

## POSitive End of Fiscal Year Procedures

At the end of your fiscal year it is a very good idea to make a Special Archive backup of POSitive data.

One reason for making an Archive backup is to be able to determine stock counts and the value of your inventory at the end of your fiscal year. Because POSitive is a real time software program, changes to your inventory stock counts are ongoing and without an archive backup it is difficult to calculate stock counts on a specific day in the past.

### Make a Special Backup of Your SQL Database

Making a backup is simple. Manually run your SQL Manager to make a full backup as the last thing you do on the last day of your fiscal year.

Note: The steps are the same for both SQL Management Studio and SQL Management Studio Express.

1. Log into your server.
2. Click Start, Programs, Microsoft SQL Server 20XX and select SQL Server Management Studio Express or SQL Server Management Studio (whichever you have).
3. Enter the requested information:
4. Click Connect.
5. Expand the server name and expand Databases.
6. Right-click your database, expand Tasks and select Back Up.
7. Under Backup type, select Full.
8. Under Destination, click Add.
9. Enter the path and file name for the backup file. Give the backup a name which will readily identify it such as YEAREND20XXPFB.bak You may save it to any location by entering a complete path.
10. Click OK.
11. Review the settings for the backup.
12. Click OK to begin the backup.

#### IMPORTANT NOTE

When you are ready to use the archived information for reference purposes, this data **MUST** be restored into a special company set so that it does not overwrite your LIVE data.

If you are unsure about how to safely make and restore backups, contact your dealer or POSitive Software Company at 800-735-6860.

### Make a Copy of the POSitive Folder

- 1) Go to My Computer icon on your desktop
- 2) Open the drive which has POSitive on it
- 3) Right-Mouse-Click on the POSitive folder (do not open the folder) and choose COPY. It will seem like nothing has happened, but the contents of the folder are copied to the windows clipboard.

- 4) Then, in a blank area, Right-Mouse-Click and choose Paste.
- 5) Windows will then copy the contents of the entire POSitive folder into a new folder.
- 6) The new folder can be renamed (Year)PRM or something like that.

When you are ready to use the archived information for reference purposes, this data MUST be restored into a special company set so that it does not overwrite your LIVE data.

If you are unsure about how to safely make and restore backups, contact your dealer or POSitive Software Company at 800-735-6860.

### **Why Archive POSitive?**

You should make a full copy of the POSitive folder and subfolders including executables. This copy should be able to run on its own and should be accessed only for research purposes and not used for new transactions of any sort. In time, you may have questions about sales or inventory valuation as of the end of your fiscal year. By making a copy at the end of your fiscal year, then any information you need will be available. Eventually, this archived copy can be deleted when it is deemed to be of no further value.

### **How To Control The Archive**

You do not want changes made to this archived copy of POSitive so you may want to edit the employee list and disable all but one person from getting into the program. This can be done by changing each employee's password to something which he/she would not know.

### **Attend a Training Class**

POSitive Software Company offers several on-line training courses. One class which is held several times in December and January is END OF FISCAL YEAR. The class demonstrates how to utilize your archive copy and prepare your live copy with yearend inventory counts.

### **Running the Archive**

If your copy is on your hard drive, you can create a shortcut icon to run it.

On the desktop, right mouse click and choose NEW Shortcut.

Browse to the archive directory of POSitive and choose the appropriate EXE files. For example, PRM.EXE, PFB.EXE or GEM.EXE.

Name the shortcut POSitive ARCHIVE.

You may now open the archive at any time, but remember that changes should not be made to the data.

### **Taking A Physical Inventory Count**

At the end of your fiscal year, you may want to take a physical inventory count, and then make adjustments as needed.

## **Print A Current Report**

Conducting a physical stock count is easier if you have a listing of your current inventory stock counts sorted by SKU. Sorting by SKU (or Description) makes finding an inventory item on the list very easy to do.

Go to Inventory Center: Physical Inventory: Print Inventory List

On the Sort Items Selection screen, it is recommended that you set the Sort Order to SKU only, that you checkmark Active and Inactive and leave other options unchecked.

## ***Conducting A Physical Inventory Count***

NOTE: There are other methods than the following procedures of taking a physical stock count. Consider attending an online class for learning about the other options.

### **Count The Inventory**

Experts recommend that one systematically count everything from top to bottom, left to right, to assure that nothing is missed. If you find items which are not on the Physical Stock Count report, be sure to add them to the list. Make enough notation to know the SKU, Description, Category, Cost, and Selling price of these items so they can be added to POSitive easily.

### **Add New Items**

If you found inventory on the shelf which was not on the list, go to the Inventory List and add those items.

### **Updating POSitive With New Stock Counts**

Once you have tallied your physical inventory, you may want to zero all inventory stock counts, and enter your true stock on hand counts.

Important Note: Serial numbers which have NOT been sold will be UNLINKED. Are you sure you want to proceed? The serial numbers

----How to Zero All Inventory Counts---

Make a backup of POSitive data.

Go to Inventory: Physical Inventory: Reconcile From File

Choose Zero Inventory Counts [F3]

Answer Yes. You can zero all stock counts or just stock counts of selective departments and categories.

### **Special Note to Multisite Users:**

Each store should follow the above steps and allow time for replications.

### **Entering New Stock Counts**

There are several methods for entering your true stock on hand counts:

## One By One Adjustment

If your tally of inventory is very close to the reported stock counts, then make minor adjustments as needed.

Go to Inventory: Physical Inventory: Reconcile Inventory.

Find the item and choose the Change button to adjust the stock count of the item.

Repeat until all stock counts are entered.

## Direct Scan Inventory

You will discover that POSitive has to run a verify of inventory for each item changed, which could take a bit of time. An alternate method is to Direct Scan Inventory for the few items which need to be changed.

Make a backup of POSitive data.

Go to Inventory: Physical Inventory: Reconcile From File

Choose Direct-Scan Inventory [F4]

Activate "Ask For Quantity After Scan"

Type or Scan the barcode

Enter the Quantity.

Repeat until done and choose Done [F10]

## Update Inventory Counts [F8]

Once you are satisfied that the listing and counts are correct, then choose **Update Inventory Counts [F8]** to affect the changes. You have two choices.

- **Replace** - will change all stock counts for the items to the number in Actual Count.
- **Add To** - will increase the current stock counts by the number in Actual Count.

All items on the list will be removed if the update was successful. Items which have no match to your inventory will not be removed.

NOTE: There are additional ways to update stock counts using import routines.

See "Import Physical Inventory From File" in the help file or user guide for your POSitive product.



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