



Count Sheets Instructions

- **If not using Zebra or RF Gun then post counts as soon as possible to PIP.** Sales or purchase activity between counting and entering into PIP will result in a bad count.
- **Post all counts, even if there is no variance.**
- **Do not edit counts in PIP; instead, delete from PIP and repost the new count to refresh the beginning QOH.**
- **Research variances before finalizing PIP** – one-third can be found in the store with investigation: look for these items on adjacent hooks/shelves, in overstock, in return bins, etc.

Count Types

- **MC ## – Mango Count.** These items have stopped selling in your store but continue to sell in nearby peer stores. The number next to MC indicates your store's expected sales units since the last action date. Items may be in back/top stock, in wrong bin/hooks, or missing from the store's assortment. Find them or zero them out.
- **OT AOS – Other Acehardware.com Order System.** These SKUs were declined by your store in AOS due to wrong inventory count but QOH was not adjusted in your system.
- **OT ATX – Other Avg. Transaction.** Audits SKUs with QOH greater than one but not experiencing average transaction (ATX) like peer stores. Inaccurate QOH may cause lower ATX.
- **OT ICM –** These SKUs are canceled, and its QOH is blocking the ICM replacement SKU from being reordered.
- **OT COM – Other Common.** These SKUs exhibit a high shrink rate across Ace stores or within stores served by your warehouse.
- **OT UPC – Other UPC.** SKUs with cross-linked UPCs that were corrected last month (Master Exceptions UPC x-link) but not counted.
- **OT Neg – Other Negative.** Indicates that a SKU's QOH went negative last month and was **not** adjusted before it was repurchased. Swell (upward shrink) should be expected when counted. Note: a preponderance of these types indicates that a store is not processing its Negative QOH report.
- **RC – Random Count.** These SKUs have been randomly selected for counting; results drive your IRA score. A portion of the actual counts should be audited by the store manager or owner to test for count competency. Careful and accurate counting of this type will create a more precise IRA measurement.
- **TI – Top Inventory.** These SKUs have a high inventory value. Very high QOH SKUs do not need to be counted precisely; approximate verification will suffice. For example, you do not need to count 2 pallets of Roundup exactly, but you should locate the pallets and estimate QOH reasonably.
- **WD Rtn – Watchdog Return.** Auditing a returned item. Variances, if caused by POS error should be corrected in POS (example, a defective item rung as a return "R" should be re-rung as defective). Unexplained variances should be fully researched to rule out theft-for-cash schemes. Variances in expensive SKUs will show as "Alerts" on your Shrink Report next month.
- **WD Def – Watchdog Defective.** Auditing an item returned/exchanged as defective. Variances, if caused by POS error, should be corrected in POS.
- **WD HOT – Watchdog Hot.** These SKUs are exhibiting a very high degree of shrinkage. They will remain on your Count Sheets until the shrinkage condition is resolved, and then tested periodically.
- **XX – Double-X SKUs.** These items have not sold in a while and are **not** good sellers in your peer group. Count accuracy and physical presence need verification to control phantom inventory and to initiate the Closeout (COM) process.