

Stocktake Checklist

Before the stocktake

1. All outstanding invoices have been completed in Minfos
2. All outstanding credits have been completed in Minfos
3. All stock has been loaded into the Robot (if applicable)
4. All stocked products have been allocated to a location
5. Clear broken pack utility has been run (if applicable)

During the stocktake

6. Scripts waiting at the till need to be counted
7. Print not counted reports
8. Enter not counted stock and/or mark as not stocked

After the stocktake

9. Print product or category audit reports
10. Print stock variance reports
11. Print the Stock on Hand Report
(Outside of business hours, before trade in the morning)