

# Inventory checklist from



Plan an inventory properly

## PHASE 1: PLANNING

1. Which inventory procedure is to be used?

- Annual inventory
- Advance Inventory
- Postponed Inventory
- Permanent Inventory

2. The value of an inventory area is to be determined in:

- £
- percent

3. Is there a stock bookkeeping?

- Manually managed stock index
- EDP-supported stock accounting

4. According to which criteria is this conducted?

- Article related
- Subject related

5. Inventory takes place:

- during ongoing business operations
- with reduced business operations
- when business is closed
- Calculate and determine the time required for carrying out the inventory
- Create inventory instruction: Date/Period/Recording days

6. Inform third parties:

- Customers (due to changed opening hours)
- suppliers / carriers

The software for a simple inventory: [www.timly.com](http://www.timly.com)



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## PHASE 2: PREPARATION

### 1. Preparation of inventory areas Clean up

- warehouse, office, sales areas
- Assemble and organize inventory
- Sort out defective objects
- Label the recording areas with the respective numbers

### 2. Create admission forms with the most important information:

- item number
- item description
- Dimension (piece, kilogram, meter etc.)
- period of recording
- Recording and comments field
- Name of meter, writer and controller

### 3. Create an inventory log with the most important information:

- Inventory date and company stamp
- Name of inventory manager and customer
- Create fields of activity (e.g. trained staff)

### 4. Train inventory personnel Hand over and explain

- inventory instructions
- Have receipt of inventory instructions acknowledged
- Do not give the inventory personnel the target stocks
- Goods acceptance & sales staff re. Goods receipt/-  
direct sales lists
- Define pause times and return points

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## **PHASE 3:** **INVENTORY DAY**

### 1. Preparation of inventory areas determine

- the personnel plan by name
- Check attendance and record in writing
- Assign recording teams to recording areas
- Assign tasks: clerk, counter (announcer), controller
- Enter the issue of receipts, aids, etc. in the return list
- Assign qualified personnel to carry out spot checks
- Provide all prepared receipts, lists and aids

### 2nd patrol in the inventory areas:

- Recording areas as in the site plan?
- numbering correct?
- Item assigned correctly?
- No items out of range?

### 3. Things to note on inventory day:

- Secure the item against removal after picking it up
- Delimit items received but not yet invoiced
- Consider securities in self-administration
- Accept cash, checks and promissory notes
- In the presence of the counter and scribe completeness and  
Check readability



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## PHASE 4: DIPLOMA

### 1. Completion of inventory

- Count randomly e.g. B. according to (random principle)
- Report the completion of the inspection to the inventory manager
- Inspection tour of the inventory manager
- Collect all inventory receipts
- Transferring the results of the receipts to inventory lists
- Check inventory documents for completeness and correctness
- Make additions and transfer them to EDP
- Reconcile results with target stocks
- Sort and file inventory documents
- Prepare inventory compilation

### 2. Assessment of inventory

- Has inventory been taken properly?
- Was the schedule adhered to?
- Was the staff adequately trained?
- Were the articles included completely and correctly?
- Could inventory differences be clarified?
- Were items entered twice?
- Were securities in administration, cash, checks and

Change of ownership recorded?

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