

Oil Can Harry's  
Monthly Inventory Procedures

1. Print Inventory Value Report (Before Report) - Grouped by Inventory Group, Sorted Alphabetic.
2. Print Inventory Worksheet (Count Sheets) - Grouped by Inventory Group, Sorted Alphabetic.
3. Count ALL Inventory by Group and record count qtys on worksheet.
4. Make any needed adjustments to inventory qty so that computer inventory qty matches count qty. Make notes to explain reason for variances.
5. Print Inventory Adjustment Report with all adjustments listed and also by group adjusted if you want. But staple this together and not to each of the Group count sheets. I want to be able to view all the adjustments without having to go through the whole stack. Staple in top left corner please.
6. After all adjustments up or down are made, Print Inventory Value Report (After Report) - Grouped by Inventory Group, Sorted Alphabetic.
7. Place reports in the following order:
  1. Inventory Value Report (After Report)
  2. Inventory Value Report (Before Report)
  3. Adjustment Report (s)
  4. Count Sheets in same alphabetical order as Inventory Groups on Value Report.Staple in top left corner if you can.