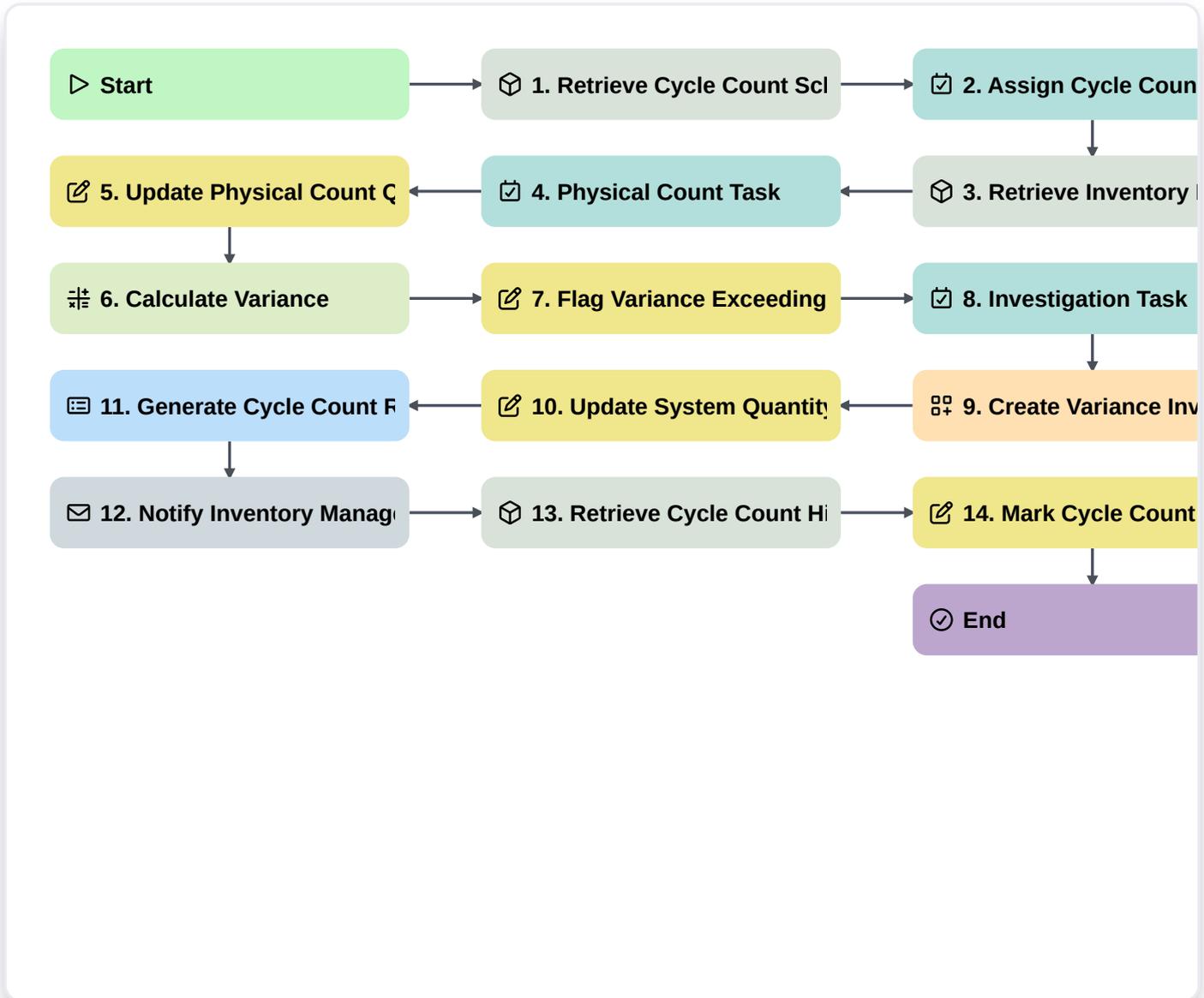# ⊚ ChecklistGuro

Inventory Cycle Count Process For Manufacturers

▷ Start
Start of the Workflow/Process.

⬡ 1. Retrieve Cycle Count Schedule
Fetch scheduled cycle count tasks from the Cycle Count Schedule data model.

☑ 2. Assign Cycle Count Task
Create a task for the assigned cycle count team member based on the schedule.

⬡ 3. Retrieve Inventory Records
Get relevant inventory records (item, location, quantity) from the Inventory data model.

☑ 4. Physical Count Task
Assign a task to physically count the inventory.

☑ 5. Update Physical Count Quantity
Update the physical count quantity in the Inventory data model.

⊹ 6. Calculate Variance

Calculate the variance between the system quantity and the physical count quantity.

☑ 7. Flag Variance Exceeding Threshold

If the variance exceeds a predefined threshold, flag the inventory record as requiring investigation.

☑ 8. Investigation Task

Create a task for the investigation team to investigate significant variances.

⊞ 9. Create Variance Investigation Note

Create a note in the Variance Investigation data model to record findings.

☑ 10. Update System Quantity (if corrected)

Update the system quantity in the Inventory data model if the variance was due to an error.

▤ 11. Generate Cycle Count Report

Create a report summarizing the cycle count results, including variances and investigation notes.

✉ 12. Notify Inventory Manager

Send an email to the inventory manager summarizing significant variances and requiring review.

⬡ 13. Retrieve Cycle Count History

Get the history of previous cycle counts for the item to identify trends.

☑ 14. Mark Cycle Count as Complete

Update the Cycle Count Status to 'Completed'.

⊘ End

Start of the Workflow/Process.