



Count.It

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The Count.It Physical Inventory Module

This module is used to track inventory into the Run.It system and makes certain that your actual physical inventory matches what is listed in the computer. The standard method by which the barcode are acquired is by scanning the inventory using a barcode collector and then attaching the collector to the computer. However you can also manually spot-check and enter quantities for styles.

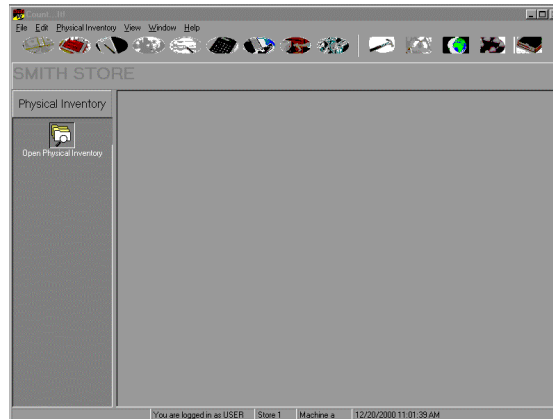
Preparing for a Physical Inventory

The physical inventory can be resolved at either the satellite location or the central location (after polling).

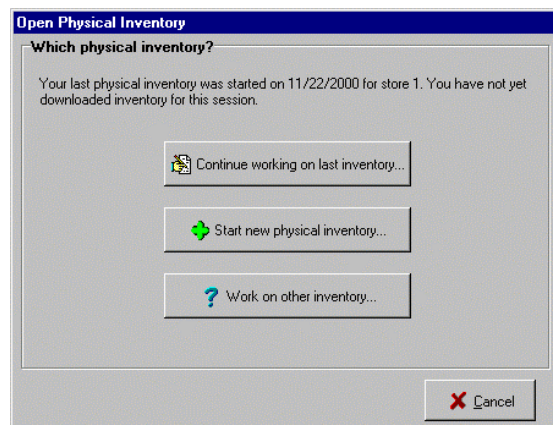
1. All stores must be successfully polled and confirmed prior to the start of the physical inventory.
2. The on hand quantities at the main with the on hand quantities at the stores should match (event though they may be incorrect). For example: If you are doing a physical inventory for store #1 and the main location is store #99, you want to make sure the total on hand quantity for store #1 at store #99 is the same as it is at store #1. You should check this one morning after all store have been polled and confirmed and before any sales are made for the day. Check the one-week prior to start for the physical inventory. If the on hands do not match it is best to do the downloading at the main location.
3. We highly recommend creating a text file back of each your downloads as a precaution. By saving the downloads outside of the Count it module you can refuse the download in case any mistakes are made.

Starting a Physical Inventory

1. Launch Run.It, on the main Run.It window, select the Count.It icon.
2. In the Login dialog box, enter your User Name and Password and select the OK button. The Count.It window is displayed.



3. From the menu select **Open Physical Inventory**.



4. Choose **Which Physical Inventory**:
 - A. If you are in the process of a physical inventory (barcodes have been previously entered) select, **continue working on last inventory**.
 - B. If you are starting a new physical inventory (no barcodes have been entered) select, **Start a new physical inventory**
 - C. If you are in process of multiple physical inventories from various stores or multiple brands within the same location, select the **Work on other inventory** and select the # of the store to be inventoried

5. Choose the Store # to be inventoried and select the items to be scanned method from the following choices:

The screenshot shows a dialog box titled "Start New Physical Inventory". It is divided into two sections. Section 1, "1. Choose store to be inventoried", features a dropdown menu with the number "9" selected. Section 2, "2. Choose items to be scanned", contains a grid of six buttons: "Complete Store", "Brands", "Departments", "Seasons", "Genders", and "Styles". At the bottom of the dialog are "Cancel" and "OK" buttons.

- If you are downloading barcodes for an entire store, select the **Complete Store** button. When you resolve, the inventory in the collector overwrites All inventory in the computer for this store.
 - If you are downloading barcodes for an entire brand or several brands, select the **Brands** button. When you resolve, the inventory for all the brands in the collector overwrites inventory for those brands for this store.
 - If you are downloading barcodes for an entire department or several departments, select the **Department** button.
 - If you are downloading barcodes for an entire season or several seasons, select the **Seasons** button. The category "Seasons" might have been changed to reflect a more relevant label based on your company's inventory structure.
 - If you are downloading barcodes for an entire Gender or several Genders, select the **Genders** button. The category "Genders" might have been changed to reflect a more relevant label based on your company's inventory structure.
 - If you are downloading barcodes for an entire Style(s) or several Styles, select the **Styles** button. When you resolve, the inventory for all the styles in the collector overwrites inventory for those styles for this store.
6. Once the scanning method has been chosen, select the **OK** button.

7. When entering physical inventory quantities you have two options:

- If you have a portable data collector, use it to scan the barcodes of the items for inventory and then download for the data collector. If you are using a Precon data collector, refer to appendix B. If you are downloading inventory using a data collector, select **From Data Collector** button
- If you don't have a data collector, you can enter the quantities manually. If you are entering your physical inventory manually, select **Enter Styles Manually** button.

The screenshot shows a software window titled "Physical Inventory". At the top, there is a "Current Inventory" section with fields for "Date" (12/18/2000), "Store" (1), "Method" (Complete Store), and "Status" (New). Below this is a "Physical Inventory Steps" section with two tabs: "Physical Inventory Steps" and "See Downloads". The "Physical Inventory Steps" tab is active and contains four columns of buttons:

1 - Download	2 - Compare	3 - Review	4 - Finish Up
From Data Collector	Do Comparison	Show/Print	Resolve Discrepancies
OR		OR	
Enter Styles Manually		Print to Receipt Printer	

At the bottom right of the window, there is an "Exit (any time)" button with a red and yellow icon.

Download form Data Collector

8. Attach your data collector to the computer. Select, **From Data Collector** button and the download window is displayed. Select, the **Start** button. Select **F2** on the Data Collector to begin the download. When the download is processing, the barcodes are displayed on the screen, along with an update message that shows how many barcodes have downloaded and how many errors have been found. Select the Print **Error List** button to print the error list of any downloaded barcodes that were not recognized.
9. To save this download, select the **Done** button. To not saves this download select the **Cancel** button.

FIELD	DESCRIPTION
Store	Select the applicable Store # for the downloaded.
Start	Select Start to begin downloading barcode from the data collector
Download from Disk	Select Download from disk to access the txt. file to be downloaded into Run.It.
Barcode	Displays the barcode that apples to the product for which you are entering.
Qty	When the settin the data collector to use Qty, the # of units for each barcode entered will appear. The qty field if the option was selected in File, options, For this computer Only.
Print Error List	Any unrecognized barcodes will compiled as an error. To see a list of erroneous barcode, Select Print Error List
Cancel	Select Cancel to <u>not</u> save the download.
Done	Select Done to save download

10. If Done was selected the Download session window appears, enter name of the down load session and select, **Accept Download**.

Entering Inventory Manually

Use this alternative when you do not download from a data collector. You physically count the stock quantities for a style and then enter the quantities into the computer. You can take inventory of any number of styles at once, but you cannot combine sized based and no sized based styles into one inventory list.

- From the Physical Inventory window, Select Enter Styles manually button. The physical inventory listing window will appear from this window and you can search for styles that have been previously been entered.

FIELD	DESCRIPTION
Add	Select Add to search and pick a style to be counted and added to this session.
View	Select View to display a specific style's counted quantities for this session.
Delete	Select Delete to remove a style from this session.

- Select the **Add** button and the pick list window appears. Select the search criteria using **Quick search** or **Advanced search**
- Highlight the style to inventory and select the **OK** button. The Physical Inventory window is displayed

11. The full matrix for this style and store appear. The quantities currently entered in the computer display in yellow. Beneath each yellow line is a white line where you enter the quantities that you enter the quantities that you physically count.
12. When you have entered, all the quantities for this style that is in this store select the **OK** button. This style is now listed in the window on the right. If you want to enter physical inventory for another style, repeat this procedure, when you finish entering this physical inventory session, select the **Exit** button.
13. When Download session window appears, **enter name of the down load session** and select **accept Download**.

Download Session

Enter Name for Download Session
Aisle #1

Complete Store in download

Download Information
Units Scanned 2
Errors Scanned 0

Cancel Download

Accept Download

See Downloads

Use this window to view the details or to remove a download session. Run.It allow an unlimited # of download sessions. By selecting detail each session can be viewed and printed. Sessions downloaded from the data collectors can not be edited directly in see Downloads. However, using **Enter Styles Manually** you can make an adjusting entry.

Physical Inventory
Current Inventory
 Date: 12/19/2000 Store: 9 Method: Complete Store Status: Downloaded

Physical Inventory Steps | **See Downloads**

Download Sessions

Date	Time	Name	Machine	Units	Errors	Input
12/19/2000	11:48:55 AM	BACKROOM	a	9	1	Download

Buttons: Edit, Details, Remove, Exit (any time)

FIELD	DESCRIPTION
Edit	Select Edit to add, remove or adjust styles quantities for this session.
Details	Select Details to display the sessions download. <ul style="list-style-type: none"> When displaying detail view, select Print to print out session details
Remove	Select Remove to delete session
Exit (any time)	Select Exit to return Mail Count.It window

See Downloads

- Use detailed view to check the download session by style and barcode.

physdtl

Date: 12/19/2000 Name: BACKROOM Units: 9
 Time: 11:48:55 AM Machine: a Errors: 1

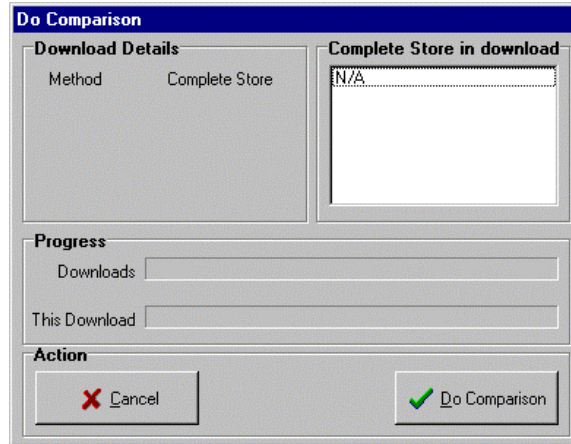
Barcode	Style	Brand	Extension	Size	Qty	Errors
178411	112701	1723	.	.	2	0
182631	111093	299	10	14	1	0
182625	111093	299	10	2	3	0
182646	112512	299	10	14	1	0
72867	113-CNTRL	366	1	SMALL	1	0
84548	113-PEBBLE	599	111	MED.	1	0

Buttons: Print, Exit

Do Comparison

The comparison button is used to generate the discrepancies list by comparing the current on hand with the actual physical counts from all the sessions.

1. Select **Do Comparison** button.



Review - Discrepancies

Select either **Show/Print** or **Print to Receipt Printer** to review the list of differences between the actual inventory count and the computer's inventory count. After reviewing you can do any of the following:

- Resolve the discrepancies
- Adjust a session's quantities manually by selecting the Downloads tab and add, remove or edit a style's quantities manually and there by creating an adjustment download session.
- Add another download session using the data collector.
- Exit the physical inventory and the delete the entire physical inventory.

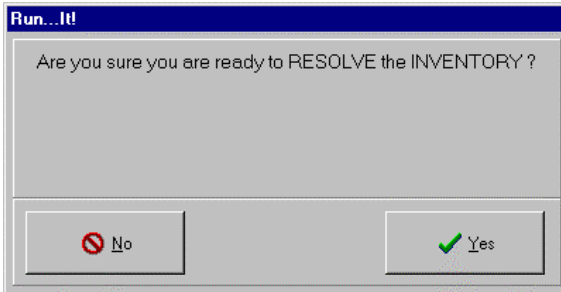
Inventory Discrepancy Report
12/19/2000 6:19:12PM Page 1

You have an Extra 6 Units
You have an Extra \$60

Brand	Style	Size	Ext	Store	Description	Barcode	Count	Scanned	Differences	
									Units	Value
NIKE	TEST COS1	12	10	9		1123451051	0	1	1	\$10.00
	TEST COS1	14	10	9		1123451052	0	2	2	20.00
	TEST COS1	16	10	9		1123451053	0	3	3	30.00
Totals for NIKE							0	6	6	60.00
Grand Total							0	6	6	60.00

Resolve Discrepancies

After you have review the report of differences between the actual inventory count and the computer's inventory count, finish up the physical inventory by selecting the Resolve Discrepancies button. Resolve Discrepancies will adjust the computer's inventory so that it equals the physical inventory count.



NOTE

Resolving inventory may take as long as an hour depending upon the size of the inventory. After the physical inventory is complete the status of physical inventory is changed to "Finished".

