

2014 Department Manager Weekly Cycle Count Matrix

Department	Week 1	Week 2	Week 3	Week 4	Week 5
Outdoor Power Equipment	Chainsaws (PG # 514110) Use Selected Items Report	TOP 20 Shrink from Previous Inventory	Blowers (Asst # 18681 / 18680) Use Selected Items Report	Generators & Press Washers (Asst # 17100 / 18675) Use Selected Items Report	Trimmers (Asst # 18677 / 18670 / 18669) Use Selected Items Report
Appliances	Refrigerators (PG # 511830) Use Hi/Low Report	Laundry Dryers (PG # 517402) Use Hi/Low Report	Laundry Washers (PG # 517402) Use Hi/Low Report	Upright Vacuum Cleaners (Asst # 15681) Use Selected Items Report	Repl Water Filters (Asst # 14588) Use Selected Items Report
Night Stocking stores count all major appliances during an overnight. Stores with only one inventory per year will count all major appliances once per quarter or four times per year. Stores with two inventories must count all major appliances two times per inventory period (once per quarter).					
Flooring	Ceramic Tile (Asst # 28045/ 16117/ 16126) Use Hi/Low Report	TOP 20 Shrink from Previous Inventory	Carpets (PG # 516614) Use Hi/Low Report	Tumblestone Wall Tile (Asst # 16116 / 28231) Use Selected Items Report	Stock Laminate (PG# 516010) Use Hi/Low Report
Plumbing	Bath Faucets (PG # 515500) Use Selected Items Report	Faucet Repair (Asst # 26332) Use Selected Items Report	Copper Fittings (\$10 & Above) (Asst # 17460 / 28325) Use Selected Items Report	Kitchen Faucets (PG # 515510) Use Selected Items Report	Brass Fittings (Asst # 17415) Use Selected Items Report
Electrical	Electrical Cable (PKG Only) (Asst # 17130 / 17131) Use Selected Items Report	Circuit Breakers (Asst # 17157/ 17158 / 17163) Use Selected Items Report	Electrical Cable (PKG Only) (Asst # 17132 / 17134) Use Selected Items Report	Electrical Tools & Testers (Asst # 17077 / 17266) Use Selected Items Report	Circuit Breakers (Asst # 17164 / 17168 / 17169 / 28016) Use Selected Items Report
Lumber	Top Choice (Asst # 7050 / 5090 / 5998) Use Hi/Low Report	TOP 20 Shrink from Previous Inventory	Top Choice Treated (Asst # 6008 / 6022/ 1314) Use Hi/Low Report	Decking (Asst # 5022 / 5088 / 6017 / 27271) Use Hi/Low Report	Whitewood & FIR Studs (PG # 512414) Use Hi/Low Report
Building Materials	Gypsum & Cement Boards (Asst # 24070 / 24071) Use Hi/Low Report	TOP 20 Shrink from Previous Inventory	Shingles (PG # 510312) Use Hi/Low Report	Masonry Bagged Goods (Asst # 24021) Use Hi/Low Report	Fencing (PG # 514026) Use Hi/Low Report
Paint	Interior Paint (Asst # 16920) Use Hi/Low Report	TOP 20 Shrink from Previous Inventory	Interior Paint (Asst #16950) Use Hi/Low Report	Power Painters (Asst # 16875) Use Selected Items Report	Pump Sprayer Access (Asst # 16873) Use Selected Items Report
Tools	Hand Held Power Tools (PG # 512932) Use Selected Items Report	TOP 20 Shrink from Previous Inventory	Tool Cutlery & Laser Levels (Asst # 18311 / 18962) Use Selected Items Report	Cordless Batt & Recip Blades (Asst # 18754 / 18932) Use Selected Items Report	Kobalt Mech Wrench Sets (Asst # 28886) Use Selected Items Report

Loss Prevention Loss Prevention will count 25 items each week from the following categories: **\$200 Exception Report items**, Previous Inventory Shrink Items, Side Walk Items, LG Quick Load Items, Canopy Items, ORC/EXT Investigation items. These 25 items will be placed on the LP Cycle Count Worksheet every week. These items do not include normal section 3 item research. Pay close attention as to not duplicate billouts by counting the same items as other departments.

DEPARTMENT MANAGER INSTRUCTIONS

- Step 1: Department Manager will print the Hi/Lo or Selected Items Report for the specific Product Group or Assortment (as noted above). **Selected Items Reports** must focus on the Highest Dollar Items within the Report.
- Step 2: Department Manager will count a minimum of **15 items** per department each week. **10 Items** will be from the assigned Matrix above and the **5 additional items** will be at the Department Managers discretion (Note: All counts can be noted on the Hi/Lo or Selected Items report showing 15 have been completed)
- Step 3: Department Manager will process any cycle count adjustments
- Step 4: Staple the worked HI/LO, Selected Items, Top 20 report or completed Cycle Count Worksheet, Copy of the Bill/Credits and review the findings with your ASM. Once this is completed, hand them into the Store Loss Prevention

There may be times that it will be necessary to deviate from the CC Matrix in order to address specific store needs to better improve the stores On Hand accuracy. Regardless of what is being counted for the week a minimum of 15 items per Department must be reviewed.

Additional 5 Items Defined: Department Managers can choose from the following items- Out of Season- High Internet Order- High Theft- High Sales/High Velocity Items-Low Sales- Additional Items from their current PG or Assortment they are currently cycle counting