**Version 1.0**

**Date: 2018/04/09**

Abstract

**The objective of this document is to describe the warehouse Variance Team preparation guideline.**

Main Warehouse

Stock Take 2018-04

*AccPac Integration*

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# Document approval and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Name / Title** | **Signature** | **Date** |
| **MAIN WAREHOUSE** | | | |
| Prepared by |  |  |  |
| Reviewed by |  |  |  |
| Approved by |  |  |  |

# Introduction

ACCPAC is the corporate financial control system inclusive of a stock management system with some functionality.

For completeness sake, ACCPAC bin controls maps as follows:

* Supported - multiple parts per bin
* Not supported – multiple bins per part. The issue for the Organisation is that the same part will be found in both bulk storage as well as fine pick at least

Due to the tight deadline to achieve a wall to wall stock verification, it is necessary to temporarily ***bolt on*** a free-standing stock verification solution to optimise the very necessary function.

To aid the implementation, the following is needed:

* An ACCPAC export file of all the stock items on record. In this instance it is the understanding that the act of printing stock sheets also generates the outbound interface file.
* The stock adjustments to recognise the actual stock on hand has got the import facility

The objective of this SOP is to detail the stock verification facility that will be deployed to manage the process as a temporary measure.

# Audience

Variance management team

Financial team & management

Warehouse management

Technical support (Networking, hardware etc)

# Requirements overview

|  |  |  |
| --- | --- | --- |
| # | Description | Action / By whom |
| 1 | **ACCPAC EXPORT** |  |
| 1.1 | Variance team requests the finance department for a file with all the stock items and their associated on-hand quantities as well as average cost price |  |
| 1.2 | The export master file is copied via the network to a pre-defined file share.  *The detail to follow once hardware / networking installed* |  |
| 1.3 | The stock assurance system database stock take transactions are cleared via a web-based function  ***This function MUST be well controlled to prevent inadvertent clearing of data that is work in progress. There is password protection*** |  |
| 1.4 | The stock assurance system process is activated and the data contained in the ACCPAC export file is imported.  The format has been finalised as a Crystal Reports extract to CSV and under control from the Finance Department |  |
| 2 | **ACCPAC STOCK ADJUSTMENTS** |  |
| 2.1 | The process described to produce a factual stock variance status is described in the related SOP.  An import file to ACCPAC is created from a menu option and will be located at a pre-defined file share |  |
| 2.2 | The business rule to decide which physical count is applied is as follows:   1. Single count applies as new actual on hand 2. Multiple matching counts apply as the new actual on hand 3. No count received then actual on hand is changed to zero |  |
| 2.3 | The interface file to ACCPAC is then processed on ACCPAC as part of the standard functionality. |  |
| 2.4 | As a guide the imported data on ACCPAC needs to be verified against the variance team reports to ensure that the data is compliant |  |
|  |  |  |

# Acceptance

I hereby confirm that I have been fully informed of the documents content and, received training to understand how the detailed instructions are to be applied

Name …………………………………………………………………………….

Job Title ………………………………………………………………………….

Signed ……………………………………………………………………………

Date ………………………………………………………………………………