



# Supply Chain Inventory Accuracy Audit Checklist

## Receiving & Putaway

Verifying accuracy during goods receipt and initial storage.

**Receiving Date**

**Purchase Order Number**

**Quantity Received**

**Quantity Damaged/Short**

### Condition of Goods

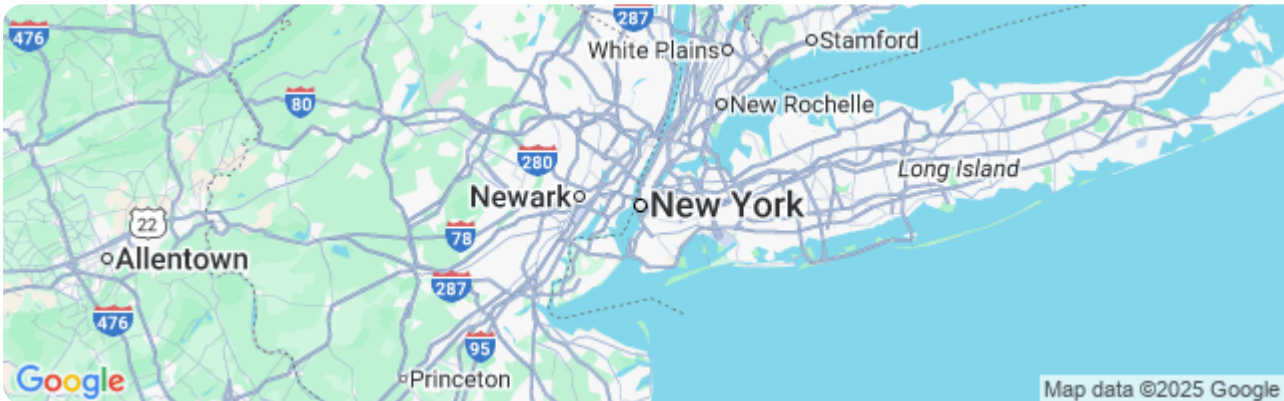
- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Remarks/Notes on Receiving

Write something...

### Putaway Location Confirmed

[Set My Current Location](#)



### ASN (Advanced Shipping Notice) Received?

- ☐ Yes
- ☐ No

## Cycle Counting Procedures

Reviewing the frequency, accuracy, and reconciliation of cycle counts.

### Cycle Count Frequency (Days)

Enter a number...

### Cycle Count Method

- ☐ ABC Analysis
- ☐ Random
- ☐ FIFO

### Target Count Accuracy (%)

Enter a number...

### Cycle Count Instructions/Guidelines

Write something...

### Items Requiring 100% Count

- ☐ High Value Items
- ☐ Slow-Moving Items
- ☐ Critical Items
- ☐ New Items

### Last Cycle Count Review Date

Enter date...

**Cycle Counter Signature**

## Inventory Record Integrity

Assessing the alignment between physical inventory and system records.

**Unit of Measure Discrepancy Count**

**Quantity Variance Percentage (Average)**

**Method for Identifying Discrepancies**

- ☐ Cycle Counts
- ☐ Physical Inventory
- ☐ System Reconciliation Reports

**Description of Common Discrepancy Causes**

**Date of Last System Reconciliation**

### Inventory Record Types Subject to Discrepancies

- ☐ Raw Materials
- ☐ Work-in-Progress
- ☐ Finished Goods
- ☐ Supplies

### Number of Unresolved Discrepancies

Enter a number...

## Warehouse Management System (WMS) Configuration

Checking the proper setup of inventory parameters and data flow within the WMS.

### Default Reorder Point (Safety Stock)

Enter a number...

### Maximum Inventory Level

Enter a number...

### Unit of Measure Configuration

- ☐ Each
- ☐ Case
- ☐ Pallet

### Inventory Status Codes

- ☐ Available
- ☐ Blocked
- ☐ Quarantine
- ☐ Damaged

### Lot Tracking Enabled?

- ☐ Yes
- ☐ No

### Last WMS Configuration Review Date

Enter date...

### Notes on recent configuration changes

Write something...

## Physical Inventory Counts

Evaluating the methodology, resources, and reconciliation of full physical inventory counts.

### Planned Physical Inventory Start Date

Enter date...

## Number of Inventory Counters

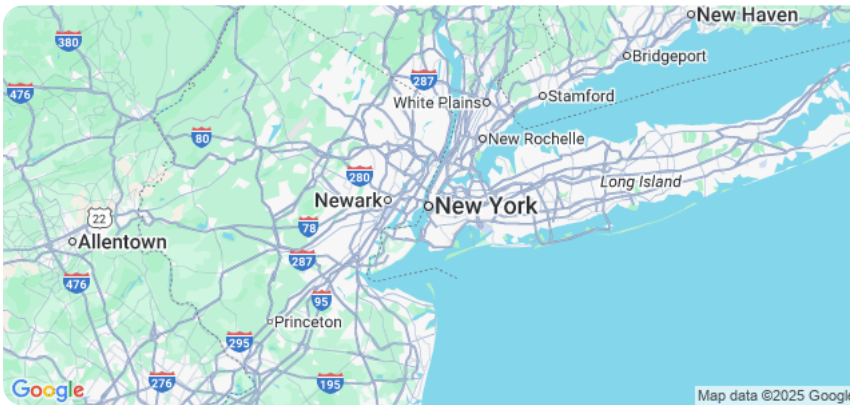
Enter a number...

## Detailed Inventory Counting Methodology Description

Write something...

## Specific Area/Zone of Inventory being counted (e.g., Aisle 1, Receiving)

 [Set My Current Location](#)



## Estimated Time to Complete Count (hours)

Enter a number...

## Which areas were physically re-counted (select all that apply)

- ☐ Receiving
- ☐ Forward Pick Area
- ☐ Bulk Storage
- ☐ Staging Area

**Inventory Counter Signature**

## Stock Location Management

Analyzing the system for accuracy of location data and how this effects inventory tracking.

**Number of Designated Stock Locations**

**Stock Location Coding System Type**

- ☐ Numeric
- ☐ Alphanumeric
- ☐ Grid-Based

**Description of Stock Location Mapping Process**

**Percentage of Stock Locations with Accurate Mapping**



### Methods for Verifying Stock Location Accuracy

- ☐ Visual Inspection
- ☐ WMS Validation
- ☐ Periodic Scan
- ☐ Cycle Counts

### Date of Last Stock Location Audit

Enter date...

## Returns Processing

Auditing the process of damaged and returned inventory.

### Number of Returns Processed This Period

Enter a number...

### Summary of Primary Return Reasons

Write something...

### Return Authorization (RA) Process Followed?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

### Date of Last Return Process Improvement Review

Enter date...

### Document Types Required for Return?

- ☐ RA
- ☐ Packing Slip
- ☐ Proof of Purchase

### Description of Damage Assessment Process

Write something...

### Return Disposition (e.g., Restock, Repair, Dispose)

- ☐ Restock
- ☐ Repair
- ☐ Dispose
- ☐ Other

## Data Reconciliation & Variance Investigation

Reviewing the procedures for identifying and resolving inventory discrepancies.

### Variance Threshold (%)

Enter a number...

### Date of Variance Identification

Enter date...

### Description of Variance

Write something...

### Quantity Discrepancy (Units)

Enter a number...

### Variance Category

- ☐ Receiving Error
- ☐ Picking Error
- ☐ Shipping Error
- ☐ Data Entry Error
- ☐ System Error
- ☐ Other

### Root Cause Analysis Summary

Write something...

### Corrective Action Taken

- ☐ Inventory Adjustment
- ☐ Process Improvement
- ☐ System Correction
- ☐ Employee Retraining
- ☐ Other

### Date Corrective Action Implemented

Enter date...

## Training & Competency

Assessing the training provided to staff involved in inventory management.

### Number of employees trained on inventory procedures

Enter a number...

### Training delivery method (select all that apply)

- ☐ Online Modules
- ☐ Classroom Training
- ☐ On-the-Job Training
- ☐ Vendor-led Training

### Date of last inventory accuracy training session

Enter date...


### Description of training content and key topics covered

Write something...

### Trainer qualification level

- ☐ Certified Inventory Professional
- ☐ Experienced Warehouse Manager
- ☐ Vendor Representative
- ☐ Other (Specify)

### Upload training materials/certificates

 Upload File

### Average score/assessment result of training

Enter a number...

## Documentation & Record Keeping

Examining the accuracy and completeness of inventory-related documentation.

### Last Physical Inventory Date

Enter date...

### Summary of Physical Inventory Findings

Write something...

### Sample Cycle Count Records

 Upload File

### Number of Discrepancies Identified

Enter a number...

### Description of Discrepancy Resolution Process

Write something...

### Record Retention Policy Adherence

- ☐ Compliant
- ☐ Needs Review
- ☐ Non-Compliant

### Date of Last Audit of Inventory Records

Enter date...