MERCURY

Stock Records and Warehouse Documentation Essentials

10 – 14 May 2027
Nairobi (Kenya)

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Stock Records and Warehouse Documentation Essentials

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Stock Records and Warehouse Documentation Essentials is a one-week course for storekeepers, stock clerks and first-line warehouse supervisors who keep the paperwork behind every receipt, issue and count. You learn to keep bin cards, goods received notes and issue vouchers in step with what sits on the shelf, and you leave with your own Stock Record Control Checklist. The course is delivered by Mercury Training Center.

About This Course

Counts that never match the books, missing receiving slips and issues booked to the wrong item cost time at every audit. To follow along you should already handle receiving, issuing or counting stock in a store. You practice on sample documents, record sheets and short count simulations taken from real store routines.

Who It Is For

- Staff who receive deliveries and check them against purchase orders and delivery notes.
- Staff who issue materials against requisitions and keep the store ledger current.
- Supervisors who plan cycle counts and sign off stock adjustments.
- Clerks who enter stock movements into the inventory or ERP system.
- Team members who prepare store records for internal or external auditors.

This course is not for warehouse managers who design analytics, layout and system integration across several sites, who are better served by an advanced, multi-week inventory course. It also does not suit buyers who negotiate supply contracts, who need a procurement and contract course instead.

Competencies You Will Build

- Receipt Verification: you match every delivery to its order and note before stock enters the shelf.
- Issue Discipline: you release items only against an approved requisition and record each one the same day.
- Record Keeping: you keep bin cards, ledgers and system balances agreeing line by line.
- Count Execution: you run a planned cycle count and log results without disturbing daily work.
- Variance Handling: you trace a stock difference to its source document and raise a correct adjustment.
- Audit Readiness: you file and retrieve store documents so any movement can be traced in minutes.

What You Will Be Able to Do

By the end of the course you will be able to:

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- Given a delivery with a short or damaged quantity, complete the goods received note and discrepancy report so the supplier claim can proceed.
- From a set of requisitions, post issues to the store ledger and leave a balance that matches the shelf.
- Using an ABC list of items, build a monthly cycle count plan that covers high-value lines more often.
- From a count sheet showing differences, identify the missing or wrong document behind each variance.
- Given a stock return or transfer, prepare the paperwork that keeps both locations correct.
- Using your store's own forms, set a filing and retention routine that an auditor can follow.

Course Content

Day 1: Store Records and Item Identification

- Item Master Data and Unit of Measure Rules for Store Items
- Bin Cards, Stock Ledgers and System Balances Compared
- Location Coding and Shelf Labeling for Traceable Storage
- Document Numbering and Control of Blank Forms
- Store Record Flow From Order to Final Issue

Day 2: Receiving and Goods Received Notes

- Three-Way Match of Purchase Order, Delivery Note and Receipt
- Goods Received Note Completion for Partial Deliveries
- Discrepancy and Damage Reports at the Receiving Bay
- Quarantine Tagging for Items Awaiting Inspection
- Same-Day Posting of Receipts to the Store Ledger

Day 3: Issues, Returns and Transfers

- Material Requisition and Authorized Signature Checks
- FIFO and FEFO Rules for Picking Dated Stock
- Return-to-Store Vouchers for Unused Materials
- Inter-Store Transfer Notes and In-Transit Stock
- Write-Off Forms for Expired, Obsolete or Damaged Items

Day 4: Stock Counts and Variance Control

- ABC Classification to Set Cycle Count Frequency
- Blind Count Sheets and Count Team Roles
- Cut-Off Rules for Movements During a Count
- Variance Investigation Using Source Documents
- Stock Adjustment Approval and Recording

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Day 5: Practice on Your Own Store Records

- Exercise: Receiving a Mixed Delivery With Shortages
- Exercise: Posting a Week of Issues and Returns
- Exercise: Running a Cycle Count and Clearing Variances
- Audit Trail Filing and Document Retention Routine
- Completing Your Stock Record Control Checklist

Case Studies and Exercises

The following are suggested activities.

- Case study: A spare parts store in a manufacturing plant finds its bin cards and system disagree on fast-moving items; you trace the cause and decide which records to correct first.
- Case study: A hospital medical supplies store receives a delivery with short-dated items; you decide what to accept, quarantine or return and complete the paperwork.
- Exercise: For a retail distribution store, you plan one month of cycle counts from an ABC list.
- Exercise: You review a set of issue vouchers with missing signatures and rewrite the issue procedure.

What You Take Back

You return with your Stock Record Control Checklist, built on your own forms during the course. In your first month back you use it to check each receipt, issue and count against the right document, and to brief new store staff on the same routine.

- Receiving and goods received note checks.
- Issue, return and transfer document checks.
- A cycle count plan and variance log.
- A filing and retention routine for store records.

Quick Answers FAQ

What do I need before Stock Records and Warehouse Documentation Essentials training?

You need hands-on experience receiving, issuing or counting stock in a store or warehouse. No accounting or system background is needed; the course starts from the documents you already handle and builds the record routine around them.

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How does a stock records essentials course differ from an advanced inventory management course?

An essentials course works at the store floor: receipts, issues, counts and the documents behind them. An advanced course works at management level, covering analytics, layout, system integration and cross-department governance over a longer period.

Why do warehouse stock records and physical counts stop matching?

Most differences come from movements that were made but not documented, documents posted late or to the wrong item, and counts taken while stock was still moving. Matching every movement to a signed document on the same day removes most of them.

What do I take back from warehouse documentation essentials training?

You take back a Stock Record Control Checklist covering receiving, issues, returns, transfers, counts and filing, built on your own forms so you can apply it in your store from the first week.

For Your Manager

After this course the team member can receive, issue and count stock with complete, traceable paperwork and can clear count variances against source documents. They bring back a Stock Record Control Checklist built on the store's own forms, first used at the next cycle count and in briefing new store staff on receiving and issue routines.

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