



Loss Prevention

How to Guide - Cycle Count

Tuesday, 24th March 2025

Purpose

Cycle Counts in retail are used to maintain accurate inventory by regularly checking small subcategories of stock to support full stocktakes. This is then compared against the current stock on hand levels to measure stock accuracy.

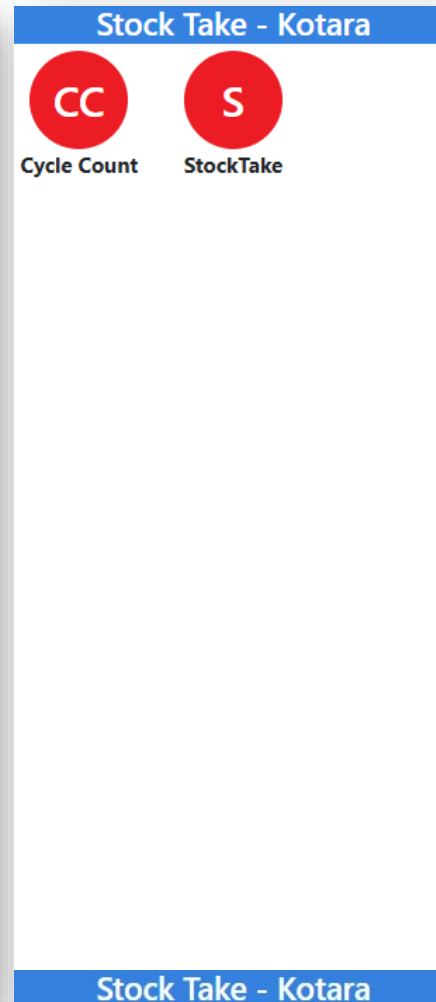
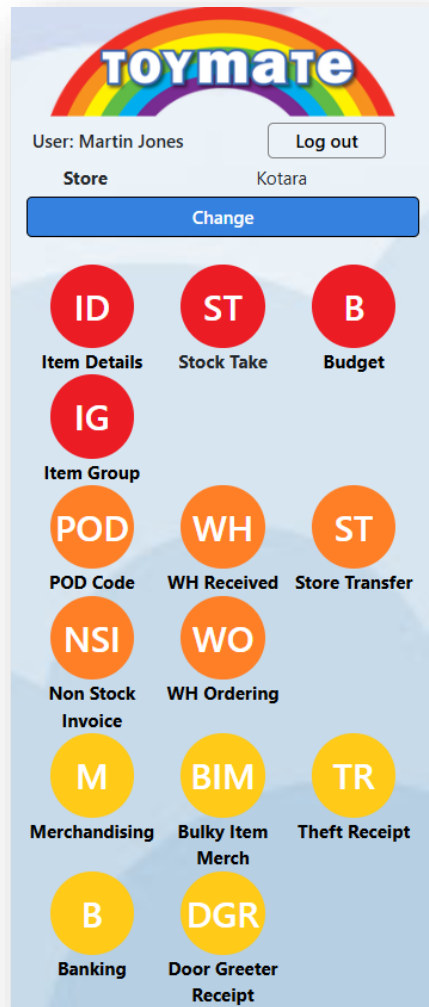
Cycle counts help us spot issues like stock loss or process gaps early, so we can fix them through better processes, admin updates, and team training.

The Handheld provides an efficient way to take a live snapshot of the stock on hand and compare this against the stock on hand.

This presentation teaches our Team Mates how to operate the handheld to achieve a Cycle Count.



How to Use – Cycle Count



Handheld Process

- Log in to the Handheld
- Tap on the Stocktake button.

This will then progress you to the Stocktake section in the Handheld.




- You will then tap Cycle Count, and this will progress you to the Cycle Count feature.



How to Use – Cycle Count


Stock Take - Kotara

Cycle Count Items

Image	Item	SOH	Counted
	HW CITY ULTIMATE GARAGE 2023 23002980		
	TONIEBOX 2 SUNSET RED STARTER SET CREATIVE RUBIE 25003970		
	LEGO IRON MAN MARK 3 COLLECTORS' EDITION 76344 26001529		

Back Home

Stock Take - Kotara

 23002980
HKX48
MATTTEL BRANDS ASIA PACIFIC

HOT WHEELS CITY ULTIMATE GARAGE 2023

VEHICLES + HOBBY
>VEHICLES AND PLAYSETS
>>HOT WHEELS

Last Receipt Date: 09/12/2025
Last Modified Date: 03/02/2026

\$189.00 (MSRP: \$199.00)

SOH

Scanned 0	Current SOH
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Barcode

Scan

Edit Qty

Back Home Submit

Handheld Process

There will be a list of SKU's that are there to be completed for a Cycle Count in your given week as seen in the left.


To complete a Cycle Count on a SKU complete the following:

- Click on the Item Detail box of the SKU you would like to complete.
- This will take you to where you will now complete the Cycle Count.



How to Use – Cycle Count

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SOH	
Scanned 0	Current SOH


Barcode

Scan

Edit Qty

Back Home Submit

Stock Take - Kotara



23002980
HKX48
MATTEL BRANDS ASIA PACIFIC

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\$189.00 (MSRP: \$199.00)

SOH	
Scanned 1	Current SOH 10

Barcode

Scan

Edit Qty

Back Home Submit

Handheld Process


- As you begin scanning, the number of items you scan will show in the “Scanned” box. The box will turn yellow once you scan.
- When scanning it is important you scan each individual item. **DO NOT** scan one item for the number of items you physically count as this can lead to errors.

You can begin to scan the product barcode you are wanting to scan for this count. **Note, you can only scan the barcode related to that SKU. Any incorrect item will not count in the Scanned Box.*



How to Use – Cycle Count

Stock Take - Kotara



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\$189.00 (MSRP: \$199.00)

SOH	
Scanned	Current SOH
1	10


Barcode: 23002980

Scan

Edit Qty

Back Home Submit

Stock Take - Kotara



23002980
HKX48
MATTEL BRANDS ASIA PACIFIC

HOT WHEELS CITY ULTIMATE GARAGE 2023

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\$189.00 (MSRP: \$199.00)

SOH	
Scanned	Current SOH
1	10

Barcode: 23002980

Scan

Edit Qty

Counted: 1

Edit

Back Home Submit


Handheld Process

- When scanning it is important you scan each individual item. DO NOT scan one item for the number of items you physically count as this can lead to errors.
- You can Toggle the Edit Qty button to be able to complete a physical count and enter the total amount that was counted. **This should only be used when prior approval has been given.**



How to Use – Cycle Count

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\$189.00 (MSRP: \$199.00)

SOH	
Scanned 1	Current SOH 10

Barcode: 23002980




Scan

Edit Qty

Back Home Submit

Stock Take - Kotara

Cycle Count Items

Image	Item	SOH	Counted
	HW CITY ULTIMATE GARAGE 2023 23002980	10	1
	TONIEBOX 2 SUNSET RED STARTER SET CREATIVE RUBIE 25003970		
	LEGO IRON MAN MARK 3 COLLECTORS' EDITION 76344 26001529		

Back Home

Handheld Process

- Once you completed the count, you then need to push the Red “Submit” button at the bottom of the screen.
- This will then take you back to your SKU List page.
- The SKU you have just completed should now be in a Green colour indicating it has been counted and completed.
- You will not be able to edit your count, so ensure that it is completed thoroughly and accurately first time around.



How to Use – Cycle Count

Report Process

- The next day a report will be generated from the count you have completed in store.
- As seen below, the report will show that you have “COMPLETE” the count along with the variance.
- The variance is based on your stock on hand at the point of your count.
- If there is a variance your Area Manager and Loss Prevention Managers will work together with you to determine the reason.

2026 Week 12

Cycle Counts Variances - NSW

State	Store	ItemNo	Description	Status	Variance
NSW	Auburn	26001529	LEGO IRON MAN MARK 3 COLLECTORS' EDITION 76344	COMPLETED	0
NSW	Auburn	25003970	TONIEBOX 2 SUNSET RED STARTER SET CREATIVE RUBIE	COMPLETED	0
NSW	Auburn	23002980	HW CITY ULTIMATE GARAGE 2023	COMPLETED	0

