CIN7 Year-End ERP Checklist

Close the year with confidence: prep systems, train teams, reconcile faster.

Fiskal

#	Tasks	✓
01	**Pre-count system prep (1-2 weeks before)** ▶ **Inventory Module** • Clear all pending stocktakes and stock adjustments • Ensure all inventory transfers are complete and accurately dated • Reconcile stock in transit • Identify and flag high-risk SKUs (frequent adjustments, high value, or past variances) ▶ **Purchase Order Module** • Ensure all open purchase orders reflect their true statuses by Receiving stock and adding invoices where applicable • Allocate landed costs (freight, duty, etc.) • Raise credit notes where needed and un-stock returns ▶ **Sales Module** • Review all open sales orders and complete the sale cycle steps to reflect their true statuses like fulfilling all invoiced sales orders • Review the list of backordered sales orders to ensure they are accurate and up to date • Finalize open returns or exchanges ▶ **Production Module (if used)** • Ensure all assemblies or production orders are accurate to where they are in the process. Complete all actual completed assemblies/production runs and let WIP be reflective of where it is in the process. • Verify WIP dates and quantities • Review list of disassemblies to ensure they are all completed or up to date with their actual status. ▶ **Integrations** • Ensure all e-commerce orders are loaded into Cin7 Core by reviewing the pending order list. • Confirm all ecommerce, POS, 3PL, and B2B syncs are error-free • Check for duplicate SKUs or missing mappings to ensure your hard work is rewarded and avoid broken product mappings	
02	**Count planning & SOPs** ▶ **Logistics** • Freeze inventory movement during the stocktake • Choose a quiet day (e.g., weekend or public holiday) a couple weeks in advance • Notify carriers, 3PLs, and auditors in advance • Organize warehouse zones for clean walking paths and item groupings • Set up staging areas for in-transit or partially received items ▶ **Count Setup** • Create count teams with assigned roles (counter, verifier, approver) • Divide teams by zone, product category, or stock type • Decide count method: barcode, mobile app (WMS), spreadsheet • Prep labels, stickers, tags, and printed maps for count visibility • Test count consolidation formulas, count sheets, printers and devices in advance	

CIN7 Year-End ERP Checklist
Close the year with confidence: prep systems, train teams, reconcile faster.

Fiskal

#	Tasks	✓
	▶ **SOPs & Training** • Write SOPs for each task: counting, resolving variances, importing data • Run a dry run using test SKUs • Host a pre-count meeting to review procedures • Show live demos and test app/scanner workflows	
03	**Day-of Inventory Count Execution** • Lock down all stock movement in Cin7 • Using the stocktake feature in Cin7 Core will lock down that specific location for the duration of the time to process the stocktake • Count by locations, zone or SKU groups using pre-assigned teams • Log anomalies (damaged, expired, tampered stock) • Flag items for write-off consideration • Recount discrepancies on the same day • Sign off on counted areas (with count leader initials) • Import stock counts into Cin7 by location • **Tip:** Rather be conservative if there is a big variance that can't be resolved on the day of the count. Don't want to risk over selling or under selling. • Have management approve final variance results	
04	**Post-Count Reconciliation** • Match physical counts to Cin7 data • Compare Cin7 valuation report with QBO or Xero • Investigate variances (shrinkage, misplacement, data error) • Reconcile inventory movement and cost of goods sold • Adjust slow-moving or obsolete inventory • Confirm costing settings match accounting (FIFO or FEFO) • Generate final audit report with timestamped variances	
05	**Wrap-Up & Optimization** • Save and distribute your final audit report • Share learnings and improvements with finance, ops, and warehouse leads • Schedule next cycle count based on SKU risk level • Review sync logs for recurring integration issues • Update SOPs based on this year's challenges • **Optional:** Book an ERP health check or post-audit review	