

Inventory Accuracy Checklist: Retail Stock Control & Loss Prevention

 Show only Checklist

Display Style
Default 

Receiving & Goods-In

Verify incoming shipments against purchase orders and packing slips. Inspect for damage and discrepancies.

Receiving Date

Enter date...

Purchase Order Number

Enter a number...



Quantity Received (Per Item)

Enter a number...

Condition of Goods

- Excellent
- Good
- Fair
- Damaged

Notes on Condition/Discrepancies

Write something...

Packing Slip Received?

- Yes
- No

Upload Packing Slip (if applicable)

 Upload File

Stock Rotation (FIFO)

Ensure 'First In, First Out' principles are consistently applied to minimize spoilage and obsolescence.

Date of Goods Received

Lot Number / Batch Code

Condition Upon Arrival

- Excellent
- Good
- Fair
- Damaged

Quantity Received

Notes on FIFO Implementation (e.g., stacking method)

Expiration Date / Best Before Date

FIFO Compliance Verified?

 Yes No

Cycle Counts

Regularly count a small portion of inventory to identify and correct discrepancies.

Item Counted

System Quantity

Physical Quantity

Variance Found?

Yes

No

Variance Amount (if applicable)

Enter a number...

Notes/Explanation of Variance (if applicable)

Write something...

Cycle Count Date

Enter date...

Resolution Status

Investigated

Corrected

Pending Investigation

Physical Inventory Reconciliation

Compare physical inventory counts to system records and investigate significant variances.

Total Items Counted

Total Items Recorded in System

Discrepancy Count

Value of Discrepancy (USD)

Description of Significant Variances

Write something...

Potential Causes of Discrepancy

- Data Entry Error
- Theft
- Damage/Spoilage
- Shipping Error
- System Glitch

Reconciliation Date

Enter date...

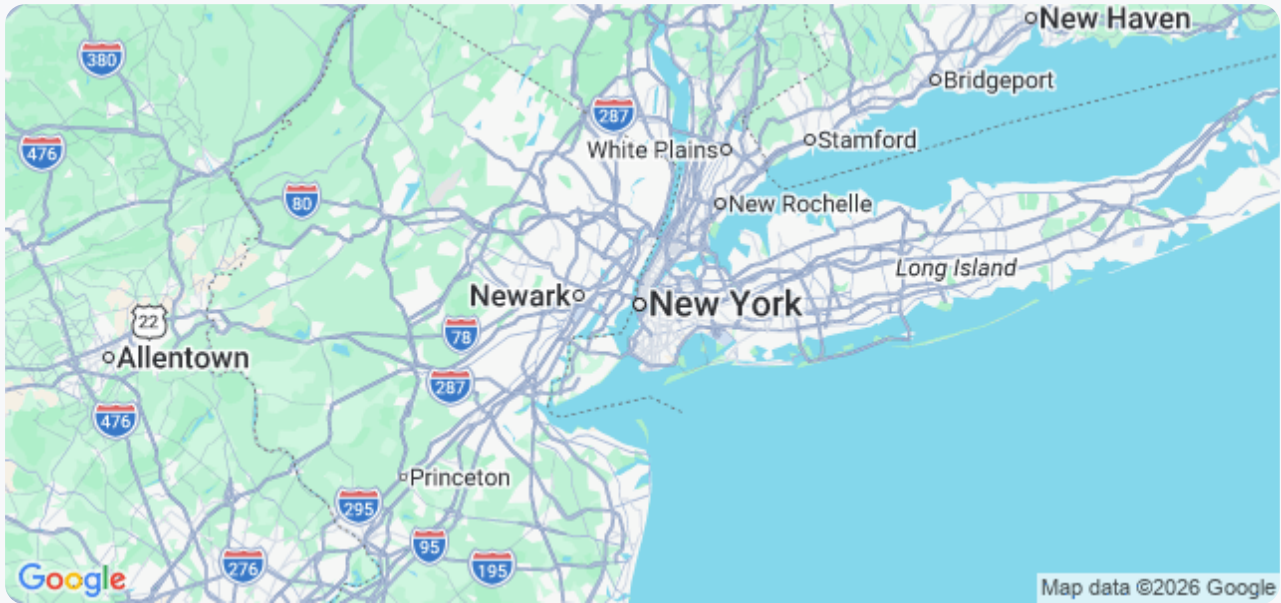
Inventory Counter Signature

Loss Prevention Checks

Inspect for signs of theft or damage and review security measures (cameras, alarms).

Security Camera Locations





Alarm System Status

- Active
- Inactive
- Malfunctioning

Number of Broken/Damaged Locks

Observed Suspicious Activity (if any)

Write something...

Condition of Exterior Doors/Windows

- Secure
- Compromised
- Needs Repair

Date of Last Security Audit

Enter date...

Labeling & Pricing Accuracy

Verify that all items are correctly labeled with accurate pricing and barcodes.

Barcode Scan Count (Sample)

Enter a number...

Price Tag Condition

- Excellent
- Good
- Fair
- Poor - Needs Replacement

Price Match Verification

- Matches Competitor
- Does Not Match

Price Discrepancy Count

Enter a number...

Description of Price Discrepancies

Write something...

Label Material Condition

- Intact
- Damaged
- Missing

Number of unlabeled items

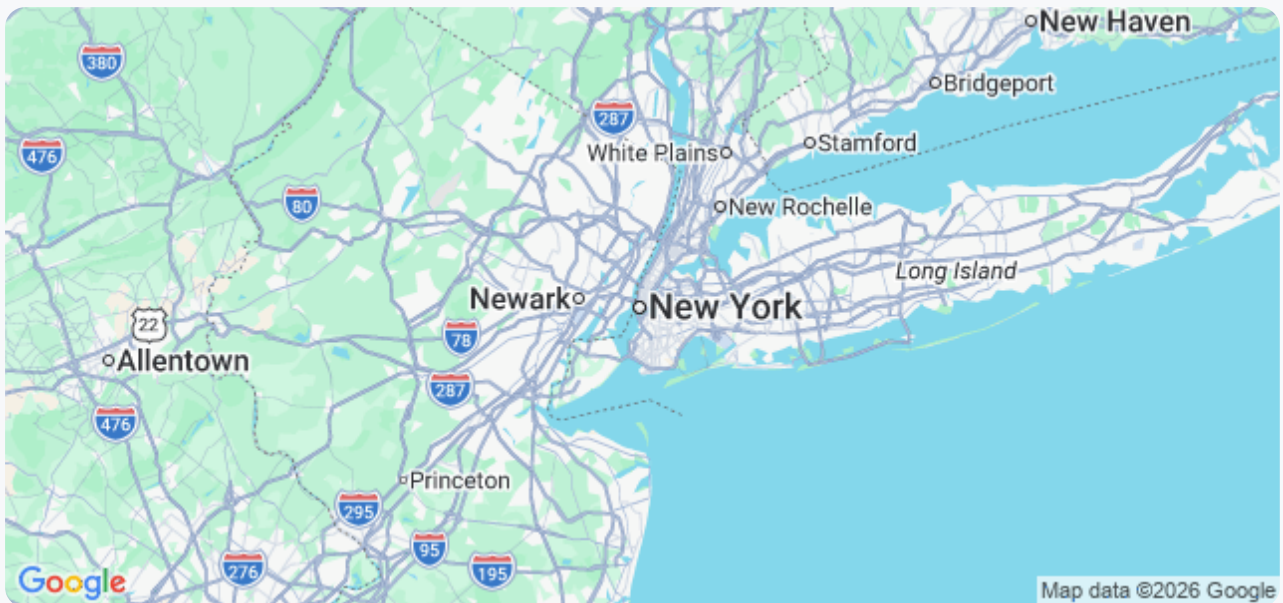
Enter a number...

Backstock Management

Assess organization and security of backstock areas; check for damage or misplacement.

Backstock Area Location

 [Set My Current Location](#)



Temperature (°C)

Enter a number...

Pest Control Measures Implemented

- Traps
- Spraying
- Sealing Gaps
- Professional Service

Last Pest Control Service Date

Enter date...

Pallet Condition Rating (1-5, 5=Excellent)

Enter a number...

Notes on Stock Condition (Damage, Spoilage)

Write something...

Organization Method

- FIFO
- Category
- Size

Point of Sale (POS) System Integration

Confirm accurate data transfer between POS system and inventory database.

Last Successful Data Sync Timestamp (Unix Epoch)

Enter a number...

Data Sync Method

- Real-time
- Scheduled Batch

Number of Items Not Syncing

Enter a number...

Error Log Details (if applicable)

Write something...

Inventory Category Sync Status

- Complete
- Partial
- Error

Last POS System Update Date

Enter date...