

## ABSTRACT

PT XYZ is Ritel company that sells a wide range of FMCG products. One of the products sold are *dry food* products category. In keeping with its *inventory accuracy*, PT XYZ did *take stock* of activities on *dry food* category every single year. The level of *accuracy* which is owned by PT XYZ in 2014 amounted to 96.92% with total *shrinkage* as much as 3.08%. *Take stock* of activities in PT XYZ done for 15 hours, with a total SKUs are counted in 8210. The activities *take stock* of PT XYZ requires a fee of Rp. 521.301.025. The costs incurred by PT XYZ to conduct a *stock take* is still not able to meet the target *inventory record accuracy* is set by the company. Therefore we need a design *take stock* of the new *policy* to minimize the cost of activities *take stock* and improve *inventory record accuracy* that exist in PT XYZ.

Calculation method of *cycle counting* is done to determine the number of SKUs that will be calculated on the activities of the *stock take*. Results of *cycle counting* method then conducted to determine the schedule of activities *take stock*. Then, an analysis of business *processes* with business *process improvement* method by streamlining *tools*, in order to get a shorter *cycle of improvement*. The use of *cycle counting* method chosen to focus more on calculations based on products that have *demand* and value.

*Take stock* of the implementation of the proposed *policy* can reduce labor time by minimizing activities *take stock* of up to 19%, and have a load calculation SKU reduced by 99%. Provide cost minimization activities *take stock* of as much as 94,94% by minimizing a cost of Rp. 494.928.442. Business *processes take stock* of activities that have increased efficiency and decreased time of 0,14 per SKU *take stock* of 426.83 seconds to 347.44 seconds.

Keywords: FMCG, *inventory record accuracy*, *shrinkage*, *cycle counting*, *Business process improvement*, *take Costs Stock*, *Stock Activity take*.