these steps.

**pcAmerica**  
Retail and Restaurant Solutions

Exit
⌨

1. Select **Create PO**.

**Create Purchase Order**

Vendor

Reference Number

Ship Via

Due Date

2. Select a vendor and due date.
3. Optionally provide a reference number and shipping preferences.
4. Select **Add Items**.

**Create Purchase Order**

ItemNumber	Quantity

**Total Items**

Vendor

Reference

5. Scan or type the number of an item to add to the purchase order.
6. Select **Submit**.

**Bulldog**

**In Stock = 0, On Order = 5**

**Enter Quantity**

5

←

1	2	3
4	5	6
7	8	9
.	0	-

Cancel

Enter

7. Provide the quantity to order and select **Enter**.

**Create Purchase Order**

Submit

	ItemNumber	Quantity
▶	d101	5

**Total Items** 5

**Vendor** United Canine Distri ▼

**Reference**

Change

Remove

Save
Exit
Lookup
⌨ ▲

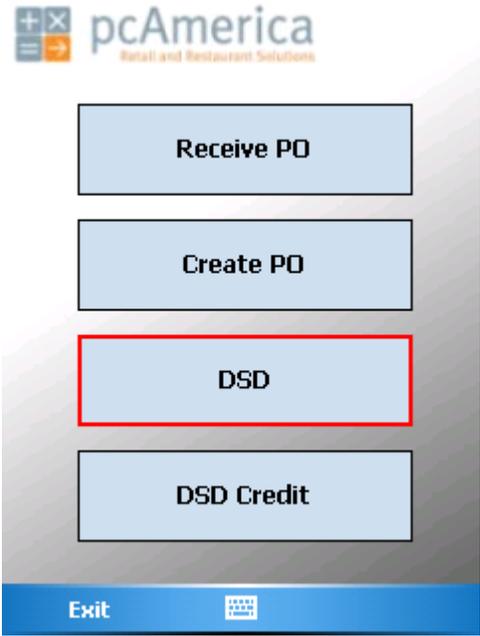
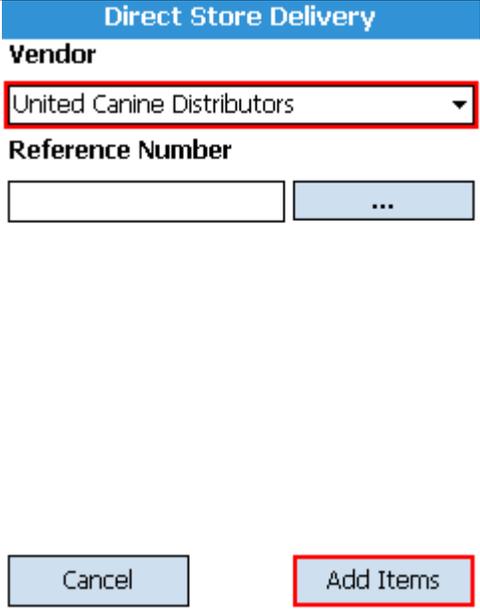
8. To change the quantities being ordered, select an item from the list (click the appropriate triangle) and select **Change**. To remove it, select **Remove**.

You can add more items to the purchase order from this screen.

When you are finished creating the purchase order, select **Save**.

## Creating a DSD (Direct Store Delivery)

To create a DSD (the Pocket Inventory equivalent of an instant PO, log in and follow these steps.

	<ol style="list-style-type: none"><li>1. Select <b>DSD</b>.</li></ol>
	<ol style="list-style-type: none"><li>2. Select a vendor.</li><li>3. Optionally provide a reference number.</li><li>4. Select <b>Add Items</b>.</li></ol>

Direct Store Delivery

Submit

ItemNumber	Rcvd	Dmgd

Total Items

Vendor

Reference

Save Exit Lookup

5. Scan or type the number of the item being received.
6. Select **Submit**.

Bulldog

In Stock = 0, On Order = 10

Enter Quantity

7. Provide the quantity being received and select **Enter**.

Direct Store Delivery			
<input type="text"/>			Submit
ItemNumber	Rcvd	Dmgd	
▶ d101	5	0	
<b>Total Items</b> 5 <b>Vendor</b> <input type="text" value="United Canine Distri"/> <b>Reference</b> <input type="text"/> <input type="button" value="Change"/> <input type="button" value="Damaged"/> <input type="button" value="Remove"/> <b>Save Exit Lookup</b> <input type="button" value="Keyboard"/> <input type="button" value="Up"/>			

This screen is practically identical to the screen used to receive items in a purchase order.

### Creating a DSD Credit

To create a DSD Credit (items are being returned to a vendor) in Pocket Inventory, log in and follow these steps.

The screenshot shows the pcAmerica software interface with the following menu items: Receive PO, Create PO, DSD, and DSD Credit. The DSD Credit option is highlighted with a red border. At the bottom, there is an Exit button and a keyboard icon.

1. Select **DSD Credit**.

**DSD Credit**

**Vendor**

**Reference Number**

2. Select a vendor.
3. Optionally provide a reference number.
4. Select **Add Items**.

**DSD Credit**

ItemNumber	Received

**Total Items**

**Vendor**

**Reference**

**Save Exit Lookup**

5. Scan or type the number of the item being returned to the vendor.
6. Select **Submit**.

### Bulldog

In Stock = 0, On Order = 15

Enter Quantity

1	2	3
4	5	6
7	8	9
.	0	-

Cancel Enter

7. Provide the quantity being returned to the vendor and select **Enter**.

### DSD Credit

 Submit  

ItemNumber	Received
▶ d101	-2

Total Items -2

Vendor United Canine Distri

Reference

Change Remove

Save Exit Lookup

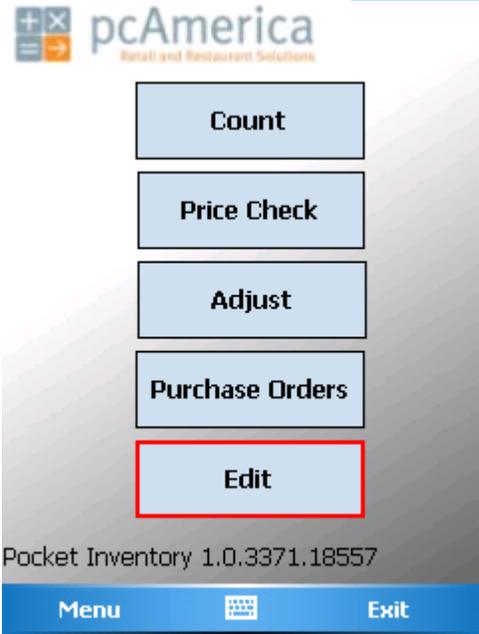
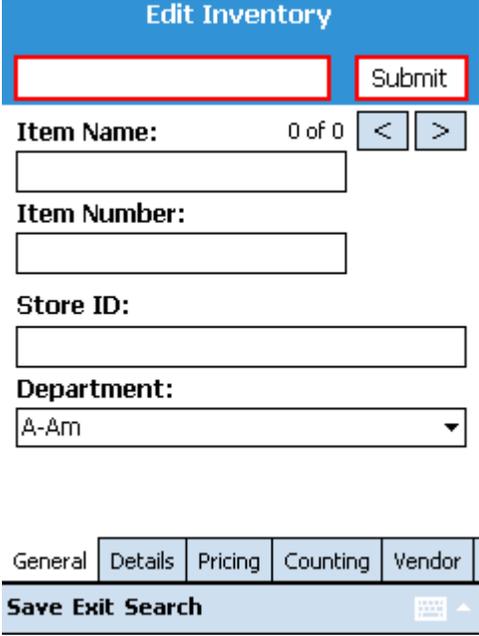
8. Select an item by selecting the appropriate triangle. The quantity being returned can be changed by selecting **Change**. The item can be removed by selecting **Remove**.

Other items can be added to the DSD Credit on this screen.

When you are finished, select **Save**.

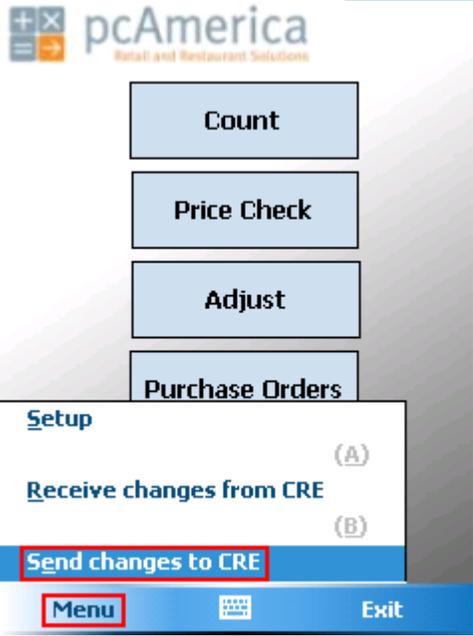
## Editing inventory

To edit inventory in Pocket Inventory, log in and follow these steps.

 <p>pcAmerica Retail and Restaurant Solutions</p> <p>Count Price Check Adjust Purchase Orders <b>Edit</b></p> <p>Pocket Inventory 1.0.3371.18557</p> <p>Menu  Exit</p>	<ol style="list-style-type: none"><li>1. Select <b>Edit</b>.</li></ol>
 <p><b>Edit Inventory</b></p> <p><input type="text"/> <b>Submit</b></p> <p>Item Name: 0 of 0  </p> <p>Item Number:</p> <p>Store ID:</p> <p>Department: A-Am ▼</p> <p>General <b>Details</b> Pricing Counting Vendor</p> <p><b>Save</b> <b>Exit</b> <b>Search</b> </p>	<ol style="list-style-type: none"><li>2. Scan or type the number of the item you wish to edit.</li><li>3. Select <b>Submit</b>.</li></ol>
<ol style="list-style-type: none"><li>4. Modify the item's name and department, the number of barcode labels that should be printed for it, its location, cost, price, retail price, vendor, and vendor part number as needed. These fields are located in one of the five tabs.</li><li>5. When you are finished editing the item, select <b>Save</b> (lower left-hand corner of the screen).</li></ol>	

## Sending changes to CRE

After counting items, adjusting their stock levels, receiving or creating purchase orders, DSDs, and DSD credits, and editing inventory, you must send the changes to CRE. To do so, log in and follow these steps.

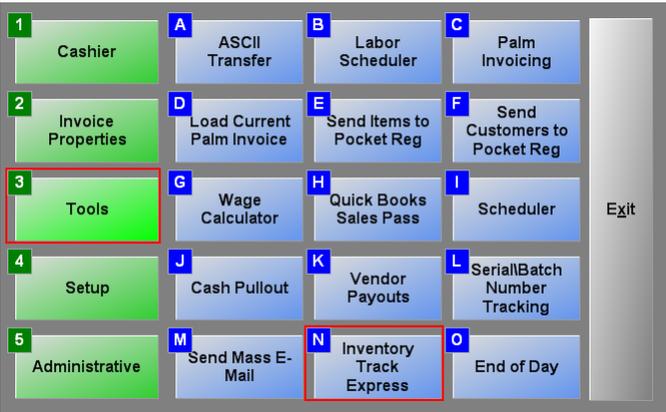


The screenshot shows the pcAmerica handheld interface. At the top, there are four menu items: Count, Price Check, Adjust, and Purchase Orders. Below these is a 'Setup' menu with three options: 'Receive changes from CRE' (marked with a circled A), 'Send changes to CRE' (marked with a circled B and highlighted with a red box), and 'Menu' (marked with a circled M). At the bottom, there is a keyboard icon and an 'Exit' button.

1. Select **Menu**.
2. Select **Send changes to CRE**.

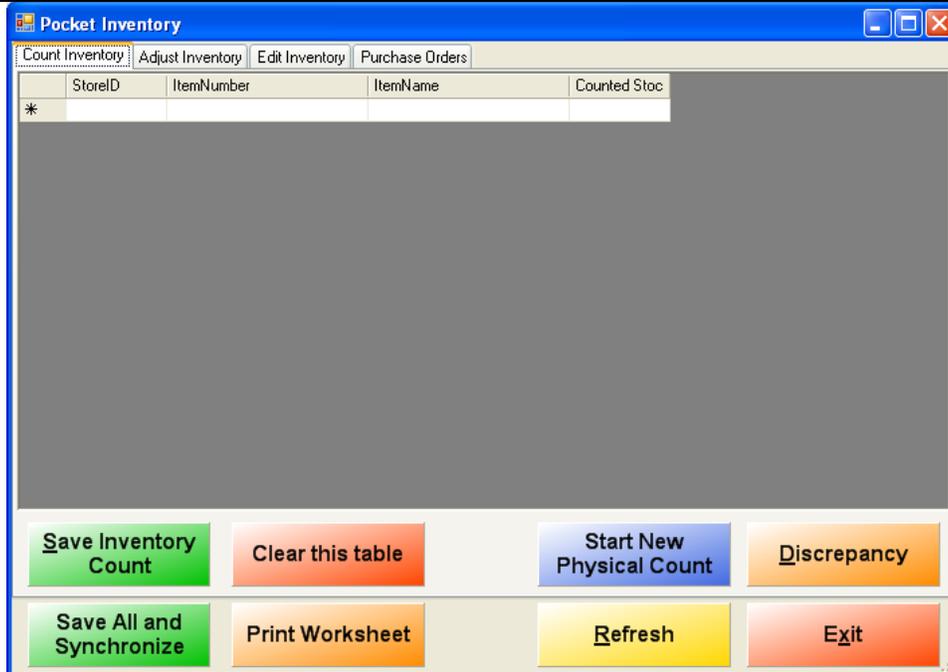
## Using Inventory Track Express to review changes before committal

Before the changes made on the handheld have an impact on the appropriate sections of CRE, you can review them with Inventory Track Express. Start CRE, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



The screenshot shows the CRE Manager menu grid. The grid is organized into rows and columns. The first column contains category labels: 1 Cashier, 2 Invoice Properties, 3 Tools, 4 Setup, and 5 Administrative. The second column contains options: A ASCII Transfer, D Load Current Palm Invoice, G Wage Calculator, J Cash Pullout, and M Send Mass E-Mail. The third column contains options: B Labor Scheduler, E Send Items to Pocket Reg, H Quick Books Sales Pass, K Vendor Payouts, and N Inventory Track Express. The fourth column contains options: C Palm Invoicing, F Send Customers to Pocket Reg, I Scheduler, L SerialBatch Number Tracking, and O End of Day. The 'Tools' category (3) and the 'Inventory Track Express' option (N) are highlighted with red boxes.

1. Select **Tools** and then **Inventory Track Express**.



After syncing your handheld with the computer you can save the changes performed on the handheld.

Select **Count Inventory**, **Adjust Inventory**, **Edit Inventory**, or **Purchase Orders** in order to view counts, adjustments, edits, and purchase order changes made on the handheld.



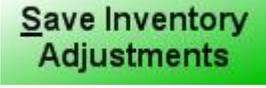
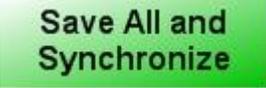
2. **Clear this table** - Will clear any records present in the Count Inventory table.



3. **Start New Physical (Inventory) Count** - Will clear any information present in the table and give you the ability to enter the count of every item in your inventory, manually. You can select the Print Worksheet to print a worksheet so that you can use it in your store.



4. **Discrepancy** - Will print a report displaying the Item Name, Item Number, Recorded Stock, Recorded Value, Counted Stock, Counted Value, Discrepancy Value. If any Discrepancy's exist they will be highlighted in the last column of that table.

   	<p>5. If necessary, modify the changes made on the handheld.</p> <p>6. Select <b>Save Inventory Count, Save Inventory Adjustments, Save Inventory Edits, or Save Purchase Orders</b> to save the changes in the corresponding tab.</p>
	<p>If you prefer to save all changes at once, select <b>Save All and Synchronize</b>.</p>
	<p>7. <b>Print Worksheet</b> - Will print a worksheet displaying your inventory with the item number, description, number in stock (on the computer), and an area where you can write in the physical number in stock. This is helpful when doing a <b>Physical Inventory Count</b> .</p>
	<p>8. <b>Refresh</b> - Will refresh the active screen, updating any information.</p>
	<p>9. <b>Exit</b> - Will exit the Inventory Track Express screen.</p>

Be sure to select the appropriate handheld type (Windows Mobile / Pocket PC) on **Page 2** of the **Hardware** tab of **Setup Screen**. This will ensure that **Inventory Track Express** works correctly.