



# POSitive Tips

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## TIP OF THE MONTH

### "Start of Year Inventory Counts"

#### 1 Make a Backup

#### 2 Devise a good, systematic plan for counting your inventory.

#### 3 Utilize various tools in PFW to expedite your work.

## Inventory Re-Count

At the end of your fiscal year, it is common to conduct a physical count of all your inventory.

PFW provides several reports and tools for making this job easier. Whichever method you use, the key to accurate stock counts is to be systematic; move methodically through one location at a time, top to bottom, side to side, recording everything found.

**Paper Tally** – Print out an alphabetized listing of inventory so you can use hash marks to total each product.

Go to Inventory: Physical Inventory: Print Inventory List.

It is recommended that you streamline the printout to make it easy to find and identify products.

- For "Sort Order" use only Description or SKU. This will list all inventory in alphabetical order.
- Activate the options "Active" and "Inactive" to be sure that everything will appear on the list.

Everything else should be left unchecked.

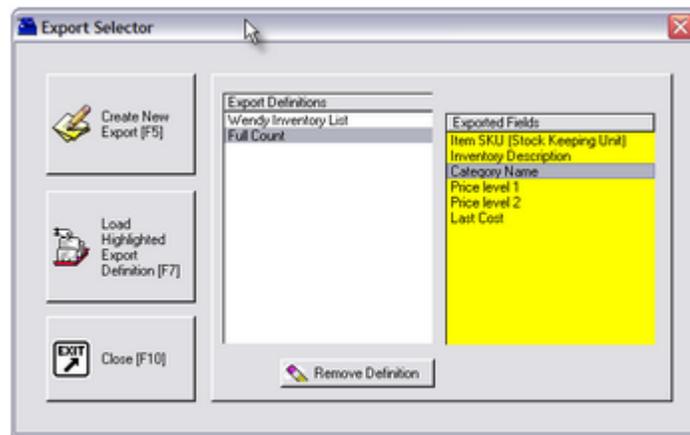
**Data File** –PFW can generate a file which can be pulled into a spreadsheet for easy tallying of new stock counts. Afterwards, this spreadsheet will be used to

import the new stock counts into PFW.

Go to File: System: Export: Export Inventory.

At the very least, choose to export SKU and Description. Optionally, you could export category and prices and cost.

The exported file is saved in a location you



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designate. Then use MS-Excel to open the data (Tip: in Excel go to Data: Import External Data: and follow the Wizard. Make sure the SKU fields are imported as "text.")

Enter you total stock counts for each item. You may want to change category assignments and prices before importing the results back into PFW.

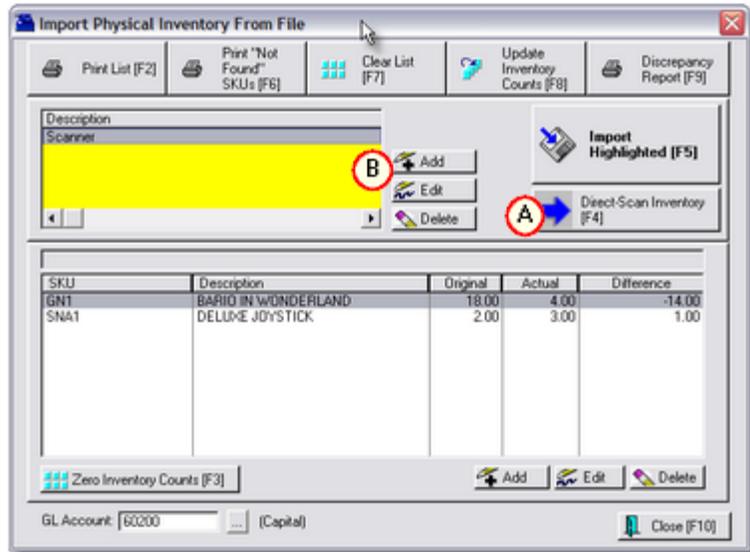
When done, save the Excel file as a comma delimited file and use PFW Importer to bring the new stock counts into PFW.

**Direct Scanning** – Use a hand held scanner or a data collector to scan the barcode of each item and enter the quantity found. This method allows you to compare the existing stock counts in PFW with your new tally.

Go to Inventory:  
Physical Inventory:  
Reconcile From  
File.

**Option A** Using a standard scanner scan each inventory item and enter a stock count.

**Option B** Using a portable data collector, "dump" the new inventory counts into this work area.



Either way, PFW will list your new counts and compare them with the original counts and you can print a discrepancy report.

When you are satisfied with the results, choose the Update Inventory Counts button and follow the prompts.

## Any Question?

More information can be obtained from your dealer or by reviewing the online Help files.

## Portable Data Collectors

A portable data scanner or collector could be a valuable piece of equipment in your store. Not only can it be used for updating stock counts, but it can be used to create customer invoices, generate vendor purchase orders by updating the Order List, and confirm receipt of items on purchase orders.

Your dealer will be able to suggest brands and models to consider.