Stock reconciliation checklist

Find the reason for a difference before changing a quantity.

Review ID: ____________________ **Owner:** ____________________

Snapshot as-of time and timezone: ____________________

- [ ] **Define the pool**
  Identify the SKU or physical copy, variant, locations and base unit. Keep separate ownership and fulfilment pools separate.
- [ ] **Preserve the evidence**
  Save original counts, exports and screenshots with their as-of times. Record movements across the cutoff if trading continues.
- [ ] **Separate the quantities**
  Physical includes held and reserved-but-undispatched units. Held and reserved must not overlap. Unknown is not zero.
- [ ] **Check physical against recorded**
  Use the same pool, time and on-hand basis. Recount and trace receipts, transfers, dispatches and adjustments before correcting.
- [ ] **Establish each listing expectation**
  Confirm identity, variant, unit, pool and applicable cap or buffer. Do not add listing quantities together to count physical stock.
- [ ] **Compare only when the basis matches**
  Align the genuine snapshot times. Refresh stale evidence. Matching numbers do not establish a correct mapping or working sync.
- [ ] **Record the decision and authorised action**
  Keep the cause, evidence, owner and action reference. Avoid duplicate deductions or treating a refund as proof of a saleable return.
- [ ] **Verify before closing**
  Take fresh stock and listing evidence after action. Confirm the intended outcome. Leave unresolved questions open with a next action.

Scope: whole base units in a seller-managed pool. This checklist and workbook do not authorise stock adjustments or guarantee against overselling. A known policy can explain a difference without requiring a change.