Physical Inventory

2-4 weeks prior to PI	**Plan on using Physical Inventory**	While you can rent scanners for a Physical Inventory, you can also use the Physical Inventory Module in Anthology will allow you to enter in the qty's counted and do a final adjustment to your inventory en mass. Organization is the key to success. Consider cleaning up inventory on your floor by resorting and re-shelving inventory that may be in the wrong place. Consider identifying your shelving units and your shelves. You can use these descriptions to help keep you organized and later to locate items. Plan to clean up inventory (departments, sections, etc.) in Anthology. **We urge you to ensure every single item in the inventory has a Department and a Section.** Consider the total amount of inventory against the number of helpers you will have. One common estimate is that 2 people will take 2 hours to count roughly 700 items. You can not sell your inventory while you are counting it. Decide whether you will do a Full or a Partial Physical Inventory. We recommend that you do a Full Physical Inventory and close the store for those days to count all inventories. If you can not close your store, consider a partial PI – counting one section at a time while you are open. Decide what order you will count your items. Many stores initially decide to have the store open during the first PI. Most of these stores later decide to close the store during the PI process. Organize extra help for that time period. Consider 1 helper for every 1-3 people counting. You will also need one person to 'run' the entire PI module (i.e. central command).
	Completely Read PI documentation	It is very important you take the time to thoroughly read the PI documentation. Make use of the Yahoo Users group to talk to other users that have done a PI. This can be found at http://groups.yahoo.com/group/VisualAnthology It is up to you to completely read the documentation and familiarize yourself with the module. All the information you will need is found in this document. Training on PI is billable at $125 an hour and must be scheduled in advance.
	Upgrade Anthology & Demo	The main copy of Anthology and the training copy that you will be using MUST be on at least 5.9.004. You are responsible for downloading this upgrade from the anthology website and running it on your system. Go to www.anthology.com and click on the downloads link.
1-2 weeks before PI	**Prepare training copy of Anthology**	You will likely want to practice with a test copy of your data before beginning the PI process. If you don't have an Evaluation or Hands On Anthology copy, call Anthology to get one. Install the training copy on a computer that you can practice doing your Physical Inventory on. Do a quick backup of your live data and extract it into the training version. We have a document on this, titled "PI Setting up Test copy of data for PI Practice(QuickBackup).doc" to create a test set of data using your own data set to practice with.
	Prepare Anthology Data	Know that all receiving must stop during the PI. Start planning now what inventory needs to be received before the PI. Consider moving old inventory out by returning books to vendors. You can manually create a Return Invoice or let Anthology help you by generating Overstock Returns. Clean up your inventory (departments, sections, etc.) in Anthology. It will help to keep you

organized and help you to run a smoother and more efficient PI. Use Reassign to assist the process.

Decide if either the Stock Check or the Inventory Status report will be beneficial to your plan.

	Prepare inventory on your floor	You should know whether you are doing a Full or a Partial Physical Inventory by now. Begin to prepare the appropriate areas.

If you are going to clean up inventory on your floor begin now. Identify your shelving units and your shelves. Some Booksellers have created a store map and mapped out the batches.

Resort and re-shelf inventory that may be in the wrong place. If you are returning inventory to vendors start boxing them. Any inventory that has been received in Anthology needs to put out on the shelf. |
| | **Complete Optional PI Training** | Additional training should be purchased, scheduled, and completed the Friday before doing the PI. Weekend pager calls cannot answer "How To" questions on PI.

You can purchase an hour of training at $125 ahead of time to have the tech provide detailed training. |
| | **Review PI Documents** | Review the documents on using Physical Inventory again. Use the demp/practice copy of Anthology to practice entering in counts, and posting them.

If your staff will be using the barcodes to identify a title, consider reviewing with them the different barcodes. Check our help system for pictures of different barcodes under Help | Contents | Special Topics | Understanding Barcodes. |
| **Start PI** | **Create new PI & begin counting your inventory** | Use the PI documents for more detailed information on creating and using the PI module. Start a new PI the morning of the first day by going to Inventory Control, Physical Inventory, F4 New. You will need to decide here if you'll be doing "Edit By Exception" or not. This option allows you to populate the count qty fields with the OH value so you can save time by editing just those items who's count is wrong.

Remember to do a backup once a day and reindex once, if not several times a day.

If you are counting your inventory during the weekend, remember that there is no tech support over the weekend for physical inventory. Refer to the PI document for questions.   Problems that can't be resolved through the documentation will need to wait until Monday. |
| | **Prepare to complete the Physical Inventory** | Double check your work by running an Exception report. Verify the exceptions listed on the report either by going through each item or by doing spot checks. |
| | **Complete PI** | Follow the instructions in the PI document for more specific information.   Once you are sure your Physical Inventory is correct; do a quick backup, reindex and then post the update (F12) on the open PI to finalize the Physical Inventory. |