CONCEPT

Stores Management Training Course: Receiving, Issuing, Stock Records and Stocktaking



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Introduction:

Stores management training covering receiving, issuing, stock records and stocktaking is a 1-week course for those who receive, hold, issue and count materials and those who supervise stores records, and it ends with a Stores Control Manual and Stocktake Reconciliation Pack. Organisations lose working capital when receipts go unchecked, issues are made without authority, bin cards disagree with the system and stock counts reveal losses nobody can explain. Nominees already run daily stores transactions, and the course is taught through case studies of real stores documents, records and count results. CoreConcept Training Center delivers this stores management course.

Course Objectives:

- Receive, inspect and record incoming materials against purchase orders using goods received notes and discrepancy reports
- Issue, return and transfer stock only against authorised requisitions with a complete document trail
- Maintain bin cards, stock ledgers and system records so that physical and recorded balances agree
- Set minimum, maximum and reorder levels for stores items using ABC classification and usage data
- Plan and run periodic stocktakes and cycle counts, then investigate and resolve count variances
- Identify slow-moving, obsolete and damaged stock and prepare it for disposal or write-off approval

Target Audience:

- Those who receive, inspect and put away incoming materials and record receipts
- Those who issue stock against requisitions and keep bin cards and stock ledgers up to date
- Those who supervise a store or stores section and answer for its record accuracy
- Those who control materials balances in the ERP system and reconcile them with physical stock
- Those who take part in stocktakes and prepare count results for finance

Course Outline:

Day 1: The Stores Function and Its Controls

- Stores Function Role in the Materials Supply Cycle
- Segregation of Duties Between Ordering, Receiving and Issuing
- Stores Document Set From Requisition to Goods Issued Note
- Materials Coding and Catalogue Descriptions for Stores Items
- Stores Health Check Assessing Current Record Accuracy

Day 2: Stock Classification, Valuation and Control Models

- ABC Classification Ranking Items by Annual Usage Value
- VED and FSN Analysis for Criticality and Movement
- Reorder Point and Safety Stock Calculation From Usage Data
- Economic Order Quantity Model for Routine Replenishment Items
- FIFO and Weighted Average Methods for Stock Valuation

Day 3: Receiving, Storage and Issuing Practice

- Goods Received Note Completion Against Purchase Order Lines
- Inspection Holds, Rejections and Supplier Discrepancy Reports
- Location Coding and Bin Allocation for Fast Retrieval
- Authorised Requisitions, Issues, Returns and Inter-Store Transfers
- Bin Card and Stock Ledger Posting Reconciled to ERP

Day 4: Stocktaking, Variances and Problem Stock

- Periodic Stocktake Planning, Count Teams and Cut-Off Rules
- Cycle Count Programme Built on ABC Count Frequencies
- Variance Investigation Tracing Errors, Losses and Misposting
- Slow-Moving and Obsolete Stock Review and Disposal Routes
- Stores Safety, Housekeeping and Hazardous Materials Segregation

Day 5: Case Study Practice and Stores Control Manual

- Case Study Reconstructing a Disputed Receipt and Issue Trail
- Case Study Setting Reorder Levels for a Mixed Store
- Case Study Reconciling a Stocktake With System Balances
- Stores KPI Set for Accuracy, Turnover and Service Level
- Completing the Stores Control Manual and Reconciliation Pack

Skills You Will Gain:

- Stores Documentation Control
- Materials Receipt Inspection
- Stock Record Reconciliation
- Reorder Level Setting
- Stock Valuation Methods
- Stocktake and Cycle Count Management
- Obsolete Stock Identification
- Stores Performance Measurement

Why Attend This Course:

- Deliver a Stores Control Manual and Stocktake Reconciliation Pack to the materials manager and the finance controller
- Decide which items to count most often, which to reorder and which to put forward for disposal
- Avoid stock-outs, unexplained losses and audit findings caused by weak receipts, issues and records
- Share the document checklists, count sheets and variance log with fellow stores staff

Conclusion:

Once the participant returns, the materials manager and the finance controller receive a Stores Control Manual and Stocktake Reconciliation Pack that sets the store's document rules, reorder levels, count frequencies and variance procedure. Management can use it to decide where count effort, storage space and approvals should be concentrated, and finance can rely on it when stock balances are closed. After the first full stocktake under the new rules, the manager should review record accuracy, the size and causes of variances and the movement of slow stock, then adjust the levels and frequencies with the participant.

Frequently Asked Questions FAQ:

Which roles should an organisation nominate for the stores management course?

Nominate staff who receive, store and issue materials, keep bin cards and system records, supervise a store or stores section, or reconcile stock balances for finance. Nominating stores and inventory control staff together helps the unit apply one set of document and count rules.

What should nominees already do at work before joining the stores management course?

Nominees should already handle daily stores transactions such as receipts, issues, returns or stock counts, or supervise those who do. They should bring sample documents, item lists and recent count results from their own store to use in the case studies.

What does the organisation receive after the stores management course?

The organisation receives a Stores Control Manual and Stocktake Reconciliation Pack covering document rules, reorder levels, count frequencies, variance investigation steps and a stores KPI set, ready for the materials manager and finance to adopt.

Which methods does the stores management course follow?

The course applies ABC, VED and FSN classification, reorder point and economic order quantity models, and FIFO and weighted average stock valuation, together with standard stores documents such as goods received notes, requisitions, bin cards and count sheets.