

Outlet Inventory & Sales Reconciliation Document

Outlet Name:
Downtown Store

Outlet Code:
DT-102

Date:
2024-06-15

Prepared By:
Jane Doe

Reviewed By:
John Smith

Shift:
Morning

Inventory & Sales Summary

Item Code	Item Name	Opening Stock	Received	Sold	Closing Stock	Discrepancy (+/-)
A101	Soft Drink Can 330ml	120	40	131	25	+6
B207	Potato Chips 50g	60	0	54	6	0
C333	Bottled Water 500ml	200	100	220	80	0
Total Items Sold			405			

Payment Reconciliation

Payment Mode	System Sales	Cash Counted	Variance
Cash	145,000	144,500	-500
Card	83,000	83,000	0
Digital Wallet	37,000	37,000	0
Total	265,000	264,500	-500

Remarks / Notes:

Minor discrepancy of 6 units in Soft Drink Can stock. Cash variance of -500; to be reviewed. No other issues noted.

Important Notes

- Ensure all inventory counts are accurately recorded at the start and end of shift.
- Record all sales and received stocks promptly to minimize discrepancies.
- Discrepancies must be investigated and explained in the remarks section.
- Both preparer and reviewer should verify and sign off on this document.
- Keep all supporting documents (receipts, delivery notes) attached for audit purposes.