

# Cleaning up Old Inventory from your NAVEX System

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*I have been using this for 4 years. I needed to figure out a way due to the fact I add ALL part numbers that the Merchandising Analysts set Retails on. By adding these part numbers, it saves time for my sales staff. If they are looking up a specific brand and size and it is NOT listed, they know to look at a different supplier for that product.*

*The following is, what I have found to be, the easiest way to keep your Inventory File free of discontinued tire part number.*

## **Instructions**

1. Notify your sales staff that you are working on cleaning up the old inventory items. If they see something that does NOT end in .99
2. From the Quick Menu
  - a. Click the Reports Button
  - b. Pick the "Line File List" report
  - c. Print the report.
3. Hi-lite the Tire Lines from the list. This is to help you keep track and mark off as they are completed.
4. From the Quick Menu Screen
  - a. Click the Inventory Box
  - b. Click the Line Code Button
  - c. Click the "Find" button at the bottom of the page.
  - d. Pick the Brand from the Drop-Down Box
    - i. Look for the box titled "Line Code Pricing Default – Stocked Item and OP Item".
    - ii. Under the "Stocked Item" title you will find a small box that will need to be checked (if it is not already).
    - iii. To the right of the check box, you will see "GM % Price 1."
    - iv. In the GM % Price 1 box key in 0.00 (if not already done)
    - v. On the far right of the "Line Code Pricing Default – Stocked Item and OP Item" you will find a box "Update Inventory Price."
    - vi. Click the "Update Inventory Price" box. Doing this will change ALL items in your inventory, under that Brand, to **Cost**.
    - vii. Click the "Save" box
  - e. Click "Find" and repeat the process found under "d".
5. From the Quick Menu
  - a. Click the Inventory **FROM THE TOP OF THE PAGE**
  - b. From the Dropdown Box click "Price Update"
  - c. From the box that opens
    - i. Click the "Select Download"
    - ii. Click "Download Big O Corp Tires" or whatever process you normally use to update your retail prices.
    - iii. Click "Yes" in the box that opens.

- iv. As soon as the file populates click "Update Store Retail Only."
6. Notify the Sales Staff that they can start using the system again. Remind them that "If the Retail DOES NOT end in .99 that product is discontinued and not to be used.
7. From the Quick Menu Page
  - a. Click the Inventory That is at the TOP of the page
  - b. Click Maintenance
  - c. Click the Parts Group Edit
  - d. This will open the box where you will be cleaning up your old inventory the top 1/3 of the page is where we set up the "Editable Fields."
    - i. You will pick items from the Available Fields and move the following items to the Editable Fields by using the > to move items to the right and < to move things out of the Editable Fields.
    - ii. Pick in the following order.
      1. Description
      2. On Hand
      3. Price 1
      4. IsTire - Home Office look for "Tires Only"
      5. Inactive (ST)
      6. Stocked
    - iii. You should see all the items you picked showing in the bottom 2/3 of the page.
  - e. Click the "Show Parts Where" dropdown
  - f. Pick "Brand". That will open another dropdown to the right.
  - g. Click that dropdown and pick the Brand you want to work on. Doing this will populate the bottom 2/3 of the page.
8. In the area below you will see everything you performed in section 7
  - a. Scroll down Price 1 and find any price that does not end in .99. When you find them:
  - b. Look and see if you have any On Hand.
    - i. If yes, you will need to hi-light the price in Price 1 column and key in a retail price. Knowing it is obsolete I normally add \$10 and make it an even number, Example Cost is \$61.23. I set the retail at \$70.00 and tell the employees to "Sell" them.
    - ii. If No, Follow the instructions
  - c. Un Check the box under IsTire (Doing this will keep these tires from showing up un a quick look up)
  - d. Check the box Inactive (ST).
  - e. Make sure the "Stocked" box is unchecked.
    - i. The "Stocked" is used for quick look up and Physical Inventory. If the Stocked box is checked items will print on the count sheets. This goes for ANYTHING marked Stocked.
  - f. Continue scrolling down the list and follow the above when you find any Price not ending in .99.
9. When finished with the Brand or if you are walking away any reason.
  - a. Click "Save All Changes"
  - b. Answer Yes in the Pop-up box.
10. Repeat for all Brands you are cleaning up.

**I hope this helps you clean up your inventory.**