

Cycle Count Tracker

How-to guide: what the workbook does, how to use it and what every number means.

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Cycle Count Tracker

Log every cycle count against the system quantity and see location accuracy, adjustment value and why records go wrong, week by week.

For: Inventory control leads, warehouse and stores supervisors, materials managers and auditors who run a cycle-count programme.

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Quick start

1. On Setup, type your company name and currency, your accuracy target and the count tolerance for A, B and C items, then check the zones and reason codes.
2. On Count Log, add one row per location counted: date, location, zone, item, class, unit cost, system quantity and counted quantity.
3. For every row that reads Match = No, choose the reason the record was wrong. The Check column names anything missing.
4. Open the Dashboard: accuracy by week against your target, the reasons behind the misses, and accuracy by class and zone.

What is in the workbook

Start Here	Read this first: what the workbook does and how to use it.
Setup	Company, currency, accuracy target and count tolerances, and the zones and reason codes.
Count Log	One row per location counted: system and counted quantity, variance, the class tolerance and whether it matched.
Dashboard	Location accuracy against your target, the value of the adjustments, and the reasons records go wrong.
Method	How every number is calculated, with assumptions, limits and sources.
Verify	Self-check: the workbook's formulas recomputed on fixed inputs against an independent reference.

What each number means

Quantity	How it is calculated	Units
Variance	Counted quantity - system quantity. Negative = stock missing.	units
Variance %	Variance / system quantity; blank when the system shows 0.	%
Tolerance	The Setup tolerance for the item's class (A, B or C).	%

Quantity	How it is calculated	Units
Match	Yes when $ \text{variance} / \text{system quantity} \leq \text{tolerance}$; stock counted where the system shows 0 is always a miss (100%).	Yes/No
Variance value	Variance x unit cost: the adjustment posted. Abs variance value is its size whatever the sign.	currency
Location accuracy	Counts with Match Yes / counts with Match Yes or No, for any week, class or zone (COUNTIFS).	%
Net and gross adjustment	Net = sum of variance values (gains offset losses); gross = sum of absolute variance values.	currency
Misses by reason	Counts with Match No per reason code, ranked largest first by COUNTIF ranks. Helper columns AN:AP on the Dashboard (hidden) hold the unsorted values and ranks.	counts
Weeks	Monday-to-Sunday weeks ending with the week of the latest count; up to six are shown.	-

Assumptions, limitations, sources and the self-check (the Verify sheet, which recomputes the workbook's formulas on fixed test inputs) are in the workbook. The last page shows the Dashboard with the example data for Calder Pump Company, a fictional business.

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Engineering estimates for planning and improvement work. Verify the results against your own process, data and standards before you rely on them.

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Location accuracy against your target, the value of the adjustments, and the reasons records go wrong.

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Showing 150 counts for Calder Pump Company (example). A count matches when its variance is within the tolerance for its class (Setup).

LOCATION ACCURACY	COUNTS LOGGED	GROSS ADJUSTMENT VALUE (GBP)	BIGGEST MISS REASON
88.0% Target 95.0% Below target	150 Locations counted in the log	17,460 Sum of absolute variance values	Wrong location Ranked by misses, see the Pareto

