

Stock Count and Reconciliation Checklist

By Checklister

☐ Starter stock row: count one saleable SKU in one bin

STARTER EXAMPLE: Rename this row to an actual SKU / variant, bin and unit of measure before use. Duplicate it for every distinct stock identity/location; remove unused starter rows. All values are deliberately blank.

Confirm scope and units; record the original physical count, including a confirmed zero. Preserve the first count when recounting. Bring expected and physical quantities to the same cut-off, investigate differences and calculate/review variance manually or in the approved inventory system. Record the confirmed quantity and reconciliation state. Do not mark the line complete while its required count/review remains unfinished.

EVIDENCE / DECISION LOG

For each stock row, keep the original quantity, recount and confirmed quantity in their separate numeric columns. Preserve their audit details as dated entries in Evidence / decision log or task notes:

- First count: person, date/time and any count limitations
- Recount: person, date/time, reason and what was checked
- Reconciliation: cut-off movements, pack/bin checks, variance explanation and supporting record
- Review: authorized reviewer, date/time, decision and approved adjustment quantity/reason, or why more investigation is needed
- Posting: inventory-system reference, who posted and when, verified final balance, or confirmed no-adjustment decision

Never overwrite an earlier observation to make it match the system. Use native task assignment and due dates for the current count/follow-up owner and target review date; these do not replace the recorded counter or authorized reviewer. A state field or checked row does not authorize an adjustment.

☐ Starter stock row: count the same SKU in a second bin

STARTER EXAMPLE: Use only if stock is held in another included location. Rename to the real SKU / variant, second bin and unit; remove if not relevant. Count and reconcile this location independently. Do not combine it with the first bin or copy any quantity.

Confirm scope and units; record the original physical count, including a confirmed zero. Preserve the first count when recounting. Bring expected and physical quantities to the same cut-off, investigate differences and calculate/review variance manually or in the approved inventory system. Record the confirmed quantity and reconciliation state. Do not mark the line complete while its required count/review remains unfinished.

EVIDENCE / DECISION LOG

For each stock row, keep the original quantity, recount and confirmed quantity in their separate numeric columns. Preserve their audit details as dated entries in Evidence / decision log or task notes:

- First count: person, date/time and any count limitations
- Recount: person, date/time, reason and what was checked
- Reconciliation: cut-off movements, pack/bin checks, variance explanation and supporting record
- Review: authorized reviewer, date/time, decision and approved adjustment quantity/reason, or why more investigation is needed
- Posting: inventory-system reference, who posted and when, verified final balance, or confirmed no-adjustment decision

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☐ Starter stock row: count held or returned stock separately

STARTER EXAMPLE: Use only for an included held/returned stock identity under your approved count scope. Rename to the real SKU, held/returns location and unit; remove if not relevant. Record the stock state in the row name or evidence log. Counting it does not authorize release to saleable stock.

Confirm scope and units; record the original physical count, including a confirmed zero. Preserve the first count when recounting. Bring expected and physical quantities to the same cut-off, investigate differences and calculate/review variance manually or in the approved inventory system. Record the confirmed quantity and reconciliation state. Do not mark the line complete while its required count/review remains unfinished.

EVIDENCE / DECISION LOG

For each stock row, keep the original quantity, recount and confirmed quantity in their separate numeric columns. Preserve their audit details as dated entries in Evidence / decision log or task notes:

- First count: person, date/time and any count limitations
- Recount: person, date/time, reason and what was checked
- Reconciliation: cut-off movements, pack/bin checks, variance explanation and supporting record
- Review: authorized reviewer, date/time, decision and approved adjustment quantity/reason, or why more investigation is needed
- Posting: inventory-system reference, who posted and when, verified final balance, or confirmed no-adjustment decision

Never overwrite an earlier observation to make it match the system. Use native task assignment and due dates for the current count/follow-up owner and target review date; these do not replace the recorded counter or authorized reviewer. A state field or checked row does not authorize an adjustment.