

Inventory Accuracy Audit (Cycle Count) Checklist

Planning & Preparation

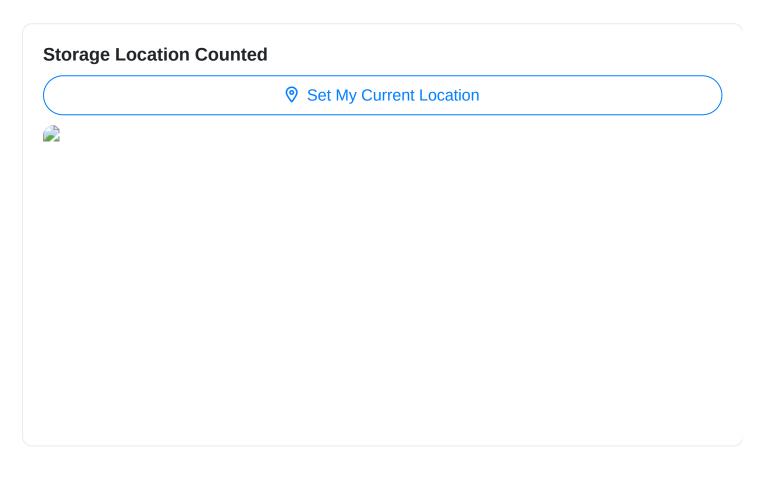
Ensuring proper planning and setup before commencing the cycle count.

Cycle Count Date	
Enter date	
Cycle Count Type	
Manual Count	
Weighted Count	
Random Count	
Location Type	
Warehouse	
Distribution Center	
Staging Area	
Cross-Dock	
Number of Items to be Counted	
Enter a number	

Product Categories Included in Cycle Count Raw Materials Finished Goods Packaging Materials Spare Parts
Specific Count Instructions (if any) Write something
Team Lead Count Evocution

Count Execution

Detailed steps for physically counting inventory and recording data.



Item Quantity Counted	
Enter a number	
Lot Number (if applicable)	
Enter a number	
Item Description (Verify)	
Write something	
Condition of Item (Physical Inspection) Excellent Good Damaged Obsolete	
Notes on Item Condition/Other Observations Write something	
Date of Count Enter date	
Time of Count	

Data Reconciliation

Comparing physical counts with system records and investigating discrepancies.

System Quantity	
Enter a number	
Physical Count	
Enter a number	
Quantity Variance	
Enter a number	
Variance Type (Over/Under) Over Under No Variance	
Discrepancy Notes (if applicable)	
Write something	
Resolution Status Investigated Resolved Pending Investigation	

Resolution Deta	ils (if resolved)	
Write something		
Root Cause	Analysis	
lentifying and docu	menting reasons behind inventory inaccuracies.	
Describe the init	ial discrepancy observed (e.g., item, quantity difference)	
Write something		
	auses (Select all that apply)	
Receiving Errors	;	
Picking Errors		
Packing Errors Chinning Errors		
Shipping Errors		
Data Entry Error		
System Integrat		
Process Breakd		
Lack of Training		
Damage/Loss		
Theft		
Detailed explana	ation of the identified root cause(s).	
Write something		

Enter a number		
Severity Level of	the Root Cause (Impact on Operations)	
Low		
Medium High		
Supporting docu reports, screensl	mentation/evidence to validate the root cause (e.g., receivin	9
Write something		
Date the issue wa	s first identified (if known).	
Enter date		
orrective A	Actions & Improvements	
olementing change	es to prevent future inventory errors.	
Describe specific	process changes implemented to address identified errors	ı

Enter a number	
Which areas of training are required for staff?	
Receiving Procedures	
Putaway Procedures	
Picking Procedures	
Cycle Counting Procedures	
WMS System Navigation	
Barcode Scanning	
Inventory Management Principles	
Was a change made to the bin location strategy? Yes No Needs Further Investigation	
Date of implementation for corrective actions.	
Enter date	
Describe any changes to WMS configuration or system integration.	
Write something	
	_

Enter a number	
ocumentation & Reporting	
intaining records of the audit process and reporting findings.	
Audit Start Date	
Enter date	
Audit End Date	
Enter date	
Summary of Findings	
Write something	
Total Items Counted	
Enter a number	
Number of Discrepancies Found	

Overall Accuracy Rating (e.g., Excellent, Good, Fair, Poor) Excellent Good Fair Poor
Supporting Documentation (e.g., photos, reconciliation sheets) ① Upload File
Recommendations for Process Improvement Write something
Auditor Signature