

Cycle Counting Best Practices

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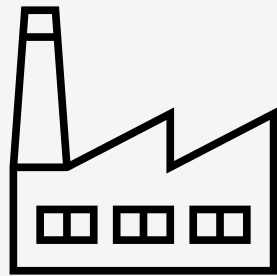
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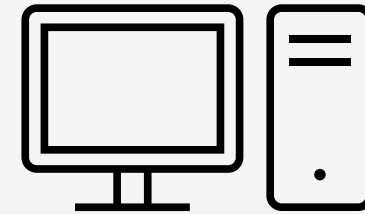
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Inventory Auditing



Physical
Inventory



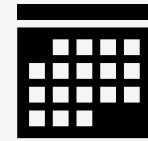
Logical
Inventory



Cycle Counting



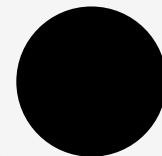
ABC
Classification &
Criteria



A-Monthly



B-Quarterly



C-Yearly





An inventory accuracy audit technique where inventory is counted on a cyclic schedule rather than once a year. The key purpose of cycle counting is to identify items in error, thus triggering research, identification and elimination of the cause of the errors.





Establish a Standard Operating Procedure (SOP) for Cycle Counting.

1





Appoint Cycle Counters and Train them in the Standard Operating Procedure.

2





Assign cycle counting items only at the beginning of the shift.

3





Select those items that are low
in stock and that are not in
production plan.

4





Make cycle counting open ended.

5





Do not authorize cycle counters to override your physical inventory.

6





Leave a gap of at least 25 days
between two cycle counting
events of the same item.

7





Order recount in case of quantity discrepancies.

8





Find root causes in
case of
discrepancies.

9





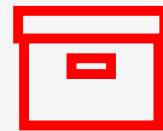
Maintain progress reports
for each cycle counter
accuracies and publish it.

10





Past Webinars and Presentations



blog.fhysics.net/webinar





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