Stock Control Manager Pro

Quick Start Guide

Excel stock control for shops, wholesalers, hardware stores, agro-dealers and distributors

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What you get

Stock Control Manager Pro is one connected Excel workbook that tracks your stock across up to 10 shops, branches or warehouses. You record what comes in, what is sold, what moves between locations and what is written off. The workbook works out stock on hand, stock value, what to reorder, what is expiring, what is not selling and where stock is being lost. It has no macros, needs no internet, and works in Excel 2010 or later and LibreOffice Calc.

File	Use it for
Stock_Control_Manager_Pro_v1.0.xlsx	Your working file. Blank, ready for your business.
Stock_Control_Manager_Pro_v1.0_Sample.xlsx	A fictional hardware and agro business (three locations, Jan-Nov 2026) so you can see every report working.
This guide	Setting up, the daily routine and how to read the reports.

Key features

- Multiple locations, with transfers between them
- Multi-currency purchases and sales, using the exchange rate for each day
- Buy in packs and sell in units (e.g. buy by the carton, sell by the piece)
- Landed cost: freight, duty and clearing added to item cost
- Daily sales totals posted straight from your POS or till
- Monthly weighted average cost (IFRS-compliant)
- Optional batch and expiry tracking with an expiry report
- Stock take sheet with blind count option and variance values
- Reorder report with suggested quantities in whole packs
- Slow-moving and dead stock, ABC analysis, losses by reason and location
- Dashboard with 12 key figures, alerts and charts

Colour key: yellow cells are for entry; amber headings mark columns you type into; navy headings calculate. A red Check cell tells you what to fix on that row.

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1. Set up (about 30 minutes)

Step	Sheet	What to do
1	Setup	Enter business details, base currency (the currency you report in: USD, ZAR, KES, NGN...) and the financial year start date.
2	Setup	List your locations with short codes (e.g. MAIN, BR1, WH), other currencies you use, units of measure and categories. Set C16 to Y if you want batch and expiry tracking. Check the adjustment reasons and which ones count as losses.
3	Suppliers	Add suppliers with their usual currency and lead time in days.
4	Items	Add every stock item: unique code (use your POS codes), description, category, base unit, purchase unit and pack size, main supplier, reorder level, minimum order, selling price and Expiry Tracked (Y/N).
5	Rates	Enter today's rate for each other currency, as units of that currency per 1 base currency (e.g. 26.50 ZWG per 1 USD).
6	Goods Received	Count your stock. Enter each location's count with Type = Opening Stock, dated on the first day of the financial year, with its cost value in Line Amount. Use one row per batch for expiry-tracked items.

2. Your routine

When	What to do
Daily	Enter the exchange rate if it changed. Post yesterday's POS totals on Daily Sales (date, location, item, quantity, currency, value). Enter deliveries on Goods Received.
Weekly	Check the Reorder report and place orders. Record transfers between locations. Clear any alerts on the Dashboard.
Monthly	Enter landed costs as invoices arrive. Record damages, own use and other write-offs on Adjustments. Review Losses and Stock Analysis.
Quarterly	Count each location using the Stock Take sheet and post the differences on Adjustments (reason: Stock take variance). Count A-class items more often.

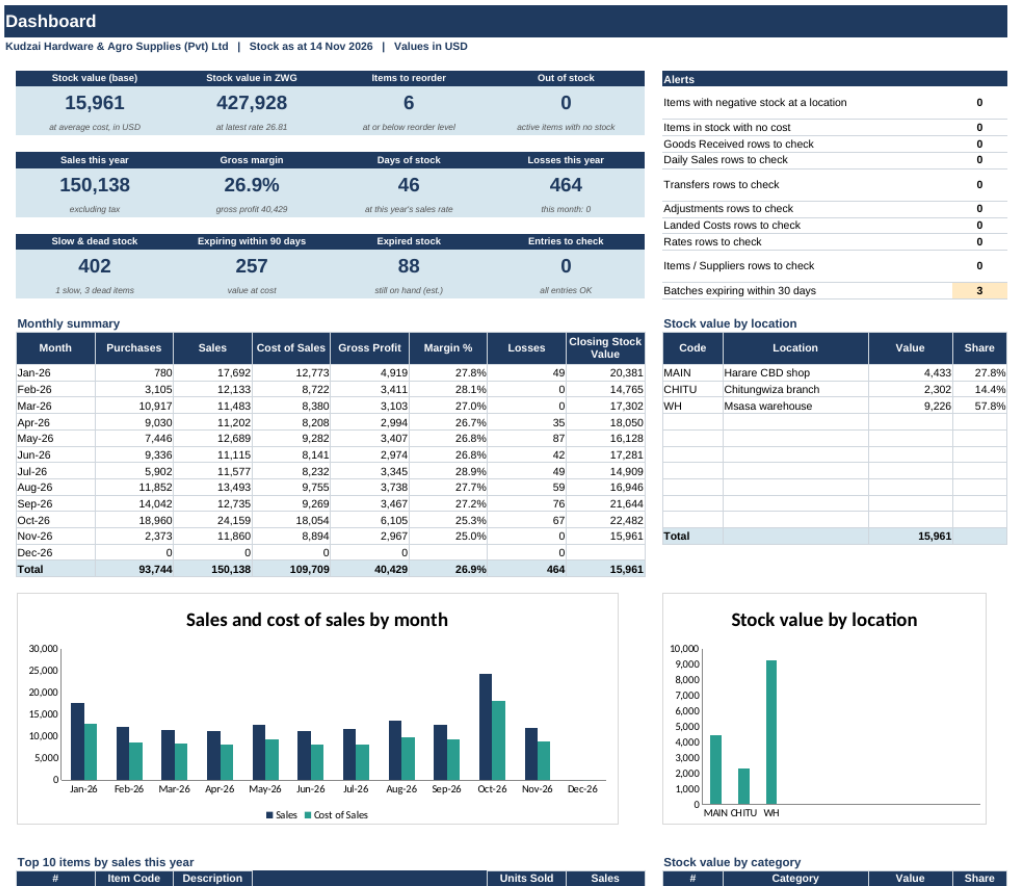
3. Entering transactions

Sheet	One row per	Notes
Goods Received	item received	Enter Packs and Loose Units; the pack size converts them into base units. Enter the line amount excluding claimable VAT, in the currency invoiced. Same GRN No for all lines of one delivery.
Landed Costs	cost invoice	Freight, duty, clearing, etc. Quote the GRN No; the cost is shared across that GRN's lines by value.
Daily Sales	date + location + item	Quantity sold net of returns and the sales value excluding tax. Returns can be negative.
Transfers	item moved	From and To locations. No effect on total stock or cost.
Adjustments	item adjusted	Choose a reason. Use Qty Out for damage, theft, expiry, own use and returns to supplier; Qty In for stock found.

Example: 20 boxes of nails (25 kg per box) plus 5 loose kg, invoiced at ZAR 9,450. Enter Packs 20, Loose Units 5, Currency ZAR, Line Amount 9450. The workbook records 505 kg and converts the value at that day's ZAR rate.

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4. Reading the reports



Dashboard

Kudzai Hardware & Agro Supplies (Pvt) Ltd | Stock as at 14 Nov 2026 | Values in USD

Stock value (base)	Stock value in ZWG	Items to reorder	Out of stock
15,961	427,928	6	0
at average cost, in USD	at latest rate 26.81	at or below reorder level	active items with no stock

Sales this year	Gross margin	Days of stock	Losses this year
150,138	26.9%	46	464
excluding tax	gross profit 40,429	at this year's sales rate	this month: 0

Slow & dead stock	Expiring within 90 days	Expired stock	Entries to check
402	257	88	0
1 slow, 3 dead items	value at cost	still on hand (est.)	all entries OK

Alerts	
Items with negative stock at a location	0
Items in stock with no cost	0
Goods Received rows to check	0
Daily Sales rows to check	0
Transfers rows to check	0
Adjustments rows to check	0
Landed Costs rows to check	0
Rates rows to check	0
Items / Suppliers rows to check	0
Batches expiring within 30 days	3

Monthly summary

Month	Purchases	Sales	Cost of Sales	Gross Profit	Margin %	Losses	Closing Stock Value
Jan-26	780	17,692	12,773	4,919	27.8%	49	20,381
Feb-26	3,105	12,133	8,722	3,411	28.1%	0	14,765
Mar-26	10,917	11,483	8,380	3,103	27.0%	0	17,302
Apr-26	9,030	11,202	8,208	2,994	26.7%	35	18,050
May-26	7,446	12,689	9,282	3,407	26.8%	87	16,128
Jun-26	9,336	11,115	8,141	2,974	26.8%	42	17,281
Jul-26	5,902	11,577	8,232	3,345	28.9%	49	14,909
Aug-26	11,852	13,493	9,755	3,738	27.7%	59	16,946
Sep-26	14,042	12,735	9,269	3,467	27.2%	76	21,644
Oct-26	18,960	24,159	18,054	6,105	25.3%	67	22,482
Nov-26	2,373	11,860	8,894	2,967	25.0%	0	15,961
Dec-26	0	0	0	0		0	
Total	**93,744**	**150,138**	**109,709**	**40,429**	**26.9%**	**464**	**15,961**

Stock value by location

Code	Location	Value	Share
MAIN	Harare CBD shop	4,433	27.8%
CHITU	Chitungwiza branch	2,302	14.4%
WH	Msasa warehouse	9,226	57.8%
Total		**15,961**	

Top 10 items by sales this year

#	Item Code	Description		Units Sold	Sales

Stock value by category

#	Category	Value	Share

The Dashboard from the sample workbook.

Report	What it shows
Dashboard	Stock value (also in a second currency), items to reorder, out of stock, sales and gross margin, days of stock, losses, slow and dead stock, expiring and expired stock, monthly summary, stock by location and category, top sellers and alerts.
Stock on Hand	Quantity of every item at every location, total, average cost, value and status (OK, Reorder, Out of stock, Negative - check).
Item Card	Choose an item and a location (or All) to see opening, received, sold, transfers, adjustments and closing for each month.
Reorder	Items at or below reorder level, with average daily sales, days of stock left, suggested order in whole packs and estimated cost.
Expiry	Batches expired or expiring within 30, 60 and 90 days, with the value at risk.
Stock Analysis	Every item's value, sales, margin, last sale date, movement (Moving, Slow-moving, Dead stock), losses and ABC class.
Losses	Adjustments by reason and month, losses as a % of cost of sales, by location, and the top 10 items lost.

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Reorder Report

Items at or below reorder level, out of stock, or negative. Suggested order rounds up to whole purchase packs.

As at 14/11/2026 | Average daily sales over the last 90 days | Cover: lead time + 14 days

Total: 2,235.26

#	Item Code	Description	Main Supplier	On Hand	Reorder Level	Average Daily Sales	Days of Stock Left	Lead Time (days)	Status	Suggested Order (units)	Purchase Unit	Pack Size	Packs to Order	Estimated Cost (base)
1	CEM-325	Portland cement 32.5N 50kg	Kopje Cement Distributors	83	86	5.74	14	3	Reorder	132	bag	1	132	1,339.25
2	RIDGE-1.8	Ridge cap 1.8m	Msasa Steel & Roofing	7	9	0.56	12	5	Reorder	13	each	1	13	80.83
3	RNAIL	Roofing nails (kg)	Jozi Tools & Hardware (Pty) Ltd	47	47	1.47	32	21	Reorder	75	box	25	3	313.89
4	TANK-1000	Water tank 1000 litre	Plumbline Wholesalers	2	2	0.08	25	4	Reorder	2	each	1	2	175.55
5	TL-SPADE	Spade	Jozi Tools & Hardware (Pty) Ltd	12	16	0.42	29	21	Reorder	20	carton	10	2	186.90
6	TL-TROW	Brick trowel	Jozi Tools & Hardware (Pty) Ltd	10	13	0.4	25	21	Reorder	24	carton	12	2	138.84

The Reorder report suggests how much to order, rounded up to whole purchase packs.

5. How the numbers are worked out

Currencies. Every value is converted into your base currency using the rate for its date. If there is no rate for that day, the most recent earlier rate is used, and the Check column warns you if it is older than the limit on Setup (7 days by default).

Cost. Monthly weighted average cost across all locations: (value at the start of the month + cost received in the month) / (quantity at the start + quantity received). Sales, adjustments and stock value use that month's average. Received cost includes landed costs. Because it is worked out by month, the order you type entries in does not matter.

Expiry. The workbook assumes the earliest-expiring stock is sold first. The latest-expiring batches make up stock on hand; anything older is treated as sold. Write off expired stock on Adjustments with reason Expired.

Suggested order. Reorder level + average daily sales x (lead time + extra cover days) - stock on hand, never less than the item's minimum order, rounded up to whole packs. Average daily sales use the last 90 days (changeable on Setup).

Slow and dead stock. Slow-moving: no sale for more than 60 days. Dead stock: more than 120 days. Both limits are set on Setup.

ABC class. A items make up the first 80% of cost of sales, B the next 15% and C the rest.

6. Stock take

On the Stock Take sheet choose the location and count date. Set Blind count to Y to print a count sheet without system quantities. Type the counted quantities in, set Blind count back to N, and the sheet shows each difference and its value. Post each difference on Adjustments with reason Stock take variance (Qty Out if short, Qty In if over). Clear the counted column before the next count.

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7. Common questions

Question	Answer
Which entries count?	Rows with an unknown item, unknown location or a date outside the financial year are left out until fixed. Other Check messages (such as a missing or old exchange rate) are warnings: the row counts, but fix it so values are right.
Stock shows negative	More went out than came in at that location. Usually a delivery or transfer has not been entered, or a sale was posted to the wrong location.
How many rows are there?	1,000 items, 200 suppliers, 3,000 delivery lines, 500 landed cost lines, 10,000 daily sales lines, 1,500 transfers, 1,500 adjustments and 1,500 rates per financial year.
Starting a new year	Make a fresh copy of the blank file, copy in Setup, Items and Suppliers, and enter each location's closing stock (quantity and value from Stock on Hand) as Opening Stock on Goods Received.
Can I change the layout?	The sheets are protected without a password to stop formulas being overwritten by accident. Use Review > Unprotect Sheet if you need to.
Is it a fiscal or accounting system?	No. It is a stock record-keeping tool. It is not a fiscal device or e-invoicing system (e.g. ZIMRA fiscalisation, KRA eTIMS) and does not replace your accounting system or professional advice.

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