



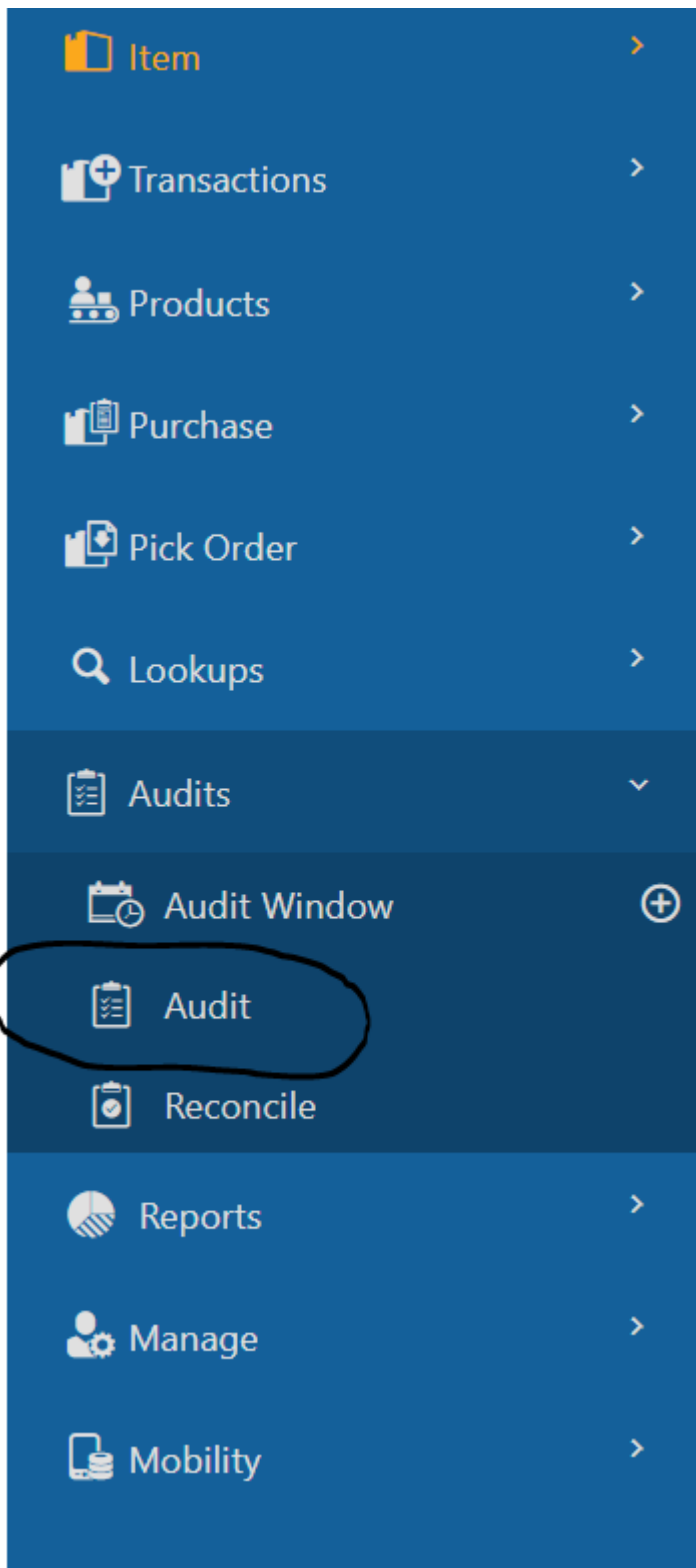
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InventoryCloud Audit Process (Web Interface)

Russ Hart - 2025-01-30 - [InventoryCloud](#)

Below is the step by step instructions for performing an Audit in InventoryCloud using the web interface. For steps to perform an audit on a mobile device see related content below

1. On the left hand side choose Audit



2. Enter your Site and Location then click on Fetch Items

Audit
Performing an audit allows you to take stock of your current item inventory

Filter item to audit

Item Details

Audit Window Name: Choose Audit Window

*Site: Warehouse 1

*Location: R2.S1.R6

Audit Details

*Start Date: 1/30/2025 10:00 AM

Notes:

Fetch Items

3. Select your item and enter your count

Filter item to audit Site: Warehouse 1, Location: R2.S1.R6

Audit Details

Scan Here

Show Filter

<input type="checkbox"/>	Item Number	Description	Expected	Checkouts	Counted	Audited On	Reconciled On	New Trackby
<input checked="" type="checkbox"/>	244526	Plate 2X12	439	0	439			
<input type="checkbox"/>	4183060	Plate 1X2 W/Fork/...	238	0	0			
<input type="checkbox"/>	4211053	Flat Tile 1X4	452	0	0			
<input type="checkbox"/>	4211106	Roof Tile 2X3/25	899	0	0			
<input type="checkbox"/>	4211505	Plate W. Hook 1X2	610	0	0			
<input type="checkbox"/>	4527767	Left Roof Tile 2X3	371	0	0			

4. Click on Complete Audit (note any differences in your count)

Filter item to audit Site: Warehouse 1, Location: R2.S1.R6

Audit Details

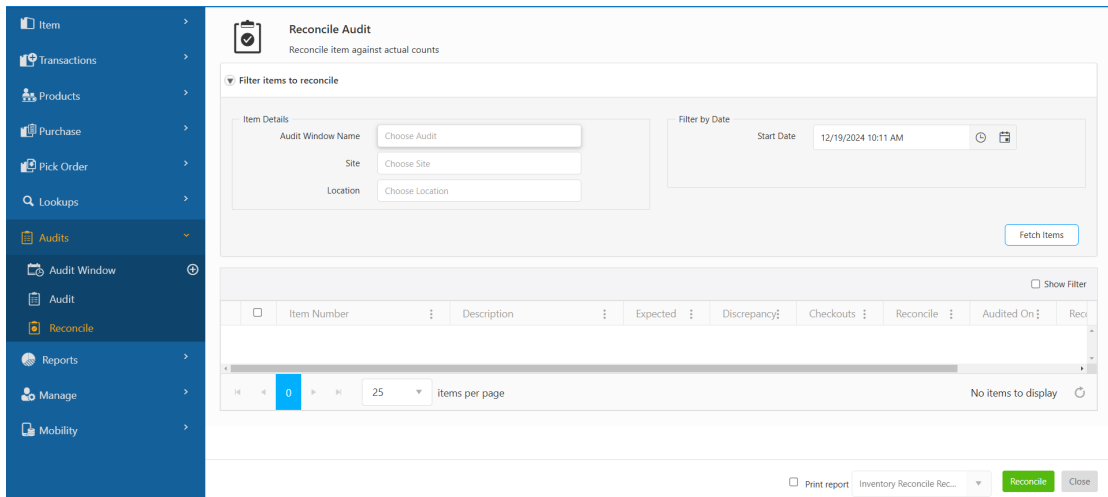
Scan Here

Show Filter

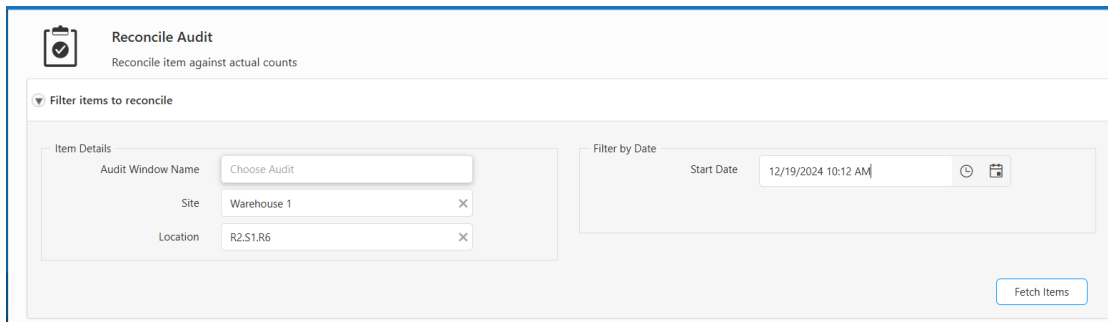
<input type="checkbox"/>	Item Number	Description	Expected	Checkouts	Counted	Audited On	Reconciled On	New Trackby
<input checked="" type="checkbox"/>	244526	Plate 2X12	439	0	439			
<input checked="" type="checkbox"/>	4183060	Plate 1X2 W/Fork/...	238	0	235			
<input checked="" type="checkbox"/>	4211053	Flat Tile 1X4	452	0	451			
<input checked="" type="checkbox"/>	4211106	Roof Tile 2X3/25	899	0	900			
<input checked="" type="checkbox"/>	4211505	Plate W. Hook 1X2	610	0	610			
<input checked="" type="checkbox"/>	4527767	Left Roof Tile 2X3	371	0	371			
<input checked="" type="checkbox"/>	4563044	2X1X3 Steering Knuckle	695	0	695			

1 - 7 of 7 items

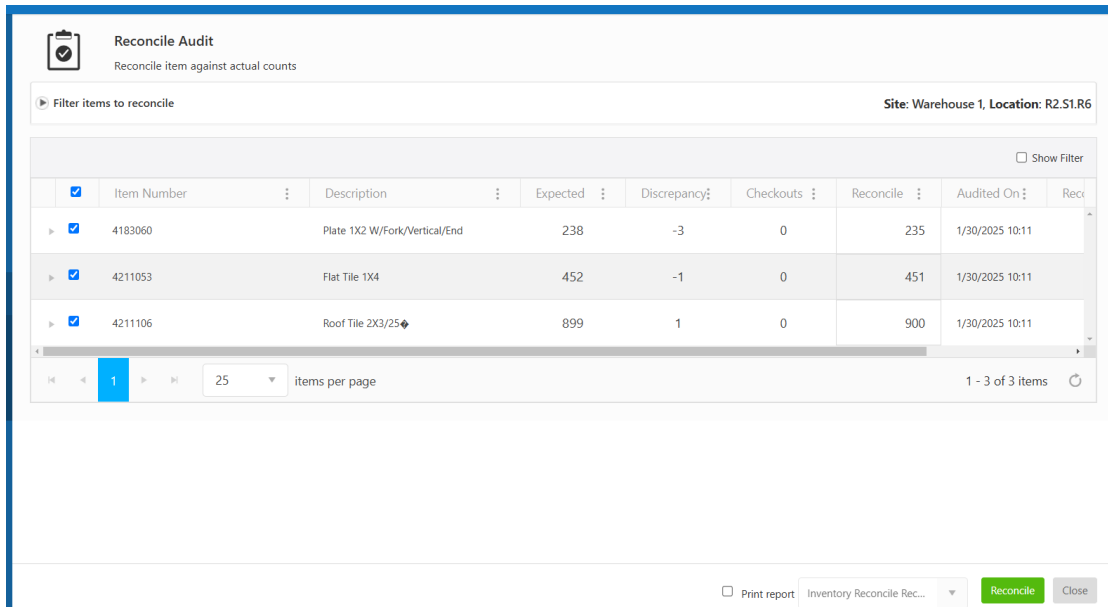
5. Click on Reconcile on left hand side



6. Enter the Site and the Location then click on Fetch Items



7. Any discrepancies that were in your audit will show up here. If your inventory counts are correct you will not have any items show up



8. If you wish to make any changes to the totals, click on the reconcile box and make your corrections.

Filter items to reconcile Site: Warehouse 1, Location: R2.S1.R6

Show Filter

<input checked="" type="checkbox"/>	Item Number	Description	Expected	Discrepancy	Checkouts	Reconcile	Audited On	Reci
<input checked="" type="checkbox"/>	4183060	Plate 1X2 W/Fork/Vertical/End	238	-3	0	235	1/30/2025 10:11	
<input checked="" type="checkbox"/>	4211053	Flat Tile 1X4	452	-1	0	451	1/30/2025 10:11	
<input checked="" type="checkbox"/>	4211106	Roof Tile 2X3/25	899	1	0	900	1/30/2025 10:11	

1 25 items per page 1 - 3 of 3 items

9. Once you have made any changes or accepted the counts click on Reconcile at the bottom of the screen. This will adjust your inventory by the count shown in the reconcile screen. Any box unchecked on the left will remain unreconciled.

Reconcile Audit
Reconcile item against actual counts

Filter items to reconcile Site: Warehouse 1, Location: R2.S1.R6

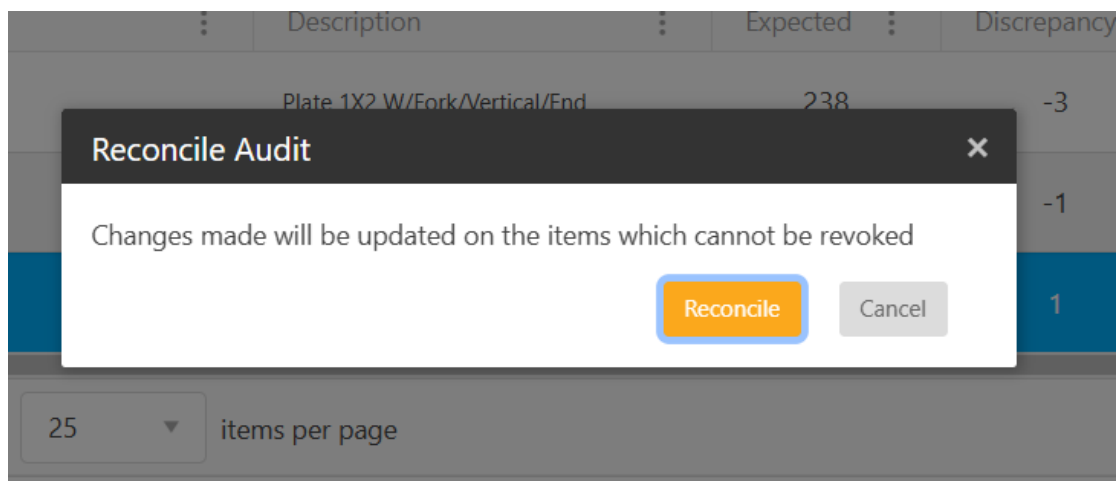
Show Filter

<input checked="" type="checkbox"/>	Item Number	Description	Expected	Discrepancy	Checkouts	Reconcile	Audited On	Reci
<input checked="" type="checkbox"/>	4183060	Plate 1X2 W/Fork/Vertical/End	238	-3	0	236	1/30/2025 10:11	
<input checked="" type="checkbox"/>	4211053	Flat Tile 1X4	452	-1	0	451	1/30/2025 10:11	
<input checked="" type="checkbox"/>	4211106	Roof Tile 2X3/25	899	1	0	899	1/30/2025 10:11	

1 25 items per page 1 - 3 of 3 items

Print report Inventory Reconcile Rec... **Reconcile** Close

There will be a popup message, click on Reconcile



10. If checked to print report at the bottom of the screen a report will be generated after you click on Reconcile

Inventory Reconcile Receipt

Mos Eisley Cantina

Audit Date 1/30/2025 10:23:11 AM

Item Number	Item Description	Lot	Date Code	Serial Number	Expected	Reconcile	Location
4183060	Plate 1X2 W/Fork/Vertical/End				238.0000	236.0000	Warehouse 1:R2.S1.R6
4211053	Flat Tile 1X4				452.0000	451.0000	Warehouse 1:R2.S1.R6
4211106	Roof Tile 2X3/25				899.0000	899.0000	Warehouse 1:R2.S1.R6

11. The Transaction History will also show that your inventory has had an audit reconcile

History

History of Transactions

View Archive Inventory Add Receipt X Add Transaction Label asc X Group by Show Filter Filter/Sorting Applied

Transaction Date	Transaction Type	Item Number	Location	Site
1/30/2025 10:23 AM	Audit Reconcile	4211106	R2.S1.R6	Warehouse 1
1/30/2025 10:23 AM	Audit Reconcile	4211053	R2.S1.R6	Warehouse 1
1/30/2025 10:23 AM	Audit Reconcile	4183060	R2.S1.R6	Warehouse 1
1/30/2025 10:11 AM	Audit Count	4563044	R2.S1.R6	Warehouse 1
1/30/2025 10:11 AM	Audit Count	4527767	R2.S1.R6	Warehouse 1
1/30/2025 10:11 AM	Audit Count	4211505	R2.S1.R6	Warehouse 1
1/30/2025 10:11 AM	Audit Count	4211106	R2.S1.R6	Warehouse 1
1/30/2025 10:11 AM	Audit Count	4211053	R2.S1.R6	Warehouse 1

Related Content

For performing an audit on a mobile device click the link below

<https://support.waspbarcode.com/kb/articles/1877>

- Tags
- [Cloud](#)