

PFW End of Fiscal Year

The following is also available from the Help file (Help > PFW Help > Contents tab > Appendix > End Of Fiscal Year)

At the end of your fiscal year it is a good idea to Archive PFW and conduct a physical inventory count. It is very simple to do.

How To Archive PFW

Go to My Computer icon on your desktop

Open the drive which has PFW on it

RightMouseClick on the PFW folder (do not open the folder) and choose COPY.

Then, in a blank area, RightMouseClick and choose Paste.

Windows will then copy the contents of the entire PFW folder into a new folder.

The new folder can be renamed 2004PFW or something like that.

Why Archive PFW?

You should make a full copy of the PFW folder and subfolders including executables. This copy should be able to run on its own and should be accessed only for research purposes and not used for new transactions of any sort. In time, you may have questions about sales or inventory valuation as of the end of your fiscal year. By making a copy at the end of your fiscal year, then any information you need will be available. Eventually, this archived copy can be deleted when it is deemed to be of no further value.

How To Control The Archive

You do not want changes made to this archived copy of PFW so you may want to edit the employee list and disable all but one person from getting into the program. This can be done by changing each employee's password to something which he/she would not know.

To make this archived copy visually different from your active PFW, go to File: System: System Setup: Screen Options and change the coloring schemes. Or you could choose to edit the station setting (File: System: System Setup: Stations: edit station, and choose a distinctive "wallpaper" by selecting an existing .BMP or one you have designed yourself with Paint.

How To Cut Down On Size

Because the archived copy of PFW will no longer be updated, there are likely some unnecessary files which can be safely deleted. In the Data2 folder (where your store data is kept) there may be some files with an extension of TP1, TP2, TP3, etc. These files are old backups and can be removed.

You may also have a \data2\backups folder. These files can also be deleted in this archived copy.

If you find any \$\$\$\$xxxx.tps files which are temporary files, then you may remove them as well. Caution: files with the extension TPS are actively being used by PFW, Do Not Delete them.

Running the Archive

If your copy is on your hard drive, you can create a shortcut icon to run it.

On the desktop, rightmouseclick and choose NEW Shortcut.

Browse to the archive directory of pfw and choose PFWINV.EXE

Name the shortcut PFWARCHIVE2005.

You may now open the archive at any time, but remember that changes should not be made to the data.

Taking A Physical Inventory Count

At the end of your fiscal year, you may want to take a physical inventory count, and then make adjustments as needed.

Print A Current Report

Conducting a physical stock count is easier if you have a listing of your current inventory stock counts sorted by SKU. Sorting by SKU (or Description) makes finding an inventory item on the list very easy to do.

Go to Inventory: Physical Inventory: Print Inventory List

On the Sort Items Selection screen, it is recommended that you set the Sort Order to SKU only, that you checkmark Active and Inactive and leave other options unchecked.

Count The Inventory

Experts recommend that one systematically count everything in from top to bottom to assure that nothing is missed. If you find items which are not on the Physical Stock Count report, be sure to add them to the list. Make enough notation to know the SKU, Description, Category, Cost, and Selling price of these items so they can be added to PFW easily.

Add New Items

If you found inventory on the shelf which was not on the list, go to the Inventory List and add those items.

Updating PFW With New Stock Counts

Once you have tallied your physical inventory, you may want to zero all inventory stock counts, and enter your true stock on hand counts.

----How to Zero All Inventory Counts---

Make a backup of PFW data.

Go to Inventory: Physical Inventory: Reconcile From File

Choose Zero Inventory Counts [F3]

Answer Yes

Special Note to Multistore Users:

Each store should follow the above steps then send and receive data.

If stock counts on the multistore tab are not showing 0.00 stock counts for each store, then go to File: MultiStore: Send Data Now and choose to Send Current Inventory Counts.

Entering New Stock Counts

There are several methods for entering your true stock on hand counts:

One By One Adjustment

If your tally of inventory is very close to the reported stock counts, then make minor adjustments as needed.

Go to Inventory: Physical Inventory: Reconcile Inventory.

Find the item and choose the Change button to adjust the stock count of the item.

Repeat until all stock counts are entered.

Direct Scan Inventory

You will discover that PFW has to run a verify of inventory for each item changed, which could take a bit of time. An alternate method is to Direct-Scan Inventory for the few items which need to be changed.

Make a backup of PFW data.

Go to Inventory: Physical Inventory: Reconcile From File

Choose Direct-Scan Inventory [F4]

Activate "Ask For Quantity After Scan"

Type or Scan the barcode

Enter the Quantity.

Repeat until done and choose Done [F10]

Update Inventory Counts [F8]

Once you are satisfied that the listing and counts are correct, then choose Update Inventory Counts [F8] to affect the changes. You have two choices.

· Replace - will change all stock counts for the items to the number in Actual Count.

· Add To - will increase the current stock counts by the number in Actual Count.

All items on the list will be removed if the update was successful. Items which have no match to your inventory will not be removed.

NOTE: There are additional ways to update stock counts using import routines.

See "Import Physical Inventory From File"