

STRATEGIC SERIES

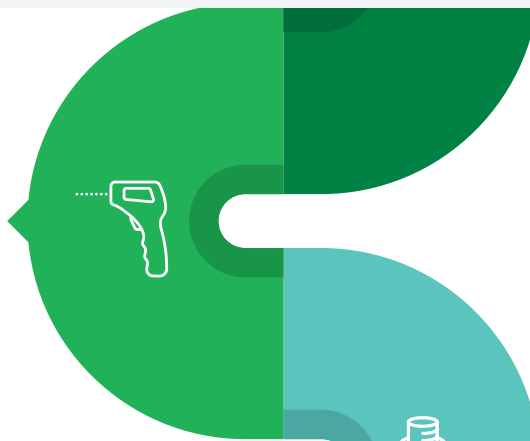
# Keeping Accurate Inventory At Checkout

The point-of-sale system helps maintain inventory records. Cashiers are responsible for accurately recording how much a store sells. This helps with loss prevention and makes sure you charge the customer the correct amount for what they buy. Here are a few ways you can make sure you are accurate during checkout.

01

## SCAN EACH PIECE

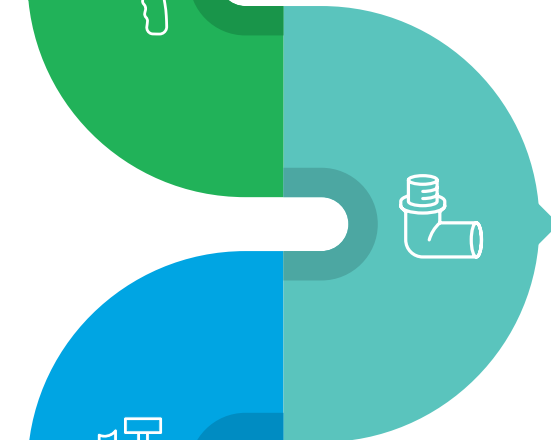
Scan individual items, even if there are several of the same item. Some items will look similar and differ only by size or color. Each size or color will have its own SKU. Each SKU is tracked individually.



02

## SEPARATE PIECES

Check that two separate items are not stuck together. This is common in plumbing, when customers may fit pieces together as they are figuring out what they need to buy. Separate pieces and scan each item individually.



03

## WATCH THE REGISTER SCREEN

Double check that what you are scanning matches what appears on the register screen. There could be an error in the point-of-sale system, or the item could be incorrectly tagged.



04

## CHECK MANUAL ENTRIES

Be especially careful of SKUs you enter manually, such as for bagged goods that are picked up outside. Double check that the quantity and code are correct.



05

## LOOK IN THE BASKET

Make sure the customer hasn't left anything in the shopping basket, either unintentionally or intentionally. Items in the basket should be scanned or returned to their proper place on the shelf.

