



# Inventory Accuracy Checklist: Retail Stock Control & Loss Prevention

## Receiving & Goods-In

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

### Receiving Date

### Purchase Order Number

### Quantity Received (Per Item)

### 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

Enter date...

### Lot Number / Batch Code

Enter a number...

### Condition Upon Arrival

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Damaged

### Quantity Received

Enter a number...

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

Write something...

### Expiration Date / Best Before Date

Enter date...

### FIFO Compliance Verified?

- ☐ Yes
- ☐ No

## Cycle Counts

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

### Item Counted

Enter a number...

### System Quantity

Enter a number...

### Physical Quantity

Enter a number...

### 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

Enter a number...

## Total Items Recorded in System

Enter a number...

## Discrepancy Count

Enter a number...

## Value of Discrepancy (USD)

Enter a number...

## 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**

 [Set My Current Location](#)



**Alarm System Status**

- ☐ Active
- ☐ Inactive
- ☐ Malfunctioning

### Number of Broken/Damaged Locks

Enter a number...

### 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...