



Warehouse WMS Cycle Count Checklist

Preparation & Planning

Tasks related to planning and setting up the cycle count process.

Cycle Count Start Date

Number of Cycle Counters Assigned

Cycle Count Methodology

- ☐ ABC Analysis
- ☐ Random Selection
- ☐ FIFO
- ☐ Location Based

Target Accuracy Percentage

Specific Instructions or Notes for Cycle Counters

Write something...

WMS Module Used for Cycle Counting

- ☐ Standard Cycle Count
- ☐ Manual Adjustment
- ☐ Inventory Reconciliation

Planned Completion Date

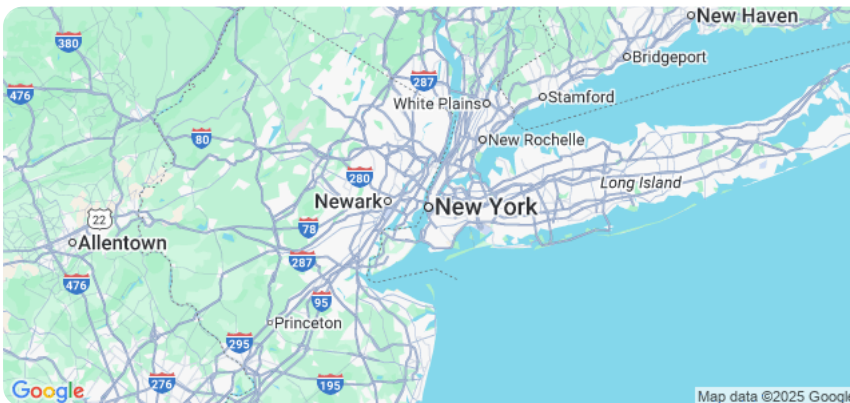
Enter date...

Location Verification

Confirming the accuracy of location data within the WMS.

Verify Aisle Number

[📍 Set My Current Location](#)



Confirm Bay Number

Enter a number...

Check Rack Level

Enter a number...

Is Location Active?

☐ Yes

☐ No

Note any discrepancies in location data

Write something...

Item Selection & Prioritization

Determining which items to count and establishing a counting sequence.

Selection Method

☐ ABC Analysis

☐ Random Selection

☐ FIFO (First-In, First-Out)

☐ Velocity-Based

Number of Items to Count (per cycle)

Enter a number...

Prioritization Criteria

- ☐ High Value
- ☐ High Turnover
- ☐ Recently Received
- ☐ Known Discrepancies

Minimum Stock Level Trigger

Enter a number...

Item Category for Prioritization

- ☐ All Categories
- ☐ A
- ☐ B
- ☐ C

Physical Count & Recording

Executing the physical count and accurately recording results in the WMS.

Physical Quantity Counted

Enter a number...

Unit of Measure

Enter a number...

Notes/Comments on Count

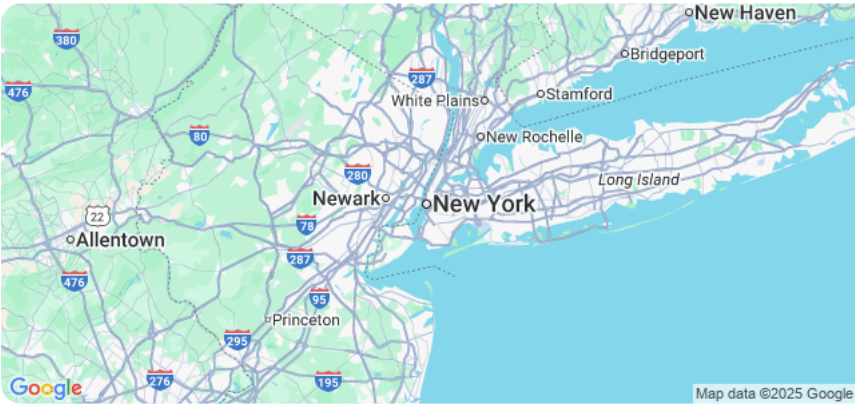
Write something...

Condition of Item (if applicable)

- ☐ Good
- ☐ Damaged
- ☐ Expired
- ☐ None
- ☐ Other

Exact Location Confirmed

 Set My Current Location



Counter's Signature

Date of Physical Count

Enter date...

Discrepancy Investigation

Investigating and resolving any differences between the physical count and WMS records.

Detailed Description of Discrepancy

Write something...

Expected Quantity (WMS)

Enter a number...

Actual Quantity (Physical Count)

Enter a number...

Possible Cause

- ☐ Data Entry Error
- ☐ Misplaced Item
- ☐ Damage/Loss
- ☐ System Issue
- ☐ Picking Error
- ☐ Receiving Error
- ☐ Unknown

Investigation Notes

Write something...

Date of Discrepancy Discovery

Enter date...

Time of Discrepancy Discovery

Enter time...

Investigator Signature

System Adjustment & Reconciliation

Adjusting the WMS inventory records based on the cycle count results and reconciling any variances.

Variance Amount

Enter a number...

Discrepancy Explanation

Write something...

Variance Type

- ☐ Overcount
- ☐ Undercount
- ☐ Misplaced

Adjustment Date

Enter date...

Adjustment Time

Enter time...

Authorized Adjuster Signature

System Adjustment Method

- ☐ Manual Adjustment
- ☐ Automated Process

Documentation & Review

Ensuring proper documentation of the cycle count process and reviewing the results for continuous improvement.

Cycle Count Completion Date

Enter date...

Summary of Discrepancies Found

Write something...

Root Cause Analysis (if applicable)

Write something...

Corrective Actions Required?

☐ Yes

☐ No

Detailed Corrective Action Plan (if 'Yes')

Write something...

Total Variances Resolved

Enter a number...

Reviewer Signature

Reviewer Name

Write something...