



WMS Inventory Control Checklist

Receiving & Putaway

Checks related to the receiving of goods and their placement within the warehouse.

Scheduled Receiving Start Time

Number of Pallets Received

Number of Packages Received

ASN (Advanced Shipping Notice) Received?

☐ Yes☐ No☐ N/A

Any discrepancies between ASN and actual receipt?

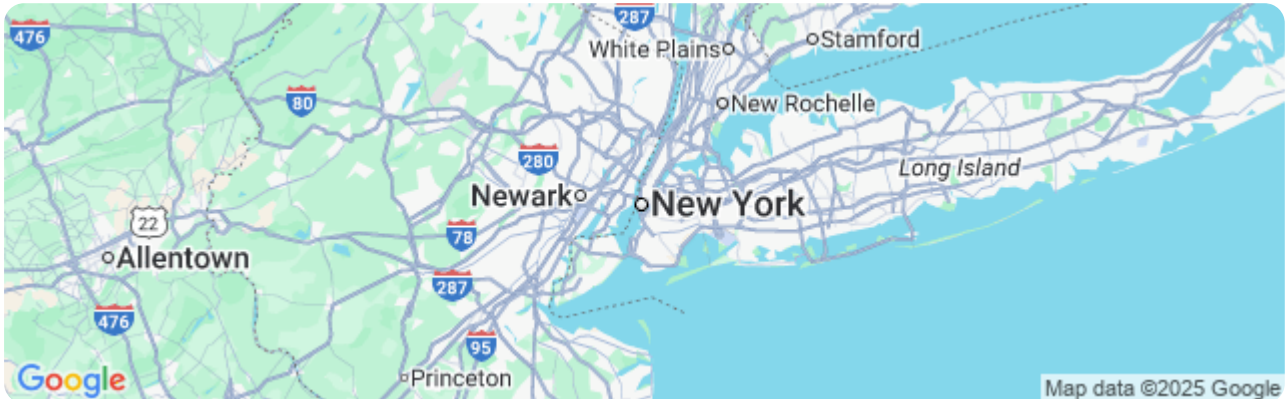
Receiving Documentation Complete?

☐ Yes

☐ No

Receiving Dock/Area

 [Set My Current Location](#)



Damaged Goods Count

Enter a number...

Cycle Counting Procedures

Verification of cycle counting accuracy and adherence to established procedures.

Number of Cycle Counts Completed

Enter a number...

Cycle Counting Method Used

- ☐ Random
- ☐ ABC Analysis
- ☐ FIFO
- ☐ Age-Based

Percentage Discrepancy Rate (Target)

Enter a number...

Percentage Discrepancy Rate (Actual)

Enter a number...

Explanation for Discrepancies Exceeding Target

Write something...

Date of Last Cycle Count Review

Enter date...

Corrective Action Taken (if discrepancies found)

- ☐ Retraining
- ☐ Process Adjustment
- ☐ System Update
- ☐ None

Cycle Counter Signature

Inventory Accuracy & Reconciliation

Assessment of inventory record accuracy and reconciliation processes.

Quantity Discrepancy Count (Cycle Count)

Total Items Cycle Counted

Percentage Accuracy (Cycle Count)

Description of Significant Discrepancies Found

Reconciliation Method Used

- ☐ Physical Inventory
- ☐ Cycle Counting
- ☐ Variance Analysis

Date of Last Physical Inventory

Enter date...

Root Cause Analysis of Major Discrepancies

Write something...

Corrective Actions Implemented

- ☐ Process Improvement
- ☐ Training
- ☐ System Adjustment

Picking & Packing Validation

Evaluates the picking and packing process for accuracy and efficiency.

Order Accuracy Rate (%)

Enter a number...

Number of Picking Errors

Enter a number...

Number of Packing Errors

Enter a number...

Picking Method Followed?

- ☐ FIFO
- ☐ LIFO
- ☐ Random
- ☐ Other

Packing Materials Used?

- ☐ Cardboard Boxes
- ☐ Bubble Wrap
- ☐ Packing Peanuts
- ☐ Stretch Film
- ☐ Custom Packaging

Notes on Discrepancies or Issues

Write something...

Date of Validation

Enter date...

Validator Signature

Shipping Verification

Confirms shipping accuracy, labeling, and documentation.

Number of Pallets Shipped

Enter a number...

Number of Packages Shipped

Enter a number...

Shipping Carrier Used

- ☐ UPS
- ☐ FedEx
- ☐ USPS
- ☐ Other

Tracking Number(s)

Write something...

Shipping Method

- ☐ Ground
- ☐ Next Day Air
- ☐ 2nd Day Air

Shipping Discrepancies or Issues (if any)

Write something...

Shipment Date

Enter date...

Shipping Supervisor Signature

WMS Data Synchronization

Checks the consistency of data between the WMS and other systems.

Last Synchronization Timestamp (Epoch)

Enter a number...

Records Synced (Last Run)

Enter a number...

Records Failed to Sync (Last Run)

Enter a number...

Error Log Analysis (Last Sync)

Write something...

Synchronization Method

- ☐ Real-time
- ☐ Batch
- ☐ Scheduled

Last Full Synchronization Date

Enter date...

Systems Synchronized With

- ☐ ERP System
- ☐ eCommerce Platform
- ☐ Shipping Carrier System

Synchronization User ID

Write something...

User Access & Permissions

Review of user roles, access levels, and security protocols within the WMS.

User Role Verification

- ☐ Admin
- ☐ Supervisor
- ☐ Operator
- ☐ Viewer

Number of Users with Admin Access

Enter a number...

Password Complexity Enforcement

- ☐ Yes
- ☐ No
- ☐ Partially Enforced

Last Password Policy Review Date

Enter date...

Description of User Access Control Procedures

Write something...

Access Granted to Key WMS Modules

- ☐ Receiving
- ☐ Putaway
- ☐ Picking
- ☐ Packing
- ☐ Shipping
- ☐ Inventory Management
- ☐ Reporting

Two-Factor Authentication Enabled?

- ☐ Yes
- ☐ No
- ☐ Partial Implementation

Reporting & Analytics

Validation of WMS reports and analysis for data integrity and usefulness.

Inventory Turnover Rate (Calculated)

Order Fulfillment Accuracy (%)

Warehouse Utilization Rate (%)

Report Generation Frequency

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly

Last Report Generation Date

Summary of Key Findings from Recent Reports

Write something...

Report Distribution Method

- ☐ Email
- ☐ Shared Drive
- ☐ Printed Report

System Configuration

Checks related to the correct configuration of WMS parameters and settings.

Default Picking Unit Size

Enter a number...

Warehouse Zone Configuration Validation

- ☐ Verified
- ☐ Not Verified
- ☐ N/A

Last System Parameter Review Date

Enter date...

Notes on System Configuration Changes

Write something...

Units of Measure Validation

- ☐ Verified
- ☐ Not Verified
- ☐ N/A

Maximum Order Size

Enter a number...