

Compulink inventories

### **Set Up Before Inventory**

Make sure all frames, readers, cleaner ect. have a UPC tags.

Any items without tags will need to be sent to central for retagging.

Be sure to have a time selected with extra help and a lower patient volume for speed and accuracy.

Any frames on hold for a patient that are not sold also need to be counted.

**BEFORE YOU INVENTORY CALL JAMIE AT CENTRAL SUPPLY AND MAKE SURE THAT THERE ARE NO ITEMS ADJUSTED THAT ARE NOT IN YOUR STORE.**

### **Day of the inventory.**

Make sure that no activity is being performed that will effect inventory (posting charges, transferring frames etc.)

# **FRAMES**

Sign on to the work station you will use and use only 1 workstation: (that persons ID cannot be used on another computer during inventory or it will bump you out.)

Use the inventory checklist and follow the steps.

A positive number on the discrepancy report could mean.

- An item was not counted but should have been
- Item was transferred wrong, lost or stolen.
- The last inventory was not updated. ( big number )
- Item did not scan properly and is in the pile to go to Central

A negative number on the discrepancy report could mean.

- Item was double counted
- Forgot to hit reset before starting scanning ( big Number )
- Item was mislabeled
- Counted stock that was not received in the system properly.

# **FOR CLEANER, READERS, Non-RX (Old) SUNGLASSES, CLOTHS, Eye Vitamins**

Sign on to the work station you will use and use only 1 workstation: (that persons ID cannot be used on another computer during inventory or it will bump you out.)

Use the inventory checklist and follow the steps.

A positive number on the discrepancy report could mean.

- An item was not counted but should have been
- Item was transferred wrong, lost or stolen.
- The last inventory was not updated. ( big number )
- Item did not scan properly and is in the pile to go to Central

A negative number on the discrepancy report could mean.

- Item was double counted
- Forgot to hit reset before starting scanning ( big Number )
- Item was mislabeled
- Counted stock that was not received in the system properly.

**You are doing 2 separate inventories one on Frames and one on Miscellaneous. items. Both discrepancy reports and checklist will need to go to Central att. Jamie.**

**Wiley X will be scanned with the frames. The 2<sup>nd</sup> PR Sunglass specials are scanned as frames.**

**The items sent back to central will be adjusted against your discrepancy report. IF YOU DO NOT SEND BACK NON SCANNING ITEMS THEN YOUR INVENTORY WILL NOT BE ADJUSTED.**

# Tips for a good inventory:

Once you click on **reset**, your inventory in Compulink freezes until you update at the end. So anything sold during the inventory process will show up on the discrepancy report. ( This will happen regardless of if you counted the item before you sold it ) You will need to save the UPC ( tag ) on anything sold and send them in with your inventory reports, you can tape them to the report. Then those items can be adjusted off your final inventory figure.

It is important that you check every scan with the computer to make sure the info was taken. You can scan a frame and it will beep like a good scan but might show up as an “Unable to find current location” if that happens you will need to rescan the frame. If you do not and move on to the next one you will have a shrink on your inventory. That is why you need 2 people, 1 to pull the items and 1 to scan and check in Compulink.

Always check with Central supply before you start your inventory to make sure they have not put items in your inventory that have not arrived in your store. This will show on your discrepancy report.

Please take your time and focus on an accurate count. If you get rushed you could miss a row or double count frames.