Inventory count discrepancy log

Reconcile physical counts with your stock record.

Three steps

1. Count items consistently
2. Compare to records
3. Investigate discrepancies before adjustment

A worked example

SKU	A12
Recorded count	24
Physical count	21
Difference	-3
Action	Investigate

Three units are unaccounted for.

Record adjustments transparently.

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Use one row per item or decision. Start with what you know.

SKU	Recorded count	Physical count	Difference	Action

My next action / when