



Anthology

Visual Anthology and Physical Inventory by Hand Counting

Physical Inventories can be done in Visual Anthology by using regular POS scanners or by printing and annotating a report. The Physical Inventory Module found in the Inventory Control menu can be used to help you track those qty's that are different and mass update the system as well.

Additional Details

If you have not done a Physical Inventory in your store previously we highly recommend joining the Customer Zone Users Forum to speak to other stores with experience in this area. Doing a physical inventory is a big undertaking that takes both resources and manpower outside of knowing how to use the software.

Anthology does not support nor recommends doing a Physical Inventory on weekends. Emergency Pager Support is NOT available for Physical Inventory.

For more information on doing a Manual Physical Inventory please log onto the Customer Zone and view the Video Training clips for this module. We encourage at least the person in charge to watch these videos, if not 2-3 of those who will be assisting. Stores that ignore these videos and documents typically run into questions or concerns during the PI process, for which no emergency/weekend support is available.

- PI Chap1 - Using the Physical Inventory Module Overview
- PI Chap3 - Creating New Physical Inventories
- PI Chap5 - Doing Manual PI by Handcounting or POS Scanners
- PI Chap6 - Completing the Physical Inventory

We recommend you also read the document titled "PI Physical Inventory Overview" found in the Documents area of the Customer Zone.

Training on the actual PI module is available at \$125 an hour and should be scheduled in advance.

When creating the new PI record, you can choose a couple different methods. You can choose to create one large PI record that contains all of your inventory or you can focus on one or two Sections at a time. If the store cannot close for the full inventory then consider doing a series of smaller PI's after store hours for a section of the store at a time. Bear in mind that if a Section is picked for the PI, everything assigned to that section in the inventory should be counted even if that item may reside in another area of the store to be counted another night, otherwise the OnHand of the items not counted in the secondary PI record will be zeroed out.

You can also choose to only update the incorrect items. When you first create a PI record you are asked if you wish to "Count by Exception". If you choose to use the Exception method then all of the Count qty values are pre-filled with the current OnHand. This allows you to only update the items that are incorrect and not worry about entering in values for every single title. This option works very well if you plan on

using the Stock Check report to first count and then go back and edit only those excepted items. Additionally you can mass highlight a group of items in the master PI, go to Actions, and choose to “Copy InvQty to CountQty”. This preserves the ability to scan/manually change the CountQty while giving you quick way to mass update entire groups of items you know the OnHand to already be correct.