Policy Owner:	Operations Services	**Updated On:**	10.18.2019
Contact:	Operations Services	**Effective Date:**	10.18.2019

Purpose

The purpose of this document is to provide the procedures for completing cycle counts on items with incorrect quantities. Correct on-hand quantities are important because negative on-hands may cause a store to receive more of an item that they already have; having too much of an on-hand prevents the store from receiving more of that item. Cycle counts allow the store to correct the on-hand issues.

It is the Store Manager's responsibility to plan, delegate and follow up on all activities within the store. If the Store Manager is not on duty, he/she may delegate appropriate tasks to a fully trained Assistant Store Manager.

Key Points

- There are two types of cycle counts; SSC generated cycle counts and Store requested cycle counts.
- SSC generated Cycle counts are sent on Mondays. Stores with a DC delivery on Monday will receive the cycle count request on Tuesday.
- Cycle counts will not appear in SLIC for a store until the store polls successfully.
- Cycle counts requested on Friday or Saturday will not be available until Monday.
- The same SKU cannot be requested within 14 days of the original request.
- The maximum number of SKUs that a store can request is 100 per day.
- Cycle counts can be entered into the PDT gun or into the computer in the back office PC but must be confirmed on the back office PC.
- Cycle counts that are not completed on the day they are received are marked incomplete. The Store Manager may resubmit a request for a cycle count on the items from an incomplete cycle count batch.
- Cycle count adjustments correct the item on-hands of a SKU but do not impact the financial inventory in a store
- Completed cycle counts are received by the SSC each night and on-hands are then adjusted.

Printing the Store Order Book

1. Click on **Store Orders** from the main menu in SLIC
2. Select **Work with Store** Order
3. To Print the entire Order Book
   a. Use the Drop Down VIEW
   b. Select **My Order Book**
   c. Select **Go**
   d. Select **Print as Checklist**
4. To Print a select Department
   a. Use the Drop Down VIEW
   b. Select **By Department**
   c. Highlight the desired Department
   d. Select **Go**
   e. Select **Print as Checklist**

Printing the Snack Zone Master Assortment List (for Snack Zone Product)

1. Go to *Information Central*
2. Select **Merchandise Guidelines**
3. Select **P. Snack Zone**
4. Select **Snack Zone Documents**
5. Select **Snack Zone Merchandise Assortment List Version 1.0** or **2.0** (depending on your Snack Zone configuration)

Requesting a Cycle Count with the PDT

1. Power up and log into the system (using ST log on)
2. Select **SLIC**
3. Select **Cycle Counts**
4. Select **Request Cycle Counts**
5. Scan the barcode or manually enter the SKU you want to add to the Cycle Count Request
6. Press **Enter** to select **Add Cycle Count Request**
7. To continue adding SKUs, select **Request** counts and repeat the process above.

Requesting a Cycle Count on the Back Office PC

1. Sign into *the system* and select **SLIC**
2. Select **Inventory**
3. Select **Cycle Counts**
4. Select **Cycle Count Requests**
5. Enter the SKU or UPC in the New SKU/UPC field and select **ADD**
6. Once all SKUs have been added, enter **Return** to return to the Cycle Count menu

Completing Cycle Counts with the PDT

1. Print the Cycle Count Worksheet from SLIC
   a. Log into SLIC
   b. Select **Inventory**
   c. Select **Cycle Counts**
   d. Select **Work with Open Cycle Counts**
   e. Select the **Cycle Count batch number** to complete
   f. Print the **Open Cycle Count**
2. Power up and log into PDT (using ST log on)
3. Select **SLIC**
4. Select **Cycle Counts**
5. Scan the Bar Code or enter the SKU off of the Cycle Count Worksheet
6. Type in the total Quantity for that SKU and press **Enter**. If there are none in the store, enter 0.
7. Scan the next Bar Code or enter the SKU off the Cycle Count Worksheet and repeat Step 6.
8. Continue until all SKUs have been counted.

9. Press the Down Arrow Key until **Done** is highlighted and press **Enter**.
10. All Counts completed ___**must be confirmed**___ **on the Back Office PC by End of Day**.
    a. Log into SLIC
    b. Select **Inventory**
    c. Select **Cycle Counts**
    d. Select **Work with Open Cycle Counts**
    e. Select the Cycle Count batch number to complete
    f. Select **Confirm Count** at the bottom of the page
    g. Select **OK** to confirm the count

Completing Cycle Counts on the Back Office PC

1. Print the Cycle Count Worksheet from SLIC
   a. Log into SLIC
   b. Select Inventory
   c. Select **Cycle Counts**
   d. Select **Work with Open Cycle Counts**
   e. Select the Cycle Count batch number to complete
   f. Print the **Open Cycle Count**
2. After verifying the Quantity for each SKU, follow steps **a - e** above.
3. Enter the total Quantity for each SKU. If there are none in the store, enter 0.
4. If unable to complete the entire count at this time Select **Save Changes** to allow the count to be completed later that day.
5. Confirm Count when complete (___**must be confirmed**___ **by End of Day**)
6. Select **OK** to confirm the count