



Retail Inventory Cycle Counting & Discrepancy Checklist 2026

Pre-Count Preparation

Tasks to complete before starting the count, including staff assignment, securing the stockroom, and pausing incoming shipments.

Date of Cycle Count

Inventory Zone/Department

- ☐ Front of Store
- ☐ Stockroom/Backroom
- ☐ High-Value Vault
- ☐ Display Windows

Pre-Count Readiness Checklist

- ☐ All recent shipments have been processed
- ☐ All pending returns have been entered
- ☐ Discrepancy logs/paperwork cleared
- ☐ All staff notified of counting period

Target SKU Count Goal

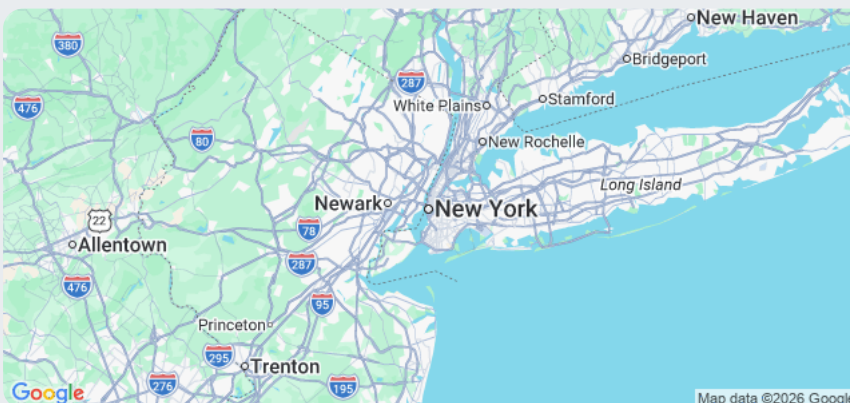
Supervisor Approval to Proceed

Inventory Scanning & Physical Count

Step-by-step procedures for scanning barcodes, verifying physical quantities, and checking for damaged or misplaced items.

Date of Physical Count

Inventory Zone/Aisle Number

[📍 Set My Current Location](#)

SKU / Barcode Scanned

Write something...

Physical Quantity Counted

Enter a number...

Item Condition Found

- ☐ New/Sellable
- ☐ Damaged
- ☐ Expired/Near Expiry
- ☐ Defective

Discrepancy Notes or Observations

Write something...

Counter Signature

Data Entry & Record Verification

Cross-referencing physical counts with the POS system or ERP software to identify mismatches.

Verification Date

Enter date...

System Recorded Quantity

Enter a number...

Physically Counted Quantity

Enter a number...

Calculated Variance (Difference)

Enter a number...

Discrepancy Status

- ☐ Match
- ☐ Minor Variance
- ☐ Significant Discrepancy

Verification Notes

Write something...

Verifier Signature

Discrepancy Investigation

Procedures for investigating significant variances, including checking recent sales, returns, and unrecorded damages.

Primary Cause of Discrepancy

- ☐ Unrecorded Theft/Shrinkage
- ☐ Data Entry Error
- ☐ Damaged Goods
- ☐ Misplaced Item
- ☐ Inaccurate Receiving Documentation
- ☐ Other

Variance Quantity

Detailed Investigation Findings

Supporting Documentation (Receipts/Photos)

 Upload File

Investigating Manager Signature

Inventory Adjustment & Reconciliation

Steps for updating the master inventory database and documenting approved stock adjustments or write-offs.

Total Units Adjusted

Enter a number...

Adjustment Reason

- ☐ Shrinkage/Theft
- ☐ Damaged Goods
- ☐ Data Entry Error
- ☐ Return Processing Error
- ☐ Vendor Shortage

Discrepancy Notes

Write something...

Supporting Documentation



Upload File

Inventory Manager Approval

Post-Count Audit & Final Review

Final verification of the count accuracy and signing off on the completed cycle count report for management review.

Audit Completion Date

Enter date...

Audit Status

- ☐ Passed - No Discrepancies
- ☐ Passed - Minor Discrepancies Noted
- ☐ Failed - Significant Discrepancies Found

Total Variance Value (\$)

Enter a number...

Discrepancy Summary & Root Cause Analysis

Write something...

Upload Verified Count Report

 Upload File

Auditor Signature

< Previous

> Next

🔑 Finish

 Generate Sample Report