



Wake County Alcoholic Beverage Control Inventory Procedure Checklist

Last updated 8/24/23

DAY BEFORE INVENTORY (Friday/Saturday/Monday before inventory)

- Check scanners to make sure screen and functions work
 - Check to make sure scanner is charging (battery)
 - Clear inventory in new scanner from previous counts.
 - Upload PLU's (under Actions)
 - Make sure printer is working and there is enough ink in cartridges
- NOTE: Immediately notify Dalcom and Office of any equipment or operating issues!*

DAY ONE OF INVENTORY - STARTING (Tuesday)

- Check scanner to make sure screen and functions work
- Check to make sure scanner is charged (battery)
- Stop movement of product from back stock room to sales floor without Manager knowing
- Managers assign employees specific area/zone to count
- Mark sections as counted when complete
- Notify Store Manager of any items not scanning properly
- Make a list of all items with scanning errors (including code and bar code) and notify Main Office

DAY ONE OF INVENTORY - WHEN COMPLETE (Tuesday)

- Send data from scanners to TAG Inventory. Once all scanners are submitted mark "Scanning Complete" in the TAG Portal.
- Confirm with Dalcom that each scanner has been sent
- Run End of Day reports for entire store on any register as do every night
- Make sure all receipt printers are functioning and have paper (Dalcom may need to print something out if there are issues)
- Make sure everyone is signed off/out with every register
- Close store as usual and clock out

DAY TWO OF INVENTORY - RECOUNTS (Wednesday)

- Store staff arrive no later than 7:00 am to start recounts (3 to 5 staff members counting Store Management)
- Log into TAG and print initial variance report. You don't have to wait on office staff as this will be ready early morning
- Before contacting Dalcom with unsatisfactory counts, please contact Main Office
- Complete first recounts - You can start counting at anytime that morning and the earlier, the better
- Enter recounts into TAG and hit submit
- Phone Main Office and notify them that you have completed initial recounts
- Main Office staff will compile a second set of recounts and email them to the store
- Second round of recounts need to be completed before the store opens at 11:00 am
- If office staff request additional recounts, store staff should respond with those numbers within an hour
- If you are scheduled for a truck, do not start receiving it till approval has been given by Main Office
- If you are scheduled to receive a truck, make sure you start counting the back room first before it arrives
- Do not fulfill any NEW MXB orders until Main Office approves. You can allow existing MXB pick ups to be paid for by permitte though