

Inventory checklist from Timly

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

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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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