

Physical Inventory Overview

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Taking a physical inventory is typically a major event for most companies. It requires precise planning and execution to obtain and record an accurate count of your inventory parts.

Below is a checklist of things to consider when preparing for a physical inventory.

- Plan carefully in advance; establish cut-off dates/times for all pre-inventory transactions to be completed.
- Make certain all staff members understand the impact of an accurate count.
- Make certain truck stock is ready to be counted.
- Process all open Work Orders that used parts.
- For parts out for repair, make certain you have a list of those items to include in your counts.