Print Reconciliation Sheets



This guide outlines a simple process for printing reconciliation sheets, helping ensure accurate records and organized audits. It's a valuable tool for streamlining inventory management.



Select "Inventory Audit".



3 Select on printer if you would like to print reconciliation sheets for entire audit.

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4 If printing for a specific site, click on the total sites hyperlink.

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5 Select the printer icon for the site you want to print from.

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