

ZMA MARKDOWN TALLY SHEET

Keep a copy of this Tally Sheet in the department where all Associates can access it. Department Associates should enter markdowns to zero immediately or list on the Tally Sheet and then enter as soon as possible. Take damaged reason code 01 markdowns to the markdown ZMA collection bin in Receiving for approval and disposal. DSs should collect Tally Sheets weekly and compare to the Weekly Markdown Audit Report to ensure all markdowns were captured. Retain in the APP department binder.

When keying into the system, hit F6 to enter the markdown. DO NOT HIT ESCAPE!

ZMA Reason Codes:

01: damaged, 02: cull, 03: cut, 04: empty package, 05: class, 06: promo, 07: display, 08: cleaning, 09: store use

SKU or UPC	Dept	Description	Price	Qty	Reason Code	Initials/ Date	Entered in ZMA

This form should be used in departments that do not have a terminal nearby or in departments with high customer traffic. This sheet is not to be filled out and then taken to the Computer Room or to Returns for processing. Only damaged reason code 01 markdowns to zero with a retail greater than \$10 or dead plants should be processed at Returns. This sheet is simply a tool to assist busy sales floor Associates that may not be able to enter a zero markdown in the system immediately.