BLACKLEAF / POS INVENTORY RESOURCE

Receiving & reconciliation checklist

Store / licensed location: _____

Receipt / package scope: _____ Review date: _____

Status: Not checked / Reviewed / Blocked / N/A + reason. Blank is unknown.

☐ **01 Confirm the receiving scope**

Record the licensed location, enabled receiving workflow, required records and authorized reviewer. Use the actual provider and store procedures; this template does not establish jurisdiction coverage.

Owner: _____ Status: _____ Time: _____

☐ **02 Match the expected shipment**

Link the approved order or shipment reference to the supplier, product, package or batch, location and unit. A purchase order, delivery document and received stock are separate records.

Owner: _____ Status: _____ Time: _____

☐ **03 Count what arrived**

Record the actual observed quantity under the approved receiving procedure, with package and unit. Keep expected and physically received quantities separate; recount a mismatch before treating it as resolved.

Owner: _____ Status: _____ Time: _____

☐ **04 Record condition and limits**

Note damage, missing identity, label or required-document issues and the responsible reviewer. Record the actual permitted stock status and any restriction; do not assume everything delivered is sellable.

Owner: _____ Status: _____ Time: _____

☐ **05 Check the POS record**

Compare the intended product/package, store, unit and received quantity with the actual POS record. Keep the receipt reference and evidence; a catalog item or successful import alone is not a complete receipt.

Owner: _____ Status: _____ Time: _____

☐ **06 Separate stock meanings**

Record on-hand, reserved, held and incoming quantities using the deployed definitions. Identify overlapping sets before subtracting them; a pending delivery is not available stock.

Owner: _____ Status: _____ Time: _____

☐ **07 Use one comparison cutoff**

Record the physical count time and POS or external snapshot time, with timezone. Identify intervening sales, returns, movements and pending updates before comparing quantities.

Owner: _____ Status: _____ Time: _____

☐ **08 Compare the same identity**

Compare physical and recorded quantities for the same package, location and unit. Keep differences visible with evidence. Matching product totals can hide a mismatch between packages or locations.

Owner: _____ Status: _____ Time: _____

☐ **09 Verify required acknowledgement**

Where the confirmed deployment requires an external update, record its actual reference and result. Pending or rejected is unresolved; sending a record is not proof that the receiving system accepted it.

Owner: _____ Status: _____ Time: _____

☐ **10 Review the variance**

Record the difference, likely cause, affected records, owner and next action. Use only the authorized correction process with its reason and reviewer; do not force numbers to match without evidence.

Owner: _____ Status: _____ Time: _____

☐ **11 Recheck sellable availability**

Have the authorized reviewer confirm the usable quantity and limits before staff rely on it. Before product-specific Texting, separately check current stock, offer facts and recipient permission.

Owner: _____ Status: _____ Time: _____

☐ **12 Carry open issues forward**

Retain the receipt, count, system and correction references in approved private storage. Hand over unresolved work with its owner and review time. A completed checklist is not a compliance certificate.

Owner: _____ Status: _____ Time: _____

Use the actual approved procedures. This planning aid is not product approval or compliance proof.

Texting is separate with supported existing POS systems; new POS hardware or a switch is not required.

Full guide: blackleaf.io/pos/inventory/ | October 15, 2026