**Version 1.1**

**Date: 2018/04/09**

Abstract

**The objective of this document is to describe the Financial Team preparation and participation guideline.**

Main Warehouse

Stock Take 2018-04

*Financial 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

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

For completeness sake, ACCPAC bin controls maps as follows:

* Supported - multiple parts per loccation
* 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
* All items are recorded in ACCPAC at unit level only (no cationization or palletisation)

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

**Due to the operational requirements, the trade counter in various operating locations, must remain operational on a Saturday morning. ACCPAC requires a lengthy integration process that needs to be optimised. The consideration is to run only ONE integration on Saturday after the Trade Counter closes.**

**Alternatively, it will require an ACCPAC close-down on Friday night and then again on Saturday afternoon.**

**The stock-take solution will allow for stock count capturing as early as pre-counted and sealed sections are ready and before the official start of the stock assurance process. At the time the ACCPAC close-down is completed, the import of the necessary statistical data will be imported for the Variance Teams’ attention to managing the variances**

The objective of this SOP is to detail the stock verification facility that will be deployed to manage the stock assurance process.

# Audience

Variance management team

Financial team & management

Warehouse management

Technical support (Networking, hardware etc)

# Requirements overview

|  |  |  |
| --- | --- | --- |
| # | Description | Action / By whom |
| 1 | **ACCPAC Preparation** |  |
|  |  |  |
|  | Close down the following integration activities: | Vic could you please assist |
|  | Integrate trade counter |  |
|  | Supplier receipts and returns |  |
|  | Customer receipts and returns |  |
|  |  |  |
|  | ACCPAC Year end requirements |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 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 interface file to ACCPAC is then processed on ACCPAC as part of the standard functionality. |  |
| 2.3 | 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 ………………………………………………………………………………