***Inventory Preparation – Retail Stores – Financial or Dollar Value Count***

To get the most accurate inventory:

Store should be *organized* and all items **priced**. Auditors should not have to move many items to get see quantities and prices.

Merchandise that is not to be included should be marked as such or removed from the store.

Merchandise should be **visible**.

Backroom merchandise should be priced and organized.

***Inventory Preparation – Retail Stores – Barcode/Scan Inventory***

In addition to the above, merchandise should be organized by brand/size/flavor (or UPC). Some stores will have a case of 24 oz soda neatly organized but if there are 5 UPCs in that same container, it can cause miscounts in multiple products.

Each row of merchandise on a shelf or cooler door must be the same item. If a row of drinks in a cooler has different items behind it, they will most likely be miscounted.

***Inventory Preparation – BUY/SELL***

In addition to the above, please agree on gross margin percentages prior to the audit.

Make sure you know what items are consignments.

Remove outdated merchandise. This is a big job and separate from the inventory. We cannot check for outdates during an inventory.