
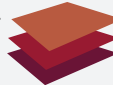




6 Steps to Prepare for an Accurate Inventory


Accurate number of items allows us to have accurate knowledge in order to efficiently manage and control the inventory, as well as properly address issues like damaged items, theft, slow-moving items, and more.


□ **1.** **Establish the status of the items.**
Properly identify items to ensure those held at different locations or on consignment basis are accounted for. For example, note items that have been invoiced to customers or haven't been recorded yet. 

□ **2.** **Organize the inventory space.**
Shelves and items should be clearly labeled and laid out in an organized manner. If necessary, provide your team with clear guidance on the order they should be taking inventory. 

□ **3.** **Get the right tools for the job.**
Whether it is handheld devices, safety tools, or record sheets, make sure everything is on hand to make the count go smoother and be more accurate. 

□ **4.** **Count every item without distraction.**
To create a quiet and focused atmosphere, limit conversations between workers and discourage the use of cell phones. 

□ **5.** **Never Estimate.**
Physically open the boxes. It's better to get the record 100% accurate on the first time. 

□ **6.** **Check and update your records.**
Make sure all variances and discrepancies are noted while checking the most recent physical count against its accounting records. Remember to update the new records as well. 

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