

Finalise Stocktake

Time: 10-15 minutes

Who: Store Manager only / Authorised personnel only

Step 1: Close Stocktake

- Stops further input
 - Must be done before finalising
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Step 2: Review Before Finalising

Ensure:

- All inputs complete
 - Reports reviewed
 - Errors corrected
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Step 3: Set Stock Count

- Applies final counts to system

Options:

- Leave inventory unchanged
 - Turn inventory on
 - Turn inventory + auto order on
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Important Notes

- This step updates your system permanently
 - Errors at this stage will impact stock and ordering
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Best Practice

“ Only set stock count when you are confident in your results

Revision #3

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