✅ ChecklistGuro

Warehouse Management System (WMS) Data Integrity Checklist

Master Data Validation

Focuses on the accuracy and consistency of foundational warehouse data, including item master, location data, and user profiles.

Verify Minimum Stock Level for Key Items

Enter a number...

Confirm UOM (Unit of Measure) Consistency Across Items

- ☐ Each
- ☐ Case
- ☐ Pallet
- ☐ Weight

Validate Default Location Assignment Rule Application

- ☐ Rule Applied Correctly
- ☐ Rule Needs Adjustment
- ☐ No Rule Defined

Review Item Descriptions for Accuracy & Completeness

Write something...

Last Master Data Review Date

Enter date...

Confirm Accuracy of Default Receiving Location(s)

📍 Set My Current Location

Record any anomalies found during Master Data review

Write something...

Receiving & Putaway Data Integrity

Ensures accuracy of data captured during the receiving and putaway processes. Covers counts, product IDs, lot numbers, expiration dates, and location assignments.

Received Quantity Matches Purchase Order?

Enter a number...

Product ID Verified Against PO?

- ☐ Yes
- ☐ No
- ☐ N/A

Describe any discrepancies found between received quantity and purchase order.

Write something...

Lot Number Verified Against PO/ASN?

- ☐ Yes
- ☐ No
- ☐ N/A

Expiration Date Verified (if applicable)?

Enter a number...

Putaway Location Confirmed & Accurate?

[　　📍 Set My Current Location　　]

Notes on Putaway Process (e.g., pallet damage, storage conditions).

Write something...

Receiving User Verification?

☐ Yes

☐ No

Inventory Management & Cycle Counting

Verifies the accuracy of inventory data through regular cycle counts and reconciliation processes. Addresses discrepancies and root cause analysis.

Cycle Count Frequency (Days)

Enter a number...

Cycle Counting Method

☐ FIFO

☐ LIFO

☐ Random

☐ ABC Analysis

Expected Cycle Count Accuracy (%)

Enter a number...

Procedure for Discrepancy Investigation

Write something...

Data Fields to be Verified During Cycle Count

☐ Item Number

☐ Quantity on Hand

☐ Lot Number

☐ Expiration Date

☐ Location Code

Last Cycle Count Completion Date

Enter date...

Number of Cycle Counts Performed This Period

Enter a number...

Summary of significant discrepancies found during cycle counts and corrective actions taken.

Write something...

Order Fulfillment & Picking Accuracy

Focuses on the correctness of data related to order fulfillment, including picking, packing, and shipping. Covers quantity, product selection, and address validation.

Expected Pick Quantity vs. Actual Pick Quantity Tolerance (units)

Enter a number...

Picking Method Used (e.g., Zone Picking, Wave Picking)

☐ Zone Picking

☐ Wave Picking

☐ Discrete Picking

☐ Cluster Picking

Percentage of Orders with 100% Picking Accuracy (Target)

Enter a number...

Unit of Measure Verification Process

☐ Manual Verification

☐ Automated System Check

☐ Both

Description of Procedures for Handling Picking Errors

Write something...

Average Time Taken to Rectify Picking Errors (minutes)

Enter a number...

System Confirmation of Pick Completion

- ☐ Operator Confirmation
- ☐ Automated System Confirmation
- ☐ Both

Types of Picking Errors Commonly Encountered

- ☐ Incorrect Item
- ☐ Incorrect Quantity
- ☐ Wrong Location
- ☐ Damaged Item
- ☐ Missed Item

Shipping & Returns Data Validation

Checks data integrity related to outgoing shipments and returned goods, ensuring correct carrier information, tracking numbers, and return authorizations.

Carrier Confirmation Required?

- ☐ Yes
- ☐ No

Tracking Number

Write something...

Shipping Address Validation Method

Write something...

Weight (kg)

Enter a number...

Dimensions (Length cm)

Enter a number...

Dimensions (Width cm)

Enter a number...

Dimensions (Height cm)

Enter a number...

Return Authorization (RA) Status

☐ Not Required

☐ Requested

☐ Approved

☐ Rejected

RA Number (if applicable)

Write something...

Notes/Comments on Shipment/Return

Write something...

System Access & Security

Addresses user access controls and data security measures to prevent unauthorized data modification or deletion.

User Account Creation Process Defined?

☐ Yes

☐ No

☐ N/A

Maximum Number of Failed Login Attempts Allowed

Enter a number...

Multi-Factor Authentication (MFA) Enabled?

☐ Yes

☐ No

☐ Partial Implementation

Describe the process for reviewing and revoking user access (e.g., employee termination).

Write something...

Which roles have access to modify user permissions?

- [ ] Warehouse Manager
- [ ] IT Administrator
- [ ] Superuser
- [ ] None

Last Review of User Access Rights

Enter date...

Password Complexity Requirements Enforced?

- [ ] Yes
- [ ] No
- [ ] Limited

Data Integration & Interface Validation

Focuses on data accuracy when interfacing with other systems (e.g., ERP, TMS) ensuring seamless and error-free data flow.

Integration Point Status Verification

- [ ] Functional
- [ ] Degraded
- [ ] Non-Functional

Data Transmission Volume (Records/Hour)

Enter a number...

Error Log Review - Last 24 Hours

Write something...

Last Successful Data Synchronization Date

Enter date...

Data Transformation Rules Validation

☐ Item Codes
☐ Unit of Measure
☐ Date/Time Formats
☐ Currency Conversions

Data Mapping Accuracy Verification

☐ Complete
☐ Partial
☐ Incomplete

Sample Data Extracts (Pre/Post Transformation)

⬆ Upload File

Audit Trail & Data History

Evaluates the completeness and accuracy of audit trails, ensuring a clear history of data changes and user actions.

Number of Audit Trail Records Reviewed

Enter a number...

Summary of Audit Trail Review Findings

Write something...

Audit Trail Retention Policy Compliance

☐ Compliant

☐ Non-Compliant

☐ Not Applicable

Last Audit Trail Review Date

Enter date...

Types of Data Changes Audited (Select all that apply)

☐ Inventory Adjustments

☐ User Access Changes

☐ Location Updates

☐ Item Master Changes

☐ Order Modifications

Description of any detected inconsistencies or gaps in audit trail data

Write something...

Verification of User Authentication Logs

☐ Verified

☐ Not Verified

☐ Not Applicable