RGIS Inventory Count

This document is a step-by-step tutorial that explains what you will need to do in order to complete your inventory count successfully. It begins with an outline of the count procedure and concludes with an explanation of how to create manual correction batches. *Please read the entire document prior to beginning your inventory count!*

1. Perform a **full backup**. To save time, you can do this while RGIS is counting.

2. The RGIS teams will count on-hand quantities and give you a diskette (sometimes two) that contains the count data. Keep your RGIS representatives in the store until the data has been downloaded successfully.

3. Log in with **<invct>** to enter the count program.

4. Choose **Count Management** from the menu. Initialize the Count Module by select that option and pressing **<enter>**. **It is imperative that you do this, but only do it once!**

5. Start the **Inventory Count Manager**.

6. Go to the **Enter Count Data** submenu and select **Change the Count Manager to Input Mode**.

7. Select **Load RGIS Count Data from Diskette** from the **Enter Count Data** menu.

8. When prompted, load the RGIS diskette(s) and press **<enter>**.

9. Once the diskette has been loaded, select the option to **Add a Pending Batch to the Master Count File**.

10. Now go to the **Review Master Count File Data** menu and out the **Count Manager** in **Review Mode**.

11. **Print a Context Report for the Master Count File**. The Context Report lists items counted that do not currently have inventory records.

"Context" items will appear on the report as ISBNs with *** symbols on either side, e.g., ***0123456789***.

The report will also include the 5 items preceding and following the questionable item, in counted order. This allows you to take the report to the shelf, find the item, and create a proper inventory record for it based on your findings.

If you need to create a new inventory record for a "context" item, remember: This item has already been counted. Don't assign it an on-hand quantity.

If you realize that a "context" item may have been counted under the wrong SKU, don't worry about canceling out the quantity counted that you saw on the context report. This is simply fixed by making a **correction batch** and adding the item with its correct ISBN/SKU and quantity.

Any counted items that do not have corresponding inventory records will be discarded by the Count program when you update the inventory, so a corrected context item (re-entered with the correct ISBN/SKU) will not have its counted quantity affected by the number associated with the incorrect ISBN/SKU.

12. You now have the option to **Print and Audit Report for the Master Count File**. This report lists every item counted. If you wish to have this report appear in order by ISBN, you may choose to **Sort the Master Count Batch**. Otherwise, this information will appear in the audited report in the order in which items were counted.

Again, this report contains every item counted, so it will be a very, very long: check your paper supply before printing it—if you feel that really need to print the report.

13. Next, **Print a Discrepancy Report for the Master Count File**. This report lists every discrepancy found between the results of the count and your current inventory records.

If you have not already done so, **sort the master count file**. You may choose to print a report of the **entire** inventory (including discrepancies) . . . or you can choose to print the discrepancies only. It generally makes more sense to print the (much shorter) discrepancies only.

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If you are not satisfied with your discrepancy report, please call WordStock before you update! You will not be able to generate any new discrepancy reports once the updating process has taken place!

14. Once you have established the accuracy of your count, and made new inventory records where necessary, **Change the Count Manager to Update Mode**. When you are ready, select the option to **Update the Inventory File with Count Data**. This step will update the on-hand quantities in your inventory records, based on the count data.

Don't do this until you're sure that everything is as accurate as possible. This is an irrevocable step: once you have chosen this option, your inventory data will be updated with the new inventory count records.

15. Choose **Recreate Vendor, Product, and Section** from the **Update** menu. This step will use your new, updated inventory records to correct the data in your Vendor, Product, and Section files. Choose to recreate **On Hand** and **On Order** data only!

How to create a manual batch: correcting incorrect quantities and context items

If you've checked your discrepancy report and you are certain that RGIS assigned a particular item an incorrect quantity, you can fix this easily **provided you have not yet updated your inventory** [Step 14, above].

Manual correction batches can be created in order to change an incorrect quantity or to add items that might not have inventory records (if RGIS counts an item that does not have a corresponding record, it will appear on a context report surrounded by asterisks—see #11, above).

A common mistake that might require a correction batch would be that someone scanned the wrong bar code on a counted item, e.g., on a mass market paperback, which typically has two different bar codes: one for a supermarket checkouts and one for use by booksellers. In this case, the item would show up on the context report as being without a pre-existing inventory record, because it has been counted under the wrong code. A correction batch will help you to resolve this.

1. From the main Count menu, select **Enter Count Data**. Be sure to **Change the Count Manager to Input Mode**.

2. Choose the option Enter SKU and Quantity Corrections.

3. The top of the screen will display **Enter a description for this CORRECTION count batch (<F9> to quit)**. Give the batch a useful name that indicates its purpose, such as "corrections1," using alphanumeric characters only, and press **<enter>**.

;4. You will now be at a SKU prompt in the **Entry - CORRECTION MODE** box. Type in the SKU you plan to correct, and the correct quantity.

NOTE: You can use both negative and positive numbers in correction batch quantities. If you are correcting a count quantity that is too high, e.g., you have 3 items but 4 were counted, type in a **negative** number to adjust the final quantity, in the example given, you would enter "-1". If you are correcting a quantity that was too low, e.g., you have 10 items but only 3 were counted, type in a **positive** number to adjust the final quantity, in the example, "7".

Remember that your corrections will be added to or subtracted from the RGIS count totals. The **Update** step will make the appropriate calculations based on all the Count data that has been entered. If you enter a SKU in your correction batch, and the program cannot find a corresponding inventory record, it will allow you to create a new inventory record for the item **from within the correction batch screen**.

5. Once you have entered a quantity and pressed the **<enter>** key, you will be able to move on to the next SKU. As you enter correction information, the previous correction will be visible in the Last Counted box: this makes it easy to identify where you are in your corrections. When you have completed your correction batch, press **<F10>** to save your work and exit.

6. Add your correction batch to the **Master Count File** by returning to the main Count menu and selecting the **Review Individual Batch Data** submenu. Select **Add pending batch data to master count file** and choose your correction from the list (by this point, it will probably be the only item listed). If you want a printed copy of the changes you're making, you choose **Added batch - Print an audit report**.

7. Return to the main count menu and choose the **Review Master Count File Data** submenu.

8. Change the **Count Manager** to **Review Mode**.

9. Sort the Master Count File.

10. If you want to redo your discrepancy report, you may do so —see directions above.

11. If you are satisfied with your corrections, continue with the final steps [steps 14 and 15, above] of the inventory count.