This article describes how to do a physical inventory without an inventory scanner.

There are several ways you can do a manual physical inventory. Our recommended procedures are explained in full below. Briefly, back up your database before you begin, print out an inventory list, give the list to those counting the inventory to verify amounts, correct the inventory in TRS based on your findings and backup your database.

The following supplies are suggested for this method:
- Three-ring binder
- Tabs (one for each department number)
- Yellow highlighter
- Green and red pens

IMPORTANT: Make a backup of your database before you start adjusting inventory and another backup after you have made the adjustments.

1. From TRS, print out an inventory report for each department. Sort the list by either UPC or Description, whichever provides the easiest method to find the inventoried item. Our recommendation is to print out the department lists and put them it in a three-ring binder. Separate each department with a tab to make them easier to find.

To print lists by department in TRS:
Click on Inventory, then Edit POS Products (enter your security code if prompted).

Next, click on Complex Search, then click on Search Assistant.

In the Field column click on Department.
In the Condition column click on Is Equal To.
In the Value field enter the department number.
Click on the Add button.

Next, in the Field column click on the field you want to sort by, such as Description or Barcode.
Click on the Sort By button.

Click the OK button.
The New Search box displays. Click the OK button.

TRS will display how many items it finds. Click on OK.

Next, to print the report, click on Inventory Report, then click on Standard (in the lower left hand corner of the POS Products screen). TRS will display your report and from there you can print it.

Repeat for each department number.

2. Distribute the reports to the individuals taking inventory.

Count each item on the list.
If the count matches the report, use a green pen to check mark the item as counted and matching.
If the count does not match, write in the new number using a red pen and use a yellow highlighter to signify the item is incorrect.

3. Next, go through each of the reports looking for the highlighted items (those on the list with an incorrect amount). To correct them in TRS, in the POS Products screen click on the Adjust button, select Set Level and enter the total count for that item. Once the item is corrected, mark it off on the report.

4. Next, go through the report and look for items that were not green- or red-checked. These items listed in your TRS inventory were not counted in the store. Verify whether you currently have this item in stock. If so, verify that the number listed on the report is correct (and adjust it if necessary). If not, the number in stock should be zero.

5. When you are finished, make a backup copy of your database. DO NOT skip this step.

If this is an year-end inventory you may want to print an Inventory Summary report. To do this, click on POS, point to Reports and click on Inventory Summary Report.

It is VERY IMPORTANT that you make backup copies of your database BEFORE you begin making adjustments to your inventory and again AFTER making the adjustments. Keep the backups in a safe place in case you need them for tax purposes. DO NOT SKIP THIS STEP.