

Store configuration

Task	Complete
Validate Store Configuration	<input type="checkbox"/>
Validate Store Contact Details	<input type="checkbox"/>
Validate Permission Groups	<input type="checkbox"/>
Validate Workers at Each Store <ul style="list-style-type: none"> Worker names Name on Receipt (what will print on the store receipts for each worker) AHPRA numbers for Pharmacists Workers are in correct Permission Groups 	<input type="checkbox"/>
Validate Organisational Hierarchy	<input type="checkbox"/>
Validate POS layout	<input type="checkbox"/>
Validate Receipt Format	<input type="checkbox"/>
Validate End of Day Statement and Closing Details	<input type="checkbox"/>

Signed by: _____ Date: ___/___/___

Account and statements

Task	Complete
Validate Customer Groups	<input type="checkbox"/>
Validate Customer Groups Validate Customers (If Applicable) <ul style="list-style-type: none"> Ensure all customers appear in Fred NXT Head Office as expected Validate customers are in the right customer groups (TAC, Work cover, Personal) Validate customers are at the right stores 	<input type="checkbox"/>
Validate the Customer Balances (If Applicable)	<input type="checkbox"/>
Validate Payment Terms and Ageing groups	<input type="checkbox"/>
Run and Validate Customer Statements <ul style="list-style-type: none"> Store Address Payment options Payment terms 	<input type="checkbox"/>

Signed by: _____ Date: ___/___/___

Products

Task	Complete
Validate Product Hierarchy	<input type="checkbox"/>
Validate Supplemental Hierarchy (if applicable)	<input type="checkbox"/>
Validate Assortments (how products are sent to store)	<input type="checkbox"/>
Validate Products	<input type="checkbox"/>
Validate SOH (if applicable)	<input type="checkbox"/>

Signed by: _____ Date: __/__/__

Pricing

Task	Complete
Validate Price Groups	<input type="checkbox"/>
Validate Category Price Rules (if applicable)	<input type="checkbox"/>
Validate a Product's Sale Price	<input type="checkbox"/>
Validate Promotion Prices (if applicable)	<input type="checkbox"/>
Validate Store Pricing	<input type="checkbox"/>

Sign Off: _____ Date: __/__/__

Procurement

Task	Complete
Validate Vendors (including Vendor ID)	<input type="checkbox"/>
Validate Coverage Groups	<input type="checkbox"/>
Validate Quantity Breaks (minimum order quantity)	<input type="checkbox"/>
Validate Safety Stock	<input type="checkbox"/>
Validate Reorder Codes (as applicable)	<input type="checkbox"/>
Validate Primary Vendor	<input type="checkbox"/>
Validate Purchase Prices (cost prices)	<input type="checkbox"/>

Sign Off: _____ Date: __/__/__