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Stock Reconciliation & Audit Tool

Pharmacy & Chemist Retail

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Produces a stock-reconciliation and audit routine for a pharmacy — matching physical stock to software and to schedule/narcotic registers, finding leakage and staying inspection-ready. Use it to catch losses and comply. For inspection use the Inspection Readiness tool (P6).

Purpose of this tool & output

Reconcile physical stock, books and registers

How the output is used

Use it to reconcile physical stock, books and registers — an audit that surfaces shrinkage, errors and register gaps.

Who should vet it

A CA or auditor, to validate the reconciliation and any shrinkage before you act on it.

Important cautions

Reconcile controlled-drug (Schedule X/narcotic) and H1 register balances to physical stock rigorously — inspectors check these and discrepancies are serious offences. Reconcile general stock regularly to catch pilferage. Keep secure storage and records inspection-ready. Adapt to your pharmacy.

Companion documents

- Pharmacy Inventory Management System
- Pharmacy Procurement & Purchasing SOP
- Drug Distributor / Stockist Selection
- Drug Expiry & Returns Management
- Reorder & Availability Planner
- Batch Tracking & Recall Readiness

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.