ACE

PHYSICAL INVENTORY COUNTS
PRE-COUNT CHECKLIST

SCAN NOW

☐ **1) Schedule when inventory is low**

☐ **2) Check for missing barcodes in advance**

☐ **3) Complete any in-progress kits/assembly**

☐ **4) Dispose of obsolete or defective stock**

☐ **5) Pre-count inactive stock in the back**

    (NOTE: tag to prevent duplication)

☐ **6) Pull & ship all current open orders**

☐ **7) Ask suppliers to not deliver during count**

☐ **8) Freeze or reduce warehouse activities**

☐ **9) Complete all open receiving and sales orders in your POS system**

☐ **10) Complete all open stock transactions (transfers, etc.) in your POS system**

☐ **11) Inform any off-site storage facilities**

☐ **12) Test any scanning devices in advance**

NOTES

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