



**Anthology, Inc.**

## **Physical Inventory Overview**

Physical Inventories are performed once a year by most stores to obtain an accurate count of the inventory physically present in the store and to adjust the information stored in their Point of Sale/Inventory Control system.

The Physical Inventory module allows you to record the number of individual items physically in your store and to compare it with the entries in your inventory file. A discrepancy report is used to make adjustments before you post the Physical Inventory and adjust your on hand quantities.

When you run the Physical Inventory module, it creates a "snapshot" of your inventory at that moment in time. This master snapshot record is used to compare against the actual count. The inventory is checked and one or more batches are created representing the portion of the inventory that was counted. The process for creating and posting batches varies slightly depending on which method you choose to count the inventory - manual, pos scanner or portable hand held scanner. These processes are outlined in the PI training video on the customer zone titled "PI Chap3 - Creating New Physical Inventories". When all your batches are posted, the master record is then summarized with all counts, posted, and the OnHand amounts are replaced.

Central to the task of performing a Physical Inventory are planning and preparation. Please review the customer zone documents titled "PI Considering Doing..." and "PI Suggested Checklist..." for detailed suggestions on organizing in the days before the inventory takes place.

There are two types of Physical Inventory. Which type you choose will depend on your individual circumstances.

1. **Full Count:** generally this involves closing your store and counting everything in the store at one time - that is you are not trying to sell items as you count them. This is by far the most accurate method.
2. **Partial Count:** generally this is done when the store is open and items are being sold from sections that are not currently being counted. This method has the greatest potential for error and special procedures are needed to insure an accurate count. It is critical that care be taken when selecting specific sections for Partial PI's, overlapping of sections will cause inaccuracies.

There are four methods in which to enter your counted inventory:

1. **Manual Count:** To do this you would run Stock Check report from the Anthology Reports menu. Using the printed report you count the inventory and write down the quantities as you go. Once you have completed the count you hand-enter the count into the Physical Inventory screen and post the results to update the inventory records. You can also use the "Edit By Exception" option from the Action menu.
2. **POS Scanner:** This involves using one of your POS stations as a scan point and using the barcode scanner to scan items into the Physical Inventory module. This means either bringing

your inventory to the station to be entered or taking the workstation to the inventory via an extended network cable.

3. Hand Held Scanners: Portable scanners such as the OPN 2001, CS 1504 or the older CS2000 are barcode scanners that will store the ISBN in the scanner's memory as you scan. This information, once collected, is downloaded from the scanner to the Physical Inventory module. Typically these scanners hold between 150-250 ISBNs - allowing you to upload about one half a bookcase worth of merchandise at a time. **Please note these scanners are often all rented during the months of December and January with scheduling starting as soon as September. To ensure availability please schedule well in advance by contacting [Janie@anthologysoftware.com](mailto:Janie@anthologysoftware.com)**
4. Third Party: Anthology supports RGIS conversions. RGIS is a professional physical inventory company that will come in and count your inventory for you. Anthology can convert this information and update your inventory. Contact our sales department to discuss the cost associated with this conversion.

# Physical Inventory Reference List

The screenshot shows the 'Physical Inventory' software interface. At the top, there are tabs for 'List' and 'Details'. Below the tabs, there are several input fields: 'PI #' (000028), 'PhysInv Note', 'Created' (12/21/2018), 'Inv by', 'Update Note', 'Posted' (//), 'Status' (Open), and 'Cancelled' (//). There is also a 'Sections' dropdown menu set to 'ALL'. Below these fields is a table listing inventory items with columns for ISBN/SKU, ItemUPC, Title/Description, Author, Dept, Sect, SectName, Pub, Dist, InvQty, CountQty, TotCount, and Discrep. The table contains 20 rows of data. Below the table, there is a summary section for the selected item '0761978836' showing 'Items: 5,107', 'CountQty: 1', 'InvQty: 121', and 'TotCount: 9'. At the bottom, there are several function buttons: F1 Help, F3 Entry Order, F4 New PI, F5 New Line, F6 Consolidate Qtys, F7 Delete Line, F8 Find Line, F10 Save, F11 Print, F12 Post Update, Alt+F6 Get Data, and Alt+F12 Adjust Inv.

## Header Fields

- **PI#:** The number of the Physical Inventory. This number stays the same for the entire PI. The 2ndary field to the right of the PI number indicates the batch # which is similar to a shipment number.
- **InvBy:** This field allows you to select the user name for the staffer that worked on the batch. This drop down list reflects only the entries in the Master Files | Users list.
- **Status:** The typical status type is "Open" or "Complete" for the master PI record; much like the master record in receiving that is always shown in green. The batch records, shown in grey, can have a status of "Scan" or "Update". Scan status means the batch has been downloaded from a scanner, but not posted. Update means the batch has been posted to the master PI.
- **Name:** A field for which you can designate a name, ex. PI2005. This name is kept throughout the entire PI.
- **PhysInv Note:** Note field for entire PI, can be used to keep track of # of staff assisting, total hours, etc,
- **UpdateNote:** Note field for specific batches, can be used to indicate what shelving unit the batch came from (i.e. Children's, etc.). Populating this field on the main Open PI will copy this info down to the next downloaded scanner batch.
- **Created:** Date PI created
- **Posted:** Date batch posted
- **Cancelled:** Date batch cancelled
- **Section:** List of sections selected for PI. Full PI will show ALL, partial will show individual section names.

## Line Item Grid

- **ISBN/Sku:** ISBN/Sku/Sku1 of inventory item

- **Item/UPC:** Item/UPC/Sku2 of Inventory item
- **Title/Descrip:** Title/description of inventory item
- **Author:** Author of inventory item
- **Dept:** Department name of inventory item
- **Sect:** Section code (short code) of inventory item
- **SectName:** Full section name of inventory item
- **Pub:** Publisher/Manufacturer of inventory item
- **Dist:** Distributor1 of inventory item
- **InvQty:** Quantity OnHand when PI first created. This will not change if item is sold/received after PI is created
- **CountQty:** Temporary counted quantity for the batch. This number gets added to the TotCount field upon posting a batch.
- **TotCount:** Total number counted for the life of the PI. This number is a sum of all the CountQty posted.
- **Discrep:** TotCount minus InvQty. A negative Discrepancy means fewer items were found than the system had OH at the time the PI was created. A positive Discrepancy means more items were found than the system had OH at the time the PI was created.

### Line Item Entry

- **ISBN/SKU:** ISBN of item selected in the grid, or entered in via find line, scan, or manual entry.
- **UOM:** Unit of Measure of inventory item. This is specified in the inventory item as the sales/purchase default. If you've counted by the case, then this should have already been setup in the inventory item previously.
- **InvQty:** Uneditable field displaying the amount OnHand when PI was first created.
- **CountQty:** Amount counted in this batch. This number will be added to the TotCount field upon posting the batch.
- **TotCount:** Total amount counted thus far. Useful for working backwards to find what had been counted and when in batch history. For example, if an item is counted in two different areas of the store and in two different batches, the TotCount will reflect that the item had already been counted in batch #20, but batch #30 would have the second section CountQty ready to add to the overall total.
- **Items:** Number of items/titles in the batch
- **InvQty:** Total number of OnHand in the batch
- **CountQty:** Total number counted in the batch
- **TotCount:** Ending total that will be used to REPLACE the Inventory OH value. This value cannot be manually changed in the Master PI record, it can only be affected by changing the CountQty (+ or - values) and posting a batch
- **Exceptions Only Checkbox:** Check this to hide items with no exceptions (items whose TotCount exactly matches InvQty).

### Option Buttons

- **F1 Help:** Brings up electronic help system
- **F3 Entry Order:** Sort grid by entry order, sequence items were entered in or downloaded
- **F4 New PI:** Create new master PI record
- **F5 New Line:** Add new item to batch, usually during manual PI instead of hand held remote scanners
- **F6 Consolidate Qty's:** Used during hand held remote scanner downloads, to consolidate CountQty to one sum per inventory item
- **Alt+F5 Add to Inv:** Use this when an item downloaded in a batch has no title, This means the sku string scanned does not have a match in the Inventory ISBN/Sku field, though there may be multiple copies of items (used books generally) that have the same string in the Item/UPC field.
- **F7 Delete Line:** Delete line item from batch

- **F8 Find Line:** Used to find item in grid, usually during manual PI □      **F9 Cancel:** Cancel batch
- **F10 Save:** Save batch record
- **F11 Print:** Print batch or master PI, several options presented to print entire PI, or just exceptions
- **F12 Post Update:** Post the batch so as to add the CountQty into the TotCount on the master PI
- **Alt+F12 Adjust Inv:** The final update, this takes the discrepancy and adds it to the main inventory, adjusting the Inventory OnHand amounts.

### Action Menu Options

- **New PI [F4]:** Create a brand new Physical Inventory, creating a copy of the inventory at the time F4 New is used. Do not create the PI too far in advance of the counting process, best to create a new PI just minutes before the counts are to begin, lest a much older OnHand amount lead to confusion on an overinflated Discrepancy.
- **Print [F11]:** Print a general Physical Inventory report showing core detail, an Exceptions report just for the discrepancies, and the Extended Details for even more information. F11 Print will provide options to physically print, print preview, or Save to Files such as XLS, CSV, PDF.
- **Post Update [F12]:** Use this option on a downloaded Scanner batch to add its CountQty's up to the main Open PI's CountQtys. Using the F12 Post Update from the main Open status PI will add those CountQty's to its TotalCount. Use negative numbers in the CountQty column if you need to reduce the TotCount value (when an overcount was done).
- **Cancel:** Cancel/Void the current selected Open PI or scanner batch. This cannot be reversed.
- **Entry Order [F3]:** Sorts items in the Open PI or the downloaded scanner batch
- **New Line [F5]:** Add a new line item to the PI, either items not already existing in the inventory or an item that was previously left out of the PI or removed.
- **Find Line [F8]:** Use this to search for an item, by its ISBN/Sku or Item/UPC, the item will be selected in the PI screen for editing as needed.
- **Scan Mode:** Turn scan mode on, similar to receiving to allow users to bring titles to the counter and use regular POS scanners to scan in qty counted. Central to the Manual Count method PI.
- **Delete Line [F7]:** Use this to remove line items from the PI that you do not want or do not plan to count. You can sort by different columns (Section, Department, Publisher, etc.) to group together items to remove. When the final Alt+F12 Adjust Inventory is done, any item that is not in the main PI, will be ignored and not have its OH's touched.
- **Consolidate Qtys [F6]:** Use this in a downloaded scanner batch where the same item may have been scanned multiple times and from different areas of the store.
- **Copy InvQty to CountQty:** Use this option when an item, or a group of items, have already been verified to have the correct OnHand, possibly items that were pre-counted days ahead. Use the standard Shift+LeftClick on the first and last item in a group to mass select, then the Actions menu option. Using this option allows you to only edit the few items that might be incorrect, instead of having to hand enter the counts first.
- **Add to Inventory [Alt+F5]:** Use this option if a sku has been entered that does not already exist in the inventory. The Alt+F5 will ensure the Open PI includes the new inventory item and its title info.
- **Refresh Data:** Use this option if edits have been made to inventory records outside of the PI module, such as corrections done from another station. The main Open status PI will refresh fields such as Section, Department, Publisher, etc.
- **Refresh Batch Info:** If a batch has been downloaded and items such as Section, Author, etc. have been edited, use this option to force the grid display to update and show most recent Inventory values (except OH, that should be left as is).
- **Adjust Inventory [Alt+F12]:** This is the final step that will replace any Inventory OnHand amount with the TotalCount # found in the PI.
- **Get Data from Scanner [Alt+F6]:** Used only to download contents of special PI rental scanners.

- **Specify Scanner:** Select the scanner model being used. Note, OPN2001 users can choose the Symbol CS1504.
- **Enter/Review License for Scanning:** Paste character string Support tech provides for enabling the PI rental scanners for a given # of days.

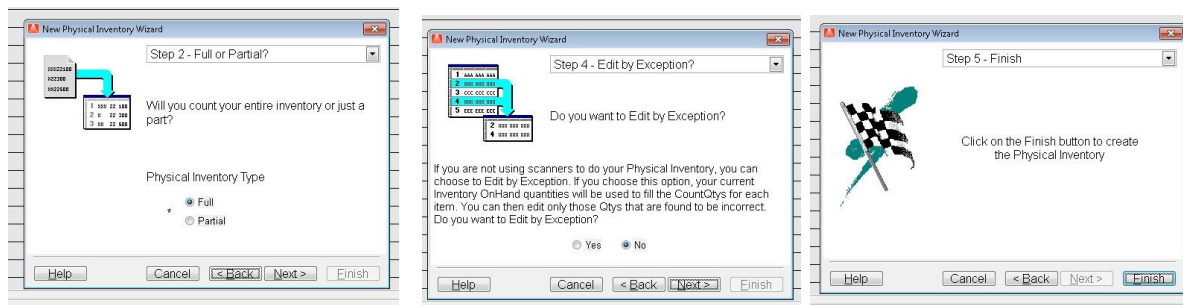
## Using the Physical Inventory Module

How the Physical Inventory module is used will depend on which type of Physical Inventory you are doing (Full or Partial) and what method you have chosen to count your inventory. Each of these two methods are outlined in detail in the following sections. Please be sure to read carefully the supporting documents should questions arise. Many time-saving suggestions are available in the Planning your Physical Inventory section.

### Full Count Method

When you do a Full physical inventory, you are counting the entire inventory. Generally your store will be closed during this time to ensure an accurate count.

**Important Note:** **The Physical Inventory module in Visual Anthology does NOT have a means of accounting for items sold during the time inventory is being counted** nor does it make any adjustments to the Physical Inventory count for those items. It is therefore recommended that you close your doors and not try to sell while the count is going on.



The decision to do a full inventory is made when you create a new Physical Inventory document. Remember this will not determine the method you use count the inventory only the scope of the inventory you will be counting.

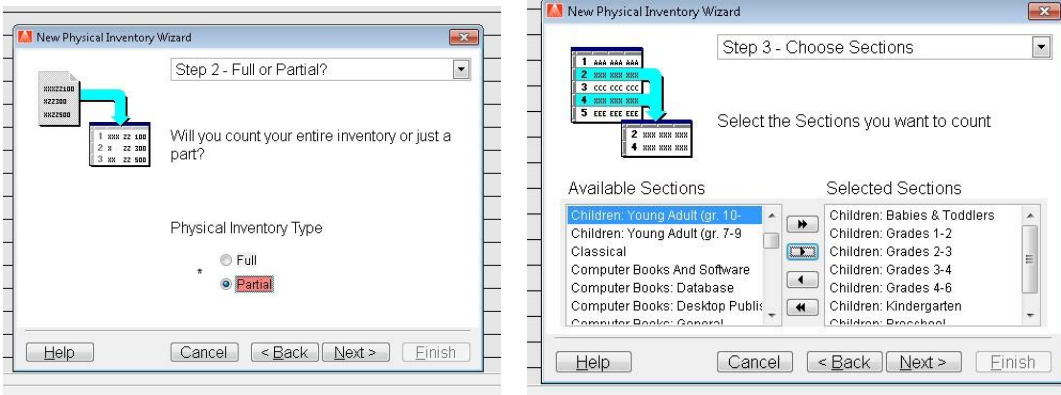
You will also be presented with an option for “Edit By Exception”. If you are using the OPN2001/CS1504 scanners you do not want to use this option. Edit By Exception copies the InvQty value to the CountQty field. Once the edit by exception has been done, users can then go in and edit the few items that are missing or found, this can be a great timesaver for those doing manual count method.

Full PI's are much more forgiving than partial PI's. Let's say you've got a title that is scattered across the store in 2-3 areas but in the system it is assigned to the History section. In a full PI this is not a problem as you scan or manually update the qty's the system merely adds those numbers together to give you a total sum of the copies found. So if that title is in several different physical locations, it will eventually be completely counted as you go through the entire store.

Partial PI's focus on a specific Section(s), use that option only if your store sections are relatively clean. See next section for details on Partial PIs.

## Partial Count Method

When you choose to do a Partial physical inventory, you are counting only a portion of your total inventory—typically a single section. Although the store can remain open while the count of that section is going on, you cannot sell anything from that section without taking special steps. As with the Full count method, the Physical Inventory module in Visual Anthology does not have a means of accounting for items sold during the time inventory is being counted, nor does it make any adjustments to the Physical Inventory count for items sold.



Partial Physical Inventories are typically done section by section. Your Visual Anthology Sections should map to the shelving categories in your store. When you create a new Physical Inventory you simply choose Partial option and then choose the section or sections you are going to inventory.

You will also be presented with an option for “Edit By Exception”. If you are using the CS2000/CS1504 scanners you do not want to use this option. Edit By Exception copies the InvQty value to the CountQty field. Once the edit by exception has been done, users can then go in and edit the few items that are missing or found, this can be a great timesaver for those doing manual count method.

**Important Note:** There are a number of important considerations when you are doing a Partial inventory. Books that belong to a single Anthology Section may be scattered to a variety of locations throughout the store—on displays, in the backroom, etc. To get an accurate count, you will have to count these items as well as those on the shelves in that section.

It is important to understand the effect that partial PI's have. Let's say you choose to do two separate PI's, each a partial. Perhaps #1 covers the front half of the store, and #2 covers the back half. If you accidentally select the same section in each partial PI, you run the risk of inaccurate counts. For example, if #1 contains History and Science, and #2 contains History and Childrens, when you count or scan the items based on their physical location in the store you may find 3 copies of a history title in the front, and 7 copies of the same history title in the back. When you go to complete PI #1 that title will show 3 onhand. However when you complete PI #2, that title's onhand is overwritten with a 7, not changed to 10. This is because the system treats individual PI's as a fresh list of updates. Doing multiple partial PI's at the same time and not ensuring that sections are not selected more than once can have disastrous effects.

Also, consider the situation in which you've chosen a partial PI that contains the Science Fiction section. The system pulls a list of only titles that have Science Fiction assigned as the Section1. If you then begin counting/scanning items in the physical section of Science Fiction and get a title that while it may physically be in that area, but assigned to a different section in the inventory system, it will not be on that list for you to update. In the case of downloading that batch from a scanner the system would force you to delete the scanned item that does not belong in that section.

For these reasons, a Full physical inventory is typically more accurate and complete than a series of Partial PIs.

**Note: You will need to exercise care and caution when using this method to do your Physical Inventory. As you select the sections to be counted in this Physical Inventory bear in mind that once the PI is created you CANNOT add a forgotten section. You would have to create a separate PI entirely for the forgotten item. Further if you choose a section that was selected in a recent previous partial PI but was not counted completely, you must count it completely in the new PI.**

## Planning your Physical Inventory

Planning a physical inventory can save time and ensure a more accurate count. Many of the suggestions found here are based on the requirements of the Physical Inventory module. Many suggestions will help you work faster and more accurately.

### Cleanup in Anthology

Review your inventory file via the Master Files | Inventory screen and ensure every item has both a Department and Section1 listed. From the List page sort by Department and look for blanks. Of course, best of all is to make sure that every item has an accurate Department and Section assignment. To save time you could create a temporary department and section called "TEMPD" and "TEMPS" respectively. From the list tab select all the items without a department and reassign them to the TEMPD department. Likewise the same procedure could be used for Section. This will enable you to have an accurate count and work on a real assignment later.

Receiving is a never ending process. You will want to plan a date to temporarily stop receiving in order to do your physical inventory. At that time make sure all books that have been received have been shelved, and that all Receiving Memos for books that have been shelved have been posted. Don't shelve books that haven't been posted in Receiving. Remember your Physical Inventory begins with a snapshot of your Anthology inventory at a moment in time and your shelves need to reflect what you have posted in Receiving. It is probably best to complete any outstanding receiving that needs to be done at this time.

Similarly, if you have any overstock returns that have been boxed up but not yet posted, you should Post to reflect the fact those books will not be found in your Inventory. Be sure that boxed items are not counted if they are not reflected already in the inventory OnHand.

### Cleanup In your store

Making sure your shelves are organized and all items for that section are physically there will help to ensure an accurate count. This can be done by printing an Inventory Stock Check report and organizing shelves according to the report. This will make it easier to both count the shelf and to enter the items into the Physical Inventory screen. You can view the Physical Inventory screen in the same format as the report.

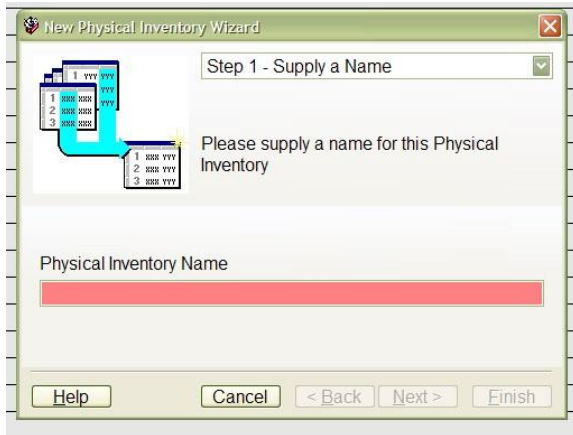
Many times books are moved from a section to be placed on a display table or an endcap. If you are not able to move the books back, be sure to include them when counting that section. These items should be explicitly noted. Often a customer will pick up an item in one section and leave it in another, throwing off the counts. This is a very good reason to close the store during the physical inventory.



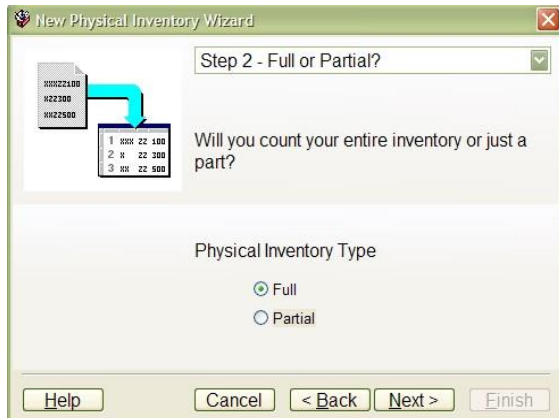
## Creating a new Physical Inventory

The Physical Inventory program is located on the Inventory Control | Physical Inventory menu.

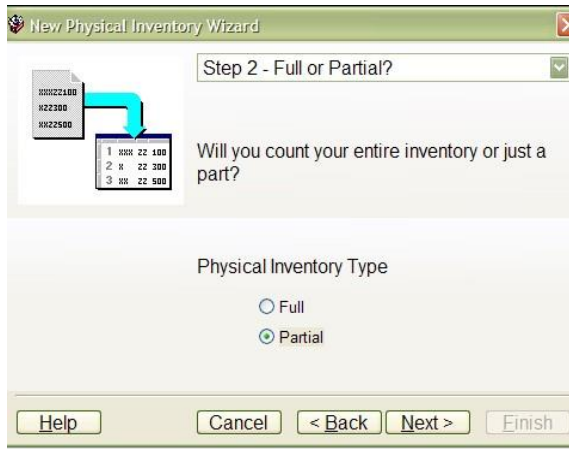
From the main screen choose the F4 New PI button located at the bottom of the screen. At this time you are prompted to name your Physical Inventory. This may be something as simple as PI\_One, the current date (02022005) or for partial inventories may include the section of the store the Physical Inventory is for, such as "bk\_child\_sec".



The next screen in this process asks us to decide on the type of inventory we will be doing, either full or partial. The differences between the two are defined in full in the sections listed below. Basically, "full count" evaluates your entire inventory and creates the Physical Inventory based on those figures while partial only evaluates one or more sections.



### Full Count Method

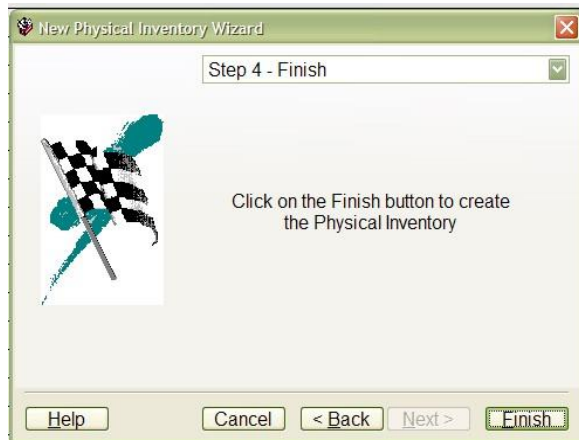


### Partial Count Method

Whether you choose full or partial will depend on your personal needs. The method for counting items and creating batches (updates) is basically the same for both. The real difference is in the potential for human error.

You will also be presented with an option for “Edit By Exception”. If you are using the CS2000/CS1504 scanners you do not want to use this option. Edit By Exception copies the InvQty value to the CountQty field. Once the edit by exception has been done, users can then go in and edit the few items that are missing or found, this can be a great timesaver for those doing manual count method.

Before using the partial method you should full understand the risks involved.



The last step is click the finish button in lower right corner of the screen. You should now see the new Physical Inventory listed in the list view of the Physical Inventory screen.

### Creating, Reconciling, and Posting Batches

Batches or Updates are snapshots of the inventory that has been physically counted. Whether you are doing a full or partial Physical Inventory makes no difference; however, your batches (updates) are created in slightly different ways depending on the *method you use to count* your inventory.

There are three basic methods of counting inventory – Manual, POS Scanners, and Hand Held scanners. Deciding which method of counting you will use determines how your batches are created. Many stores will use a combination of methods.

- Use Manual counting and reports like the Stock Check Report to create a list, organized by section. Space is provided on this report for entering your count information.
- Use the POS scanner that is connected to one of your registers. This method requires that you either bring the inventory to the register or take the register to the inventory.
- Use Hand Held scanners to collect barcoded items for downloading in batches.

## Using the Manual method

With the Manual method you will work directly with the master record entering in the quantities counted. Posting an update creates a batch record of the changes.

In this example we will use the Stock Check Report and enter items in two different "updates". You will use this report to write the quantities counted. The report allows for this by adding a blank column to the left followed by the OnHand quantity for each at the time of printing.

**Anthology, Inc**

Printed 8/22/2005  
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Stock Check Report  
Totals By Section

OH	ISBN/SKU	Title/Descrip	Author	Pub	Media	Retail	OO	CrrMnth	LstMnth	YR
-----	10 0486423239	Illustrated Dictionary Of	Planche, James		PAP	349.50	0	0	0	0
-----	10 0486423255	Children's Fashions	Olian, Joanne		PAP	149.50	0	0	0	0
-----	10 0609809350	Official Price Guide To	Finnegan,		PAP	200.00	0	0	0	0
-----	10 0609810146	Official Price Guide To	Polak, Michael		PAP	150.00	0	0	0	0
-----	8 0609810275	Official Price Guide To	Robbott, James		PAP	53.00	0	0	0	0

When an area of the store has been counted you are ready to update the Physical Inventory. Go to Inventory Control | Physical Inventory | List Tab, and select the Open PI you created and click on the details tab. At this time each item on the report is located in the master record of the Physical Inventory screen. The master record can be sorted by ISBN or by title to match the Stock Check Report, making it much easier to locate the items being updated.

Looking at the grid, select the first title to be edited. When the item is located, fill in the amount physically counted in the CountQty field. Accept the changes to this line by clicking the Accept button. The information is copied to the CountQty column in the Details grid of the master record and the focus will be dropped down to the next item for editing.

047144393X	Civil War And Reconstruction	King	GRAD	Grades 7-9	10	0	0	-10
0471443948	Westward Expansion	King	GRAD	Grades 7-9	9	0	0	-9
0471979708	Java Programming With Patterns And Architectures	Roberts, Graham/ Winder,	GENE	Computer, General	9	0	0	-9
0486423239	Illustrated Dictionary Of Historic Costume	Planche, James R.	ANTIQ	Antiques/Collectibles	10	8	0	-2
0486423255	Children's Fashions 1900-1950 As Pictured In Sears Catalogs	Olian, Joanne (edt)	ANTIQ	Antiques/Collectibles	10	0	0	-10
0486424774	Mandarin Chinese Dictionary : Chinese-english	Wang, Fred Fangyu	DICTI	Dictionaries	5	0	0	-5
0486424782	Mandarin Chinese Dictionary : English-chinese	Wang, Fred Fangyu	DICTI	Dictionaries	5	0	0	-5

ISBN / SKU	UOM	InvQty	CountQty	TotCount	Items	CountQty
0486423239	EA	10	8	0	1,546	8
Illustrated Dictionary Of Historic Costume					InvQty	TotCount
					11,696	0

Exceptions Only

F1 Help	F3 Entry Order	F4 New PI	F5 New Line	F6 Consolidate Qtys	F7 Delete Line
F8 Find Line	F9 Cancel	F10 Save	F11 Print	F12 Post Update	Alt+F12 Adjust Inv

If you lose your spot in the list, you can use the F8 Find Line button to enter the ISBN you are looking for. You should save frequently by using the F10 Save option.

If you find yourself editing an item that you've already entered, you should be aware that the original number you entered will be in the CountQty field. If you have found additional copies, it is your responsibility to do the math. If the CountQty field already contains a 3 and you have 2 more copies you would need to increment the CountQty to 5.

When all edits are entered you will commit those changes using the F12 Post Update button which creates an update record to support the changes. Changes are made to the master record as follows:

1. InvQty stays the same. This number reflects the OnHand amount when the PI was created.
2. CountQty is added to the TotCount field, and CountQty is reset back to zero.
3. TotCount now shows the total number counted (so far) for an individual line (item).
4. Discrep (discrepancy) shows the difference between the InvQty and the TotCount. A negative discrepancy means fewer items were found than were listed in the InvQty. This is an indicator that copies are missing or may have been moved to a different section of the store. A positive discrepancy means more items were found than the InvQty. This is an indicator that the item was not received accurately.

If you find yourself needing to correct an item that already has a TotCount value, then this item must have already been posted earlier. In this case you only need to enter in the additional copies found into the CountQty field and save the line item. The next post will add this value to the existing TotCount field.

The posting process is repeated as many times as needed to completely count and record all the inventory items.

## Full or Partial PI- Edit By Exception

Another option is "Edit by Exception". It is useful whenever the result of counting your inventory has resulted in very few discrepancies. That is, your inventory on hand quantities are correct more than they are wrong. It would be far less time consuming to adjust the few items that were incorrect and leave the others alone. This can be a tremendous time saver when applicable to your situation.

However, this function can also be dangerous. If you have several items in the inventory with negative onhand amounts, such as Card items, Coffee/café type items, etc. it could have an undesired effect. Understand that when you use Edit by Exception, you must go through and edit all the items before you

can post the Master PI record, otherwise you would end up copying those negative COUNTQTY items to the TOTCOUNT column where they cannot be edited.

When selected during the initial creation of the PI - Edit by Exception assumes that the quantity listed in the InvQty field is correct and therefore copies this value to the CountQty field of the Physical Inventory. As you move through your PI locating the items whose count is incorrect you replace the CountQty to match the actual count. Items where the count is correct do not need to be edited.

## **Mass populating CountQty**

The PI module has an additional function that allows the CountQty column to be mass populated. For instance, if you've several items who's current OnHand is already correct, you can have the PI copy the InvQty value directly into the CountQty field. You can mass highlight a group of items, perhaps by a specific Section, go to Actions and choose "Copy InvQty to CountQty". This can help you update entire sections quickly while still preserving the ability to manually change or scan copies of items who's OnHand value is suspect.

## **Using POS barcode scanners**

You can use your POS barcode scanners to count your inventory, either by bringing the inventory to the workstation or by putting the workstation on a rolling cart and bringing it to the inventory.

You can scan in your inventory in either of two ways, much like scanning in Receiving. That is, you can either choose F8 Find Line, scan in the ISBN and edit CountQty field; or you can enter Scan mode by going to the Action menu. In Scan mode, you do not edit the CountQty field directly; rather each scan increments the CountQty by one for every scan made.

Thus if you have 5 copies of a book, you could either press F8 Find Line, scan the ISBN and enter 5 into the CountQty field; or enter Scan mode and scan the book 5 times.

In other respects, this method is the same as manually entering your PI information. Please see the above section, [Using the Manual Method](#).

## **Using portable hand held scanners**

If you have rented an Anthology portable hand held scanner, this device can be used to capture physical inventory information. The ISBNs and their quantities are stored in the scanner's memory until transferred to the computer. This is known as a Batch. When a batch is uploaded to the Anthology Physical Inventory module, a grey batch record is created for you that will have a Status of SCAN to indicate a new download. When the Scan status batch record is posted, the information it contains is reflected on the master record and the Status is changed to UPDATE to indicated it's completion

## **Scanner Batch Reconciliation**

When a scanner batch is downloaded the status of it is marked as SCAN. This indicates a newly downloaded batch that needs to be reviewed, possibly corrected for mis-scanned items or non-existing items and then posted so it's counts are added to the master PI (open status).

As you are reviewing the batch you may find entries for ISBN's but no title. These are items that were not found by the system. Typically these are mis-scan's or items that simply do not exist in the inventory at

the time of the PI. These could be items where the scanned code resides in the Inventory record under the Item/UPC field (aka Sku2) and not the primary ISBN/UPC (aka Sku1) code. You will need to locate the physical copy of the item and either correct it in the batch or delete the item from the batch and rescan later in another batch. If the item was identified by the 2ndary sku instead of the primary, press Alt+F5 Add to Inventory to force the system to locate the item by its primary sku and update the scan batch. At this point once all items in the batch show a title, you can edit the scan/count qty's.

To remove the item for rescanning later simply click F7 Delete Line. If you wish to re-add the correct item to the batch, delete the bad version by doing F7, and then use F5 New Line to manually add the corrected ISBN and Qty, be sure to save changes.

You also have the ability to print a paper copy of the batch to go back to the shelving units. While on a SCAN status batch press F11. The print dialog box opens with 3 print options- "Physical Inventory Report", "Exception Report", and "Items Not Found in Inventory". The Exception report prints out a list of items who's CountQty did not match the InvQty. The Items Not Found report will print a list of the items that were not found to be in the inventory. To help you better locate these problem items use the checkbox for "Print Context Records". This option will print the items on either side of the not found item.

You also have the option of sorting items in the batch by ISBN, by Title, etc. If you would like to return the batch to the order items were scanned in go to the Actions menu and choose "Entry Order".

When you have finished reconciling the Batch press F12 Post Update. This will add the CountQty's to the Master PI's TotQty's fields. In this way you will sum up any counted qty's from across scanner batches. Upon posting the batch the status will change to Update to show its completed status.

## Finishing up the Physical Inventory

When the PI is nearly finished, consider sorting by the Discrepancy column. Look at the very top and bottom of the grid to see if you missed any items or if you double counted any items. You should close the PI briefly and do a Quickbackup and Reindex before Finalizing the PI. Make sure you've posted any last minute edits on the Master PI by using the F12 Post Update option. When that button is dimmed out you can then do the Alt+F12 Adjust Inventory to finalize the numbers. Understand that the TotalCount values will **REPLACE** your OH values in the inventory. If the store had to be open during the PI, we recommend running a SalesHistory report after the finalization and use it to doublecheck any items sold. You can edit the OH instead if you discover the issue after the fact by going to Master Files | Inventory and use the F6 Edit OH option on each item. You may wish to put in a note as well.

## Recent Features/ Changes

- **PI module doing better job at matching on ISBN/Sku/Sku1 and Item/UPC/Sku2, whether downloaded, manually keyed in, barcode scanned in, F2 InvAssistant.** Previously stores would scan a barcode on items that was the Item/UPC/Sku2 value but had issues identifying the item in the batch and in the master PI towards the end. The PI module now identifies items whether the ISBN/Sku/Sku1 value was used or the Item/UPC/Sku2 value was used to identify it.
- **F3 Scan Batch mode for a short time was not doing the carriage return to process the item just scanned/keyed.** Users were having to do a 2nd enter key press.
- **Actions menu has Refresh Data and Refresh Batch info options.** If editing an item directly in the PI, either by Master File Edit or Edit Inventory from a right click, making changes and F10 Saving

and going back to the PI screen should automatically refresh the PI display grid. Note, if the item was updated around the same time from a different workstation and outside of PI, then the PI snapshot (open status) may not immediately show those changes done on the other workstation. Use the Actions | Refresh options to ensure most recent changes now show in the open PI. Stores looking to use PI as a time to fix bad Section/Department/Pub, etc. should be aware of this newer control.

- **PI | Details Tab | \*Display grid fields Added** ○ ISBN/Sku/Sku1, \*Item/UPC/Sku2, Title, Author, Sect1 Code, Sect1 Name, Department Code, \*Publisher/Manufacturer, \*Distributor1
- **New “Extended Details” option on the F11 Print | Physical Inventory report.** *\*\*See below for screenshot of report and field info\*\** ○ Currently the F11 Print from PI | Print report but not using the Extended details will print the following:
  - Line item level detail- Individual ISBN/Sku, Title, Author, OnHand (at time PI created), Count (the Count+TotCount at time of printing), QtyDiscrepancy
  - Single one line Summary at end of report for all items - InvRetail, CountRetail, RetailDiscrepancy, InvCost, CountCost, CostDiscrep
- Using the new Extended Details option will also now include the following for each individual title instead of just at the end of the report.
  - UnitRetail, InvRetail, CountRetail, RetailDiscrep, UnitCost, InvCost, CountCost, CostDiscrep

#### Extended Field definitions

- **OH** = Inventory OnHand amount at time of PI creation
- **Count** = Counted # units (in PI Batch or overall Open PI)
- **QtyDiscrep** = (PI.InvQty - PI.Count)
- **UnitRetail** = Inventory Retail\$ for single unit
- **InvRetail** = (Inventory Retail\$ \* PI.OnHand)
- **CountRetail** = (Inventory Retail\$ \* PI.Counted units)
- **RetailDiscrep** = (PI.InvRetail - PI.CountRetail)
- **UnitCost** = Calculated Inventory Value for single unit
- **InvCost** = (Inventory Value \* PI.OnHand)
- **CountCost** = (Inventory Value \* PI.Counted units)
- **CostDiscrep** = (Inventory Value - PI.CountCost)

#### Sample Extended Details on PI report

- 1893577104 Me, Minerva: Inv.Retail=7.99, Inv.Cost=0.00, Inv.OnHand=0, PI.Counted=3  
*\*\*Note Inv.OH=0 so some calcs do not apply on this report.*
- 053116604X Prairies : Inv.Retail=5.00, Inv.Cost=6.95, Inv.OnHand=5, PI.Counted=7 □  
 0789484676 Peekabo : Inv.Retail=10.00, Inv.Cost=6.95, Inv.OnHand=3, PI.Counted=2

Print Preview

**9.5 testing**

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**Physical Inventory Report**  
Sort by: Section, Author  
All Sections

Section	ISBN / SKU	Title / Description	Author	OH	Count	QtyDiscrep								
							UnitRetail	InvRetail	CountRetail	RetailDiscrep	UnitCost	InvCost	CountCost	CostDiscrep
GRADE	1893577104	Me, Minerva And Flying Flora : Going To	Emmer, E. R.	0	3		7.99	0.00	23.97	23.97	0.00	0.00		
GRADE	053116604X	Prairies, Fields, And Meadows	Martin, Patricia A. Fink	5	7		5.00	25.00	35.00	10.00	6.95	34.75	48.65	13.90
GRADE	0789484676	Peekaboo, Baby : A Rhyming Flap Book	Merritt, Kate	3	2		10.00	30.00	20.00	-10.00	6.95	20.85	13.90	-6.95
<b>TOTAL:</b>				8	12			55.00	78.97	23.97		55.60	62.55	6.95

## Frequently Asked Questions (FAQ)

1. An item on my PI has already been counted but the qty is too high. How do I reduce the TotCount field while still on the PI?
  - a. Select the line item and enter in the amount of units to change in the CountQty field. If you need to increase the TotCount, enter a + amount into CountQty and F12 Post Update. If you need to decrease the TotCount, enter a – negative amount and F12 Post Update. The negative amount will be added to the TotCount, reducing its ending total.
2. Our store plans on doing a Full PI, with the exception of a few items we already counted and cleaned up this past few weeks. What happens if those items are not counted in the new PI?
  - a. If an Item is on a PI, not using Edit By Exception and the item is not counted, the ending TotalCount qty will replace your OnHand with zero. You can mass sort by Department, Section, Publisher, Department and Author and mass delete them with F7 Delete Line. Any item not in the PI upon the final Alt+F12 Adjust Inventory, will not be touched.
3. For CS2000 scanners- Which computer is best to use for the docking unit- Server, POS1 or POS2?
  - a. Hook the docking unit to the most convenient place. This is where the person running the PI (ie central command) will be doing all of their work. This is where the runners will take their full scanners to be downloaded, and pick up the empty one. Typically this is a station closest to the center of the store.
4. If we use one of the POS stations can we also use the scanner at that station? To in effect have a third scanner?
  - a. Yes, and No. While the person driving the po may have periods where the scanners are all out, there is usually quite a bit of reviewing and checking that that person will need to do instead. Yes, they can use the regular scanner to scan nearby items into the master



pi but it will require saving their work, posting the changes to the master pi record, then continuing on with the scanner. Please re-read the CS2000 section for details on this and make a point of practicing ahead of time.

5. Can we hand enter codes in the ISBN/sku field such as codes for unbarcoded items?
  - a. Any item that does not have a barcode should already be listed on the Master PI record (as long as it is in the inventory in the first place). You may edit the CountQty field in the master pi for those types of items. See response to above question for more detail.
  
6. Can we use any of the other workstations to check Anthology inventory questions?
  - a. You can use another workstation to look up information, but not to use the PI module. If you are doing a partial PI you can use anthology to do sales if needed. Bear in mind we still recommend against doing sales then as it is difficult to know if an item was counted or misplaced by a customer during that time. The ending TotalCount will replace the OH value when the PI is finalized. If the store must be open during the PI we recommend printing a SalesHistory report after the PI is finalized and double-check/recount those items sold. Use the F6 OH Edit option in inventory to correct the individual items.
  
7. We have several departments that do not have sections assigned, i.e., Toys, Cards & Stationary, Journals....., is it necessary to assign sections to these departments? We have not assigned sections to these departments because it did not really serve any purpose for us.
  - a. For Physical Inventory, yes, everything should have a Section. So for these items you can just create a Section for Toys, Cards, etc. Just go back to master files, Inventory and sort by the Departments. Then you can mass highlight those items (Shift Click on the last item in the group you want selected) and right-click, Reassign. Check off the Section and put in the value you'd like them changed to. From within the PI itself, just RightClick on an item and choose Edit Inventory. You may want to also use Actions | Refresh Data from time to time to ensure any newer changes show in the main Open status PI.
  
8. When doing the inventory is it necessary to do all of the books in an "Anthology Section" at one time? If so, what if you miss some? It was not clear to me if you were talking about a physical section of the store or an "Anthology Section".
  - a. If you are doing a Full PI, it would not matter as you would be counting every single thing (except items waiting to be unpacked and received). Remember, anything on the PI list is something that will have it's OH's edited by whatever number you end up with in the TotalCount field.  
  
If you are doing Partial PI's- CAUTION! This is an area where many users get themselves into trouble. Partial PI's are where some stores try to handle Anthology Sections that differ from their Physical layout/sections. If you do one Partial PI and choose a particular section, know that this contains every single item assigned to the section(s) you choose. If you miss some titles in the section, their OH will be changed to 0. Further, if you complete another Partial PI that contains the same section and only update some items, possibly ones you had missed earlier, you would actually be overwriting the entire section's OH's. Instead of just correcting 1 or 2 items, you've overwritten the other hundred or so items in that section. In other words be very careful.
  
9. Will the PI have any impact on open POs?

- a. It should not have any impact. Any items that come in right after you create the PI record should be left alone (not counted) until the PI is completed and the OH's are updated. At that point you can continue with your normal receiving process.

10. What will happen if we have some Suspended Sales?

- a. PI will ignore these. However, there really shouldn't be suspended sales hanging out for days at a time in the system. While it may be handy for the odd customer that forgets their wallet, sales that you are building for a large order (such as a school) should really be done in the Customer Order module. There you can create a draft CO and keep adding items until the CO is ready to be finished. To clear out old Suspended sales, go to the Cash Register and select the first suspended sale. Escaping out of the transaction will remove it from the suspended sale list. Continue this process until the list is empty.

### Other Tips & Recommendations

- Be sure to run a PRE report of Inventory Status and save off for bookkeeper/accountant later. During the PI and when finalizing, run an Exceptions report from the PI to have a report on the \$ and Unit changes. After the PI is finalized and the Onhands have been adjusted, run a a POST report of Inventory Status. Save those reports off as you may need to refer to them for EOY Tax reporting.
- Only create the new PI a few moments before starting counts, not days in advance. Creating a new PI makes a copy of the inventory items and their OnHand amounts. The Discrepancy calculation is only as accurate as the age the PI was created. If several items are sold after the PI is created, the discrepancy will reflect the old OnHand, not the most current. This is deliberate as there is no guaranty and item was counted before or after the sale. Using the fixed OnHand from when the PI was created enforces all records to have values calculated at the same time.
- To mass fill a group of items that have previously been counted/corrected ahead of the live counts; Mass select the desired group of records and use Actions | Copy InvQty to CountQty
- To remove a group of items from the PI that you do not want their OH's changed, mass select and F7 Delete Line. Use this method to remove items you do not plan on counting or scanning.
- Use Actions | Scan Mode to toggle scanning on and off in the open PI, best used when bringing items to the computer and using the regular cashregister barcode scanner.
- If an item is scanned and downloaded in a batch, but no match is found, use "Alt+F5 Add to Inv". This will ensure the selected item is added to the main Open PI and the Master Files Inventory. Note, use Actions | Refresh Data to ensure the open PI has the most recent info.
- Near end of counts, when on the Open PI, do F10 Save, F12 Post Update to refresh the grid. Click on the DISCREP column to sort. Review the very top and very bottom of the list to catch any item with significant discrepancies.
- If a discrepancy is discovered near the end of the PI counts, and the TotalCount has been updated (no more #'s in CountQty), use the CountQty field in the main Open status PI to adjust. For example, if TotalCount is 6 but really only 5 units were found, then setting the

CountQty to -1 and F12 Post the update, will reduce the TotalCount accordingly. If one more unit is found, setting CountQty to 1 and F12 Post will add that positive unit to the TotalCount value.

- Just before doing the final steps of one more “F12 Post Update” and “Alt+F12 Adjust Inventory”, close out all stations and run the Scheduler or run the Tools | Quickbackup and Tools | Database Reindex. Once completed, go back to the PI and finalize. Best to do this step with all others out of the system. If a very large/old store, be sure to let the process of updating finish completely. You’ll see the Status change from Open to Complete when it is fully done. The process can be finished faster at the server for an older Classic Network type setup.