

Expenses Action Plan

1. Ensure all incoming parts are entered and recieved correctly
this includes correct quantity and pricing
2. Check stock levels to ensure overstock isnt happening to much
3. Return overstock if avaliable
4. Run montly reports to ensure accurate forecasting
5. Make sure outside vendor orders are paid and billed out correctly

Lost Sales Action Plan

1. Make a physical section or shelf for lost sales that had been already ordered
2. return these lost sale items if able
3. note lost sale for the item in Reynolds.
4. If item is a lost sale before ordering make sure to note in Reynold before ending ticket.
5. check lost sale report for any items needing to be addressed for stocking, montly