**Process for cycle counting**

1. Make sure invoicing is caught up
2. Open up the cycle count spreadsheet to determine which cycle code is due to be counted.
3. The choice is done at random depending on the amount of time I have to count.
4. Run the inventory for the chosen cycle code and complete the process.
5. Update the cycle count spreadsheet.
6. Absolutely nothing needs to be done in ACS while there is a cycle count open.
7. Once the register is ran the process is complete and normal business activity in ACS can continue.
8. Criteria are as follows: Harington to be counted 2 times a year while everything else is to be counted once per year.

DO NOT PERFORM CYCLE COUNTS UNTIL ALL EOD DAILY SHIPMENTS ARE COMPLETED AND SALES REGISTER UPDATED ALONG WITH RECEIVING AND TRANSFER REGISTERS UPDATED

CYCLE COUNT CRITERIA: HARRINGTON ITEMS ARE COUNTED TWICE A YEAR WHILE ALL OTHER ITEMS ARE COUNTED ONCE A YEAR

COUNTS ARE PERFROMED 1 ROW A MONTH WHICH CONSISTS OF APPROX 1 SHELF PER WEEK BEGINNING WITH HARRINGTON PRODUCTS LOCATED IN ROWS 3, 4 , 5 & 6 AND ENDCAPS 1, 2 & 3

LOCATE THE CYCLE COUNT WORKSHEET IN LOCATION: S/JEREMY/CYCLECOUNTS TO DETERMINE THE APPROPRIATE NEXT CODE

RUN THE PHYSICAL INVENTORY SELECTION:

DISTRIBUTION/INVENTORY/PHYSICAL INVENTORY/PHYSICALINVENTORYSELECTION

Graphical user interface, text, application

Description automatically generated

CONFIRM ALL REGISTERS ARE UPDATED AS STATED ABOVE AND CLICK OK

Graphical user interface, application

Description automatically generated

CONFIRM WAREHOUSE 01 FOR CYCLE COUNTS AND CLICK OK

Graphical user interface, text, application, email

Description automatically generated

ENTER THE CYCLE CODE TO PERFORM YOUR COUNT AND CLICK OK TWICE

Table

Description automatically generated

PRINT CYCLE COUNT SHEETS

Graphical user interface, text, application, chat or text message

Description automatically generated

CHECK THE BOX TO PRINT QUANTITIES ON THE COUNT SHEET IF NEEDED.

Graphical user interface

Description automatically generated

KEY IN CYCLE CODE

Graphical user interface, table

Description automatically generated

CHECK THE PDF BOX AND HIT EXECUTE

Graphical user interface

Description automatically generated

PRINT YOUR COUNT SHEETS

Graphical user interface, text, table

Description automatically generated with medium confidence

KEY THE RESULTS OF YOUR COUNT

Graphical user interface, text, application

Description automatically generated

WAREHOUSE 01 WILL POPULATE

ENTER CYCLE CODE

CUTOFF DATE WILL POPULATE

ITEM NUMBER WILL POPULATE WHEN OK IS CLICKED OR ENTER BUTTON PRESSED

Graphical user interface, text, application, email

Description automatically generated

KEY YOUR PHYSICAL COUNT

COMPLETE PROCESS FOR ALL ITEMS

CANCEL OUT OF SCREEN ONCE ALL ITEMS ARE KEYED

Graphical user interface, text, application, email

Description automatically generated

RUN PHYSICAL INVENTORY REGISTER

Graphical user interface, text, application, chat or text message

Description automatically generated

CLICK OK

Graphical user interface, text

Description automatically generated

ENTER SAME CYCLE CODE

Table

Description automatically generated

CLICK OK TWICE

GENERATE THE PDF BY CLICKING PDF AND EXECUTE

Graphical user interface, application

Description automatically generated

SAVE THE REGISTER IN THE CYCLE COUNT FOLDER LOCATED S/JEREMY/CYCLECOUNTS

REGISTERS ARE SAVED AS THE CYCLE COUNT NUMBER

CLICK YES TO UPDATE THE REGISTER

Graphical user interface

Description automatically generated

Add audit section and person to this process