

Physical Count

1. Perform the physical count. Write counted balances on the count sheets.
 - Do not allow inventory to move from an area until it is counted and marked on the count sheets.
 - Do not allow any material to be received, removed or transferred until the inventory counts are completed and audited. We are trying to get a snap shot at a certain point of time, and if any materials are moving, we won't get the right picture.
 - Don't forget to check for any materials stored off site in another warehouse, outside container or at a vendor location (sometimes the mills will store a truck load of carpet or pad until the client calls for it – it has already been Received and paid for, it is just not inside the warehouse)
 - Verify that any goods on consignment are not counted by mistake
2. Once all inventories have been counted, perform the following procedures to double check:
 - Visually scan the physical inventory to ensure that all rolls and items have been marked as counted.
 - Scan the count sheet for any inventory that has not been counted.
 - Investigate as to why the inventory was not counted.
 - Did you miss it, fail to mark it as counted or is it missing?
3. Once you are satisfied the count is complete, begin the adjustments process in RFMS.
 - Go to either Roll or Item inventory
 - Find the incorrect record
 - Use the adjustments button (hammer and screwdriver) to fix the quantity.
 - At this point all discrepancies should have been investigated.
4. Printout the adjustments report.
 - Scan for obvious keypunch errors.
 - Review total adjustment amount for reasonableness.
5. RE-PRINT the inventory value reports. This is the counted, reconciled inventory value