

FREE BUSINESS RESOURCE

Inventory Requirements Checklist

A practical requirements checklist for selecting or building a small-business inventory system.

Use this checklist before choosing or building a stock-control system. Mark the items that are essential, note anything that is optional, and record questions that still need an answer.

01

Business scope and users

Start with who will use the system and where the work takes place.

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|--|--|
| ☐ Business type and stock workflow are clearly defined | ☐ Named owner is responsible for product and stock data |
| ☐ Number of users and required permission levels are known | ☐ Sites, warehouses, stockrooms or vehicles are listed |
| ☐ Desktop, browser and mobile access expectations are confirmed | ☐ Backup and recovery responsibility is assigned |

02

Products, SKUs and records

Agree the minimum information required for every stock item.

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|--|--|
| ☐ Unique SKU or item code | ☐ Clear product description |
| ☐ Category or product group | ☐ Supplier and supplier reference |
| ☐ Unit of measure | ☐ Cost and selling price |
| ☐ Reorder level or minimum stock | ☐ Active, obsolete or discontinued status |
| ☐ Batch, serial or expiry tracking where needed | ☐ Product image or document attachment where useful |

03

Locations and stock states

Map where stock can be held and which states must be visible.

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|---|--|
| ☐ Location codes are unique and easy to understand | ☐ Site, zone, aisle, shelf or bin structure is defined |
| ☐ Available stock is separated from quarantined or damaged stock | ☐ Goods awaiting inspection or put-away can be identified |
| ☐ Allocated or reserved stock is visible | ☐ Transfers between locations are recorded |

04

Stock movement workflows

Confirm which transactions must update stock and create an audit trail.

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| ☐ Opening balances | ☐ Purchase receipts or goods receiving |
| ☐ Sales, issues or consumption | ☐ Location transfers |
| ☐ Returns in and returns out | ☐ Adjustments with reason codes |
| ☐ Stock counts and variance posting | ☐ Quarantine release or disposal |
| ☐ Picking, packing and dispatch if required | ☐ Full date, user and reference history |

05

Controls, alerts and exceptions

Define how the system should prevent or highlight inaccurate stock.

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|---|--|
| ☐ Negative stock is prevented or clearly flagged | ☐ Required fields are validated before saving |
| ☐ Duplicate SKUs or locations are prevented | ☐ Low-stock and out-of-stock items are visible |
| ☐ Reserved quantity cannot silently exceed on-hand stock | ☐ Count variances and receiving exceptions are reviewed |
| ☐ Changes can be traced to a user, date and reason | ☐ Sensitive settings are restricted to authorised users |

06

Reporting and implementation

Agree the outputs needed to operate and review the system.

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|---|--|
| ☐ Current stock by product and location | ☐ Low-stock or reorder report |
| ☐ Stock movement history | ☐ Inventory value summary |
| ☐ Count and discrepancy report | ☐ Supplier or purchasing information |
| ☐ Export requirements are known | ☐ Sample data and blank-use copies are prepared |
| ☐ User guidance and training are planned | ☐ Acceptance testing and backup restore are completed |

Final decision and unresolved questions
