STOCK TRACKING

INVENTORY LOG BOOK



Sample, Copper Vault Templates

Count stock, spot variance, reorder on time

Copper Vault Templates

How to use this book

1. List your items once in the Item Index, with a short code, where the item is kept, the unit you count in, and the point at which you reorder.
2. For each count, start a new Count Sheet. Fill in the date, location, and who counted at the top.
3. Write the expected quantity (from your last count or records) before counting, then the quantity you actually count.
4. Variance = Counted minus Expected. Circle any variance so you can check it, and write the reason in Notes when you find it.
5. Have a second person check the sheet and initial it when possible.
6. Copy each sheet to the Count Summary at the back, and add items at or below their reorder point to the Reorder List.

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Item Index

One line per item. Use the code on every count sheet.

Code	Item description	Location	Unit	Reorder at	Supplier

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Count Sheet

Log page 1 of 106

Count date: _____ Location: _____

Counted by: _____ Checked by: _____

Code	Item description	Unit	Expected	Counted	Variance	Notes

Lines counted _____ Lines with variance _____ Initials _____

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Count Summary (1 of 4)

One line per count sheet.

Date	Location	Sheet page	Lines counted	Lines with variance	Action taken

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