

**FRAME INVENTORY CHECKLIST**      **Store**\_\_\_\_\_

Please use this checklist to improve inventory accuracy

**This list is to be signed and sent in with inventory results to Central Supply.**

\_\_\_\_\_ Have box ready for items that did not scan to send to Central Suply  
\_\_\_\_\_ Call Central Supply and make sure that there are not items adjusted that are not in your store and to get your **inventory total number, write number here**\_\_\_\_\_

\_\_\_\_\_ In compulink click **FUNCTION INVENTORY AUDIT**

\_\_\_\_\_ Choose correct location

\_\_\_\_\_ The type will be **FRAMES** output will be **ITEMIZED LIST**

\_\_\_\_\_ **CLICK RESET AT THE TOP!!**      Click yes to the reset box.  
\*\*only reset at beginning of the inventory\*\*

\_\_\_\_\_ **CLICK BEGIN**

\_\_\_\_\_ Frameboards counted/2nd PR RX Sun Counted with Frames.

\_\_\_\_\_ Understock counted \*\*check wiley-x boxes and any closed boxes for any frames that may be hidden ( count Wiley-x with frames)

\_\_\_\_\_ Check Davis vision frames/make sure none of our product is mixed in

\_\_\_\_\_ Any product not yet sold and on hold for patients.

\_\_\_\_\_ When done counting click **Cancel** and a inventory audit log will print.

\_\_\_\_\_ Click **print** and review inventory discrepancy report. **IF YOU MISSED AN AREA CLICK BEGIN & SCAN WHAT WAS MISSED.**

\_\_\_\_\_ When all items have been counted after reviewing discrepancy report click **UPDATE** to finalize inventory. This will print a second discrepancy report.

\_\_\_\_\_ Send the Inventory Audit input log, the **2** Inventory Discrepancy reports and Inventory Checklist, to **Att. Jamie at central supply.**

\_\_\_\_\_ Send Items that did not scan to central supply attention Jamie  
\*\*\***Make sure you notate your location and reason for sending frames!**

Signature\_\_\_\_\_ date\_\_\_\_\_

A (+) number on the discrepancy report could mean.

An item was not counted but should have been, Item was transferred wrong, lost or stolen.

The last inventory was not updated. ( big number ), Item did not scan and is in the box to go to Central

A (-) number on the discrepancy report could mean.

Item was double counted,Forgot to hit reset before starting scanning ( big number )

Warranty items not done correctly.