

TASK DETAILS	
Title	<b>RECORDING INVENTORY IN &amp; OUT</b>
Type	TEAM
Activity Stage	BUSINESS PROCESS
Department	<b>LOGISTIC</b>
Duration	RECURRING
LEARNING OBJECTIVE	OUTPUT
	1. Inventory Item List 2. Inventory Log Review

## INTRODUCTION

In a company, inventory management is a crucial process that ensures item availability meets operational needs without excess or shortage of stock. Inventory recording involves systematically and accurately documenting incoming (In) and outgoing (Out) items.

No	ACTIVITY
1	<p><b>Compiling the Inventory Item List</b></p> <p>Chiefs can assign one team member to create a list of items to be recorded in the inventory, for example:</p> <ul style="list-style-type: none"> <li>Office supplies (stationery, printer, desks)</li> <li>Production equipment</li> <li>Finished product stock (if the company sells products)</li> </ul> <p>For each item, determine the unit of measurement (pcs, boxes, liters, etc.). Identify item codes or create consistent naming conventions.</p>
2	<p><b>Creating the Inventory Recording System</b></p> <p>Create an "Inventory Log" document using Excel or a spreadsheet to record all items in the company (including product stock or raw materials). Include the following categories as columns:</p> <ul style="list-style-type: none"> <li>Date</li> <li>Item Name</li> <li>Transaction Type (In/Out)</li> <li>Quantity</li> <li>Previous Stock</li> <li>Final Stock</li> <li>Notes (e.g., for promotion, new procurement, etc.)</li> </ul> <p>Assign staff responsible for recording and set the recording period (daily, weekly, or per occurrence). The assigned staff must record every time an item comes in or goes out.</p>

4	<p><b>Conducting Stock Review</b></p> <p>The department chief can set a regular period for stocktaking (weekly or monthly). Cross-check with physical evidence or reports from other departments (e.g., purchases from Finance or requests from Marketing). Coordinate with the chief to ensure there are no losses or double entries. Then, review:</p> <ul style="list-style-type: none"> <li>○ Which items are running low and need to be reordered?</li> <li>○ Are there unused items?</li> <li>○ Are there observable trends in item needs?</li> </ul> <p>Based on the collected data, the team can discuss and create recommendations or procurement requests if needed.</p>
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## REFERENCE

Artikel: "Inventory Management for Beginners" (TradeGecko / Zoho Inventory)

## FORMAT TUGAS

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