Vali STOCK TAKE

One connected system for South African manufacturers and the businesses around them

Year-end stock take checklist

Tick each box as it is done and initial it. Start about four weeks before the December shut-down; on the day, you then only have to count.

Company / store _____ Count date _____ Financial year end _____

1

FOUR WEEKS BEFORE

Plan the count

- [ ] Count date set, on a day nothing moves — initials _____
- [ ] Counters and checkers chosen, two people per area (one counts, one writes) — initials _____

2

TWO WEEKS BEFORE

Get the paperwork straight

- [ ] All receipts, deliveries and returns captured — initials _____
- [ ] Job cards finished, or work in progress marked — initials _____
- [ ] Returnable containers and customer stock set aside — initials _____
- [ ] Damaged and obsolete stock in one marked place — initials _____

3

THE WEEK BEFORE

Prepare the count sheets

- [ ] Blind count sheets printed by location: aisle, shelf, bin — initials _____
- [ ] The unit to count in on every line (metres, sheets, bars) — initials _____

4

ON THE DAY

Count

- [ ] Stock frozen: nothing in, nothing out — initials _____
- [ ] Snapshot of the system figures taken at the start — initials _____
- [ ] Every sheet signed, spot checks done by a second person — initials _____

5

AFTER THE COUNT

Review, then adjust

- [ ] Differences reviewed, a reason for each, valued at cost — initials _____
- [ ] Signed off, then the stock adjusted — initials _____
- [ ] Count sheets and differences filed with the year-end papers — initials _____

Counted by _____ Checked and signed off by _____ Date _____