

How FMI (Find Missing Inventory) Works

This document addresses some issues that have come up regarding FMI (Find Missing Inventory).

NOTE: Consult the ‘Dynix Inventory Instructions’ (beginning on page 18) on our website at: <http://customer.dynix.com/support/dsc/tech/circ/inventory.asp>, or the Circulation Users Manual, for instructions on running FMI.

- FMI selects the entire HOLDINGS file, so this is why you can run it for multiple collections, but for troubleshooting purposes it is recommended that FMI be run after doing inventory on each collection.
- FMI checks the secondary agency and collection codes on each HOLDINGS record and only looks at the records that belong to the agency and collection code(s) chosen at the beginning of FMI.
- FMI checks the status of the HOLDINGS records and will only look at records that have a status of ‘I’ or empty (checked in). See also page 7 of the ‘Dynix Inventory Instructions’ which summarizes Updating Item Status Codes for the inventory exceptions report.
- FMI compares the Inventory Start Date in DID (Display Inventory Dates) for the collection codes chosen to the following fields on the HOLDINGS record:
 - Date Inventoried
 - Date Last Used
 - Date Modified
- If all of the above date fields on HOLDINGS records are not equal to or later than the Inventory Start Date, then the HOLDINGS record is given a status of MI (Missing Inventory). For example: if the start date for a specific collection in DID is 03 June 2002 but any or all of the three dates on a HOLDINGS record has a date before that start date the HOLDINGS record will be set to a status of MI.
- There are some issues that need to be kept in mind in regard to FMI.
 - ◆ If you are assigning temporary collection codes to HOLDINGS records, wait four days before collecting barcodes and do not reset the collection codes until after you run FMI. Otherwise, when FMI is run, no items will be considered missing because their records were recently modified
 - ◆ You must make sure that you have completed inventory on the entire collection before you run FMI or you will end up with HOLDINGS records being set to MI when they shouldn’t be.