



MRP Cycle Counting And Physical Inventory Reconciliation Checklist 2026

Pre-Counting Preparation & Planning

Steps to ensure the warehouse is organized, staff is assigned, and all relevant MRP system records are frozen before the count begins.

Scheduled Count Date

Inventory Zone/Area to be Counted

- ☐ Raw Materials Warehouse
- ☐ Work-in-Progress (WIP) Area
- ☐ Finished Goods Storage
- ☐ Returns/Quarantine Area

Assigned Count Lead

Pre-Count Readiness Checklist

- ☐ All active material movements halted
- ☐ All bins/locations clearly labeled
- ☐ Counting equipment (scanners/sheets) tested
- ☐ Staff training completed

Pre-Count Master Inventory List

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Special Instructions or Identified High-Value Items

Write something...

Data Integrity & System Freeze Verification

Procedures to verify that all open work orders, purchase orders, and material movements are paused in the MRP system to prevent data discrepancies.

System Freeze Commencement Date

Enter date...

MRP System Freeze Status

- ☐ Active Freeze
- ☐ System Open

Modules/Transactions Frozen

- ☐ Purchase Orders
- ☐ Work Orders
- ☐ Goods Receipts
- ☐ Inventory Transfers
- ☐ Production Issues

Last Transaction ID Verified

Write something...

Notes on Pending Unprocessed Transactions

Write something...

Inventory Controller Verification

Physical Count Execution Protocols

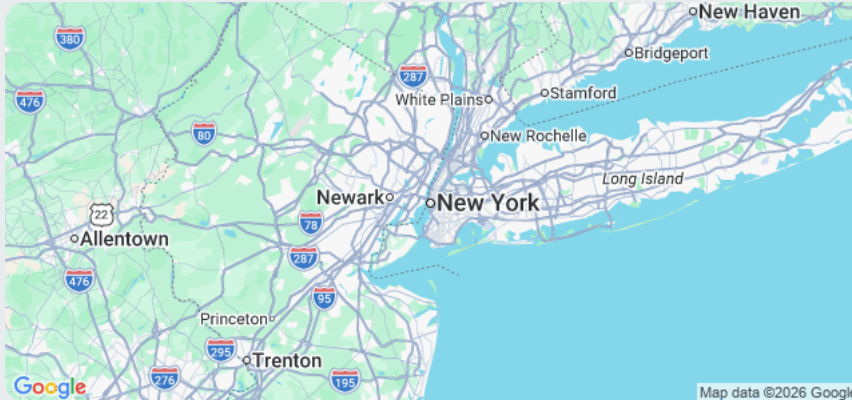
Standardized instructions for the physical counting process, including blind counting methods, unit of measure verification, and location tagging.

Date of Physical Count

Enter date...

Assigned Warehouse Zone/Bin Location

 **Set My Current Location**



Counting Method Used

- ☐ Blind Count
- ☐ System-Assisted Count
- ☐ Double-Blind Verification

Total Number of SKUs Counted

Enter a number...

Verification Steps Completed

- ☐ Unit of Measure (UOM) verified
- ☐ Packaging integrity inspected
- ☐ Batch/Lot number matched
- ☐ Expiry date validated

Observations of Damaged or Obsolete Stock

Write something...

Counter Signature

Discrepancy Identification & Investigation

Workflow for analyzing variances between physical counts and MRP system balances, including root cause analysis for significant deviations.

Variance Quantity Detected

Enter a number...

Discrepancy Root Cause Category

- ☐ Data Entry Error
- ☐ Unrecorded Material Movement
- ☐ Unit of Measure Mismatch
- ☐ Physical Damage/Shrinkage
- ☐ Incorrect Bin Location
- ☐

Investigation Findings Details

Write something...

Evidence/Photo of Discrepancy

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Investigator Approval

Reconciliation & System Adjustment

The formal process for approving and executing inventory adjustments within the MRP system to align digital records with physical reality.

Adjustment Completion Date

Enter date...

Adjustment Approval Level

- ☐ Warehouse Supervisor
- ☐ Inventory Manager
- ☐ Finance/Controller

Total Value of Variance Found

Enter a number...

Adjustment Reason Codes

- ☐ Data Entry Error
- ☐ Unrecorded Scrap/Waste
- ☐ Unit of Measure Error
- ☐ Physical Damage
- ☐ Misplaced Item

Root Cause Analysis Summary

Write something...

Supporting Evidence (Photos or Scanned Documents)

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Authorized Adjuster Signature

Post-Count Audit & Documentation

Final review of count accuracy, archiving of signed tally sheets, and updating the 2026 audit trail for compliance and continuous improvement.

Audit Completion Date

Enter date...

Inventory Supervisor Approval

Discrepancy Resolution Status

- ☐ Resolved
- ☐ Pending Investigation
- ☐ Escalated to Management

Final Reconciliation Report Attachment

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Root Cause Summary for Significant Variances

Write something...

Total Variance Value (USD)

Enter a number...

< Previous

> Next

✓ Finish

 **Generate Sample Report**