

Stocktake Best Practices

🕒 **Time:** 5-10 minutes

👤 **Who:** All staff involved in stocktake / Especially useful for training

Naming Matters

- Always use clear, consistent naming
 - Include department and person
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Section Quality

- Sections should reflect real store layout
 - Must allow easy re-checking
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High-Low Investigation Method

- Run valuation detail report
- Sort by quantity

Check:

- Highest values → detect major errors
 - Lowest values → detect small mistakes
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Ongoing Improvement

- Run reports regularly (not just at stocktake)
 - Keep stock clean throughout the year
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Revision #3

Created 4 May 2026 01:07:02 by Nathan

Updated 4 May 2026 01:20:44 by Nathan