

Year-End Inventory Procedures

1. Post Actuals

2. Count All Items
 - a. Count Coolers 1 Door At a Time
 - b. Count Items within 24 Hours
 - c. Can Use Multiple Tablets – BE SURE TO LOGIN IN CORRECTLY

3. Zero Items Not Counted
 - a. List Products – Filter for Not Counted Since
 - b. Review List
 - c. Zero Quantities

4. Print a Long / Short Report

5. Print a Valuation Report
 - a. Can Be After EOY Date
 - b. Print Detailed and Use GL Ratios
 - c. Save as PDF to a Folder EOY Inventory 2016-08-31