Assign items in inventory a location: use “W” to indicate an item is in the warehouse; “P” to indicate an item has been purchased but not yet received; or an “S” to indicate an item is in the store. It will also have the aisle and section information in the location.

After you have counted the number of items in stock, be sure to update the quantity on hand in the store’s point-of-sale system. It’s important that everyone can quickly determine whether HouSalvage has an item in stock.