

Store Close

- ➔ New Procedure - Inventory Adjustment or Item Transfer
If returns were processed during the day, each item must be moved either through Inventory Adjustment or Item Transfer.

Before closing a store, you must **move all returned products** through either Inventory Adjustment or Item Transfer.

- ▶ **This must be done from Register 1.**

The Store Closing Procedure has Three Main parts:

- ▶ Returns moved through Adjustment or Transfer
- ▶ Register Close
- ▶ Store Close

Process Returns through Adjust or Transfer

1. Log in to the Back Office.
2. Select **3 Inventory**.
3. Select **7 Inventory Reports**.
4. Select **4 Item List Reports**.

At the search screen:

5. For Location choose **Default**.
 - ✓ DEFAULT is always the selection for any open Location field.
6. For Bucket choose **Damaged**.

