

F&Y Furniture Manufacturers CC – Reg No: 2003 / 029145 / 23

**Furniture Manufacturers & Importers of Quality Furniture**

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**Stock Control SOP**

**Introduction:**

The following process provides guidance and instructions to store managers in respect of how the stock control/cycle counts must be conducted on a weekly basis.

**Scope:**

This process applies to all store managers and stock controllers who play a role in monitoring the daily and weekly counts of stock control/cycle counts.

**Standard Operating Procedure:**

1. Print the stock listing for the department that will be counted for the day.
2. The process to print the report is as per below:
	1. Go to stock



* 1. Select reports and thereafter stock lists.



* 1. Scroll down on the available filters section of the page and select any of the filters beginning with **“STORE”.** Double click on the filter to activate it.



* 1. Go to the preview icon at the bottom of screen to preview the document..



* 1. The preview document will download as per below:



1. Once the document has been previewed and you are satisfied that it the correct filter, you may now print and begin the counts.
2. All counts should be documented under the **“Phys Count”** column.
3. After the physical counts have been completed, capture **“Too Collect”** figures which can be located under the “**Deliveries and Collections”** platform on IQ.
4. After the **“Too Collects”** have been captured, you will need to calculate the variances as below:

**PHYS COUNT – (minus) TOO COLLECT**

1. Variances should be captured in the last column.
2. Scan and email final report to your Area Manager.
3. The Area Manager will then communicate with the Area Executive regarding the findings and will only give authorization to adjust stock once agreed upon by the Area Executive.
4. The stock counts should be done as per below:
* Monday – Foam mattresses and Beds
* Tuesday – Appliances
* Wednesday – Locals
* Thursday – Knockdowns
* Friday – Carpets and Lounge Suites

**APPROVED BY:**

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| **Name** | **Designation** | **Signature** | **Date** |
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