

CLASS: JSS3

SUBJECT: BUSINESS STUDIES

WEEK: THREE (3)

TOPIC: STOCK AND STORE RECORDS

Store: These are place where materials or goods of a particular kind are kept for future use.

Examples of stores include:

1. Raw materials
2. Equipment or Machinery
3. Finished goods

In businesses, raw materials for producing goods and machine spare parts are kept in a storeroom where they can be easily reached for making goods or repairing machines. Finished goods can be stored in a warehouse before delivery.

Functions/importance of warehouse or storeroom

1. It makes raw materials and equipment available when needed
2. Making maintenance and spare parts readily available when needed
3. Making it easier to account for finished goods

Stock: This is the goods or products available for sale or distribution.

Stock-taking: This is the physical counting and verification of items the business has in its store or warehouse. The frequency of stock-taking can be on daily, weekly, monthly, quarterly or even yearly basis, depending on preference and circumstances.

Importance of stock-taking

1. It determines product performance: Stock-taking helps a business to know which products are doing well in terms of sales.

2. It improves stock ordering process: It highlights shortages in stock, which prompts the reordering of products not sufficient.
3. It strengthens pricing strategy:
4. It helps to uncover theft: those stealing from the business
5. It helps to reveal stock shrinkage (small goods) issues
6. It ensures that the business is meeting targets

Store or Stock Records: This is a detailed account of all items of goods kept in a store. It is a document which enables an organization to determine the movement of goods.

Functions of store records are as follow:

1. It helps the organization to determine how spare parts and materials are used up.
2. It enable the office administrator to know how often goods are required.
3. It helps the office administrator to determine the rate of stock turnover
4. Stock record enables the organization to allocate money for office materials.

Types of Store Records

1. Stock record card
2. Requisition form
3. Delivery note/Gate pass

Stock Record Card: This card is like the picture of all the items in the store. The card provides detailed information such as:

- a. Quantity of goods supplied or carried into the storeroom.
- b. Date goods were supplied or invoiced
- c. Voucher number
- d. Name of supplier
- e. Quantity of goods issued
- f. Department
- g. Stock balance

Requisition Form: This is an internal document for controlling and regulating the use of stock items in the organization. Departments used it to request production materials.

Requisition form provides the following:

- a. Name of department requesting for goods
- b. The name of the person in the department requesting for the goods
- c. Signature and date
- d. Code
- e. Description of goods
- f. Unit of goods issued
- g. Quantity of goods required
- h. Quantity of goods issued by store
- i. Store amount.
- j. Remarks

Delivery Note/Gate pass: This is a note from the store that is shown at the gate that enables one to pass the gate. The items contained in the card are

- a. Code
- b. Serial/invoice number
- c. Description of goods
- d. Unit if goods issued
- e. Quantity of goods issued
- f. Remarks
- g. Acknowledgement

This note is prepared in four duplicates, such as

1. The original is kept by the person who collects the goods from the store
2. The second copy is for the store
3. The third copy is the gate pass
4. The last copy is retained in the book