

Physical Inventory

It's hard to believe that the end of the year is already upon us! For many retailers, this is the time to do a physical inventory. Here are some quick tips for performing a successful PI.

Physical Inventory Preparation:

Check: Make sure you check out your store as part of the preparation process. Find missing tags, wrong displays, and incorrectly placed items.

Clean: Take a look at the other areas of your store, like stock rooms, hold areas, and cashier stations. Clean them out before you even start the inventory to decrease the chances of your counts being inaccurate.

Close: Be sure to close out any open documents or receipts that you don't need to keep open before you start your inventory, so that they don't affect your counts. This includes open PO's, Layaways and Special Orders, and open transfers.

Counting Tips:

When taking a Physical Inventory, the most important part is the counting. This is how you correct inventory discrepancies in the system by physically counting the items and having the system record that number. There are three different ways to get your counts into the system.

Manual: This is the method most people are familiar with. When you create a worksheet in Retail Star, you add the items either through the populate feature; or by typing each style individually.

PDT: Using a handheld device, known as a PDT, can also allow you to place your counts into the system. The advantage that a PDT offers is that you can go around your store and scan or type in the counts for items that you find, and then you can download those counts into the system, bypassing the need to hand enter them.

PDT units also have increased usefulness as they can be used for receiving and adjustment quantities as well.

File: The final method would be to use an Inventory company like RGIS. These companies are hired to come in and count everything in the store; then they give you a file afterwards with all your counts. When you have created your worksheet, you can import this file to place all the counts in your system. The advantage here is that you did not have to actually count all your items, which is usually the longest process of an inventory

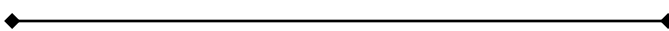
Using these tips will help you in getting your Physical Inventory off to a successful start. Having a clean inventory is essential to running proper reports and getting accurate sales data.

Preparing Your Hardware for the Holiday Season

With Black Friday and the holidays right around the corner, this is a good time to pull out those spare Point-Of-Sale computers, receipt printers and scanners. Time to dust them off, hook them up and make sure they are in proper working order in time for those long lines you've been waiting all year for.

By getting your hardware connected now, should you discover that a piece of hardware isn't working, you have plenty of time to call tech support, get the problem identified and if need be, send the broken part in to our repair department to be fixed. Turn around time in repair is usually short, but for certain parts and/or certain problems, repair times can stretch to a few weeks or even a month or more.

The same can be said for your seasonal inventory counts, which normally take place shortly after the holiday season and most of you use a PDT for this purpose. It is always a good idea to scan a few items into the PDT's ahead of schedule to be sure your PDT's are working in time for the actual inventory. Rescheduling your inventory due to a dead battery found the day before the inventory is an unwelcome surprise for anyone!



Retail STAR November Holiday Support Hours

Monday, Nov 23rd	6 AM to 6 PM PST
Tuesday, Nov 24th	6 AM to 6 PM PST
Wednesday, Nov 25th	6 AM to 6 PM PST
Thursday, Nov 26th	::CLOSED::
Friday, Nov 27th	6 AM to 6 PM PST
Saturday, Nov 28th	7:30 AM to 6 PM PST
Sunday, Nov 29th	7:30 AM to 6 PM PST