

propel POS

PREPARING FOR YEAR-END INVENTORY

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Preparing for Year-End Inventory

This guide is to help you prepare for your Year-End Inventory whether you are counting on your own or using a third party. It will discuss what is required before, during and after a count has been completed.

This guide is divided into six sections:

Section	Contents
A	Inventory Checklist
B	Running the Data Anomaly Report
C	Running the Product Detail Report
D	Creating a Snapshot
E	Creating a Master File for 3rd Party Companies
F	About Western Inventory (Third Party Company)



TIP:

If you are counting the store on your own, follow sections A through D.

If you are having a third party count your store, follow sections A through F.

Section **A** will guide you with what you need to do to **prepare** an inventory count. Sections **B, C, D** is in further **detail** if you are not too certain on how to do those functions.

Sections **E & F** will guide you through in preparing for **Western Inventory** Services coming to your store to do the count.



Contact PTS Customer Care

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Section A: Inventory Checklist

This checklist is a quick reference of the suggested steps for a full store inventory count.

Before the Count

Before beginning your inventory count, these steps will help you to ensure your store is ready for a total store inventory count:

- ❑ Run the **Data Anomaly Report** to correct and **missing costs** and **retails**. (See **Section B** for instructions)
- ❑ **Clear the Holding Tank**. If you are on Advanced Inventory, ensure the Holding Tank is cleared. Follow the usual steps of verifying the inventory values are corrected. The Holding Tank should have **zero** items in it when doing the count.
- ❑ Ensure **all receiving** is completed prior to the count.
- ❑ Run the **Product Detail Report** for a summary of the **Total Value** of inventory **before** the count (See **Section C** for instructions)
- ❑ If **Western Inventory** is coming to your store to do the count, you will also need to prepare a **master file** for them to load the counts. (See **Section F** for instructions on creating the file)

During the Count

- ❑ Before the count is to start, ensure last night's **backup** was successful. If it was not successful, contact Customer Care.
- ❑ Create a **snapshot** for your count. If the entire store is being counted in one day, create the snapshot for **All Items** and upload to the same counting session the snapshot was created. (See **Section D** for instructions)
- ❑ When uploading to the Inventory Counting Screen, check quickly the current counted and current on hand to look for any large differences. Investigate if there are any large differences.
- ❑ If Western Inventory did the count, you need to upload the inventory file to your Inventory Counting screen. (See **Section C** for complete instructions on how to upload the file from Western Inventory)
- ❑ You may choose to run the **Uncounted Report** found under the Red function Bar. (Press the **F11 key** to get to the bar). This report will show items that were **not counted**. You can view the items that have a current on hand quantity and double-check the items within the store.
- ❑ Remember to **finalize** your count and if it is for the entire store, it will take some time to update all terminals.

After the Count

- ❑ After the count is done, run the Product Detail Report again to compare it with the first report that was done before the count. (See **Section C** for instructions)



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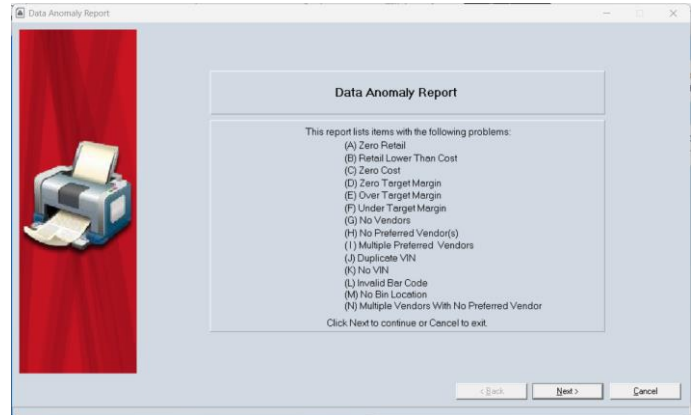
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Section B: Data Anomaly Report

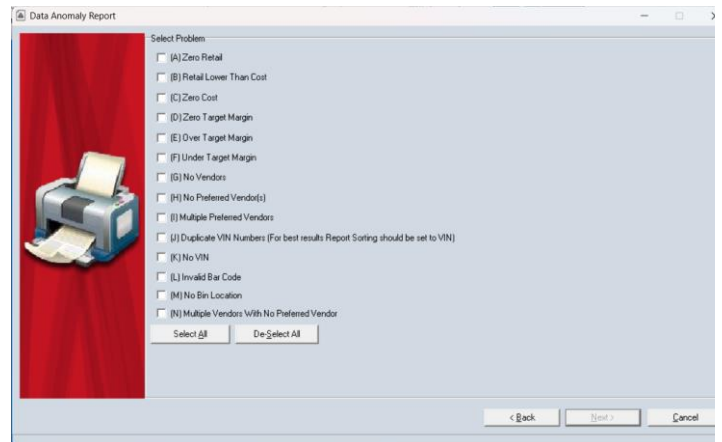
Running the Data Anomaly Report is important as it will identify any missing costs and retails, thus giving you a more accurate value when inventory is counted. Any items that are missing a retail or cost need to be corrected in Product Manager.

To run the report, follow the steps:

1. Select **Product Reports, Product** and select the **Data Anomaly Report**.
2. Select **Next**.



3. Select **Zero Retail** and **Zero Cost**.
4. Select **Next**.



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5. Select **Vendor/Fineline** in the Selected Criteria section
6. Select **Zero Stock Items** in the Skip Items section.
7. Select **All Finelines** in the Selected Fineline section if printing for the entire product file.
or
Select **Selected Finelines** if printing for a specific fineline.
8. Select **Next**.

The screenshot shows the 'Data Anomaly Report' configuration window. On the left is a printer icon on a red background. The main area contains several sections: 'Select Criteria' with radio buttons for 'Vendor/Fineline' (selected), 'GL Account', 'Department', and 'Category'; 'Skip Items' with checkboxes for 'Zero Stock Items' (checked), 'Inactive Items', 'Phase Out Items', and 'Core Items'; 'Select Vendor' with radio buttons for 'All Vendors' and 'Selected Vendors'; 'Criteria Sorting' with radio buttons for 'By Vendors' and 'By Finelines'; 'Report Sorting' with radio buttons for 'Bar Code', 'Description', and 'Item Number (VIN)'; 'Select Cost' with radio buttons for 'Regular Cost', 'Average Cost', and 'Net PA Cost'; 'Select Store' with a dropdown menu; and 'Page Break Per Vendor' with a checkbox. At the bottom right, there are buttons for '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.

9. Select **Preview** and the report will generate to the screen for you to print.
10. Once the report is generated, you may want to print the report. On the report it will list the items with missing costs and retails. Make the necessary corrections in **Product Manager**.

The screenshot shows the 'Data Anomaly Report' configuration window, specifically the 'Report Presentation' section. On the left is a printer icon on a red background. The 'Output Options' section has radio buttons for '1 Preview' (selected) and '2 Print', and a 'Printer Setup' button. Below this is the 'Export Info' section with a checkbox for 'Export To Delimited File' and a text field for 'Export File Name'. At the bottom right, there are buttons for '< Back', 'Next >', and 'Cancel'. The 'Preview' button is highlighted with a red box.



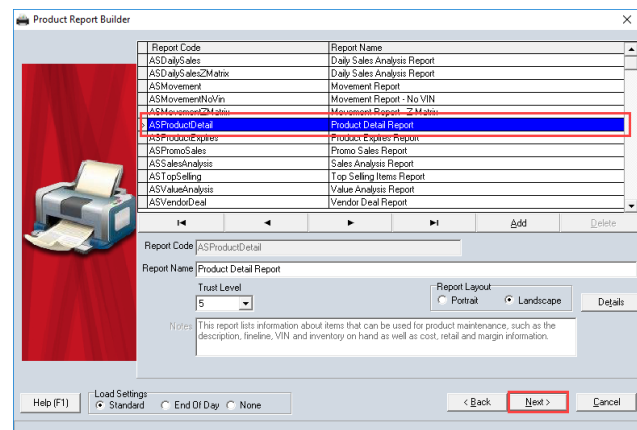
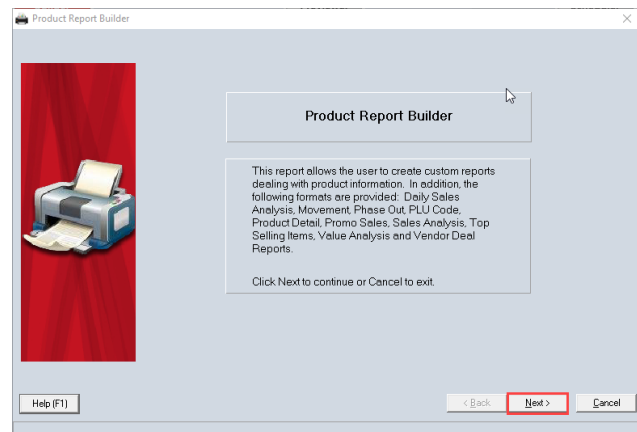
Section C: Product Detail Report

The Product Detail Report will provide you with the **total value of inventory** is your store. It will provide you with a total for **cost, retail, and margin**. It is recommended that you generate this report **before the count** and once again **after the count** to **compare the totals**. By comparing the two reports, you can search for large differences and then investigate.

The report can be generated by **all finelines** to receive the grand total and then generated by selected finelines if needed to search for large differences.

To generate the report:

1. Select **Product Reports**.
 2. Select **General**.
 3. Select **Report Builder**.
 4. Select **Next**.
-
5. Select **Product Detail Report**.
 6. Select **Next**.



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7. Select **All** in the Select Vendors section.
8. Select **All** in the Select Finelines section.
9. Select **Next**.

Product Report Builder - Product Detail Report

Item Selection | Include/Skip | Sales Info

Select Criteria

- Vendor/FineLine
- Bin Location
- Product Filter
- Category
- Department
- GL Account
- Price Group
- Equivalent Group
- Purchase Order
- Promo Event
- Price Method
- Commission Brand

Select Vendors

- All
- Selected
- All Preferred
- Selected Preferred

Select Finelines

- All
- Selected

Code Selections

Code Type: [v] Start Range: [] End Range: []

Item Selections

Selection Type

- Report Descriptions
- P.O.S. Descriptions
- Bar Code

Restriction

- Starts With
- Contains

Description: []

Help (F1) < Back **Next >** Cancel

10. Select **Average** in the Cost Type section.
11. Select **Next**.

Product Report Builder - Product Detail Report

Selected Sales Columns

Start: [Wed] Aug 23/2017 7:23:38

Stop: [Thu] Aug 23/2018 7:23:38

- Combine Equivalent Sales History
- Combine Superseded Items

Variable Cost Column Options

- Cost
- Ext. Cost
- Exp. Profit
- Margin

Cost Type

- Regular
- Average
- Both (Average)

Skip Sales Options

- Skip Promo Sales
- Skip Regular Sales
- Skip Current Period

Help (F1) < Back **Next >** Cancel

12. Select **Summary** in the Report Type section. It is always recommended to preview the report before printing. At the end of the report, it will give you your current inventory value.

Product Report Builder - Product Detail Report

Primary Sort Options

- None
- Vendor
- FineLine
- Bin Location
- Product Filter
- Category
- Department
- GL Account
- Price Group
- Equivalent Group
- Purchase Order

Secondary Sort Options

- Bar Code
- V.I.N.
- Description
- Bin Location
- CODE 1
- CODE 2
- DIN
- Price Group
- Equivalent Group
- Expected Profit
- Profit
- Sales
- Quantity
- Extended Retail
- Extended Cost
- YTD Sales
- YTD Profit

Report Selection

- Report
- Export To Delimited File

Report Type

- Detail
- Summary

Report Options

Page Break: Page Break Per Selected Criteria

Report Presentation

Output Options

- 1 Preview
- 2 Print

Preview Printer Setup

Help (F1) Save Settings Standard End Of Day Save As Save Settings Reset Settings < Back **Next Report >** Cancel



Section D: Creating a Snap Shot

By creating a snap shot, it will help your inventory count by:

1. Clearing out any incorrect on hands and negative on hands in the database. Any item that does not get counted will get zeroed out.
2. Anything sold at the till will be accounted for when the count is finalized. Ensuring that everything sold at the till will be accurate as most counts are done during regular store hours.

A few things to remember when creating a snapshot:

1. Snapshots should only be created on the day of the count.
2. When creating a snapshot while/if the entire store is being counted, remember to select the Type All Items, and any item that is not counted will be zeroed out.
3. If you have closed out of Inventory Counting, remember to select the Count Set created before loading any information.
4. Counts should be uploaded to one terminal rather than multiple terminals when using one count set.
5. If you are **not** counting the entire store within **a day**, you can create several count sets for different types based on Finline or Vendors. **Please Note**, if counting the entire store, remember to select type All Items for the day and items that were not counted will get zeroed out.

***** Note:** Inventory counts will not be affected if the **Active Field** and **Inventory Control Field** is set to NO in Product Manager. In Finline Editor the **Inventory Control On** field must be checked off.

6. If you use the Holding Tank, you must ensure that the Holding Tank is cleared before you create a snap shot. If any items go into the Holding Tank while the snap shot is active, you will also need to clear the Holding before you import the inventory count into Inventory Counting.

If you are unsure, please contact PTS Customer Care, 1.800.387.6093 for assistance.



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1. Select **Inventory Control**.
2. Select **Inventory Counting**.
3. Select **Snap Shot** in the Count By section.
4. Select **Yes**, in the Individual Scanning section.
 - If the Individual Scanning is set to Yes, when an item is scanned and is re-scanned, it will add the counts together. If it is set to No, it will prompt you that the items have already been entered.
5. Select the lookup button in the **Count Set** section.
6. Select the **Add** button in the Current Inventory Counts in Progress window.

Inventory Counting Parameters

General | Count Sheet Columns

Load Items By: Bar Code

Count By:
 User Selected Items
 Bin Location
 Snap Shot

Individual Scanning: Yes

Count Set: [Lookup Button]

Available Bin Locations: [Empty List]

Selected Bin Locations: [Empty List]

Buttons: Add ->, Add All ->>, <- Remove, <<- Remove All

Items with an Inventory Status of None will not be updated.

OK Cancel

Current Inventory Counts In Progress

Code	Description	Created By	Started On	Type	Details
------	-------------	------------	------------	------	---------

Buttons: Add, Delete, Refresh

Description: [Text Field]

Type: [Dropdown] Created By: [Lookup] Include Inactive Items: [Checkbox] Started On: [Date Picker]

From: [Text Field] Thru: [Text Field] Vendor: [Lookup]

Available: [Table with Code and Name columns]

Selected: [Table with Code and Name columns]

Buttons: Add ->, Add All ->>, <- Remove, <<- Remove All

OK Cancel



PREPARING FOR YEAR-END INVENTORY

7. Enter in a **Code** for the count set.
This field should not contain spaces.
8. Enter in a **Description** of the count set.
9. Select the dropdown arrow in the **Type field** and select **All Items**.
This will include all items in the database.
10. Select the **Add** button.
11. Select the **Include Inactive** Items checkbox.
12. Select **OK**.

Add Count Sets

Code YEAREND2023

Description YEAR END INVENTORY JULY 2023

Type All Items

Add Apply Cancel

Current Inventory Counts In Progress

Code	Description	Created By	Started On	Type	Details
YEAREND2023	YEAR END INVENTORY JULY 2023	PRO	(Fri) Jan 27/2023 8:17:18	All Items	

Description YEAR END INVENTORY JULY 2023

Type All Items Created By PRO Started On (Mon) Jul 31/2023 8:17:18

Include Inactive Items

OK Cancel

13. Select **Yes** to create the snap shot now.
14. If you are using Advanced Inventory and there are items in the Holding Tank you will see this message appear. Proceed with steps 14 – 16. Select **OK**.

Warning

Would you like to create the snap shot now? Doing so will delete all in-progress snap shots and pending mobile counts.

Yes No

Error

There are items in the Holding Tank for the selected location. You must clear the Holding Tank before proceeding.

OK

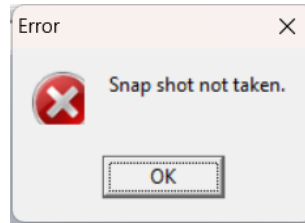


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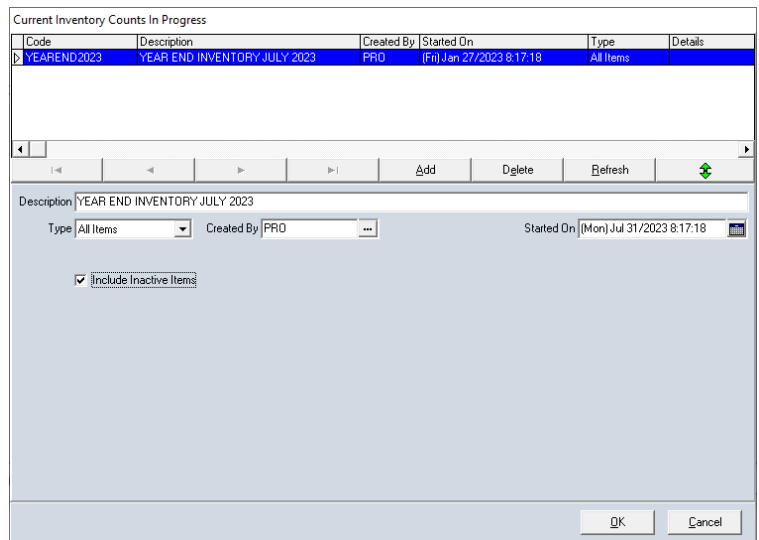
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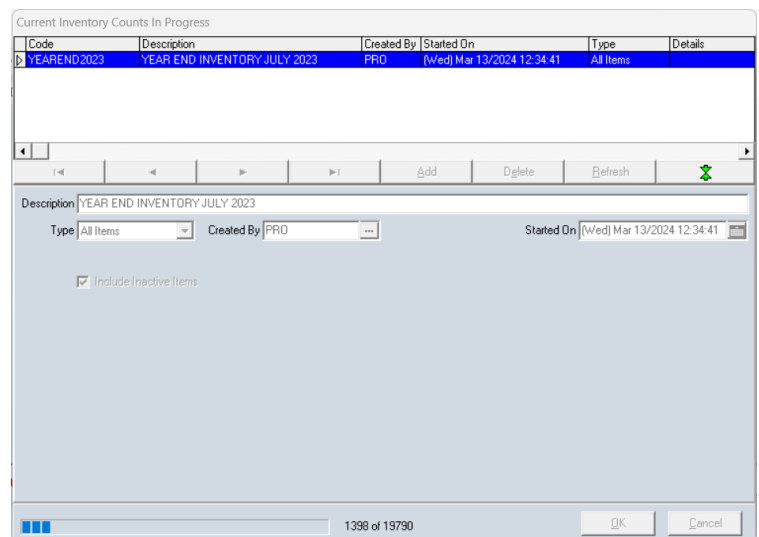
15. Select **OK**.
 - This message will only appear if you are using Advanced Inventory.
16. Go to the Holding Tank and clear the items out, as per usual. Then return to Inventory counting and select the snap shot you created and select **OK**.



17. Select **OK**.

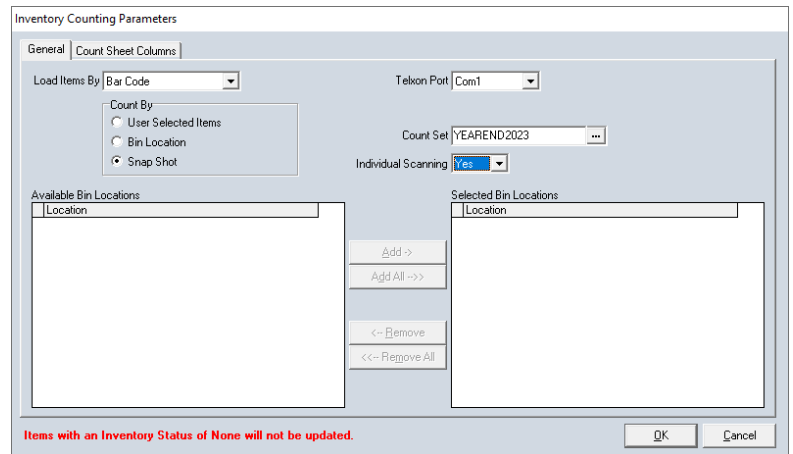


18. You will see a working bar at the bottom of the screen. Once it is completed, it will bring you back to the Inventory Counting Parameters screen.



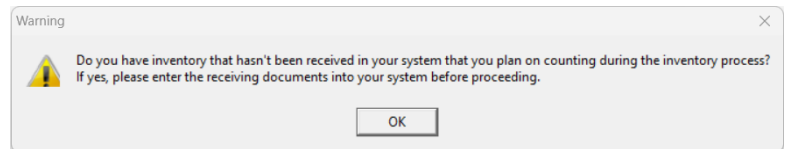
PREPARING FOR YEAR-END INVENTORY

19. Select **OK**.



20. Click the **OK** button.

- If you have inventory that hasn't been received into POS that you plan on counting, please receive them before proceeding.



21. If you are counting the entire store yourself and importing the counts with a Mobile Mini, Press the **F11** function key to move to the red bar and select **F7 Import**.

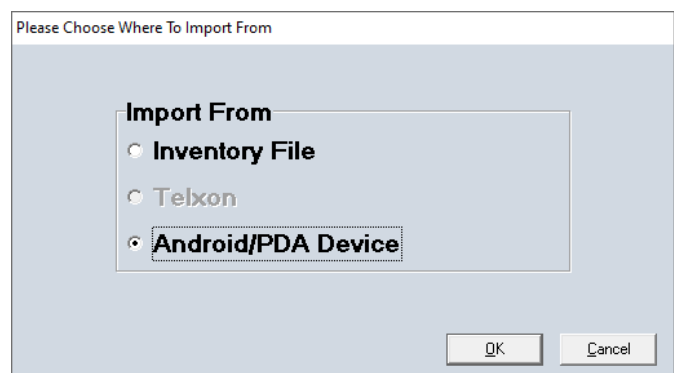


22. Select **Android/PDA Device**.

23. Select **OK**.

24. Repeat steps 21 to 23 if you are using the Mobile Mini and are counting in sections.

25. If you are importing the file from Western Inventory, select Inventory File and select the file to import. (See Page 19)



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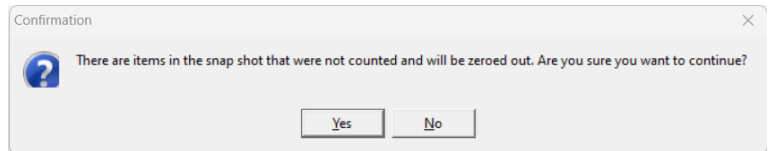
PREPARING FOR YEAR-END INVENTORY

26. Once loaded, press F11 function key to move to the red bar and select **F8 Finalize** to finalize the count.

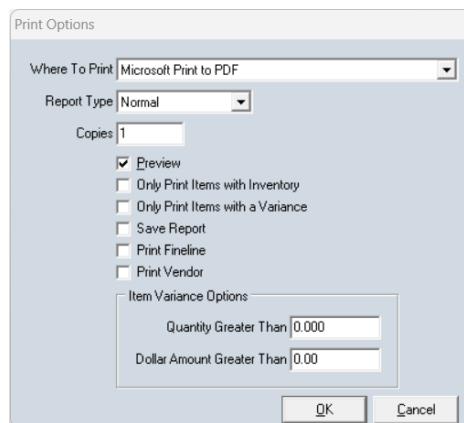


27. Select **Yes**.

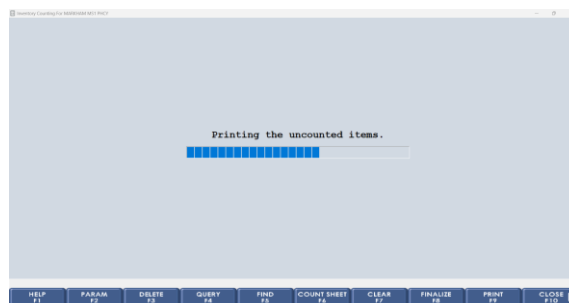
- This message is stating that there were items in the snap shot that were not counted and will be zeroed out.



28. **Print** or **Preview** the report.



29. Then you will see the Printing the uncounted items screen. This will take a few minutes to generate. You may select to print this report.



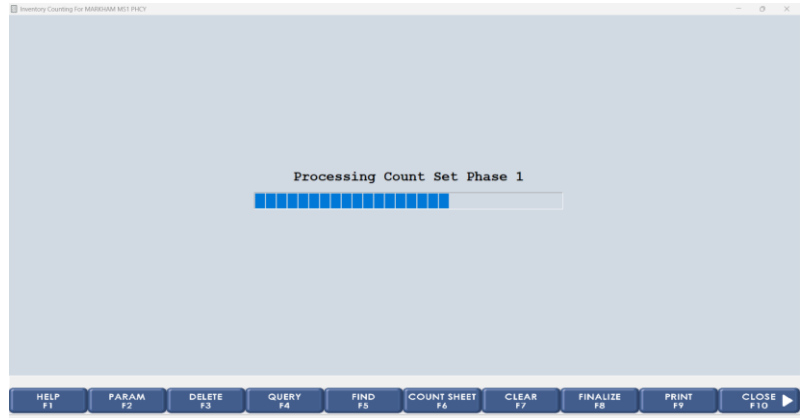
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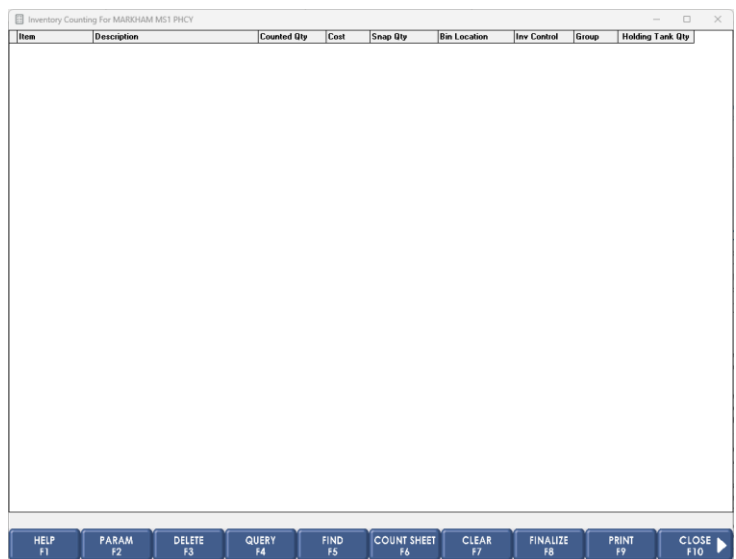
PREPARING FOR YEAR-END INVENTORY

30. Then you see the the count processing. This contains 4 phase:

- Processing Count Set Phase 1
- Processing Count Set Phase 2
- Processing Count Set Phase 3
- Creating G.L Entries



31. Select **F10 Close** once you return to the Inventory Counting screen.



TIP:

- If you are counting the whole store yourself, you will continuously upload to the same session and remember to finalize the count when the entire store is counted.
- Leave the Inventory Counting screen open all entire time, you minimize the screen if you need to use another application.
- If the screen was closed in error, ensure you reselect the snap shot when you reopen the program.



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Section E: Preparing for Western Inventory

If you have chosen the option of having **Western Inventory Services (1-800-268-6848)** come and do the count, you should still complete the checklist (Section A). Below are the instructions for creating a Master File. This Master File is what you will give to Western Inventory so that they can load their counts on in order to upload into your database after the count. The file can be created within one week prior to the count. Sometimes Western Inventory will ask you to email this file to them a head of your scheduled inventory date. You will also have to do the day that Western comes to your store so that they can load the file onto their machines.

When Western Inventory Services arrives at your store, go through the store with the Inventory Manager from WIS and indicate what stock is being scanned for update to Propel POS and what will be counted financially.

WIS has a set of standard departments that they use for Pharmacy counts. These departments are: 01 - Rx, 02 - Rx Morgue, 03 - Photofinishing, 04 - Cards, 05 - Books, 06 - Magazines, 07 - Not On File Front Shop, 08 - Not On File Giftware, 09 - Front Shop Morgue, 10 - Scanned Items. If there is another department that you require, speak to WIS in advance of the count and they can make the necessary arrangements.

WIS is trained to accept items that are not in your Master File and to include them in your inventory update file. When they come across such an item, they will advise you that they have found a Not On File (NOF) item. If you choose to have them count the item, you will have to take the item and enter it into your POS system before the Inventory Update file is used. If not, the item will not be found and be rejected by the system. Should you decide to not have WIS add the items to the file then instruct them to disregard adding NOFs and simply count them financially.

You can save time and money by having your own staff pre-count dump bins, displays and stockrooms so that the WIS staff need only scan a bar code and enter a quantity. The stockroom should be organized so that any items to be scanned are easily accessible. Having some staff available to straighten stock on shelves and answer questions during the count would be helpful. If you don't have the staff to straighten the stock, you can ask the Inventory Manager (before the count begins) to have their staff do this.

*However, you should be aware that the additional time is added to the final charge for the work performed. Be prepared to verify the counts that are being taken.

Speak to the WIS Manager about the number of sections, the areas to be spot checked and when you can start to audit. No inventory count is perfect, and some errors can be expected and although you should be able to quickly determine if the error is material to the count or not. Variances of less than two percent of the inventory value are generally regarded as not having sufficient impact on financial statements.



TIP: A Snapshot does not have to be created to create the Mater File ahead of time for Western, however, a Snapshot **does** have to be created the day of the inventory count.

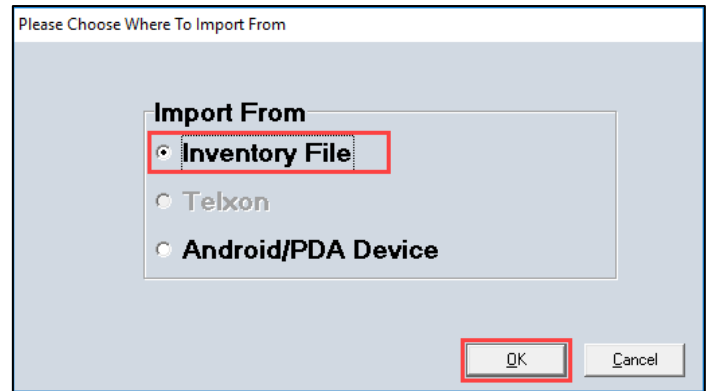


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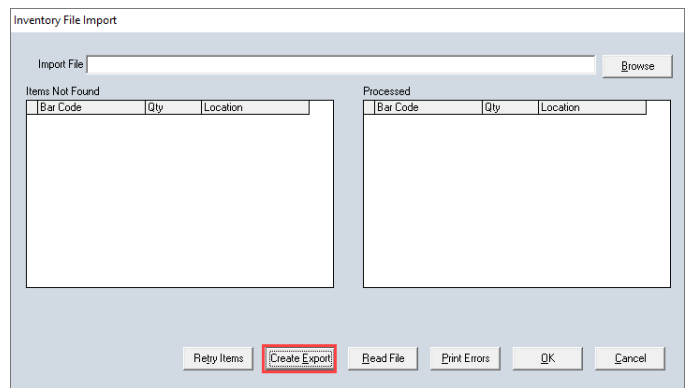
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Creating Master File for Western Inventory

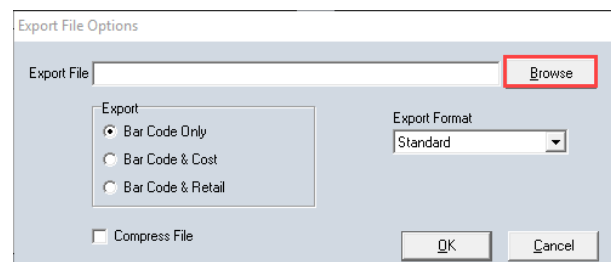
1. From the Main Menu of POS select **Inventory Control**.
2. Select **Inventory Counting**.
3. Select **OK**.
4. Press **F11** to move to the red function bar.
5. Select **F7 Import**.
6. Select **Inventory File**.
7. Select **OK**.



8. Select **Create Export**.

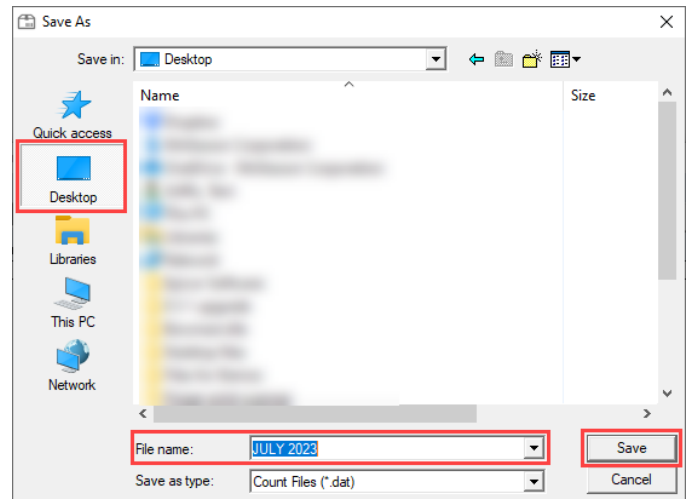


9. Select **Browse**.

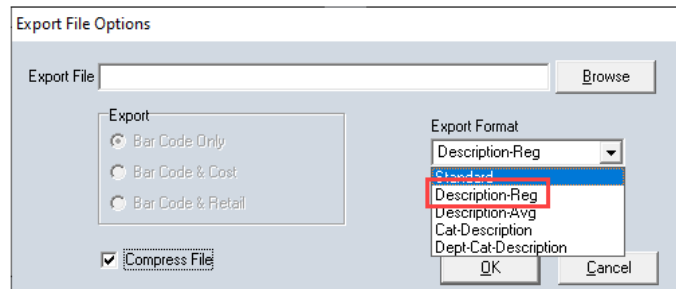


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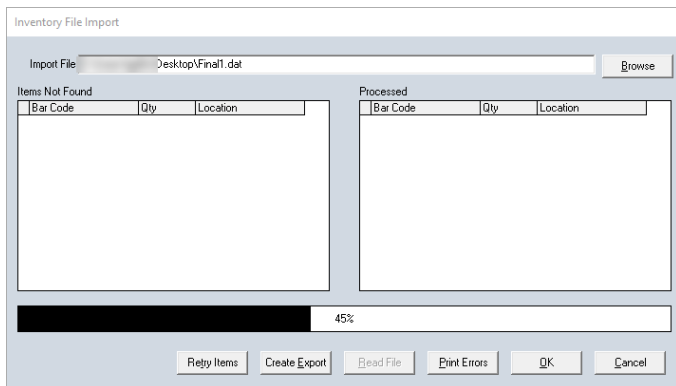
10. Select **Desktop**.
11. In the File Name field enter in the name you want to save the file as. The recommended file name is month and year e.g., JULY2023.
12. Select **Save**.



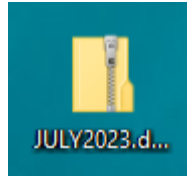
13. Select the dropdown arrow in the Export Format field and select **Description-Reg**.
14. Select **Compress File**.
15. Select **OK**.



16. File will begin to generate. A progress bar will appear.
17. When the file is done, you will then see the Inventory File Import screen. Select **Cancel**.



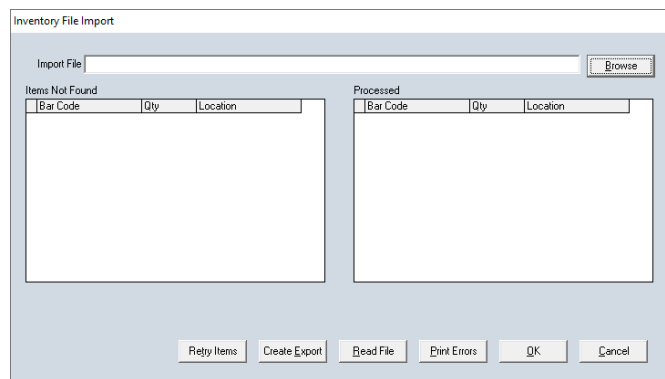
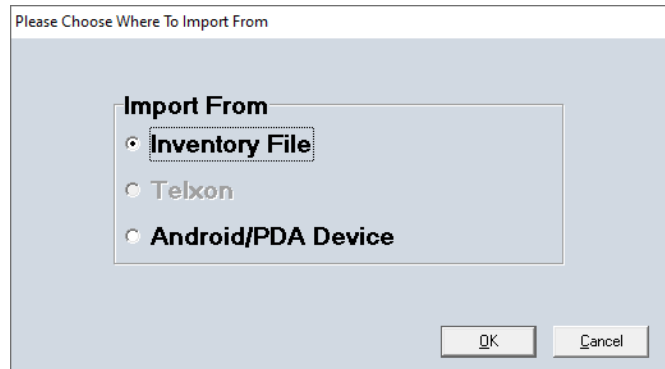
18. Minimize the Inventory Counting screen and go to your desktop. You will see a zipped file (compressed file) which is the file that you will give to Western Inventory.
19. You can email this file to Western Inventory if they want this before your count.
20. You will also need to do this the on the day of your count and give to Western Inventory. Insert a USB memory stick. Select the zipped file. To select, right click the file and select the option to **Send To** and select the option for your USB Memory stick.
21. The file is to be given to Western Inventory.
22. When Western Inventory is done counting the store, they will return the USB Memory stick and you will need to load it back on your POS computer.
23. If you are doing this on the day of your count you now need to create a Snap Shot (Section
24. The next section will guide you through importing from the USB Memory stick.



Importing and Finalizing the Inventory Count

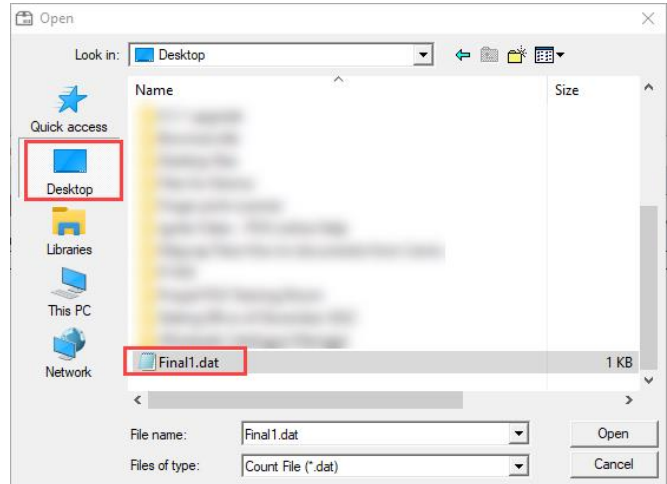
Once Western Inventory has completed the inventory count you will be given the inventory file that is to be imported into the Snap Shot that you created before the inventory count started.

1. You should have already created the Snap Shot for the count. (See Section D)
2. Save the file that you received from Western Inventory to your desktop. File is usually named Final.dat.
3. From the Inventory Counting screen that you generated the snap shot from press **F11** to move to the red bar and select **F7 Import**.
4. Select **Inventory File**.
5. Select the **OK** button.
6. Select the **Browse** button.

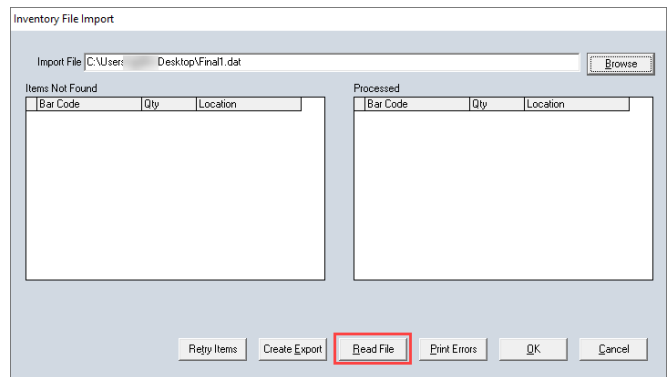


PREPARING FOR YEAR-END INVENTORY

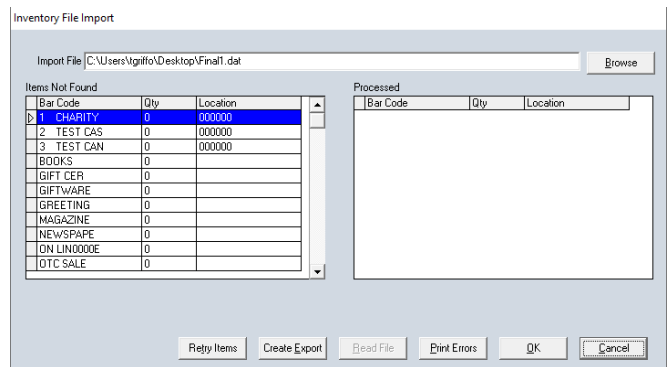
7. Select **Desktop**.
8. Select the **Final1.dat** file.
9. Select the **Open** button.



10. Select the **Read File** button.
 - The system will begin to read the file and once it is done, it will upload the information to the Inventory File Import Screen.



11. On the left side of the screen, under the Items Not Found column, it will list any items that are not in your product database. Select the **Print Errors** button to print the report. These items will need to be added manually into Product Manager and the inventory added to them.

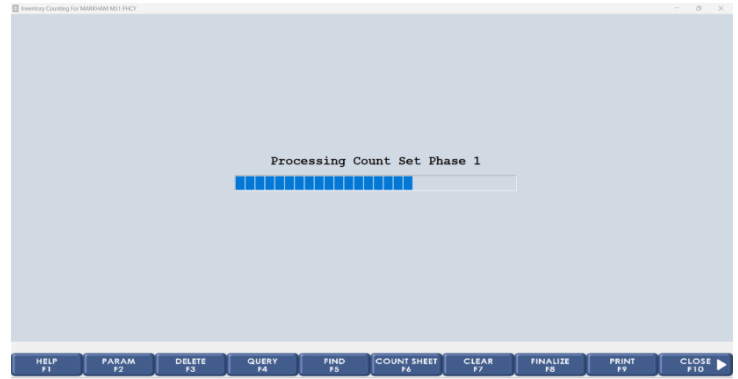


Contact PTS Customer Care

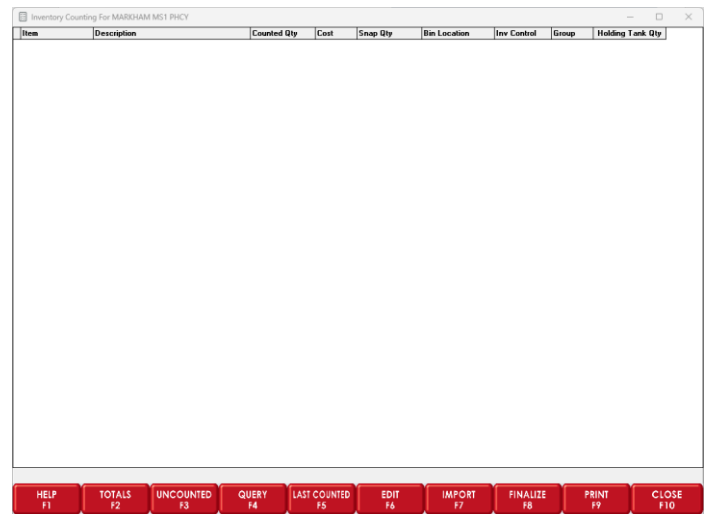
ptscustomer@ckesson.ca | 1.800.387.6093

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15. Now you will see the the count processing phases. This contains 4 phase:
- Processing Count Set Phase 1
 - Processing Count Set Phase 2
 - Processing Count Set Phase 3
 - Creating G.L Entries
- This may take a few minutes to process. Once the inventory is processed you will be returned to the Inventory Counting Screen.



16. Select F10 Close to exit out on Inventory Counting.
- It will take a few hours for the count to populate down to all the systems in your store.





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