

ABSTRACT

One of the importance factors for managing business is to manage inventory. As a family business, TJF faces a lot of difficulty to manage its inventory because it has no systematic inventory record. This research choose the inventory record system of TJF because TJF is a small business acting as a dealer of home furniture and most of its investment and activities are related to inventory. TJF's old inventory records are manual, consisting of only product quantity and have never collected historical data. Without some data background and references applying any strategies becomes near impossible. Therefore, the research seeks to answer "How to improve the inventory records of TJF?"

This research started with document reviews of the old stock records and interviews with owners and workers. The oldest sales and inventory data are dated back a year ago because some information was lost and not collected. Then, a physical stock count of check sheets are designed and a physical count process is conducted to create accurate stock records and a standard for an inventory record system. Item codes are created to reduce errors from picking wrong products and to make it easier to remember products. In addition, the daily stock movement record is created to be used together with new computerized stock records. The new stock record system helps TJF to see its total inventory and costs.