

DESCRIPTION: When taking a physical inventory count, on a weekly, monthly or quarterly basis, if the physical count indicates more or less than the “Inventory Activity” report, an adjustment must be made to the Agent Inventory to show the actual physical count. This adjustment can be made by performing the following steps:

PHYSICAL COUNT IS LESS

DECALS:

1. After determining the counts and serial numbers of the decals that should not be reflected on the reports, remove them from the agent inventory using the “Inventory Management Console” screen and the reason code of “Office Adjustment”.

TAGS AND TITLE DOCUMENTS:

2. After determining the counts and series or serial numbers that should not be reflected on the, remove them from the agency inventory using the “Inventory Management Console” screen and the reason code of “Office Adjustment”.
3. Write an explanation of the discrepancy when possible.

PHYSICAL COUNT IS GREATER

All Inventory:

4. After determining these items were inadvertently omitted from inventory, reference the “Receive Inventory” directions and enter in their proper category.