

# Retail STAR Newsletter

November, 2008



## Physical Inventory Posting Tips

In the past two newsletters, we have taken a look at the preparation procedure for inventory, and the counting process. Now, we come to the final step, which is posting your 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!

## Retail Star 8.0 General Release!

*Check out the newest version of Retail STAR!*

The current version of Retail STAR in general release for customers with a Support Contract is version 8.0.195.

If you are not currently on any version of 8.0, it is highly recommended that key personnel view the training video before upgrading since there have been major changes to the Purchasing and Receiving module. Also review the Release Notes to see the Issues that have been addressed as well as the new features and options that have been added to the latest release. Both the training video and the Release Notes can be found on the Retail STAR Communities at <http://comm.camnv.com/WB/default.asp?boardid=RetailSTAR>

Retail STAR 8.0 requires an updated version of the third-party SQL database engine. Retail STAR systems purchased in 2006 or later are entitled to upgrade the database engine for free. Retail STAR systems before 2006 may require a fee to upgrade the database engine. Please consult your Salesperson for details.

## Looking for 8.5 BETA Sites

Retail STAR version 8.5 is in the development stages and we are looking for retailers to be BETA sites for this new version. The main difference between versions 8.0 and 8.5 is how X-Charge interfaces with the POS and the Sales Order and Invoicing modules.

If your company would like to be on the cutting edge of Retail STAR and provide input on the software, please contact Retail STAR Support at 1-800-949-1470 option 6 to see if your are eligible to be a BETA site.