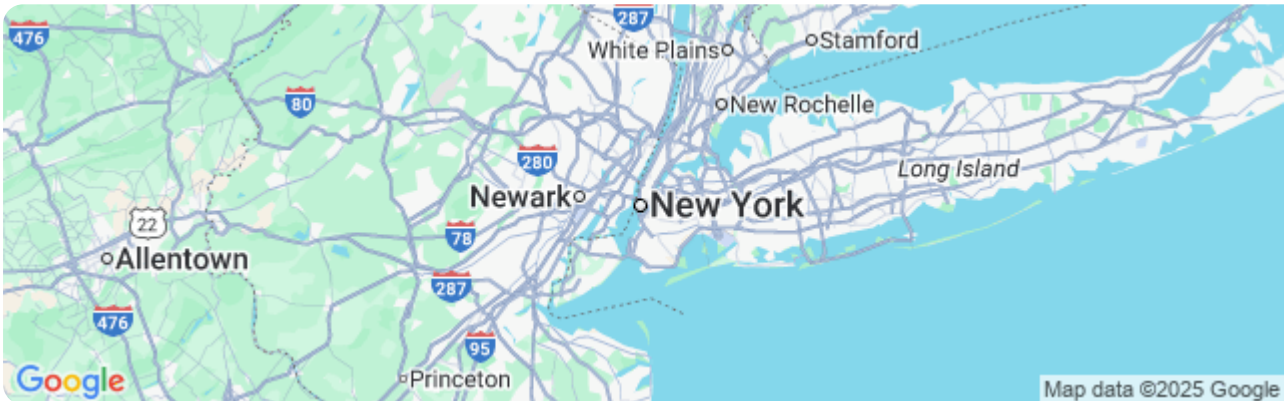# ✅ ChecklistGuro

WMS Data Integrity Checklist Template

Data Source Verification

Ensures accuracy and consistency of data entering the WMS.

Source System Location (e.g., Server Room, Cloud Region)

📍 Set My Current Location

Data Source Type (e.g., CSV, API, Database)

☐ CSV
☐ API
☐ Database
☐ EDI

File Size (if applicable, in MB)

Enter a number...

Last Data Source Update Date

Enter date...

Description of Data Source (Purpose, Data Fields)

Write something...

Data Source Connection Status (Active/Inactive/Error)

- [ ] Active
- [ ] Inactive
- [ ] Error

Sample Data File (for validation purposes)

⬆ Upload File

Master Data Validation (SKUs, Locations, Users)

Checks for errors and inconsistencies in core WMS data.

SKU Validation Method

- [ ] Automated Verification
- [ ] Manual Review
- [ ] Sampling

Number of SKUs Reviewed

Enter a number...

Location Hierarchy Accuracy

- [ ] Accurate
- [ ] Minor Discrepancies
- [ ] Major Discrepancies

Notes on Location Hierarchy Review

Write something...

User Role Definitions

- [ ] Defined and Documented
- [ ] Partially Defined
- [ ] Not Defined

Number of User Accounts Audited

Enter a number...

Last Master Data Review Date

Enter date...

Transaction Data Accuracy (Receiving, Putaway, Picking, Shipping)

Validates the integrity of data recorded during key warehouse processes.

Received Quantity Discrepancy Count

Enter a number...

Putaway Error Count (Incorrect Location)

Enter a number...

Picking Error Count (Wrong Item)

Enter a number...

Shipping Quantity Variance

Enter a number...

Receiving Documentation Completeness

☐ Complete

☐ Incomplete

☐ N/A

Common Receiving Errors

☐ Incorrect SKU

☐ Damaged Goods Noted

☐ Missing ASN

☐ Incorrect Lot Number

☐ None

Date of Last Shipping Manifest Review

Enter date...

Inventory Count Reconciliation

Compares physical inventory counts with WMS records.

Cycle Count Date

Enter date...

SKU Count Discrepancy (Positive/Negative)

Enter a number...

Expected Quantity (WMS)

Enter a number...

Physical Quantity Counted

Enter a number...
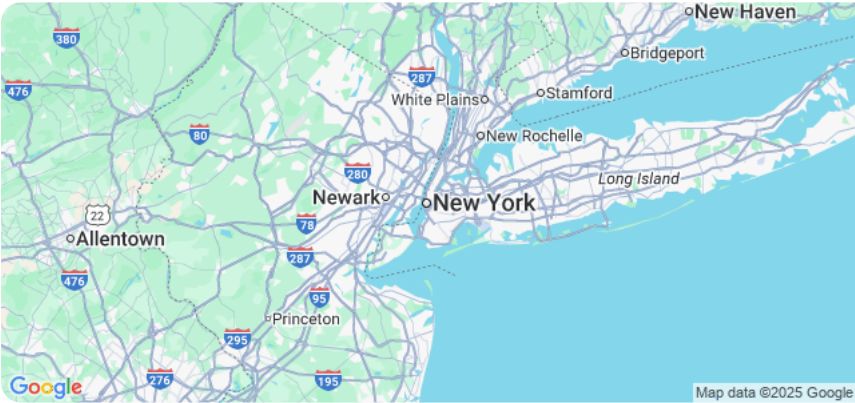
Reason for Discrepancy

Write something...

Resolution Status

☐ Resolved

☐ Pending Investigation

☐ Adjustment Made

Location ID Checked

📍 Set My Current Location

Counter Signatures

User Access & Permissions Audit

Reviews user roles and access levels to prevent unauthorized data modification.

User Role Verification

- ☐ Admin
- ☐ Supervisor
- ☐ Picker
- ☐ Receiver
- ☐ Shipper

Permission Review - Inventory Adjustments

- ☐ Approved
- ☐ Needs Review
- ☐ Denied

Number of Users with Admin Access

Enter a number...

Last Permission Review Date

Enter date...

Functionality Access - Confirm Restrictions

- ☐ Receiving
- ☐ Putaway
- ☐ Picking
- ☐ Shipping
- ☐ Inventory Adjustments

Notes/Comments on User Permissions

Write something...

Data Backup & Recovery Procedures

Verifies the effectiveness of data backup and recovery processes.

Last Full Backup Date (YYYY-MM-DD)

Enter a number...

Next Scheduled Full Backup Date

Enter date...

Backup Frequency (e.g., Daily, Weekly)

Enter a number...

Backup Location (e.g., Cloud Storage, Tape Drive)

Write something...

Backup Type (Full, Incremental, Differential)

- [ ] Full
- [ ] Incremental
- [ ] Differential

Recovery Test Procedure Documented?

Write something...

Last Recovery Test Date

Enter date...

Recovery Time Objective (RTO)

Write something...

Data Mapping & Integration Validation

Confirms accurate data transfer between WMS and other systems (ERP, TMS, etc.).

Integration Method

☐ API

☐ Flat File

☐ EDI

☐ Database Link

Data Transfer Frequency (Hours)

Enter a number...

Last Integration Validation Date

Enter date...

Describe the Data Mapping Rules

Write something...

System 1 (WMS)

☐ System A

☐ System B

☐ Other

System 2 (External System)

☐ ERP System

☐ TMS

☐ CRM

☐ Other

Number of Fields Mapped

Enter a number...

Data Cleansing & Deduplication

Identifies and resolves duplicate or inaccurate data entries.

Number of Duplicate Records Found (SKUs)

Enter a number...

Number of Duplicate Records Found (Locations)

Enter a number...

Duplicate Record Resolution Method Used

☐ Manual Review & Correction

☐ Automated Script/Tool

☐ Other (Specify)

Details of 'Other' Resolution Method (if selected)

Write something...

Date of Last Data Cleansing Run

Enter date...

Total Records Cleansed

Enter a number...

Data Source(s) Cleansed

- ☐ Receiving Data
- ☐ Inventory Data
- ☐ Shipping Data
- ☐ Master Data

Audit Trail Review

Examines the WMS audit trail for suspicious activity or errors.

Date of Audit Trail Review

Enter date...

Number of Records Reviewed

Enter a number...

Summary of Audit Trail Findings

Write something...

Were any unauthorized modifications detected?

- ☐ Yes
- ☐ No

Details of any unauthorized modifications (if applicable)

Write something...

Were any data entry errors identified?

☐ Yes
☐ No

Details of data entry errors (if applicable)

Write something...

Reviewer Signature

Error Reporting & Resolution

Evaluates the processes for identifying, reporting, and resolving data integrity errors.

Number of Data Integrity Errors Reported This Period

Enter a number...

Description of Most Frequent Error Type

Write something...

Error Reporting Channel Used (e.g., Help Desk, Email, Dedicated System)

☐ Help Desk

☐ Email

☐ Dedicated System

☐ Other

Date Error Reported

Enter date...

Summary of Root Cause Analysis Performed

Write something...

Error Resolution Status

☐ Open

☐ In Progress

☐ Resolved

☐ Closed

Date Error Resolution Completed

Enter date...