

Detailed Discrepancy Description

Document Reference Number	DD-2024-0731
Date Reported	2024-07-31
Reported By	Jane Doe
Location / Department	Warehouse Operations

DISCREPANCY DETAILS

Category	Inventory Mismatch
Description	During the monthly stocktaking, it was observed that the actual number of Item #A103 (Widget Model B) was 185 units, whereas the inventory management system shows 200 units. A discrepancy of 15 units was identified.
Date/Time Detected	2024-07-30, 15:20
Affected Items/Processes	Item #A103 (Widget Model B), Warehouse A, Shelf Row 3
Initial Investigation	Preliminary checks confirmed no pending shipments or receipts for the item in the last two weeks. Physical recount by a second team also confirmed the shortfall.
Supporting Evidence	Attached system screenshots, physical count logs, and CCTV timestamps from Warehouse A for the last 15 days.
Reported to	Inventory Control Manager
Corrective Actions Suggested	Conduct an audit of outbound transactions for Item #A103 in July. Implement a dual-check process for high-value inventory. Review and improve warehouse access controls.

IMPORTANT NOTES

- Always provide precise and factual descriptions to ensure effective investigation.
- Attach all relevant evidence to support the reported discrepancy.
- Document the timeline and personnel involved in both discovery and initial investigation.
- Keep records of all suggested and implemented corrective actions for tracking and follow-up.
- Maintain confidentiality as some discrepancy details may be sensitive.