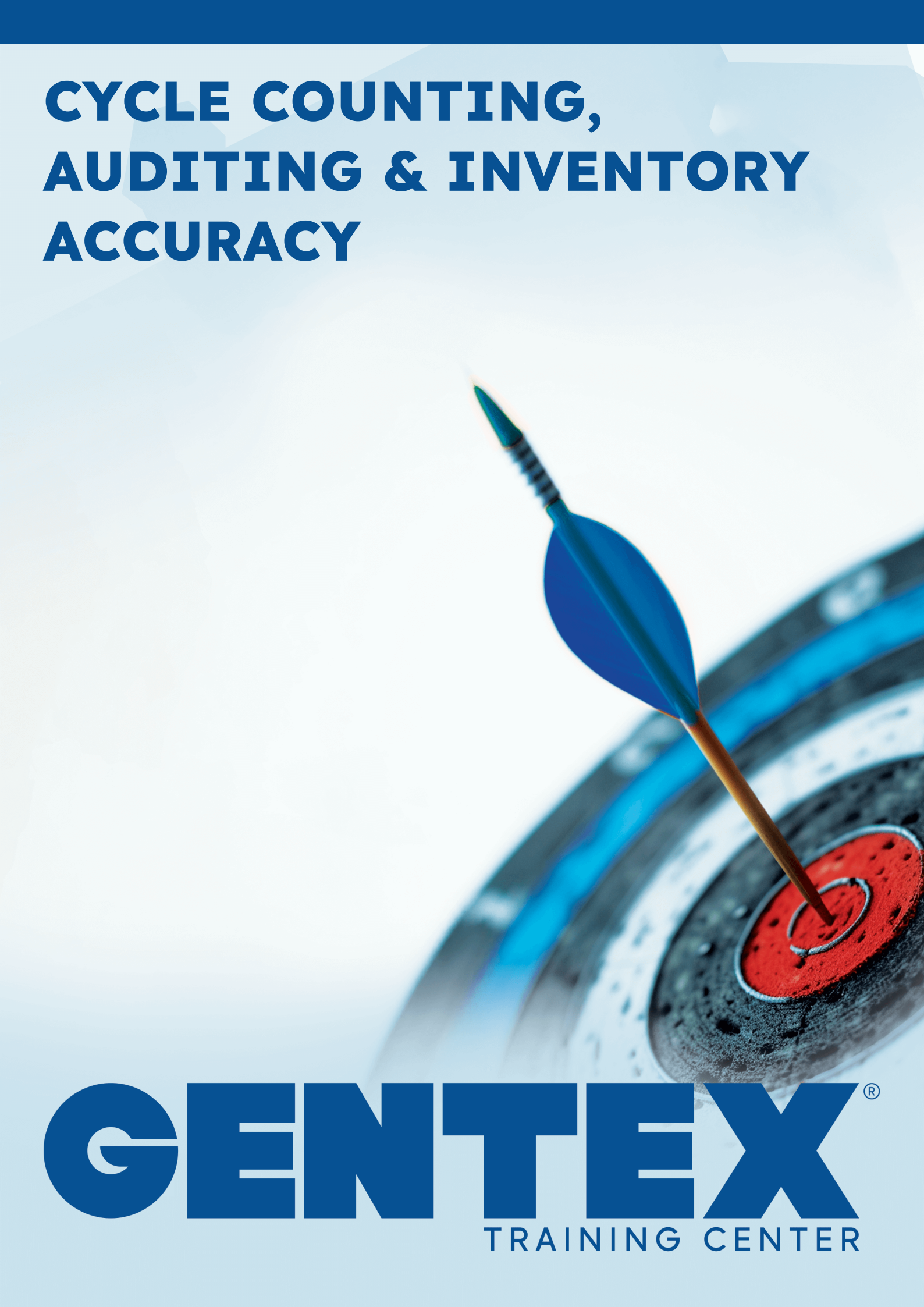
CYCLE COUNTING, AUDITING & INVENTORY ACCURACY



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Introduction

Inventory records fail quietly. A wrong location here, an unrecorded issue there, and within a quarter the system shows stock that is not on the shelf. The result is stockouts on items the system says are plentiful, and write-offs nobody planned for. This Cycle Counting, Auditing & Inventory Accuracy Training Course gives inventory, warehouse, and audit professionals a practical method to find and fix those gaps. Participants learn how to design a cycle count programme by item class, set tolerance and count frequency, investigate variances to root cause, and run inventory audits that satisfy both finance and operations. In addition, the course covers reconciliation, adjustment governance, and the controls that keep accuracy from slipping back.

Cycle Counting, Auditing & Inventory Accuracy Course Objectives

- Design a cycle count programme based on ABC classification and item criticality.
- Set count frequency, sample size, and tolerance thresholds per class.
- Choose counting methods: blind counts, control group counts, and count-back techniques.
- Execute cut-off discipline, freeze controls, and open-document handling before counting.
- Investigate variances using root cause analysis and five-why techniques.
- Distinguish systemic errors from transactional and physical errors.
- Control adjustments with approval levels, audit trails, and adjustment limits.
- Measure inventory record accuracy using record accuracy rate and net variance value.
- Plan and run an inventory audit covering existence, valuation, and process controls.
- Use WMS, ERP, and barcode or RFID data to verify records against physical stock.

Course Methodology

- Facilitated sessions built on real count sheets, variance logs, and audit reports.

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- Case workshops on chronic variance causes and failed accuracy programmes.
- Blind count simulation with reconciliation and adjustment governance.
- Root cause analysis drills using five-why and fishbone diagrams.
- Group exercise on an accuracy improvement plan with measurable targets.

Who Should Take This Course

- Inventory controllers and stock accuracy officers.
- Warehouse supervisors and stores staff.
- Internal auditors and finance staff reviewing stock.
- Supply chain analysts and process improvement officers.
- WMS and ERP super users and master data owners.
- Quality and compliance staff in regulated storage environments.

Cycle Counting, Auditing & Inventory Accuracy Course Outlines

Day 1: Why Records Drift and What Accuracy Really Means

- Causes of record error: receipt errors, issue errors, location errors, and damage.
- Physical versus systemic versus transactional causes.
- The true cost of poor accuracy: stockouts, expediting, write-offs, and audit findings.
- Defining accuracy: record accuracy rate, location accuracy, and net variance.
- Annual full stocktake versus cycle counting compared.
- Setting an accuracy target and baseline.

- Roles and accountability across warehouse, planning, and finance.

Day 2: Designing the Cycle Count Programme

- ABC and criticality-based count frequency.
- Sample size and coverage planning by class and zone.
- Control group counting for process validation.
- Blind counting, count-back, and second-count escalation rules.
- Count scheduling without disrupting operations.
- Cut-off and freeze discipline before counting.
- Count sheet design, barcode scanning, and system entry rules.

Day 3: Variance Investigation and Root Cause Analysis

- Classifying variances by size, frequency, and pattern.
- Five-why analysis and fishbone diagrams applied to stock errors.
- Tracing a variance through receipts, put-away, picks, and returns.
- Common failure points: unit of measure mix-ups, kit issues, and substitute items.
- Correcting the transaction versus correcting the process.
- Reporting chronic variance to management.
- Building a root cause library and prevention actions.

Day 4: Adjustments, Governance, and Inventory Audit

- Adjustment authority levels and approval workflow.
- Adjustment limits, segregation of duties, and fraud prevention.
- Audit trail requirements and documentation standards.
- Inventory audit scope: existence, completeness, valuation, and controls.

- Physical verification procedures and sampling for auditors.
- Reconciliation between physical count and financial records.
- Working with external auditors and responding to findings.

Day 5: Technology, Performance, and Sustained Accuracy

- Barcode, RFID, and mobile counting devices in verification.
- WMS and ERP count modules, dashboards, and exception reports.
- Location management, slotting discipline, and pick-face accuracy.
- Training, accountability metrics, and incentive design.
- Performance reporting: accuracy trend, count completion, and adjustment value.
- Kaizen approach to removing recurring error sources.
- Building an annual inventory accuracy roadmap.

Conclusion

By successfully completing the Cycle Counting, Auditing & Inventory Accuracy Training Course, participants will have acquired a solid working knowledge of cycle count design, count execution discipline, variance investigation, adjustment governance, inventory audit practice, and accuracy performance measurement. They will leave able to find the real causes of record error, correct them at the process level, and present accuracy evidence that finance and auditors accept. Gentex Training Center delivers this programme with inventory and audit practitioners who run these controls in live warehouses.

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FAQs for the Cycle Counting, Auditing & Inventory Accuracy course

Q1 What is the "Cycle Counting, Auditing & Inventory Accuracy" course about?

It is a five-day programme on keeping inventory records correct and proving it. It covers cycle count programme design, count execution and cut-off discipline, variance investigation, adjustment governance, inventory audit practice, and accuracy performance measurement.

Q2 What are the key benefits of the "Cycle Counting, Auditing & Inventory Accuracy" course?

Participants cut stockouts caused by false records and reduce unplanned write-offs, while replacing slow annual stocktakes with targeted cycle counts. They also gain adjustment controls and audit trails that satisfy finance, and accuracy reporting that shows real improvement over time.

Q3 What skills will I gain from the "Cycle Counting, Auditing & Inventory Accuracy" course?

You will gain cycle count programme design and execution control, variance investigation with root cause analysis, adjustment governance and inventory audit practice, and accuracy measurement with WMS and ERP verification reporting.

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Q4 What tools, methods, or standards are covered in the "Cycle Counting, Auditing & Inventory Accuracy" course?

The course works with ABC classification and criticality-based count frequency, blind counting and count-back techniques, control group counting, cut-off and freeze controls, five-why analysis and fishbone diagrams, record accuracy rate and net variance measures, adjustment approval matrices with segregation of duties, audit sampling procedures, and barcode, RFID and WMS count modules.

Q5 How is the "Cycle Counting, Auditing & Inventory Accuracy" course applied in real-world practice?

Teams apply it when scheduling daily cycle counts, reconciling a variance after a stock take, investigating a repeated unit-of-measure error, and preparing evidence for a finance or external audit. It also guides location discipline, adjustment approval workflows, and quarterly accuracy reporting.