

Guide for the storekeeper

Guides by job role

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Guide for the storekeeper

Receive, store, issue and count stock so the system always matches the shelf.

Beginner · About 15 minutes · Version 1.0 · Updated 17 November 2026

Your role

You make sure the stock in the system is the same as the stock on the shelf. If the system is wrong, the business buys the wrong goods and sells goods it does not have.

When goods arrive

1. Check the delivery against the **purchase order** and the supplier's delivery note: item, quantity and condition.
2. Create a **Purchase Receipt** from the purchase order, enter what you actually received, and submit. See The procurement cycle.
3. Put the goods in the right warehouse and location.
4. For damaged or wrong goods, reject them on the receipt and tell the buyer.

When goods go out

- Deliveries to customers: make a **Delivery Note** from the sales order. See From quotation to invoice.
- Moving stock between stores or shops: use a **Stock Entry** of type *Material Transfer*. See Warehouses and stock entries.
- Goods used in production or written off: use the right type of **Stock Entry**, with a reason.

Never move goods without a document.

Every day

- Look at the stock levels of the fast-moving items. See Stock reports.
- Look for **Draft** receipts and notes that were not submitted.

Every week or month

- Count a few items each week and compare with the system. Do a full count at least once a year. See Opening stock and stock counts.
- Tell the buyer which items have reached their **reorder level**. See Stock valuation and reorder levels.
- Check expiry dates of batches. See Batches and serial numbers.

If the stock is wrong

Follow Incorrect stock balances.

Common mistakes

- Receiving goods and submitting the receipt days later.
- Leaving goods in the wrong warehouse.
- Taking items "just for a moment" with no record.

Who to ask

The purchasing officer about orders, and the accountant about valuation.

Related documentation

- Creating items
- Warehouses and stock entries
- Opening stock and stock counts
- Incorrect stock balances