

# OUR SERVICES

## Financial Inventory

A full count of store inventory. For each store section and merchandise category, we keep a running total of merchandise value by multiplying the price of each item by the number of items on-hand. During the inventory, auditors place blue counting tags on each area counted. At the end of the inventory, the store representative verifies that all merchandise was counted by picking up the "Counted by AccuTrak" tags during a walk-through of the store. The manager also reviews the value of the merchandise by store section.

AccuTrak's Financial Inventory is accurate and **verifiable**. We customize our inventory procedures, merchandise categories, and store section designations to meet your needs. An AccuTrak financial inventory will leave you with results that are easy to compare to your perpetual inventory system.

- We use state-of-the-art voice technology to accurately record the price and quantity of each item in the store.
- We prove our count is accurate with audit trails the store manager can easily validate.
- We use the official NACS classification scheme when categorizing merchandise. However, we can use a custom categorization scheme that will match your system.
- Reports are provided on the spot and are reviewed and approved by the store manager.

**VoTrak™ our state-of-the-art counting system** allows auditors to verify each entry for accuracy. AccuTrak auditors speak information into the VoTrak system, capturing information about what section of the store they are counting, the category of merchandise, item price, and quantity on-hand. VoTrak translates the voice information into data and stores it in a database. All entries are repeated audibly and verified. Any mistakes can be corrected during the counting.

**Printed audit trails** allow store managers to validate the accuracy of each section. Sections are always counted from left-to-right, top-to-bottom. The [audit review report](#) shows each entry the auditor made while counting the section. Store managers can review and validate the accuracy of each section total.

**[Section Reports](#) and [Category Reports](#) are provided to the manager at the end of each inventory with copies e-mailed or faxed to the main office.** AccuTrak's team supervisor and the store manager "walk the store" using the section by category report to review the merchandise totals and quantity on-hand for each section. When complete, the store manager signs off on the financial inventory. Copies of each report are sent to the store owner or chain headquarters the following business day.

## Cigarette Inventory

A full count of cigarettes with detailed reporting by brand, type of cigarette (Marlboro Reds, Marlboro 100s, etc.) by location within the store. The store representative can immediately verify the accuracy of the inventory by reviewing the audit trail.

In average for convenience stores, cigarettes make-up 37% of store sales. Because of their size, relatively high-value, and ease of re-sale, cigarettes are a prime target for theft. Our convenience store and grocery store clients confirm that cigarette inventories are a consistent challenge.

To meet this need, AccuTrak crafted a detailed cigarette inventory that will account for each pack of cigarettes by brand and type. The [cigarette report](#) sub-divides the inventory by store location which will help you isolate, correct, and monitor trouble spots.

We use state-of-the art voice enabled technology to provide you with an accurate and **verifiable** count of cigarettes. We prove our count is accurate with audit trails the store manager

can easily validate using the [audit review](#) report.

## Sku Inventory

A physical inventory where the UPC or store barcode is scanned, and price and quantity on-hand information recorded. A sku inventory typically involves a data exchange before and after the inventory.

A sku inventory is the best way for any convenience store, grocery store, retail store, or warehouse to receive a detailed, item-by-item account of their stock. We receive a file from you with the complete item list. Our auditors will scan your entire store and verify the observed price and quantity on-hand. Any items we find that were not included in the data file will be scanned and recorded. At the end of the inventory, we will review the merchandise totals and store category totals with the store representative. The following business day, we will send a data file back to you with the item-level results. Any items found in the store (but not in the initial data file) are included and duly flagged.

## Cycle Counting

A method of controlling inventory accuracy without the time and expense of a full physical or financial inventory. AccuTrak's cycle counting methodology employs the regular measurement of merchandise samples. The value and quantity on-hand of the sample are checked with the perpetual inventory system. If errors are present, we find the cause of the error, correct it, and monitor going forward. Cycle counting is used in combination with an annual sku inventory or quarterly financial inventories.

The size of most warehouses makes monthly or quarterly inventories difficult. But, if inventory is verified only once per year, too many surprises can appear. Often, a problem has been present for months, but with no way to measure inventory, owners are unaware of the problem. AccuTrak uses cycle counting to measure inventory and find problem areas before losses can mount up.

AccuTrak auditors will create a customized cycle counting program for your warehouse. We will work with you to identify the types of items that are likely to see loss. We sample by sales frequency, dollar value, or at random. We also recommend cycle counting those items that, if not on hand, will stop production.

## Inventory Verification

A simple verification of quantity on-hand compared to printed inventory list by SKU provided by our client.

Inventory verification is used in large warehouses and pharmacies for annual inventories. It is also used by organizations who have tagged their assets with unique IDs

## Buy-Sell Inventory

A [financial inventory](#) or [sku inventory](#) whose results are used in the purchase or sale of a business.

When businesses change ownership, often the main cost component in the transaction is the on-hand inventory. Buyers, sellers, and business brokers are interested in an accurate inventory valuation.

AccuTrak can represent the buyer or seller and will provide you with a financial or sku inventory, divided into small, easy to manage segments of the store.

## Cash Audit

A report of the amount of cash in the cash register and safe. The store clerk audits all cash in the presence of the AccuTrak supervisor. The cash audit report is sent directly to the owner or head office.

Cash audits are a recommended part of standard loss prevention procedures. These audits work best when they are a surprise to the store employees. AccuTrak will randomly pick the day and time for the audit within the guidelines established by our client.

## Pharmaceutical Inventory

An inventory of medicine within a hospital or drug store pharmacy. Typically, we scan the NDC number and record the quantity of medicine on-hand and the observed price or cost of the medicine. AccuTrak will also validate medicine expiration dates and work with a reverse distributor to take the necessary steps to remove the medicine from stock.

Pharmacies require accurate inventories. A simple inventory error can create a life-threatening situation. Beyond that, new and expensive drugs are susceptible to loss. AccuTrak helps pharmacies with a sku inventory designed specifically for pharmacy needs. We count pill bottles (full or partial), doses, and individual pills (when requested).

## Asset Inventory

A process by which all assets above a certain value are tagged with a unique identification number and barcode. A complete asset list is compiled and provided in a data file. We customize the kind of information we capture to meet each client's needs. Asset inventories are crucial in tracking lost or stolen merchandise.

The problem of loss is not limited to the inventory that is sold to customers. Any asset, particularly small, high value assets such as computers, computer peripherals, medical devices, etc are susceptible to loss. An effective deterrent against asset loss is the establishment and maintenance of an asset inventory. Modern technology makes this affordable for any company.

AccuTrak Inventory Specialists will work with you to create the initial asset inventory by tagging all assets above a specified dollar amount. We will work with you to install the appropriate hardware and software to manage your asset inventory. Finally, we will help you create procedures for tracking, adding, and removing assets from the list, including how the information can be fed to your company's accounting team.