



## ANTHOLOGY

### Doing a Physical Inventory with RGIS

If you are going to have RGIS do your physical inventory count, there are a few details to be aware of for prior to, during and after RGIS count. These will assure a successful count as well as a successful reconciliation by Anthology.

- You should contact RGIS as early as possible in advance for scheduling options.
- There is a minimum charge of \$250.00 for an RGIS inventory reconciliation by Anthology Consulting Services. The cost can vary depending on the time requested, how good the RGIS collection is (number of forced entries, see below) and data correction other than on hand information (e.g., reassigning sections, see below), or special reports.
- Contact [Janie@anthology.com](mailto:Janie@anthology.com) for appointment as early as possible. Be sure to provide us with your RGIS rep name and contact email address. Please also provide the potential PI date and it's estimated completion date/time.
- Anthology recommends RGIS perform its count with a validation file. There is no extra charge for this method. If this is your first count with RGIS, a "test validation file" will need to be created 2-3 weeks in advance of the live count. We also suggest that you request RGIS to test their scanner program load with your test file and do a short test run in the store. Pay special attention to non-standard or self-created SKUs. This will ensure RGIS understands the type of inventory your store carries. Anthology Consulting Services will need to login to your system to generate this file or you can do a fresh Quickbackup and the Support Log Sender to send a fresh copy of your data.
- 48 hours before the live count a final Validation file will need to be created from your current inventory. This file will ensure newly added SKUs are included in the validation file for the actual count. Anthology Consulting Services will need to login to your system to generate this file or you can send another quickbackup.
- On the day of the PI counting contact Anthology as soon as you have an estimate of the completion time. Anthology will need the final count file provided on a disk/USB key to the store before RGIS team leaves the store. Downloading the file from RGIS website

will cause considerable delay for the reconciliation. We will also need to know the final count qty from the team onsite so we can verify the accuracy of the import.

- Anthology Consulting Services will log into your system and merge the final count #'s into your system using the PI module so you can make any final adjustments before posting the changes if so desired.

## Details

Contact the RGIS central office at 1-800-521-3102 for your local RGIS representative.

Decide ahead of time whether or not to have RGIS do the inventory count for your sidelines. This will affect the format RGIS can use. Please contact Anthology ahead of time for an appointment to reconcile your inventory file as year-end is a popular time for that activity.

Meet with the RGIS representative. Obtain a firm quote by volume count. You may wish to verify if the team you'll be using has bookstore inventory experience. Some RGIS offices may not be aware of the difference between an EAN or UPC barcode. You may insist on a test scan to make sure there are no issues with the RGIS collector scanner software. You can save a lot of money by avoiding the peak times for physical inventory. Provide Anthology with the name and email of your rep along with the desired format of the validation file. Remind them that you want the physical inventory file handed over to you the day the inventory is done, not downloaded or mailed to you later. This will save you 3 to 4 days of work and Anthology consulting time.

You will need to have a "Validation file" for RGIS done ahead of time. This will greatly increase the accuracy for RGIS data collections and incurs no extra cost for RGIS or Anthology. Anthology has to be contacted in advance to deliver your validation file to RGIS headquarter for installation. You may wish to verify with your rep exactly what fields of information they require in this file. By default Anthology will provide ISBN/SKU and Title.

## Preparing for Physical Inventory

Straighten up all of your sections before the physical inventory if you would like to correct your section codes as well as your on hand quantities. Some RGIS teams can use alpha codes for your Sections/Categories. If your RGIS team can only take numeric codes, then you will have to label the shelves for them beforehand to take full advantage of the physical inventory process. Make your own master list of the numeric codes and corresponding Anthology Section/Category codes (preferably in Excel) and email a copy of your list to Anthology before the physical inventory.

## Receiving

Receiving memos must be posted if merchandise is to be shelved and counted and invoices are on their way to the bookkeeper's desk to be included in your accounts payables.

## **Overstock Returns**

Print and post overstock returns if books are boxed and if you don't want the returns counted.

## **During the Actual Count - Working with the RGIS Team with a Validation file**

The biggest problem with RGIS counts is with the practice of 'forcing' rejected SKUs (that is, SKUs that cannot be found in the validation file) into the data collectors. Have your staff work with RGIS closely during the physical count. No forcing of data should be allowed without your knowledge and explicit permission. If the collected SKU is being rejected by the handheld with your validation file, have RGIS hand over the item and find the correct SKU for them in your inventory file. Occasionally, either your data or the RGIS person has made the error. This is the best time to make the correction. This will also ensure a smooth reconciliation and a successful physical inventory count. If you can't supervise RGIS on forcing, then have RGIS put all forced items in one area so you can do the research later. However, such items will not be able to be automatically updated by Anthology reconciliation.

## **After the physical inventory has been completed**

Have RGIS provide you with the final count file before they leave and email the file to your Anthology contact as an attachment. Make sure the INVENT.DAT file is copied to your hard drive as well.

If you do not succeed in copying the file to your hard drive, do not let the RGIS representative leave until you have succeeded in doing so.

Notify Anthology an hour or two when RGIS expects to finish the job.

Call 800-819-0095.

This document is last revised on 2-11-2011.