**Version 1.0**

**Date: 2018/04/13**

Abstract

**The objective of this document is to describe the Financial impact and year-end rollback guideline.**

Main Warehouse

Stock Take 2018-04

*Stock Rollback SOP*

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# Document approval and distribution list

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

# Introduction

This SOP details the task to be performed that will re-calculate stock on hand as at the financial year-end by accounting for all stock movements that may have occurred from year-end to stock assurance quantity acceptance and adjustment

# Audience

Financial department

Auditing team

# Requirements overview

**PLEASE NOTE THAT THE FOLLOWING PROCEDURE STEPS AREA FICTIONAL DUE TO A LACK OF INSIGHT and needs the appropriate input to be complete**

|  |  |  |
| --- | --- | --- |
| # | Description | Action / By whom |
|  | Extract all stock affecting transactions from ACCPAC by stock item code, quantities and values POST financial year end |  |
|  | Record in a document each stock location; the date on which the inventory count worksheets were generated |  |
|  | Stock assurance outcome is updated into ACCPAC |  |
|  | All stock takes before year-end require a financial rollforward  All stock takes after year-end require a financial roll-back |  |
|  |  |  |
|  |  |  |

# 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 ………………………………………………………………………………