HIGH-VOLUME

WORKSHEET 1 OF 9

Weekly Stock-Position Scan — Category A

Seven minutes. Run every Monday before procurement opens the inbox.

Complementary worksheet for
Inventory Optimization Techniques
by Ibrahim Anwar

SECTION 1

What This Is For

Stock shortages in high-value SKUs almost always have a two-day warning buried in numbers that nobody looked at. This worksheet pulls those numbers to the surface before the phone rings. Category A items — the ones that generate 80 percent of your sales value — move fast enough that a single week of inattention can put you behind the reorder line without feeling it until a customer is already calling a competitor.

The scan is designed for the operator who has set reorder points but has no automated alert system telling them when those levels are breached. Seven columns, fifteen rows, one calculation per SKU: current balance divided by average daily sales equals days of stock remaining. Any row where that result falls below vendor lead time is a same-day order. No judgment required. The worksheet makes the decision obvious before it becomes urgent.

SECTION 2

Benefits

What you get when you actually run this worksheet on a real situation:

- Converts a silent stock position into a visible weekly signal — Category A shortfalls are seen on Monday, not discovered on Friday when the customer calls.
- Prevents the compounding of missed reorder triggers: a SKU that drifts below its ROP for two weeks in a row is caught in the first week before safety stock is consumed.
- Reduces emergency procurement overhead by identifying order needs three to five days before a genuine stockout, keeping the order routine rather than urgent.
- Creates a weekly paper trail of Category A stock levels that confirms the monitoring discipline was running when an auditor or investor asks.
- Flags clusters of simultaneous triggers — three or more ORDER NOW rows in one week signals that ROP parameters may be stale rather than that demand simply spiked.

SECTION 3

Framework To Use

— Days-Cover Trigger

Each SKU gets one ratio: current balance divided by average daily sales. When that ratio falls below vendor lead time, the order is already late.

1	Pull current stock balance per Category A SKU from system or stock card
▼	
2	Divide balance by average daily sales → Days of Stock Left
▼	
3	Compare Days of Stock Left to vendor lead time (use longest observed)
▼	
4	Any SKU where Days of Stock Left < lead time: mark ORDER NOW
▼	
5	Any SKU where balance ≤ safety stock: mark URGENT — call vendor today
▼	
6	Place orders before closing the worksheet, not later in the week
▼	
7	File the completed sheet; next week's scan compares against this one

SECTION 4

How To Use

Follow these steps in order. Each one builds on the previous.

1. Step 1: Open the worksheet every Monday morning before other tasks. Pull current stock balances from your system or stock cards for all Category A SKUs — the list should not change week to week unless a new SKU was classified.

2. Step 2: Fill in the ROP column from your existing per-SKU calculation card. If the ROP was calculated more than 90 days ago, note it in the margin as a flag for this quarter's review.

3. Step 3: Calculate Days of Stock Left for each row: current balance divided by average daily sales. Write the result in column 4.

4. Step 4: Compare Days of Stock Left against your vendor's typical lead time. If Days of Stock Left is less than lead time, write Y in the Order Now column. If balance is at or below safety stock, write URGENT.

5. Step 5: Sort the sheet mentally — address URGENT rows first with a vendor call, then place routine ORDER NOW orders before the morning is done.

6. Step 6: If three or more rows show ORDER NOW in the same scan, pull up the ROP calculation sheet and check when those ROPs were last updated. Simultaneous triggers on multiple SKUs usually mean demand has shifted, not that the week is unusually bad.

7. Step 7: File the completed worksheet. Next Monday's scan should start by glancing at last week's file — any SKU that was in ORDER NOW status last week and is still near the ROP this week has a flow problem worth investigating.

SECTION 5

Example Use

A hardware distributor carries 22 Category A SKUs, including angle grinders, cutting discs, and safety gloves. The warehouse manager runs the Monday scan and finds three SKUs with Days of Stock Left below the five-day vendor lead time.

The scan is opened at 8:15 on Monday morning. Cutting disc (Type 4.5-inch, 100-pack) shows a current balance of 18 boxes. Average daily sales over the past 30 days: 4 boxes per day. Days of Stock Left: 18 divided by 4 = 4.5 days. Vendor lead time: 5 days. That is a same-day trigger — the balance will run out before the next delivery arrives at the current sales rate.

Safety gloves (size L, latex-coated) show a balance of 12 pairs. Average daily sales: 3 pairs. Days of Stock Left: 4 days. Lead time: 4 days. Right at the boundary. The manager writes Y in the Order Now column but notes the safety stock for this SKU is 9 pairs, so the current balance is above safety stock. An order goes out today but it is not urgent.

Angle grinder (850W, 115mm) has a balance of 6 units against an average daily sales of 0.8 units. Days of Stock Left: 7.5 days. Lead time: 5 days. Balance is above ROP. HOLD — no action needed this week.

Two orders are placed before 9:00. The entire process took eleven minutes. The file is stamped with the date and placed in the weekly folder. On the following Monday, the manager notices the cutting disc line was back to 40 boxes — the order arrived in three days because the vendor had stock locally — and updates the lead time note to reflect actual performance.

No customer called about a stockout that week. The scan did not prevent a crisis. It prevented the conditions that create one.

SECTION 6

The Worksheet

Tear this out, copy it onto a fresh sheet, or fill it in directly.

Weekly Stock-Position Scan — Category A

Seven minutes. Run every Monday before procurement opens the inbox.

SKU NAME	CURRENT BALANCE (UNITS)	ROP (UNITS)	DAYS OF STOCK LEFT*	ORDER NOW? (Y/N)

SECTION 6 (CONTINUED)

Reflection Prompts

After filling in the worksheet on the previous page, work through these.

1. Column 4 = current balance divided by average daily sales. Any row where Days of Stock Left is less than vendor lead time is a same-day order trigger. Do not wait for the ROP alert — fill this sheet first.

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2. If three or more Category A SKUs show Order Now: Y in the same week, check whether the ROP figures were last updated within the past 90 days. Clustering suggests demand has grown faster than the parameters were refreshed.

SECTION 7

Tips and Traps

TIPS

- Run the scan at the same time each Monday — before email, before calls. The ritual protects the scan from being pushed out by the first distraction of the week.
- Keep the SKU list fixed. Adding or removing items ad hoc makes week-to-week comparison meaningless. Update the list only when ABC classification is formally refreshed.
- If your average daily sales figure for a SKU is more than 60 days old, recalculate it before using it as the denominator. Stale averages produce a Days of Stock Left figure that is either too reassuring or unnecessarily alarming.
- For SKUs with strong weekly demand patterns — selling heavily Monday through Wednesday and slowly Thursday through Friday — use Monday-to-Friday average sales rather than a 7-day average. The denominator should match the pattern.
- Write the lead time used in the header of the worksheet, not in memory. If the vendor changes delivery schedules, update the header and every row that references that vendor.

TRAPS

- Filling in the scan but not placing the orders before leaving the worksheet. The value is in the action, not the document.
- Skipping the scan in a week that feels quiet because no customers have complained. That is exactly the week a reorder trigger can silently pass.
- Using theoretical minimum lead time rather than longest observed lead time. The safety buffer is designed for the bad week, not the average one.
- Conflating ORDER NOW with URGENT. An ORDER NOW at 4.5 days of cover is a routine order placed today. An URGENT at or below safety stock is a vendor call now with a request for expedited delivery.
- Running the scan but never filing the completed sheet. Without the previous week's filed scan, there is no way to spot a SKU that has been triggering ORDER NOW for three consecutive weeks — which is a parameter problem, not a demand event.

SECTION 8

Appendixes

Appendix A — Days-Cover Threshold Quick Card

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Days of Stock Left thresholds by action:

> 2× lead time        : HOLD — no action this week
1× to 2× lead time    : MONITOR — check again mid-week
< 1× lead time        : ORDER NOW — place order before noon today
≤ safety stock        : URGENT — call vendor, request expedited if available

Lead time to use:
  Standard vendor     : longest delivery time from past 3 orders
  Occasional vendor   : add 2 days buffer to stated lead time
  New vendor          : use their stated lead time + 3 days until
                        track record of 5 orders is built

Average daily sales recalculation schedule:
  Category A          : recalculate every 30–60 days
  Category B          : recalculate every 90 days
  Category C          : recalculate every 180 days
```

Appendix B — When to Escalate the Monday Scan

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Normal scan output    : 0–2 ORDER NOW rows → routine orders, done
Moderate cluster      : 3–4 ORDER NOW rows → check if ROPs stale
High cluster          : 5+ ORDER NOW rows → demand shift or data
                        problem; pull 4-week sales trend before ordering

Escalate to owner/manager when:
  Any SKU shows URGENT two weeks in a row
  Same SKU in ORDER NOW for 3 consecutive weeks
  Days of Stock Left for any Category A SKU hits zero
  A vendor confirms a delay that pushes delivery beyond current safety stock
```

Appendix C — Weekly Scan Log Format (One-Line-Per-Week)

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Use this log to spot recurring patterns across scans.

Date       | ORDER NOW count | URGENT count | Notes
-----------|-----------------|--------------|--------------------------
____-__-__ | ___             | ___          | _________________________
____-__-__ | ___             | ___          | _________________________
____-__-__ | ___             | ___          | _________________________
____-__-__ | ___             | ___          | _________________________

Review this log monthly: any SKU appearing in ORDER NOW 3 weeks
running needs its ROP recalculated, not more weekly monitoring.
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WHERE THIS WORKSHEET COMES FROM

Inventory Optimization Techniques

Stock That Sleeps Is Capital That Is Locked

by Ibrahim Anwar

This worksheet is one of nine in the *Inventory Optimization Techniques* companion worksheet pack. The full pack is grouped into three categories: high-volume worksheets you can run weekly, niche-search worksheets for rare but high-value situations, and specific-case worksheets that walk you through a single concrete scenario.

Every framework, decision filter, and figure used in these worksheets is drawn from the chapters of the source book. The book sets the diagnosis, the worksheets give you the form to act on it.

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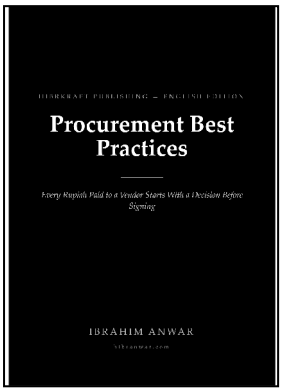

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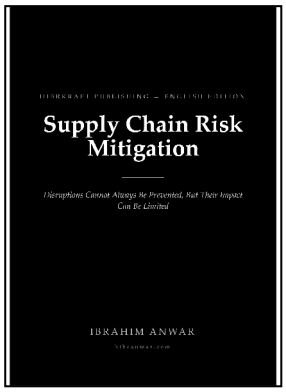

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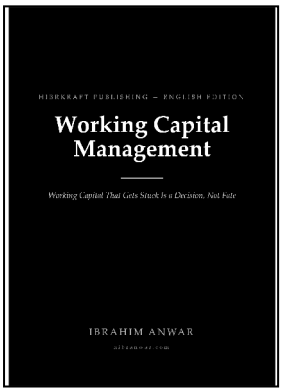

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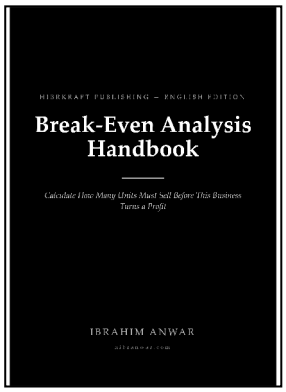

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