

MISC. INVENTORY CHECKLIST **Store**_____

Please use this checklist to improve inventory accuracy

This list is to be signed and sent in with inventory results to Central Supply.

_____ Have box ready for items that did not scan to send to Central Suply
_____ Call Alicia at Central Supply and make sure that there are not items adjusted that are not in your store.

_____ In compulink click **FUNCTION INVENTORY AUDIT**

_____ Choose correct location

_____ The type will be **MISC.** output will be **ITEMIZED LIST**

_____ **CLICK RESET AT THE TOP!!** Click yes to the reset box.
only reset at beginning of the inventory

_____ **CLICK BEGIN**

_____ Cleaners,cloths ,readers, Non-RX Sunglasses and misc. counted

_____ Check front desk for reader displays/**Count eye vitamins as misc.**

_____ When done counting click **Cancel** and a inventory audit log will print

_____ Click **print** and review the inventory discrepancy log. **IF YOU MISSED AN AREA CLICK BEGIN & SCAN WHAT WAS MISSED.**

_____ When all items have been counted after reviewing descrepancy report click **UPDATE** to finalize inventory. This will print a second discrepancy report.

_____ Send Inventory Audit input Log, the **2** Inventory Discrepancy Reports and Inventory Checklist, to **Att. Jamie at central supply.**

_____ Send Items that did not scan to central supply attention Jamie
*****Make sure your notate your location and reason!**

Signature_____ date_____