

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 archive copy is on your hard drive, you can create a shortcut icon to run it. On the desktop, right mouse click and choose NEW shortcut. Browse the archive directory of pfw and choose PFWINV.EXE. Name the shortcut ARCHIVE2003. 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 Any 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. There are several methods for doing this:

- One By One Adjustment
- Direct Scan Inventory
- Use an import routine

### **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]

Your items will be listed. See the section below entitled "Update Inventory Counts [F8]" for the next step.

### **Use An Import Routine**

If you prepare properly, you could use one of PFW import procedures. One is the use of Import Physical Inventory From File or Import Inventory Files.

### **How To Import A Physical Stock Count**

You will need a comma or tab delimited file listing your inventory. For each inventory item in the file, you will need the SKU, Description, and Stock Count. There are two simple methods for creating this file.

One, use a handheld data collector to scan items in the store and to record the stock counts. Using instructions for the brand of data collector, save the stored data to a file on the hard drive. Two, use the export feature of PFW (File: System: Export: Export Inventory) to create a comma delimited file to include just the SKU and Description and perhaps the stock count. With Microsoft Excel or some other program you can edit the file to enter your true stock counts. Note: be sure to save the file as a comma or tab delimited file. Then follow the steps described below. In the upper left corner of the Import Physical Inventory From File window is where you select the file to be used as an import file.

### **Create An Import Link**

Choose **Add**

You will be prompted through the Physical Inventory Importer.

First, you will give this setup a name (Import Description), then choose the file to be used for the import (use the browse button).

Now click on Display File [F5] and then link the Description, SKU, and Stock count from the left hand window to the right hand window. When you are done, choose Finish and this saves the import definition.

### **Prepare To Import**

Most likely you will want to make sure the lower panel is empty; choose the **Clear List [F7]** button.

When you are ready, highlight the added file description (upper left panel) and select **Import [F2]**. Special Notes:

The Edit and Delete buttons will affect the highlighted Import file Description.

If you have multiple files to import, setup definitions for each as described above, clear the list, and choose to import each one before proceeding to the next steps..If the same SKU exists in multiple files, PFW automatically combines the counts together.

See below for an explanation of the results and what to do next.

### **Interpreting The Results**

Once the inventory has been imported or direct scanned, you will see your list of inventory items. For each item, **Original** means the stock count of the item currently in the PFW inventory list.

**Actual** is the count you have just imported or entered. And **Difference** is the variance between Original and Actual.

**\*\*\*ITEM NOT FOUND\*\*\*** - When using the Import [F2] or the Direct Scan Inventory method, this reports that a scanned item is NOT in your current inventory list.

This would suggest that the scan was misread or mistyped or simply that the SKU of the item is no longer a valid SKU. Perhaps the inventory item is there in your inventory, but the SKU was changed or deleted. Or the item simply may be a new inventory item yet to be added to PFW. The "Print 'Not Found" SKUs [F6] will print a list of these items so that you can review reasons for the discrepancy.

### **Three Reports Available**

You can review your list in three ways.

**Physical Inventory - All Entries** - prints everything in the list. Choose Print [F5] and select Print All.

**SKUs Not Found Report** - prints a list a items for which there is no equivalent SKU in your inventory list. Choose "Print 'Not Found" SKUs [F6]

**Discrepancy Report** - prints all items in the PFW inventory list which are NOT part of this inventory reconciliation. This is useful for determining if inventory has been lost or stolen. Choose Discrepancy Report [F9].

**Add, Edit, Delete**

After interpreting the results, you may wish to Add, Edit, or Delete entries in the list to assure that everything is correct. With the **Add** button, you can scan or lookup the SKU. (Note: if you type in an unknown SKU you will not be able to update inventory because the SKU does not really exist in PFW.)

The **Edit** button allows you to adjust the Actual count. And the **Delete** button will remove the line item from the list.

**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.