

Inventory Count Process

Vehicle Inventory should take place every quarter. To complete vehicle inventory you will need the following: Tracknicity App

Preferred Method:

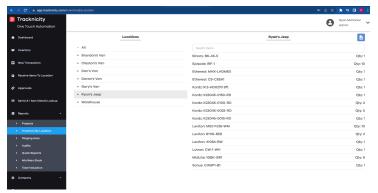
The following Video Demonstrates how to Audit the inventory per location

https://www.youtube.com/watch?v=fgbAi6emEvg

Back Up Method:

In case the above method does not work, the manual method is as follows.

Step 1: Print Off Inventory sheet per location by logging into Tracknicity-Reports-InventoryByLocation. Click Blue Icon in upper right corner to export csv file and then print that document.



Step 2: Perform inventory in location - If inventory number matches, put a check mark next to the item. If the inventory quantity is off, put check mark next to item (indicating you checked it), but put the actual quantity number next to the expected quantity.

Step 3: Turn In Inventory Sheet