

## How to Complete a Double Count during Physical Inventory

After you have completed the Print Count Sheets portion of the counting event make 2 copies of the count sheets with at least one copy on another color paper. (This is necessary to tell the difference between the 2 counts). You should divide into the count teams leaving at least one person not on any team (this person will be responsible for comparing the two count sheets).

Begin your counts using the 1<sup>st</sup> set of count sheets only. You need to keep track of which teams have which portions of the count sheets.

As the teams begin finishing the 1<sup>st</sup> set of counts sheets you can begin handing out the 2<sup>nd</sup> set of sheets, making sure the same team does not count the same area on both sets.

As the teams begin finishing the 2<sup>nd</sup> count have the person designated to compare the two sets start their comparison. They are to look at each count sheet page and compare the counts taken by each team. If they agree place a check mark to the right of the count quantity on the 1<sup>st</sup> count set. If they do not agree circle the quantity on both sets and have someone re-count that item (the re-count should be done by a third team – not a team involved in the original 2 counts). The correct count should be notated on the 1<sup>st</sup> count set. After each page has been compared staple the 2<sup>nd</sup> count set page behind the 1<sup>st</sup> count set. The count keyer can begin keying the count into Peoplesoft using the information on the 1<sup>st</sup> count set.