**RETAIL DAILY CYCLE COUNT PROCEDURE**

**Contents:**

* **New Inventory Audit**
* **Warranty Audit**
* **Test and Re-box Audit**

**NEW INVENTORY AUDIT**

* Check to see if the count is for a specific class code within a line. (Most counts are by line only)
	+ Identify what the class should cover. I.e. S/B-SB7 should contain all S/B winches and winch accessories.
		- When counting look for anything you think should be included in that class. ***Note: If a part is not loaded with the correct class in the system it will not be on the count sheet.***
			* If it seems that a part in stock should fall under the line and class being counted but is not on the sheet add it to the bottom of the spread sheet. Your RICM will check before making any adjustments.
* **ALWAYS** count shelf to paper to identify both overages & shortages. Counting paper to shelf will **ONLY** catch shortages.
* Do not count product that has not been received yet.
* Do not count product on RS overstock returns that have not left yet.
* Count one area of the store at a time
	+ Showroom/Display/Sales counter
	+ Warehouse
	+ Shop
* Review any discrepancies and recheck if necessary.
* Fill in the excel file with the count data and email to your RICM.

***NOTE: If the count sheet is more than a day or two old please request a current one from your RICM. Using old data will only make the discrepancy research take longer and will be inaccurate.***

**WARRANTY AUDIT**

* Count all products in the warranty area.
* Include all parts on RS defective return transfers.
	+ Product will still show on the count sheet even if it has already left your building
* Discrepancies
	+ If an overage is found
		- Check new inventory for a shortage
		- Check T&R inventory for a shortage
		- Add to bottom of the spreadsheet
	+ If a shortage is found
		- Check new inventory for an overage
		- Check T&R inventory for an overage
* Fill in the excel file with the count data and email to your RICM.
	+ Include any special instruction for the RICM in the body of the email.
		- I.e. Short 1 defective S/B 13047. 1 over in new inventory

***NOTE: If the count sheet is more than a day or two old please request a current one from your RICM. Using old data will only make the discrepancy research take longer and will be inaccurate.***

**T&R Audit**

* Count all products in the T&R area(s).
	+ Count both warehouse and showroom
* Discrepancies
	+ If an overage is found
		- Check new inventory for a shortage
		- Check warranty inventory for a shortage
		- Add to bottom of the spreadsheet
	+ If a shortage is found
		- Check new inventory for an overage
		- Check warranty inventory for an overage
* Fill in the excel file with the count data and email to your RICM.
	+ Include any special instruction for the RICM in the body of the email.
		- I.e. Over 1 T&R S/B 13047. 1 in defective inventory

***NOTE: If the count sheet is more than a day or two old please request a current one from your RICM. Using old data will only make the discrepancy research take longer and will be inaccurate.***