

Retail STAR Newsletter

December, 2009



Posting your Physical Inventory

Once you have finished counting your inventory and have checked and fixed any counting mistakes and discrepancies, you are ready to post the Physical Inventory.

It should be noted that posting is final. There is no going back to the worksheet or altering any counts after a PI has been posted. It is very important that you view the Variance report (F11 in the PI Module) beforehand, and that you double-check your counts to make sure they are accurate BEFORE you post. Also, it is a good idea to make a backup of your data before you post. Once the posting is finished, there is now way to change the values on that PI. You would have to fix any errors either through Adjust Levels or with another PI.

When you are ready to finish your inventory, press the F8 Post button. Remember, when you post a PI, it posts all the current worksheets at once. Because of this, make sure each worksheet you have saved is completed. There are three options you are presented with when posting.

Post only counted UPC Entries: This option posts only the items on the worksheet that have a check mark in the "Counted" column. This allows you to post only certain things on a worksheet, and ignore others.

Post All UPC entries on Worksheets: This option posts every entry on the worksheet, regardless if it has a check in the counted column or not. This is handy when you have a lot of items on the worksheet that have a zero count, and you just want to post all of them.

Zero OH for items that are NOT on Worksheets: This option is either incredibly useful, or incredibly dangerous! This will zero out the inventory for every item that is NOT on any of your worksheets. This is very useful if you are counting your entire store, and want to zero out anything you couldn't find. If you are doing a cycle-count, or a small selective inventory, you do NOT want to use this option. There is no way to reverse this option once it has been posted, so make sure you are positive that this is what you want to do.

After you have selected the options you want, the only thing left to do is post the inventory. You will want to get everyone out of your system before you post and give yourself plenty of time, as posting can take quite a while depending on the amount of worksheets or UPCs on the worksheet. Once that is finished, your physical inventory is complete!

How to take a Manual Backup for Inventory

Before you post your inventory, it is a good idea to make a backup of your database, just in case the posting doesn't go as planned. Here is how you should make that backup:

- First, navigate to the hard drive where Retail STAR is installed (usually D:/), and create a new folder called PIBACKUP.
- Open up Office STAR and click on Utilities. (This option may not be available for limited access users.)
- Click on SQLBase Backup Utility.
- Inside that utility, navigate to the folder you created. You may need to click on the drop-down box at the bottom of the Utility to select the correct driver letter. Once you see PIBACKUP, double-click on it.
- Now, click on F10 Run. The backup will begin.
- Once it is finished, you will see the bottom of the Utility state "Backup has been completed."
- Click on F12 Exit to leave the Backup Utility.

After that, you are ready to post your inventory, and you have a current backup file to rely on if you have a problem. You may not need to use the backup at all, but it always pays to be prepared!

Retail STAR Holiday Support Hours

Support will be open during normal support hours with the exception of these specific dates:

Thursday, Dec 24th	6 AM to 3 PM PST
Friday, Dec 25th	Closed
Saturday, Dec 26th	7:30 AM to 4 PM PST
Thursday, Dec 31st	6 AM to 3 PM PST
Friday, Jan 1st	7 AM to 4 PM PST Emergency Service