

Auditing with Simple RFID

The article provides direction for performing audits using our New Audit Flow. We currently support two audit flows, the "**Legacy**" flow, which requires a full audit each time, and our **New Audit Flow** which supports partial/template/complete audits, as well as a resolution process to ensure that required actions are completed. *If the web portal side menu does not include the **Audit** and **Resolve & Sync** tabs, you are using the Legacy mode. To update the the new audit flow follow the steps found in [this](#) article.*

If you have questions such as "How do I determine if my inventory is accurate?, or "How do I fix mismatched counts between my RFID counts and Shopify (or other partner)?", as well as, "What's the best way to get my stuff tagged at the beginning?" this is the article for you!

What is an Audit?

An **Audit** is the process of verifying the accuracy of your inventory. The process involves comparing RFID scans against a Partner expected on-hand counts for your products.

With our New Audit Flow you can spot check a few products (**Partial Audit**), verify a group of products within a specific brand, category, department, or other predefined group (**Template Audit**), as well as perform a **Full Audit** of your entire inventory.

After an Audit is complete, the operator reviews each mismatched product and assigns a Reason for the discrepancy. Depending upon the reason provided, the system generates tasks to be completed. These include **RFID related actions such as printing, adding and removing tags**, as well as **Partner actions including increasing or decreasing inventory quantities**.

Audits are the recommended way to maintain accurate inventory and keep your partner system synchronized with your actual stock levels. For new accounts, audits are an excellent way to print tags for products.

Choosing what to Audit

We recommend using different audit types based on your inventory management goals:

- **Partial Audits** are ideal for spot-checking the accuracy of individual products or small groups of items.
- **Template Audits** are best for performing cycle counts on targeted inventory, such as high-value merchandise, fast-moving products, specific brands, departments, or other predefined groups.

- **Full Audits** should be performed periodically to re-establish inventory accuracy across your entire catalog, such as during year-end inventory or tax reporting.

Smaller, more focused audits are generally easier to manage and allow discrepancies to be reviewed, resolved, and corrected more efficiently through the **Review & Resolve** process.

Steps to perform an Audit

Creating and scanning items in an audit, reviewing mismatches, and performing corrective actions to align the RFID and Partner counts.

Step 1: Create Audit

Create your audit. This can be done via the [web portal](#) or [mobile app](#).

You can add products to an audit via integration or manually [from a spreadsheet](#). To enable the option to use a spreadsheet as your data source, navigate to the Customer Profile tab and click the "Enable Spreadsheet audit source."

Step 2: Scan Items In the Audit, Perform Control Scan, and Complete the Audit

- Next, [scan the items in the audit](#) to identify mismatches.
- Perform a Control Scan to ensure that "quiet" tags are captured.
- Once you are confident in your scans, Complete the Audit to address mismatches. This can be done from the [web](#) or [mobile](#).

Step 3: Review & Resolve Mismatches

Visit the Resolution Center to [review and resolve mismatched SKUs](#),

Step 4: Complete Required RFID tasks and Partner Adjustments

Finally, perform necessary tasks to align the two numbers including [RFID](#) tasks, such as printing & adding or removing items, and [performing the necessary adjustments in your Partner software](#).

If your data source was a spreadsheet or manually input, you will export and upload corrections into Partner software.

Revision #90

Created 2 July 2026 18:42:39 by Stan Andrus

Updated 13 October 2026 03:47:24 by Stan Andrus