**Version 1.1**

**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

*Variance Team Preparation SOP*

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# Document approval and distribution list

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

# Introduction

To ensure best possible stock assurance outcome, variances need to be monitored throughout the process and in real-time

The aim is to deploy, for the 1st time, electronic scanning devices. These devices will be equipped with software specifically designed to collect data as part of the stock assurance process. The functionality is defined in SOP (to be defined).

As each bin location, stock item and quantity counted is confirmed, the data will upload immediately to a data collection server. In the event that the WiFI communications is down, the electronic scanning device will store the transaction locally as well for later upload.

To note is that there will not be any duplications should uploads be repeated at any time

The data collection server, in turn, will be equipped with the ability to record all the uploaded data and from this various variance reports will be generated used to measure variances per item

This means that all facets of the process will be new to all staff.

Furthermore, there is the intent to import into ACCPAC the outcome of the stock assurance based on business criteria as defined under the relevant SOP (to be defined)

# Audience

Financial team & management

Warehouse management

Warehouse store clerks & co-ordinators

Technical support (Networking, hardware etc)

**Beneficial attendances**

Counting team leaders

Counting team members

# Requirements overview

|  |  |  |
| --- | --- | --- |
| # | Description | Action / By whom |
| 1 | Ensure that ACCPAC is up to date |  |
| 2 | Request a full stock Masterfile by warehouse from ACCPAC |  |
| 3 | Clear out all scanner data collected history |  |
| 4 | Import into the Stock Assurance database (process & data format to be defined) |  |
| 5 | Register scanners per counting team group |  |
| 6 |  |  |
| 7 | Declare readiness to counting teams to commence counting process Identify team leader |  |
| 8 | Monitor that real-time input is being received per scanner as scanning team operates (real time display) |  |
| 9 | Run variance reports at regular intervals showing:   1. Theoretical Qty to Count teams per stock code 2. Theoretical Qty to Count teams per bin & stock code 3. Filter out where Theoretical = one of the group counts 4. Filter out where at least 2 of the count groups match 5. Filer in all item for which no or only 1 count has been received 6. Filter by value ordered from most variance to least variance |  |
| 10 | Generate re-count directives – to be defined as manual or system upload to scanner. Subject to time to implement |  |
| 11 | When time up review ***variance by value*** and compliance to standard practice and audit expectations |  |
| 12 | Generate final report reflecting variances that will be stock system generated entry – up or down – where 2 physical counts match but not match theoretical – adjust theoretical to physical counts |  |
|  | Any items on ACCPAC record with no counts and store person cannot find any physical stock then the theoretical quantity will become zero. |  |
| 13 | Receive approval from governance officer and team |  |
| 14 | Export to ACCPAC adjustment file suitable for ACCPAC to process |  |
| 15 | Governance officer team to review adjustment file for compliance to report and intent | Adrian |
| 16 | Finance department to process stock adjustments |  |
| 17 | Governance officer to declare and report on compliance or not with qualifications |  |
| 18 | Pull report after adding the counts to Accpac to see products not been counted that reflect on system. Not found at all |  |

# 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 ………………………………………………………………………………