STOCK TAKE PREPARATION CHECKLIST

How to do a stock take

Site: Count date: Cut-off (date and time):

Supervisor: Zones / areas: Signed off:

1. Two weeks out

- [ ] Count date and time agreed (after hours, weekend or public holiday?)
- [ ] Scope listed: every storage area, incl. back room, displays, returns area and vehicles
- [ ] Cut-off written down and shared with receiving, dispatch, sales and accounts
- [ ] Suppliers told about the delivery freeze
- [ ] Count rules agreed: cases vs units, open boxes, consignment, unlabelled, damaged
- [ ] Counters (in pairs), supervisors and equipment booked

2. One week out

- [ ] Like products together, open boxes closed, shelves faced
- [ ] Damaged, expired and non-stock items moved to a marked area
- [ ] Every aisle, shelf and bin labelled with a location code
- [ ] Floor plan drawn and split into zones, each with an owner
- [ ] Barcodes tested in every department; missing ones listed
- [ ] GRVs, returns, transfers, invoices and credit notes captured
- [ ] Count sheets or devices set up (no system quantities) and tested

3. The day before

- [ ] All documents processed up to the cut-off
- [ ] Stock movement frozen; late deliveries parked unopened
- [ ] Expected quantities exported at the cut-off and kept with the supervisor
- [ ] Devices charged, spare batteries ready
- [ ] Staff briefed: areas, count rules, counting pattern, units, how to flag doubts

4. Count day

- [ ] Quick recap; areas and sheets or devices handed out
- [ ] Blind counts only (counters don't see system quantities)
- [ ] Fixed pattern on every shelf; unit of measure recorded
- [ ] Every location counted twice, ideally by a different person
- [ ] Differences recounted straight away
- [ ] Each location marked done; each area signed off

5. After the count

- [ ] Counts compared with expected quantities, largest value first
- [ ] Checked: wrong location, cases vs units, cut-off errors, transfers, unrecorded damages
- [ ] Unexplained differences recounted
- [ ] Adjustments approved by someone other than the counter, each with a reason
- [ ] Counted value reconciled with the accounts
- [ ] Signed sheets, variance report and adjustments filed with financial records
- [ ] Patterns noted (product, area, supplier, shift) and causes fixed
- [ ] Cycle counts planned before the next full count

Full guide: stockcounts.co.za/how-to-do-a-stock-take

Stock take services: stockcounts.co.za/stock-take

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