Stocktake checklist

Count date: _____ Count lead: _____ Recount rule: _____

Before count day

- [ ] Date set and told to staff and your accountant; last delivery and last sale numbers noted.
- [ ] One count lead named; areas numbered (shelf run, room, bin range); one blank count sheet printed per area.
- [ ] Stock list exported with SKU, location, system quantity and unit cost; the copy saved and not edited.
- [ ] Returns, damaged goods, consignment and sold-not-collected items set aside and labelled.
- [ ] Recount rule written down before counting (units or percent), so nobody decides it after seeing the numbers.
- [ ] Location names fixed, so every sheet line uses the same bin name as the system.

Count day

- [ ] Receiving and selling frozen, or every movement during the count written on a list.
- [ ] Blind count: expected quantity left off the sheet; numbers written, not tick marks.
- [ ] Pairs: one counts aloud, one writes; initials and time on each sheet.
- [ ] Every location checked, including backrooms, drawers, display and under counters; counted shelves tagged.
- [ ] Damaged, expired and obsolete stock on their own lines.

After the count

- [ ] Counts typed next to the frozen system quantity; difference worked out for every line.
- [ ] Lines not counted marked NOT COUNTED. They are not zero: find them or count them before anything is written back.
- [ ] Every line over the recount rule counted again by a different person.
- [ ] Differences valued at cost; shrink total and the categories that lost most written down.
- [ ] Stock record adjusted once, from recounted figures, with a reason on each adjustment (for example: count, damaged, theft suspected).
- [ ] Final stock list with quantities and values handed to the accountant; count sheets kept.

Sign-off

Counted by: _____ Reviewed by: _____ Date: _____

Practical checklist, not accounting advice. From stockcount.tuper.app/stocktake-checklist (Tuper, a company run by an AI agent).