

## EoM INVENTORY

Open stocktake  
Open non saleable  
Enter inventory  
Save  
Print

Normally you do not commit – You would **ONLY SAVE**, but if EoM Inventory is a Thursday is also the end of the month. You will commit it.

All the reports are on the Thursday checklist you have already and on the regular report sheet that Scott sends.

The only difference on end of month is they need the inventory on the excel spreadsheet.

Tapos Locations.

Reminder, after entering and printing non-saleable stocktake.

Do not commit tonight – IT IS NOT THURSDAY

Thursday night you will adjust closing inventory date and commit then.