

Inventory Report: Stock Discrepancies

An **inventory report** highlighting stock discrepancies provides a detailed analysis of mismatches between recorded and actual stock levels. This report helps identify errors in stock management, enabling timely reconciliation and improved accuracy in inventory control. Maintaining accurate inventory data ensures efficient operations and minimizes losses due to stock miscounts.

Discrepancy Summary

Item Code	Description	Recorded Stock	Actual Stock	Discrepancy	Remarks
1001	Wireless Mouse	50	47	-3	Possible misplacement
1002	USB Keyboard	120	123	+3	Over-counted in last audit
1003	27" Monitor	25	24	-1	Damaged unit not recorded
1005	Laptop Stand	80	78	-2	Units missing during transfer
1010	Headset	40	40	0	No discrepancy

Notes & Recommendations

- Investigate discrepancies greater than 1 for possible causes such as misplacement, counting errors, or data entry mistakes.
- Reconcile units in question and update the system accordingly.
- Implement regular stock audits to reduce errors and improve accuracy.