

The Basics of a Successful Inventory Count Process

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**This is a one-page printable that you can share with your company leaders.
Inventory is everyone's job, so get to work.**

The basic tenets of a good inventory management system:

1. Planning and preparation
2. Execution
3. Analysis of results

Planning and preparation

- First determine a day/time to conduct the cycle counts, and inform all employees about it. This way everyone can all work to make the count successful (for example, not picking product at the same time we are trying to count).
- Prepare the warehouse and control the count environment. Ensure it is clean and organized. Keep activity to a minimum, such as picking product or moving kegs around.
- Identify the counting team. Ensure that experienced people are doing the counting. Provide training on the process, ensure the team understands.
- Have one leader to control the count. One person needs to be in charge.

Execution

- Execute the count following these procedures.
- Recounts. Any count variance over 10 kegs, or 5% of total kegs will be re-counted by a different person than the original counter.
- Adjustments. All inventory adjustments will be posted in the computer system as soon as the count/re-count is completed.

Analysis of results

- Investigate variances, determine causes, implement/recommend process changes as necessary
- Communicate the results to the count team
- Post the results so the entire team can see them. More eyes on solving the problem.

Only you can create a great inventory count process in your business. Follow the checklist above, and build a winning inventory count plan today.

For more details, and step-by-step instructions on how to use the Checklist and implement its teachings in your company, visit www.CraftBreweryFinance.com. We could talk Inventory all day.