

**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 Jamie 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 reader displays/Count eye vitamins and saleable drops 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\_\_\_\_\_