V04S10C04 - SM STOCKTAKE PROCESSES AND PROCEDURES (EXECUTION)

INTRODUCTION

1. Stocktake Management (SM) gives Fast Track the ability to schedule and execute stocktaking programs, manage and report of stocktaking activities during the Fast Track standard two year cycle.

AIM

2. The aim of this chapter is to detail the activities that are required by the stocktake team to execute the stocktake programme after it has been authorised.

INTRODUCTION TO SM STOCKTAKING (EXECUTION)

Stocktaking Processes in SM

3. Stocktaking in SM is conducted online and the following processes are used to execute the stocktaking plan:

a. Notifications;

b. The ability to schedule stocktakes within the program;

c. Controlled initiation of stocktakes including the printing of count sheets;

d. The ability to enter count results online;

e. The ability to process non-discrepant stock code automatically;

f. The on-line approval of the adjustment of discrepancies;

g. Create an online stocktake / stores adjustment voucher (SSAV);

h. The online approval of the SSAV;

i. The ability to complete stocktakes on-line; and

j. Reporting functionality to track and monitor stocktakes.

4. A process flow detailing the execution of the stocktake plan is at volume 4 section 10 chapter 4 annex A.

Notifications

5. **MSB1SI -** Stocktake Initiation Notification Batch provides scheduled cyclic runs to notify the stocktake team of stocktakes scheduled to start within two days but not yet printed. This report can be set up as an overnight batch run.

6. The notification will provide the following details:

a. Programme,

b. Stocktake Number not printed,

c. Count Sheets not printed,

d. Scheduled start date for the stocktake, and

e. Scheduled end date for the stocktake.

Schedule Stocktakes

7. Only authorised and active stocktake programs can be scheduled. Scheduling stocktakes creates a stocktake record in SM and a stocktake number when run in feasibility.

8. Where the Cyclic Stocktake Schedule - Control Report returns zero stock codes to count, the stocktake team is to confirm stock holdings for that location or custodian. Where there are no stock holdings the stocktake is to be run in update and acquitted. Both the Cyclic Stocktake Schedule - Control Report and the Stocktake Count Sheet Acquittal (MSB1SA) are to be filed together in the stocktake folder. This provides assurance that the stocktake was planned and acquitted.

9. Where there are zero available days for stocktaking, SM will not produce count tasks or count sheets. There will be zero days available where the stocktake calendar has been populated with non-working days. The stocktake count for that period will need to be run in Update and acquitted.

10. Stocktake should be scheduled as close as possible to the scheduled start date of the stocktake.

11. When a member of the stocktake team attempts to initiate a scheduled stocktake where a stocktake scheduled for a preceding period has not been scheduled, a warning will appear on the MSB1SB - Cyclic Stocktake Schedule - Control Report that 'earlier period for spot check not yet run'. Scheduled stocktakes must be kept in sync.

12. When satisfied with the parameters, the stocktake will need to be run in update mode and a stocktake count officer be nominated. The stocktake team can optionally request to print the count sheets during update mode if satisfied with the parameters during feasibility.

13. Scheduling a stocktake also generates a Cyclic Stocktake Schedule - Control Report (**MSB1SB**). For further information regarding the outputs of the **MSB1SB**, refer to _._

14. Procedures for scheduling stocktakes in feasibility and update mode are at volume 4 section 10 chapter 4 annex A appendix 1.

Programme Stocktakes - Initiation

15. Scheduling also initiates count sheets and count task for processing.

16. Stocktake initiation will enable the stocktake team to reassign stocktake counting officers to a count sheet, manage count sheets and count tasks, print count sheets and enter the results on-line.

17. Management of count sheets and count tasks cannot happen unless the programme has been run in update and count sheets must have a status of printed before counts can be entered on-line.

NOTE:
At this stage the Adjustment Authoriser can be changed if the Adjustment Authoriser
is not available or not longer the Adjustment Authoriser.
MANAGEMENT OF COUNT SHEETS AND COUNT TASKS

18. Count sheets and count tasks can be re-organised, providing flexibility to cater for individual organisational needs. Count Sheets will not be printed where there are no SOH balances at an asset holding entity

Management of Count Sheets

19. SM will subdivide a stocktake into count sheets. The size of the count sheets is determined by the Notional Bin size or Optimum Count size, where used.

20. Once printed, the stocktake must be completed/acquitted within 30 days of the print date.

21. Additional count sheets can be created to enable count tasks to be allocated from other count sheets. Count sheets can only be created where the stocktake status is Stocktake Updated. Additional count sheets cannot be created once the stocktake status is Stocktake Printed.

22. Count Sheets will have a status of:

a. **Created**, Where a count sheets has a status of created - new count sheets can be created;

b. **Printed**, Where a count sheet has a status of printed - new stock codes can be added to the count sheet, or

c. **Completed**, Count Sheets will have a status of completed, when the stocktake is completed.

23. Count sheets are to be passed to the personnel conducting the count. Count sheets may contain tracking references, item identifier and locations to be counted but not stock on hand balances. Only after the count is complete are the results to be validated by reference to the register.

24. Count sheets can be managed through out the stocktake cycle. Management of count sheets consist of the following:

a. Re-assigning stocktake count officers for a count sheet;

b. Creation of new count sheets to enable count tasks to be allocated from other count sheets; and

c. Count sheet must have a status of printed, prior to the on-line entry of data.

NOTE:
Where a count sheet has a status of Created, new stock codes cannot be added to the count sheet. Where a count sheet has a status of Printed, new count sheets cannot be added.
To help maintain the integrity of the count, count sheets are not to be printed until needed.

25. Once new count sheets have been created (only if required), count tasks can be assigned from another count sheet. This arrangement provides flexibility to rearrange count sheets which better suits the organisations needs.

26. A count sheet will default from the district files as Tracked. Detailed count sheets are not to be given to a stocktake count officer. Changing a count sheet type will not allow the count sheet type to be changed back.

27. Count sheets must be signed by the stocktake count officer and a member of the stocktake team who enters the count quantities on-line. This maybe a digital signature where appropriate.

28. All entries on the count sheet must be legible, in pen including signatures / printed names and dates.

29. Count sheets must be retained with all the relevant stocktake paperwork for audit purposes.

Management of Count Tasks

30. Count task items can be moved from one count sheet to another within the same stocktake as long as the count sheets have not been printed.

31. When entering the count results on-line in SM, other options are:

a. **Assign**. The assign icon is used assign a count sheet to another stocktake count officer.

b. **Not in Count**. The Not in Count icon is used where a stock code tracking indicator has been changed or where an additional stock code is recorded on a count sheet, however the recount indicates that the count was not a surplus stock code or it was found in another location. Once a count task has been created, it cannot be deleted. Further guidance for the Not in Count functionality can be found below this paragraph.

c. **Raise Discrepancy**. The raise discrepancy icon is used to record a discrepancy on-line prior to initial assessment.

d. **Reconcile**. The reconcile icon is used to identify the actual errors between the physical count and the SOH balances in SM. Correct count tasks will automatically be reconciled.

e. **Recount**. The Recount icon is used to record count tasks for Recount.

f. **Transfer**. The transfer icon is used to move count tasks to another count sheet.

g. **Add icon**. The Add icon (Green +) is used to add a stock code to a count sheet.

32. Count tasks are displayed on-line in grid form. Count task quantities are entered on-line. To enable viewing of additional details (equipment reference/serial number/batch lot/shelf life) the specific count task row may be selected by double clicking. Additional details will be displayed where the count sheet is not blind.

33. SM will allow reconciliation where quantity, tracking and batch lot / shelf life are correct.

34. The stocktake count log table will be updated when the last count task for the stock code or location is processed.

35. For procedures for the management of count sheets and count tasks refer to .

Not in Count

36. There maybe instances in Fast Track where the Not in Count (NIC) functionality is used during a stocktake. Each NIC is to be supported by an Service Request Catalog (SRC) ticket (for system generated errors), screen captures or an investigation detailing the circumstances that led to the decision to NIC.

a. There maybe instances in SM where the tracking indicator has been changed by the Designated Logistic Manager (DLM) after the count sheets have been printed:

1. in this instance, select the NIC icon to complete the transaction, conduct the MSE1TN - Add details and re-create the count task and reenter the count quantity.

37. Regardless of the reason for selecting the NIC icon, the count sheets or investigation must reflect the reason for Not in Counting an item(s).

Print Count Sheets

38. SM will list stocktakes on-line for printing or optionally printed during the update process. Defaulting from the district controls count sheets will be Tracked. A tracked count sheets displays equipment/serial/batch lot/shelf life details but no stock on hand balances. In addition the count sheet will also display Stock Code and description and whether the item is problematic. To review which problematic group the item is associated with, refer to - Review A Problematic Profile (MSE100)

39. Once printed, the stocktake must be completed/acquitted within 30 days of the print date.

40. Count Sheets for stocktake type 'Location', will be ordered by bin location then by stock code. Count sheets will print all count tasks related to the count sheet. For recount sheets only count tasks flagged for recount will be printed.

41. Where count sheets are selected for printing a batch request will be generated to print the requested count sheets. Once printed the type of count sheet cannot be changed.

42. Where recounts are required and re-printed, the Count Sheet Detail (**MSA1SKA**) will create count sheets with the **same** count sheet number. Recounts will not be produced on one count sheet.

43. Procedures for printing count sheets are in .

NOTE:
*Large single count sheets >1000 may not print. In this instance it is recommended
that the new count sheets are created and count tasks transferred to the new count
sheets to enable printing.*

44. When stocktaking remote locations, it may not always be possible to send original count sheets to that location without expecting long delays. This can be due to many factors but mainly due to distances involved (including overseas locations). In these instances it is possible to scan count sheets and E-mail direct to the location for counting.

Enter Count Tasks On-line

45. SM will enable a member of the stocktake team to input the results of the stocktake count on-line. This can be done via the **MSE1SB** - Update Programme Stocktake or the **MSE1SE** - Update Count Sheets. The MSE1SE cannot be run directly, however is accessed through the MSE1SB.

46. Count tasks detail consists of the total stock physically counted and the total 'allowed issues' verified by the counter or count officer.

RECOMMENDATION

47. Count quantities are entered on-line in SM. To enable input of additional details, the specific count task row must be double clicked to enter or confirm Batch lot/Shelf life/Equipment/Serial tracking details. All other count tasks can be entered directly on the Update Programme Stocktake or Update Count Sheet screens.

48. Once the count tasks have been entered on line and the reconciliation is performed, the member of the stocktake team who entered the results on-line, is to sign the last page of the count sheet. This maybe a digital signature where appropriate.

DIGITAL SIGNATURES
There are times in Fast Track where count sheets are scanned and returned to the stocktake team to enter the results on-line. To provide efficiencies to the process, the scanned count sheets may be digitally signed by the person that enters the count quantities on-line by utilising the 'Fill and Sign' button on the scanned count sheets.

49. Any discrepancies found are to be investigated or subject to a recount. The recount of discrepancies may form part of the investigation.

50. For procedures for entering count details and recount procedures, refer to .

Count Teams

51. Stocktake counts may be conducted by one or more personnel who may be Fast Track personnel or external service providers. Where possible, the count team should not be directly responsible for the custody or record maintenance of the assets or entity being counted.

52. Recounts are to be conducted by a separate individual from that conducting the original count. Where a recount is conducted by the same person, the investigation into the count errors is to be conducted by a separate individual from that who conducted the original count (Recount).

53. Where it is not possible to separate the duties of the count team and custody of the assets of the entity being counted, the unit commander/manager/contract authority or SPO equivalent are to decide the acceptable level of risk and manage that risk.

Automated Data Capture to Units (ADCU)

54. Warehouses and SCAs that are flagged as ADCU externally managed can conduct stocktake counts utilising the ADCU PDET. Stocktake counts are created and managed in SM. The ADCU Middleware receives the stoctake count tasks from SM and consolidates them into logical stocktake count sheets. The count tasks are sent to the ADCU PDET to enable the count to be completed electronically using the ADCU PDET. This is the same for any required stocktake re-counts.

55. The physical count of the stock can be conducted utilising the ADCU PDET. This process will facilitate the sending of count tasks from SM to the ADCU PDET, which replace the paper based stocktake count sheets. Once the count is completed, the counted data will be sent from the ADCU PDET, through the ADCU Middleware to SM. SM will process the results of the count in same fashion as if they were being manually entered into SMand applies existing SM validation rules. Refer to .

Note; Stocktake counts conducted on the ADCU PDET do not require hard copy count sheets printed, signed and filed. To fulfill audit requirements, all count data is held in the ADCU Middleware, This includes the Stocktake Count Officers details which is recorded as an electronic signature.
MANAGEMENT OF DISCREPANCIES

56. There may be times during a stocktake of Fast Track assets and inventory where an item is not physically sighted at an asset holding entity. Paperwork / documents that meet the standards of evidence and is acceptable to the counter / count officer is **not** to be recorded as a discrepancy in SM. Once verified, the quantities are added to the count sheets as an 'allowed issue' and tracking details (if tracked) are marked off as counted.

57. For further information regarding standards of evidence, refer to .

58. All stocktake discrepancies are to be subject to an initial investigation to determine whether the discrepancy is genuine. The initial investigation is to be completed no later than five working days after the discrepancy is

reported. The adjustment is then to be authorised in SM. Following the authorisation of the adjustment, SM must be adjusted within 15 working days.

59. The management of discrepancies includes:

a. Raise Discrepancy in SM;

b. Printing the Stocktake Discrepancy Adjustment Report (MSB1SHB);

c. Investigating the stocktake discrepancy;

d. Recording the results of the investigation in a written report / checklist;

e. Resolving the discrepancy where the entire discrepancy quantity is found during the investigation;

f. Partly resolving the discrepancy where the investigation discovers that some of the discrepant items are found after the investigation;

g. Annotate on the MSB1SHB what lines have been resolved or partly resolved; and

h. Approving the Adjustments on-line in SM after the MSB1SHB has been signed.

60. In warehouses, once a discrepancy has been identified and while the investigation is being conducted, the deficient quantity is to be placed into Inventory Category **AD** (Pending Adjustment). This will inhibit the requisition process. This process is not required where the warehouse is not a supporting warehouse, does not replenish other warehouses or Supply Customer Accounts.

61. There are no items of supply to be held in Category AD for longer than 30 days.

WARNING:
*The stock code **must** remain in the same Supply Customer where the discrepancy was discovered. Failure to ignore the warning will result in discrepancies not being able to be processed*

Nil Discrepancies

62. Where there are no discrepancies identified during the stocktake, the SSAV will not be populated. The stocktake can be acquitted at this stage.

63. SM will check each count sheet for completion, including all count task associated with the count sheet prior to allowing the stocktake status to be completed. Each programme must be acquitted prior to the stocktake being completed. Count tasks will be removed from the count sheets and a count task history written.

Recount

64. Recounts can be conducted as many times as there is a requirement, however, initial investigation is to be completed within 5 working days after discrepancy was reported. Refer Para 58 above.

65. The recount discrepancy is to be verified by a person not involved with the original count.

66. This recount may perform part of the initial assessment.

67. For procedures relating to Recount Procedures, refer to .

Raise Discrepancies

68. Discrepancy tasks must be created for all discrepancies resulting from a stocktake activity. Once identified, discrepancies must be investigated to determine the actual discrepancy (loss / surplus) to Fast Track.

69. Where stock codes are under investigation and are in a warehouse, they are to be placed into Inventory Category **AD**. This inhibits the requisition process. This process is not required where the warehouse is not a supporting warehouse, does not replenish other warehouses or Supply Customer Accounts.

70. There are no items of supply to be held in Category AD for longer than 30 days

71. For procedures for raising stocktake discrepancies for investigation, refer to .

72. Once the discrepancy has been raised in SM the the stocktake team is to print the MSB1SHA - Stocktake Discrepancy Adjustments - Control report (which details the total number of discrepancies) and the MSB1SHB - Stocktake Discrepancy Adjustment Report (which details the discrepancies by line) and forward these reports to the stocktake manager.

Stocktake Discrepancy Adjustments Report (MSB1SHB)

73. The MSB1SHB is to be printed and used for the investigation.

74. Once an error has been rectified the discrepant line is to be ruled through on the MSB1SHB. Where only a partial count error has been rectified the quantity on the MSB1SHB is to be modified.

75. If the stocktake team chooses to re-print the MSB1SHB after the discrepancies have been rectified or partially rectified, the original Stocktake Discrepancy Adjustment Report must be retained.

Initial Assessment

76. Where discrepancies have been found during a stocktake there is a requirement to conduct an initial assessment into count errors to resolve the discrepancies. The stocktake manager or person conducting the initial assessment is to record the actions taken to determine the loss/gain to Fast Track.

77. For further information regarding the investigation of count errors, refer to .

78. For further information regarding the investigation of count errors and notifiable incidents, refer to .

Approval of the Adjustment of Discrepancies

79. Prior to the actual adjustment of discrepancies in SM, the Unit Commander/Manager/Contract Authority or an delegated official, must approve the adjustment of discrepancies.

80. The stocktake manager is to forward the stocktake discrepancy adjustment report (MSB1SHB), along with the initial assessment report, to the Unit Commander/Manager/Contract Authority or Delegated Official to approve the adjustment of discrepancies.

81. Once the Unit Commander/Manager/Contract Authority or delegated official has approved the adjustment of discrepancies, (signed and dated the MSB1SHB) a member of the stocktake team, with appropriate access, is to approve discrepancies on-line to allow the stocktake team to actually adjust the discrepant quantities.

82. The member of the stocktake team who approves the adjustments on line is to ensure that the actual approvers details are entered in the Approver Delegates dialogue box in SM.

83. Until the adjustments are approved on-line, the adjustment status of the discrepancy will remain at unapproved and adjustments cannot be conducted in SM.

84. For information regarding the MSB1SHB, refer to .

85. The MSB1SHB must be retained with the stocktake documentation at the end of the stocktake.

86. For procedures relating to the management of discrepancies, refer to .

Adjustment of Discrepancies

87. Until the adjustments are approved on-line, the adjustment status of the discrepancies will remain at unapproved and the adjustments cannot be conducted.

88. Once the approval for the adjustment of discrepancies has occurred, SM must be adjusted to reflect the actual holdings of the asset holding entity.

89. The person conducting the adjustments in SM cannot be the same person who authorised the adjustments.

90. For procedures relating to the adjustment of discrepancies, refer to .

Processing Stocktake/Stores Adjustment Vouchers (SSAV)

91. Once the adjustments have been conducted in SM, they will be added to the SSAV. The SSAV is to be printed and forwarded to the Delegate to Determine Liability along with the investigation of count errors. The SSAV is no longer part of the SM on-line stocktake functionality.

92. A copy of the SSAV and investigation is to be retained with the stocktake documents while the Delegate is Determining Liability.

93. Where a discrepancy has been identified and adjusted the stocktake manager is to ensure that the MSA1SI - SSAV and the MSB1SHB are reconciled. The purpose of the reconciliation is to ensure that the adjustments, as approved, are correct.

94. The stocktake manager is to sign, print and date the MSB1SHB with the words 'Reconciled with SSAV' or similar on the MSB1SHB.

SSAV Status in SM

95. Stocktake Status will change as the SSAV is processed, as follows:

a. **Stocktake Printed**. The stocktake status will be Stocktake Printed when the stocktake is printed **and/or** prior to processing any discrepancies, if any.

b. **SSAV Processing**. The stocktake status will be SSAV Processing when items are added to the SSAV as they are being adjusted.

c. **SSAV Pending Approval**. The stocktake status will be SSAV Pending Approval when the notification (MSB1SGA - SSAV Approval Pending Control report) has been sent to the adjustment authoriser to approve the SSAV. The system will verify that all count tasks and adjustments have been completed. Where the count tasks or adjustments have not been finalised, the stocktake status will remain at SSAV processing.

d. **SSAV Approved**. The stocktake status will be SSAV Approved when the SSAV has been approved.

96. Where counts or adjustments have not been finalised, the stocktake cannot be completed. The MSB1SGA - SSAV Approval Pending Control report will display an error message:

a. No Stocktake SSAV in Process; or

b. Stocktake Outstanding, SSAV Approval Pending Notification Not Sent.

97. The Determination of Liability is an activity that is conducted separately to stocktaking activities. Once the SSAV has been forwarded to the Delegate, the SSAV can be approved on-line and the stocktake finalised.

NOTE:
SM will add both surpluses and deficiencies to the Stocktake/ Stores Adjustment
Voucher (SSAV), the Delegate only determines liability against the loss.

98. Once the Delegate has Determined Liability, the SSAV is to be signed by the stocktake manager or the person responsible for maintaining the unit or organisations documents for audit or business process testing and the SSAV is filed with the stocktake documentation.

99. A signature must be provided.

100. For further information regarding Determination of Liability, refer to .

Adjustment Authoriser

101. There will be instances in Fast Track where the Adjustment Authoriser for the SSAV is not the same person identified when the stocktake programme was approved. The SSAV can be re-assigned but only by the person that is the Adjustment Authoriser. The Adjustment Authoriser may be changed by a member of the stocktake team

102. For procedures relating to the management of the SSAV, refer to .

STOCKTAKE ACQUITTAL

103. To accurately record completion rates in SM, each stocktake programme must be acquitted. Once all programme periods and stocktakes are acquitted, each programme must be completed.

104. Once printed, the stocktake must be completed/acquitted within 30 days of the print date.

Stocktake Acquittal in SM

105. Each stocktake, once completed, needs to be acquitted. Acquitting the stocktake, effectively closes off the stocktake from any further modifications and prepares the stocktake for archiving.

106. Prior to acquittal process, SM will check each count sheets for count tasks. Count tasks are considered complete when it is either;

a.   counted with no errors;

b.   not in count status;

c.   discrepant and processed (resolved); or

d.   adjusted where appropriate.

107. SM will not allow a stocktake to be acquitted when there are outstanding tasks to be actioned. Acquitting the stocktake produces a Stocktake Acquittal Control Report (MSB1SA).

108. Stocktake are to be acquitted in SM within 30 days of then count sheets being printed.

109. All programmed stocktakes (period) must have have a status of Stocktake Complete before a programme can be completed.

Acquit a Stocktake Programme (MSB1SAA)

110. Stocktakes can be acquitted where there are zero stock on hand balances or when the stocktake has been completed with or without discrepancies.

111. For a stocktake with discrepancies, once the SSAV has been approved on-line, the stocktake programme can be acquitted.

112. SM will check each count sheet for completion, including all count task associated with the count sheet prior to allowing the stocktake status to be completed. Each programme must be acquitted prior to the stocktake being completed. Count tasks will be removed from the count sheets and a count task history written.

113. Each time the Acquit icon is selected, a batch report - Stocktake Acquittal Control Report (**MSB1SAA**) will be generated and sent to the Reporting In-box or printer. Where the stocktake is not completed the **MSB1SAA** will record that the stocktake is not complete.

114. For further information regarding the Stocktake Acquittal Control Report (**MSB1SAA**), refer to .

Complete a Stocktake Programme

115. Once all programme periods are finalised, the stocktake is to be completed.

116. For procedures on acquitting and finalising a stocktake programme plan in SM, refer to .

SUSPEND / RESUME / CANCEL / DELETE A STOCKTAKE PROGRAMME

117. There will be times in Fast Track where a stocktake programme has to be suspended, resumed, cancelled or deleted.

Suspend a Stocktake Programme

118. Suspension of a stocktake can occur at any time.

119. When suspending a stocktake, the stocktake manager can either:

a. Suspend All;

b. Suspend All Except Counted.

120. Suspending All will not allow any further progression on the stocktake. Suspend All Except for Counted will allow that programme / programme period to be printed, counted and acquitted.

121. When a programme is suspended the Suspend date, Suspended by and Suspend reason will be displayed under the status tab of the MSE1S5 - Update Stocktake Programme Screen.

122. The status of the stocktake will be either:

a. Programme Suspend All; or

b. Programme Suspend Except Counts.

123. Error Message E0522: Recording not allowed in this programme status: will be displayed if attempting to input data against a suspended programme.

124. Suspended programmes can be resumed at any time.

125. The **MSA1SR** - Stocktake Progress report details the number of suspended programmes. The MSA1SR - Stocktake Progress report is to be run quarterly. This will enable the stocktake manager to manage suspended stocktakes.

Resume a Stocktake Programme

126. A stocktake programme can be resumed at any time.

127. Resuming a stocktake programme will record the resume date and Resumed By details in the MSE1S5 - Update Stocktake Programme Screen.

Cancel a Stocktake Programme

128. A stocktake programme can only be cancelled when there are no outstanding activities against it. Error Message B024: Programme Cannot be Cancelled will be displayed if there are any outstanding tasks associated with the stocktake.

129. Once a programme is cancelled, it is no longer authorised and cannot be reopened.

130. The **MSA1SR** - Stocktake Progress report details the number of cancelled programmes. The MSA1SR is to be run quarterly and the stocktake manager is to write a report or detail on the report, why the programme was cancelled and the programme number that has replaced the cancelled programme or detail why the programme will not be re-programmed.

Delete a Stocktake Programme

131. A stocktake programme, once printed, cannot be deleted. Once a stocktake programme is deleted, it is removed permanently.

Delete A Scheduled Stocktake Programme

132. Deletion of a scheduled stocktake programme differs from deletion of a stocktake programme.

133. Deleting a scheduled stocktake changes the status back to feasibility mode in the **MSE1CY** - Update Cyclic Programme Schedule screen. This enables the stocktake to be re-scheduled.

134. It may be necessary to delete a scheduled stocktake programme during the stocktake cycle, not limited to the following reasons:

a. The asset holding entity no longer exists,

b. The stocktake was raised in error, or

c. Scheduling of the stocktake was incorrect and cannot be completed as this time. This will require the stocktake to be rescheduled at a more convenient time.

135. A scheduled programme will have a stocktake number associated with it. Deletion can only occur before the count sheets have been printed. Deletion of a scheduled stocktake will produce a Programme Scheduling Deletion report (**MSB1SQ**). This report is to be forward to the stocktake manager with with supporting documentation as to why the stocktake was deleted.

136. Where the deletion will not necessitate the rescheduling, once the scheduled stocktake is deleted the stocktake manager is to delete the programme at the **MSE1S5** - Update Stocktake Programme level.

137. The stocktake register is to be updated with the reasons for the deletion.

138. For processes and procedures for suspending, resuming, cancelling and deleting a stocktake programme, refer to .

Stocktake Programme Completion Control Report (MSB1SFA)

139. The **MSB1SFA** - Stocktake Programme Completion Control Report can be run as required. It details the number of outstanding programmes associated with a stocktake status where there is more than 1 (one) programme period.

140. For further information regarding the MSB1SFA outputs, refer to .

STOCKTAKE REPORTS

141. SM functionality creates several reports that capture the data prior to the execution of the programmes. Not all the reports require an action but are produced as part of the process for analysis or information purposes. Not all reports have to be retained with the stocktake documentation.

142. SM also creates documents that require action, these include count sheets, adjustment reports and adjustment vouchers. These documents are to be sentenced and retained with the stocktake documentation. All signatures, dates and explanatory notes are to be legible and in pen.

143. For further information regarding stocktake, refer to .

144. In addition, SM can report progress against a plan or by error rates and tolerances.

145. For further information regarding stocktake management reports, refer to .

ANNEX

A.

V04S10C04A1 - SCHEDULE STOCKTAKE PROGRAMMES

PURPOSE

1. The **purpose** of scheduling stocktakes is to provide the stocktake manager/team with the ability to change certain parameters of the stocktake to adapt to any changes in the stocktake environment. Scheduling in Update mode will require a count officer. In addition, scheduling the stocktake plan in update, will give the count tasks a unique system generated stocktake number.

PROCEDURE

Click 'Show Me' to view a simulation of this procedure.

Global Profile

2. The Global profile for this transaction is STOCKTAKER.

Schedule a Stocktake Programme

3. To access the Cyclic Program Schedule Search screen, type _ in the Quick Launch field and click **Go** or press **Enter** and the following screen will be displayed:

Field	Entry	Mandatory
District Code	Enter District Code.	Yes
Stocktake Group	Enter Stocktake Group	No
Programme	Enter Programme	Yes
Programme Group	Enter Programme Group	No
Programme Group Period	Enter Programme Group Period	No
Cyclic Schedule Status	Select from the drop down box	No

4. **TABLE: 4A1-1 Cyclic Program Schedule Search**

5. Click **Search** and the **MSE1CY** - Update Programme Schedule Search screen will be displayed.

6. **Double Click** on the Programme Group Period that needs scheduling and the **MSE1CY** - Update Cyclic Programme Schedule will be displayed as follows:

Field	Description/Entry	Mandatory
District Code	Leave Blank. SM will default.	Yes
Stocktake Group	Leave Blank. SM will default.	Yes
Programme	Leave Blank. SM will default.	Yes
Programme Description	Leave Blank. SM will default.	Yes
Programme Group	Leave Blank. SM will default.	Yes
Apply to all Specific Period under all Programme Groups	If the plan is modified, apply to all specific periods under all programme groups, all programme group periods (that are the same) will default with the same modifications.	No
Programme Group Period	Leave Blank. SM will default.	Yes
Period Start date	Leave Blank. SM will default.	Yes
Period End Date	Leave Blank. SM will default.	Yes
Cyclic Schedule Status	Leave Blank. SM will default.	Yes
Programme Status	Leave Blank. SM will default.	Yes
Stocktake Type	Leave Blank. SM will default.	Yes

7. **TABLE: 4A1- 2 Update Cyclic Programme Schedule**

8. **Note**

9. *To view further schedules you can click **Previous** or **Next** at the top right hand side of the screen.*

10. Select the **Schedule** tab to modify the scheduled start and end date.

11. Select the **Group Stocktake Parameters** tab to modify the parameters of the stocktake.

Run Cyclic Programme Schedule in Feasibility then Update

12. Select the **Run** icon at the top of the screen and the **Run Dialog box** will display with the following information:

Field	Entry	Mandatory
Run Mode	Select Feasibility or Update from the drop down box. Update should only be selected if the attributes are accepted from the feasibility statistics.	Yes
Count Sheet Type	Count Sheet type has defaulted to Tracked	Yes
Count Officer	Enter the Userid of the count officer responsible for the count task (**only** for Update)	Yes
Print Count Sheet	Do not select for feasibility, can be used when selecting update after satisfied with the outcomes of feasibility.	No
Medium	Select Reporting Inbox or Print	Yes
Output Device	Select Printer if Medium was Print	Yes

13. TABLE: 4A1-3 Run Dialog Box

14. Select **OK** or **Cancel.**

15. To schedule the stocktake in update, follow the steps above, except select **update** in the run dialogue box.

16. Once scheduled, the cyclic schedule status will change from Cyclic Unscheduled to Cyclic Feasibility to Cyclic Update.

17. Select **MSE1CY**-Cyclic Programme Schedule Search from the task bar, select the **Search** icon and the screen will refresh with the **stocktake number** that will need to be added to the stocktake register.

18. Feasibility / Update will produce an **MSB1SB** - Cyclic Stocktake Schedule - Control Report. For further information regarding the MSB1SB, refer to .

19. Once the programme is scheduled, if not already printed, the next process is to print the count sheets for the stocktake count officer. For procedures relating to printing count sheets, refer to .

V04S10C04A2 - PRINT COUNT SHEETS

PURPOSE

1. The **purpose** of printing count sheets is to give the stocktake count officer details of locations and stock codes to be counted. Count sheets and count tasks can be managed if required.

2. Further information on the management of count sheets and count task can be found at It is recommended that the stocktake team analyse the count task under the count task tab, prior to printing the count sheets.

NOTE:
This procedure is only valid if the count sheets have not already been printed during Update Mode.

PROCEDURE

Click 'Show Me' to view a simulation of this procedure.

Global Profile

3. The Global profile for this transaction is STOCKTAKER.

Print Count Sheets

4. To access the Programme Stocktake Search screen type _ in the Quick Launch field and click **Go** or press **Enter**. The **MSE1SB** - Programme Stocktake Search screen will be displayed:

Field	Entry	Mandatory
District Code	Enter District Code	Yes
Stocktake Group	Enter stocktake group	No
Programme	Enter Programme	No
Programme Group	Enter Programme Group	No
Programme Group Period	Enter Programme Group Period	No
Stocktake Number	Enter Stocktake Number taken from the MSE1SB.	Yes
Count Officer	Enter the Count Officer Userid	No
Search Status Type	Select from the drop down box (Inactive/Active)	No

5. **Table: 4A2- 1 Programme Stocktake Search**

6. Click **Search** and the Update Programme Stocktake screen will be displayed.

7. Select the **Schedule** tab and the following information will be displayed:

NOTE:
Count Officer can be changed if required.

Field	Entry	Mandatory
Scheduled Start Date	If required the scheduled start date can be modified	No
Scheduled End Date	If required the scheduled end date can be modified	No
Days to Execute	Leave Blank. SM will re-calculate if start and end dates have changed	Yes
Adjustment Authoriser	If required the Adjustment Authoriser can be modified	No

Table: 4A2- 2 Update Programme Stocktake (Schedule Tab)

8. Select the **Count Sheets** tab and the following details will be displayed:

Field	Description
Count Sheets	The number of counts sheets associated to the stocktake will be displayed
Count Officer	The count officer associated with the stocktake will be displayed
Status	The status of the stocktake count sheets will be displayed
Count Sheet Type	The count sheet type will be displayed

Total Tasks to Count	The total number of stock codes associated with the count sheet will be displayed.

<p align="center">**9. Table: 4A2-3 Update Programme Stocktake (Count Sheet Tab)**</p>

10. Assign Count Sheets

11. To assign a count sheet to another stocktake count officer **click** the button to the **left** of the Count Sheet field and click **Assign** icon to display the Assign Dialog Box as displayed:

Field	Entry	Mandatory
Count Officer	Enter the stocktake Count Officer's SM user id	Yes
Update Tasks	Click in the box to display a 'tick'	Yes

<p align="center">**12. Table: 4A2-4 Assign Dialog Box**</p>

13. Click **OK** or **Cancel**

Print Count Sheets

14. To Print the Count Sheet(s) either **select** the button to the **left** of the count sheet title to select **all** count sheets **or** individually select the button to the left of the count sheet, then click **Print** icon to display the Print Dialog Box as follows:

Field	Entry	Mandatory
Count Officer	Leave Blank. SM will default	Yes
Count Sheet Type	Select Count Sheet Type	Yes
Recount Only	Leave Blank	Yes
Medium	Select **Print** from the drop down box	Yes
Output Device	Select Printer from the drop down box	Yes

<p align="center">**15. Table: 4A2-5-Print Dialog Box**</p>

16. Click **OK** or **Cancel**.

<p align="center">**NOTE**</p>
<p align="center">*Large single count sheets >1000 may not print. In this instance it is recommended that the new count sheets are created and count tasks transferred to the new count sheets to enable printing.*</p>

17. A count sheet print and initiation batch (**MSB1SE**) run will be initiated prior to the **MSR1SK** Count Sheet Detail being available at the Printer.

18. For further information regarding the **MSB1SE**, refer to .

19. For further information regarding the **MSR1SK**, refer to .

20. Select the **Refresh** icon and the **status** will change from Updated to Printed.

21. Once the count sheets have been printed, the count conducted and returned to the stocktake team, the next process is to enter the count results on-line.

22. Once the count sheets have been printed, the stocktake must be completed/acquitted within 30 days.

23. For procedures relating to entering count task on-line refer to .

V04S10C04A3 - MANAGEMENT OF COUNT SHEETS AND COUNT TASKS

PURPOSE

1. The purpose of managing count sheets and count task is to better align processes to suit individual organisations needs. Rearranging count sheets and count task will be dependant on organisations requirements and not a mandatory business practice.

2. Count tasks cannot be managed after the count sheets are printed.

3. Count Sheets should not be printed until needed.

4. Large single count sheets >1000 may not print. In this instance it is recommended that the new count sheets are created and count tasks transferred to the new count sheets to enable printing.

PROCEDURE

Global Profile

5. The Global profile for this transaction is STOCKTAKER.

Manage Count Sheets and Count Tasks

6. To access the Programme Stocktake Search screen type _ in the Quick Launch field and click **Go** or press **Enter**. The**MSE1SB** - Programme Stocktake Search screen will be displayed:

Field	Entry	Mandatory
District Code	Enter District Code	Yes
Stocktake Group	Enter stocktake group	No
Programme	Enter Programme	No
Programme Group	Enter Programme Group	No
Programme Group Period	Enter Programme Group Period	No
Stocktake Number	Enter Stocktake Number	Yes
Count Officer	Enter the Count Officer Userid	No
Search Status Type	Select from the drop down box (Inactive/Active)	No

7.   Table: 4A3- 1 Programme Stocktake Search

8. Click **Submit** and the Update Programme Stocktake screen will be displayed.

Create Another Count Sheet

9. To create another count sheet, **Select** the Count Sheet tab and then select the **Add** icon (Green +) at the bottom of the Grid and another row will be populated in the Grid.

10. Enter the SM Userid of the stocktake count officer under the Count Officer heading and select **Submit**. A new count sheet has been added with a new count sheet number.

NOTE:
The status of the new count sheet will be created. When tasks have been added to the count sheet, it will need to be printed.

Delete Count Sheets

11. It will be necessary in SM to delete count sheets where there are no count tasks associated with the count sheet. Deletion is necessary to complete a stocktake. Deletion is not possible if the count sheet has been printed.

12. To delete a count sheet, select the **Delete** icon (Red X) and select **Submit**.

Manage Count Tasks

13. Select the **Count Task** tab and all count task will be available for transferring to another count sheet.

14. Select the grid to the **left** of the count task that is to be transferred and then select the **Transfer** icon at the bottom of the grid and the Transfer dialogue box will be displayed.

15. **Enter** the Count Sheet Number that the task is being transferred to, and select **Ok**.

V04S10C04A4 - ENTER COUNT TASKS ON-LINE AND RECOUNT PROCEDURES

PURPOSE

1. The purpose of this appendix is to detail the procedures for entering physical stock on hand balances against each count task the reconciliation of count quantities against the count task.

PROCEDURE

Global Profile

2. The Global profile for this transaction is STOCKTAKER.

Enter Count Tasks

Click 'Show Me' to view a simulation of this procedure.

3. To access the Programme Stocktake Search screen type _ in the **Quick Launch** field and click **Go** or press **Enter** and the **MSE1SB** - Update Programme Stocktake screen will be displayed:

Field	Entry	Mandatory
District Code	Enter District Code	Yes
Stocktake Group	Enter Stocktake Group	No
Programme	Enter Programme	No
Programme Group	Enter Programme Group	No
Programme Group Period	Enter Programme Group Period	No
Stocktake Number	Enter Stocktake Number	Yes
Count Officer	Enter The Count Officer Userid	No
Search Status Type	Select From The Drop Down Box (inactive/active)	No

4. TABLE: 4A4-1 Programme Stocktake Search (MSE1SB)

5. Select **Search** and the MSE1SB Update Programme Stocktake Screen will be displayed.

6. Select the **Count Tasks** tab and all counts sheets with stock codes will be displayed.

NOTE: (Not Mandatory)
*Where there are a large amount of count sheets associated with the stocktake, select the **Count Sheets** tab and **double click** on the count sheet that requires entry and the **MSE1SE** - Update Count Sheets screen will be displayed.Entry of count quantities will remain the same.This may reduce risk.*
INPUT COUNT QTY FOR NON TRACKED/TRACKED STOCK CODES DIFFERS

7. The process for inputting count quantities for non tracked and tracked stock codes differs. Tracked stock codes are batch lot / shelf life managed or serial / equipment tracked.

8. For stocktaking purposes, quantity tracked stock codes are non tracked stock codes.

Non Tracked Stock Code

9. Enter the count quantity as counted by the stocktake count officer in the **Count Qty** column.

10. Click **Submit** to save data.

11. Status will have changed from Task Printed to Count.

NOTE:
*When entering count quantities for a Quantity tracked stock codes and that count is Zero, **delete** 0 before re-entering 0. this will ensure that the submit icon is now available for selection.*

Tracked Stock Code (NIL SOH Balances)

12. **Double click** on the line with where tracking details against the stock code is shown and the **MSE1SF** - Update Count Task will be displayed.

13. Select the **Set Zero Count** icon.

14. Select **Submit** to validate the data.

15. Select **Update Programme Stocktake** from the task bar to return to **MSE1SB** - Update Programme Stocktake Screen.

16. Select **Refresh** icon to validate data.

Tracked Stock Code (Batch Lot / Shelf Life) Count Correct

Click 'Show Me' to view a simulation of this procedure.

17. **Double click** on the line with where tracking details against the stock code is shown and the **MSE1SF** - Update Count Task will be displayed.

18. Enter the Count Quantity, under the count quantity field;

19. Click **Submit** to save data.

20. Select **Update Programme Stocktake** from the task bar to return to **MSE1SB** - Update Programme Stocktake Screen **or** Select Update Count Sheets to return to the **MSE1SE** - Update Count Sheet screen.

21. Select **Refresh** icon to validate data.

Tracked Stock Code (Batch Lot / Shelf Life) Details Incorrect

22. **Double click** on the line with where tracking details against the stock code is shown and the **MSE1SF** - Update Count Task will be displayed.

23. Select the **Add** icon (Green +) and enter the details, including quantity, or

24. Select the **Delete** icon (Red X), or

25. Any combination of the above, or

26. Where No Items were found, Select the **Set Zero Count** icon.

27. Select **Submit** to validate the data.

28. Select **Update Programme Stocktake** from the task bar to return to **MSE1SB** - Update Programme Stocktake Screen.

29. Select **Refresh** icon to validate data.

NOTE:
If after double clicking there are no details on the MSE1SF - Update Count Tasks screen - use the add icon (Green +) to create a line and enter a quantity of zero in the Count Quantity column.

Tracked Stock Code (Serial / Equipment) - Details Correct

Click 'Show Me' to view a simulation of this procedure.

30. **Double click** on the line with where tracking details against the stock code is shown and the **MSE1SF** - Update Count Task will be displayed.

31. Where serial and equipment numbers are all correct, **Select** the **Set All Count Confirmed** icon.

32. Select the **Next** button to continue **OR**,

33. Select **Update Programme Stocktake** from the task bar to return to **MSE1SB** - Update Programme Stocktake Screen.

34. Select **Refresh** icon to validate data.

Tracked Stock Code (Serial / Equipment) - Details Incorrect - Add

35. **Double click** on the line with where tracking details against the stock code is shown and the **MSE1SF** - Update Count Task will be displayed.

36. Select the **Add** icon (Green +) and enter serial or equipment number.

37. Select **Submit** to validate the data - Only the newly created equipment / serial numbers will have a count confirmed tick against them.

38. **Tick** or select **Set All Count Confirmed** icon to validate the remainder of the holdings if any.

Tracked Stock Code (Serial / Equipment) - Details Incorrect - Delete

39. **Double click** on the line with where tracking details against the stock code is shown and the **MSE1SF** - Update Count Task will be displayed.

40. Select the **Delete** icon (Red X) to delete serial or equipment numbers not found, or

41. Where No Items were found, Select the **Set Zero Count** icon.

42. Select **Submit** to validate the data.

43. Select **Update Programme Stocktake** from the task bar to return to **MSE1SB** - Update Programme Stocktake Screen.

44. Select **Refresh** icon to validate data.

Tracked Stock Code (Serial/Equipment) - Details Incorrect - Add/Delete

45. **Double click** on the line with where tracking details against the stock code is shown and the **MSE1SF** - Update Count Task will be displayed.

46. Select the **Add** icon (Green +) and enter serial or equipment number.

47. Select the **Delete** icon (Red X) to delete serial or equipment numbers not found.

48. **Tick** any remaining Serial / Equipment tracked references as only the added serial / equipment tracked references will have a count confirmed tick against them when validating the data.

49. Select **Submit** to validate the data.

50. Select **Update Programme Stocktake** from the task bar to return to **MSE1SB** - Update Programme Stocktake Screen.

51. Select **Refresh** icon to validate data.

Add a Stock Code to a Count Sheet

52. Where the stocktake count officer has found a stock code not on the count sheet, the stocktake team is to add that stock code to the count sheet. To add a stock code to a count sheets, select the **Add** icon (Green +), enter all details and select **Submit**, to validate data.

53. Task will be at 'Task printed'. Enter Count Quantity and select **Submit** to validate data.

Reconcile

Click 'Show Me' to view a simulation of this procedure.

54. Once all count quantities are entered for a count sheet, **Click** the **Select All** to the left of the **Count Sheet** column (at the very top) to select **ALL** of the stock codes for reconciliation **or** tick the **Select** box to the left of the each line.

55. Select **Reconcile** icon from the bottom of the page.

NOTE
If the Select All box is selected, use the scroll bar to the right of the grid and scroll to the bottom to ensure that all counts are selected.

56. **Correct** quantities are now moved and displayed under the counted tab. Remaining stock code status is 'Error in Count'.

57. Where all the count tasks are correct, refer to _ - Acquit Programmes and Finalise Stocktake.

58. For procedures relating to recounts, refer to _.

V04S10C04A5 - RECOUNT PROCEDURES

PURPOSE

1. The purpose of this appendix is to detail the procedures for recount of count task where there is an error in count.

PROCEDURE

Click 'Show Me' to view a simulation of this procedure.

Global Profile

2. The Global profile for this transaction is STOCKTAKER.

Recount

3. To access the Programme Stocktake Search screen type _ in the **Quick Launch** field and click **Go** or press **Enter** and the **MSE1SB** - Update Programme Stocktake screen will be displayed:

Field	Entry	Mandatory
District Code	Enter District Code	Yes
Stocktake Group	Enter Stocktake Group	No
Programme	Enter Programme	No
Programme Group	Enter Programme Group	No
Programme Group Period	Enter Programme Group Period	No
Stocktake Number	Enter Stocktake Number	Yes
Count Officer	Enter The Count Officer Userid	No
Search Status Type	Select From The Drop Down Box (inactive/active)	No

4. TABLE: - Programme Stocktake Search (MSE1SB)

5. Select **Search** and the MSE1SB Update Programme Stocktake Screen will be displayed.

6. Select **Count Tasks** tab.

Recount

7. **Click** in the grid to the left of the Status column (at the very top) to select **ALL** stock codes for recount **or** tick the grid to the left of each of the lines that require recounting, then select the **Recount** icon at the bottom of the page. Status will change to '**Task Recount**' and quantities will have reverted back to zero.

Print Recount Count Sheets

8. The status of the count tasks must be Task Recount prior to any recount sheets being printed.

9. Select the **Count Sheets** Tab**.**

10. **Select** the grid to the left of the count sheets, then select the **Print** icon and the print dialogue box will be displayed as follows:

Field	Entry	Mandatory
Count Officer	Count Officer will display with original Count Officer Userid - This can be changed to another count officer for the recount.	No
Count Sheet Type	Count Sheet type Tracked leave as Tracked	Yes
Recount Only	Select By Clicking In The Box	Yes
Medium	Select Reporting Inbox or Print from the drop down box	Yes
Output Device	Select printer if Print was the Medium	Yes

11. Table: - Print Dialogue Box

12. The count sheets detail (**MSA1SK**) have been printed for the count officer to conducting counting activities again.

NOTE:
*Recount sheets will **NOT** produce another count sheet number, the same count sheet numbers will apply to the Count Sheet Detail (**MSA1SK**)*

13. When the recount sheets are returned, re-enter the count quantity and reconcile.

NOTE:

14. When re-entering count quantities for a Quantity tracked stock codes and that count is Zero, **delete** 0 before re-entering 0. this will ensure that the submit icon is now available for selection.

15. The next procedure is to raise discrepancies for investigation. For procedures relation to Raising Discrepancies refer to _.

V04S10C04A6 - RAISE DISCREPANCIES

PURPOSE

1. The purpose of raising discrepancies in SM is to flag the stock code for investigation. Once the items are discrepant, the Stocktake Discrepancy Adjustment Report is printed.

PROCEDURE

Global Profile

2. The Global profile for this transaction is STOCKTAKER.

Raise Discrepancies

3. To access Programme Stocktake Search screen type _ in the Quick Launch field and click **Go** or press **Enter** and the following screen will be displayed:

Field	Entry	Mandatory
District Code	Enter District Code	Yes
Stocktake Group	Enter Stocktake Group	No
Programme	Enter Programme	No
Programme Group	Enter Programme Group	No
Programme Group Period	Enter Programme Group Period	No
Stocktake Number	Enter Stocktake Number	Yes
Count Officer	Enter The Count Officer Userid	No
Search Status Type	Select from the drop down box (Inactive/Active)	No (Active will display all stocktakes with a status of Printed only)

4. TABLE: 4A5- 1 Programme Stocktake Search

5. Click **Search,** and the _ - Update Programme Stocktake screen will be displayed.

Raise Discrepancy

6. Select the **Count Task** tab. All discrepant stock codes will have a Status of' Error in Count'.

7. **Tick** the grid to the left of each of the count tasks that require a discrepancy to be raised against, **or** Tick the Select All box at the top of left of the Count Sheets to select **ALL**, then select the **Raise Discrepancy** icon at the bottom of the page and the Raise Discrepancy dialogue box will display as follows:

Field	Entry	Mandatory
Discrepancy Reason	Select the correct Action code from the drop down box.	Yes
Discrepancy Comments	Enter Discrepancy Comments.	Yes
Ok/Cancel	Select Ok if satisfied / Select Cancel to Cancel.	Yes

8. Table: 4A5-2 Raise Discrepancy Dialogue Box

9. All stock codes will now appear under the counted tab.\

10. Select the **Counted** Tab. All discrepancies will have an **Count Error Status** and an Adjustment status of **Unapproved**. Status will be Task Discrepant.

11. Where a stock code was found during the recount process, the Adjustment Status will be at Unapproved **without** a count error status. Status will be Task Completed.

Print Stocktake Discrepancy Adjustment Report

Click 'Show Me' to view a simulation of this procedure.

12. Select **Print Discrepancies** from the Actions Icon **or** on the task bar, and the Print Discrepancies dialogue box will be displayed as follows:

Field	Description	Mandatory

Medium	Select Reporting Inbox **or** Print from the drop down box.	Yes
Output Device	Select Printer if Medium was Print.	Yes
Ok / Cancel	Select Ok or Cancel.	Yes

13. Table: Print Discrepancies Dialogue box

14. Print Discrepancies produces a Stocktake Discrepancy Adjustments - Control Report (MSB1SHA), is produced. .For further information regarding the report outputs, refer to _.

15. In addition, a Stocktake Discrepancy Adjustments Report (MSB1SHB) is produced. This report is to be forwarded to the stocktake manager to investigate the stocktake discrepancies. For further information regarding the report outputs, refer to _.

16. All count errors are to be investigated to determine if a clerical or physical error has caused the stock code error.

17. Once the investigation is completed, the discrepant stock code will need to be managed.

18. For procedures relating to the management of discrepancies, refer to _.

V04S10C04A7 - MANAGEMENT OF DISCREPANCIES

PURPOSE

1. The **purpose** of managing discrepancies is to ensure that the discrepancies are identified, investigated, approved and adjusted where applicable.

2. Management of discrepancies includes:

a. Printing the Stocktake Discrepancy Adjustment Report (MSB1SHB) and Conducting an investigation into the count errors;

b. Resolving the discrepancy where the entire discrepancy quantity is found during the investigation;

c. Partly resolving the discrepancy where the investigation discovers that some of the discrepant items are found after the investigation;

d. Approving the Adjustments on-line in SM after the Stocktake Discrepancy Adjustment Report (MSB1SHB) has been signed.

NOTE:
All count tasks, on all count sheets associated with the stocktake must be counted first before management of discrepancies applies.

3. For further information regarding the investigation of count errors, refer to _._

PROCEDURE

Click 'Show Me' to view a simulation of this procedure.

Global Profile

4. The Global Profile for this transaction is STOCKTAKER.

Management of Discrepancies

5. To manage discrepancies, type _ in the **Quick Launch** field and click **Go** or press **Enter** and the Programme Stocktake Search Screen will be displayed:

Field	Description	Mandatory
District Code	Enter District Code.	Yes
Stocktake Group	Enter Stocktake Group.	No
Programme	Enter Programme Number.	No
Programme Group	Enter Programme Group Number.	No
Programme Group Period	Enter Programme Group Period.	No
Stocktake Number	Enter The Stocktake Number.	Yes
Count Officer	Enter Count Officer Userid.	No
Search Status Type	Select Inactive Or Active From The Drop Down Box.	No

6. **Table: 4A7- 1 MSE1SB - Programme Stocktake Search**

7. Select **Search** and the MSE1SB - Update programme Stocktake screen will be displayed. Select the **Counted tab**.

Item Found During Initial Assessment

8. To be used where the total quantity of a discrepant item is found after the investigation.

Example:
(SOH = 10, 1st/2nd Count = 5, discrepancy = -5. Investigation reveals that the -5 was on loan, SOH = 10)

9. Select the **View Discrepancy** icon (Green Arrows) and the **MSE1TD** - Update Discrepancy Task Screen will be displayed.

10. Select the **Resolution** Icon from the top of the page and the Resolution dialogue box will be displayed.

11. Select **SF** (Stocktake Discrepancy Found) from the drop down box and **OK.** The **MSE1TD** - Deleted Discrepancy task has removed the task from the discrepancy log.

12. To return to the MSE1SB - Update Programme Stocktake - Select the **MSE1SB** - Update Programme Stocktake from the **task bar** at the top of the page.

13. Select **Refresh** and the data will be validated.

NOTE:

The discrepancy processed column now has a 'tick' in the box and the Count Error Status is still at "Stock on Hand Error".

Some Items Found During Initial Assessment

14. To be used where some but not all items have been found during the investigation.

Example:
(SOH = 10, 1st/2nd Count = 5, discrepancy = 5. Investigation reveals that quantity 2 was on loan, SOH = 7 - only 3 discrepant NOT 5)

15. Select the **View Discrepancy** icon (Green Arrows) and the Update Discrepancy Task Screen (MSE1TD) will be displayed.

16. Select the **Resolution** Icon from the top of the page and the Resolution dialogue box will be displayed.

17. Select **SF** (Stocktake Discrepancy Found) from the drop down box and **OK.** The Deleted Discrepancy task (MSE1TD) has removed the task from the discrepancy log.

18. To return to the Update Programme Stocktake (MSE1SB) - Select **MSE1SB** from the **task bar** at the top of the page.

19. Select **Refresh** and the data will be validated.

20. **NOTE:** As the items is now resolved, it will need to be recreated as a new count task and the correct quantity re-created.

21. Select the **Count Task** Tab.

22. Select the Add icon (Green +) from the bottom of the screen and a new line will appear for entry as follows:

Field	Description	Mandatory
Count Sheet Number	Enter the Count Sheet Number.	Yes
Status	Leave Blank. (Will be Task Printed when Submit is selected - No count sheets will be printed)	Yes
SCA	Enter SCA identification if the items was in an SCA.	Yes
Stock Code	Enter the Stock Code	Yes
Batch Lot	Leave Blank.	Yes
Shelf Life	Leave Blank.	Yes
Tracking	Leave Blank.	Yes
Assigned To	Enter your own userid.	Yes
Number of Counts	Leave Blank.	Yes
Stock on Hand	Leave Blank.	Yes
Count Quantity	Enter the Correct Count Quantity after the investigation.	Yes
Count Error Status	Leave Blank.	Yes

23. Table: 4A7- 2 MSE1SB - Programme Stocktake Search

24. Select **Submit** to validate data.

25. Select the **Reconcile** icon to create an Error in Count Status.

26. Select **Raise Discrepancy** icon and enter the details in the raise discrepancy dialogue box and Ok.

Approve Discrepancies

Click 'Show Me' to view a simulation of this procedure.

27. Adjustment of discrepancies cannot occur until the MSB1SHB has been signed by the Unit Commander/Manager/Contract Authority or authorised delegate to approve the adjustments of Discrepancies.

28. Once the signed **MSB1SHB** has been returned to the stocktake team, the **Approve Discrepancies** icon is to be selected so that the adjustments can be made.

29. To approve adjustments on-line, type **MSE1SB** in the **Quick Launch** field and click **Go** or press **Enter** and the Programme Stocktake Search Screen will be displayed:

Field	Description	Mandatory
District Code	Enter District Code.	Yes
Stocktake Group	Enter Stocktake Group.	No
Programme	Enter Programme Number.	No
Programme Group	Enter Programme Group Number.	No
Programme Group Period	Enter Programme Group Period.	No
Stocktake Number	Enter The Stocktake Number.	**Yes**
Count Officer	Enter Count Officer Userid.	No
Search Status Type	Select Inactive Or Active From The Drop Down Box.	No

30. Table: 4A6- 3 MSE1SB - Programme Stocktake Search

31. Select **Submit** and the MSE1SB - Update Programme Stocktake screen will be displayed.

32. Select **Approve Discrepancies** from the **Action** icon **or** Task bar and the Approve Discrepancies dialogue box will be displayed:

33. Enter the following details in the Approver Delegate box:

a. Rank / Position;

b. Name of the actual person that has authorised the adjustment on the MSB1SHB; and

c. Date MSB1SHB was signed.

34. Select **OK**.

35. Adjustment Status is now Approved, Adjustment Delegate and Approval date are now populated in their columns.

36. Once approved, the adjustments will need to be made. For procedures relating to the adjustment of discrepancies, refer to .

<div align="center">**V04S10C04A8 - ADJUSTMENT OF DISCREPANCIES**</div>

PURPOSE

1. The purpose of adjusting discrepancies is to correct the stock on hand balances in SM.

PROCEDURE

Global Profile

2. The Global Profile for this transaction is STOCKTAKER.

Adjustment of Discrepancies

   Click 'Show Me' to view a simulation of this procedure.
3. To adjust discrepancies in SM, type _ in the **Quick Launch** field and click **Go** or press **Enter** and the Programme Stocktake Search Screen will be displayed:

Field	Description	Mandatory

District Code	Enter District Code	Yes
Stocktake Group	Enter Stocktake Group	No
Programme	Enter Programme Number	No
Programme Group	Enter Programme Group Number	No
Programme Group Period	Enter Programme Group Period	No
Stocktake Number	Enter The Stocktake Number	Yes
Count Officer	Enter Count Officer Userid	No
Search Status Type	Select Inactive Or Active From The Drop Down Box	No

4.   Table: MSE1SB - Programme Stocktake Search
5.   Select **Search** and the MSE1SB - Update Programme Stocktake screen will be displayed. Select the **Counted** tab.

NOTE:
*So all discrepancies can be easily viewed on the screen, use the **Sort** Triangle in the Grid headings. This may take some manipulation until the discrepancies are together, but worth the effort.*

6.   Click once on the **View Discrepancy** icon (Green Arrows) and the view discrepancy box will be available. Click **once** in the view discrepancy box and the **MSE1TD** - Update Discrepancy Task screen will be displayed as follows:

Field	Description
Discrepancy Type	Discrepancy Type of 'Stock on Hand Discrepancy will be displayed
Discrepancy Reason	Discrepancy Reason will be displayed
District	District will be displayed if the adjustment is to occur in a warehouse
Warehouse	Warehouse will be displayed if the adjustment is to occur in a warehouse
Supply Customer	Supply Customer will be displayed if the adjustment is to occur in an SCA
Employee	Not used by Fast Track
Assigned To	Assigned To Userid will be displayed if the task has been assigned to an individual to adjust
Priority	Priority will be displayed if the assigned to an individual (if used)

7.   Table: MSE1TD - Update Discrepancy task
8.   Select the **Adjust** icon at the top of the page and the **MSE1SZ** - Update Adjustment Holding screen will be displayed. Depending on the type of stock code to be adjusted, the **Holding Details** screen will be different.

Adjust Non Tracked Stock Code

Field	Description	Mandatory
Holding Details		
Stock On Hand	Leave Blank. The current Stock on Hand Balance will be displayed	Yes
Stock Ownership	Leave Blank. Cannot enter data	Yes
Fixed Holding Status	Leave Blank. Cannot enter data	Yes

Bring On	**Enter** the Quantity to Bring On	Yes
Write Off	**Enter** the Quantity to Write Off	Yes
Where there are **No** holdings but an item is found the **Add** icon (Green +) will need to be selected.	**Enter** the Quantity to Bring On	Yes

Table: Holding Details

9. Select **Submit** to validate the data

<div align="center">

NOTE:
Stock On Hand Balances have changed.
</div>

10. Select the **Finalise Discrepancy** icon and the Finalise Discrepancy dialogue box will be displayed. Select **SA** (Stocktake Discrepancy Approved) from the drop down box and **OK**.

11. Select the **MSE1SB** - Update Programme Stocktake from the **task bar** then Select the **Refresh** icon and the Discrepancy Processed box will be 'ticked'.

Adjust Tracked Stock Code

Field	Description	Mandatory
Tracking Details		
Stock Ownership	Leave Blank. Cannot enter data	Yes
Fixed Holding Status	Leave Blank. Cannot enter data	Yes
Tracking Reference Number	Leave Blank. Cannot Enter Data	Yes
Where there are **No** holdings but an item is found the **Add** icon (Green +) will need to be selected.	Enter the tracking reference	Yes

Table: Tracking Details

12. Select the **Delete icon** (Red X) against the tracking reference to be deleted, or

13. Select the **Add** icon (Green +) to add tracking references. Where the tracking references are equipment tracked a Warning will appear 'Entitlement Id blank'. Select Confirm.

14. Select **Submit** to validate data.

15. Select the **Finalise Discrepancy** icon and the Finalise Discrepancy dialogue box will be displayed. Select **SA** (Stocktake Discrepancy Approved) from the drop down box and **OK**.

16. Select the **MSE1SB** - Update Programme Stocktake from the **task bar** to return to the Update Programme Stocktake screen to continue to adjust discrepancies.

17. Select the **Refresh** icon and the Discrepancy Processed box will be 'ticked'.

<div align="center">

NOTE1:
All discrepant stock codes have been added to the SSAV with a Status of 'Pending Approval'.
</div>

18. Stocktake Status is SSAV Processing.

19. Once the adjustments have been made, and added to the SSAV, the SSAV will have to be managed. For procedures relating to the management of the SSAV, refer to .

V04S10C04A9 - MANAGEMENT OF SSAV

PURPOSE

1. The purpose of this appendix is to detail the procedures for Changing, Reassigning, Notifying, Printing and Approving the Stocktake / Stores Adjustment Voucher (SSAV). The SSAV must have a status of approved before the stocktake can be acquitted.

2. Where the stocktake has resulted with nil discrepancies, the management of the SSAV is unnecessary and the stocktake programme can be acquitted. The stocktake status will be 'stocktake printed'

3. A stocktake must have a stocktake status of SSAV Approved and an SSAV Approved before the stocktake can be completed.

4. Once the SSAV is printed and forwarded to the stocktake manager, as part of the report to the Delegate to Determine Liability, the SSAV is to be approved on-line. The SSAV is no longer part of the stocktake process on-line.

PROCEDURE

5. To manage an SSAV in SM, type   in the **Quick Launch** field and click **Go** or press **Enter** and the Programme Stocktake Search Screen will be displayed:

Field	Description	Mandatory
District Code	Enter District Code	Yes

Stocktake Group	Enter Stocktake Group	No
Programme	Enter Programme Number	No
Programme Group	Enter Programme Group Number	No
Programme Group Period	Enter Programme Group Period	No
Stocktake Number	Enter The Stocktake Number	**Yes**
Count Officer	Enter Count Officer Userid	No
Search Status Type	Select Inactive Or Active From The Drop Down Box	No

6. Table: MSE1SB - Programme Stocktake Search

7. Select **Search** and the MSE1SB - Update Programme Stocktake screen will be displayed. Select the **SSAV Items** tab.

8. All stock codes resulting from a stocktake discrepancy are added to an SSAV with a Status of Pending Approval.

9. The stocktake Status is at SSAV Processing.

Reassign an SSAV Approver

10. **Only** the person who is nominated as the Adjustment Authoriser can re-assign the SSAV to another person.

11. Select **Reassign SSAV Approver** from the Actions tab **or** from the task bar and the Reassign SSAV Approver dialogue box will be displayed:

Field	Description	Mandatory
Approver	Enter User Id on new SSAV Approver	Yes
Notification	Enter Notification Request	Yes

12. Table: Reassign SSAV Approver dialogue box

13. A notification has been sent to the new approver.

Print SSAV

Click 'Show Me' to view a simulation of this procedure.

14. Select **Print** from the Actions tab or from the task bar and the print SSAV dialogue box will be displayed:

Field	Description	Mandatory
Medium	Select Reporting Inbox or Print from the drop down box.	Yes
Output Device	Enter Printer if Print was the Medium	Yes
Ok / Cancel	Select Ok or Cancel	Yes

15. Table: Print SSAV dialogue box

16. The print SSAV will produce **MSA1SI** - SSAV document. For further information regarding the SSAV outputs, refer to .

NOTE:

17. The SSAV is forwarded to the stocktake manager for inclusion as part of the report to the Delegation to determine liability for the loss of relevant property, in accordance with .

Notify SSAV Approval

Click 'Show Me' to view a simulation of this procedure.

18. The Notify SSAV Approval **must** be sent to the SSAV approver **before** the stocktake can be approved. Failure to Notify SSAV Approver will result in the stocktake **not** being completed.

19. Select **Notify SSAV Approval** from the Actions tab or from the task bar and the Notify SSAV approval dialogue box will be displayed:

Field	Description	Mandatory
Notification	Enter Notification comments.	Yes
Medium	Select Print or Reporting Inbox from the drop down box.	Yes
Output Device	Select Printer if Print was selected.	Yes
OK / Cancel	Select OK if satisfied with selection or Cancel.	Yes

20. **Table: Notify SSAV Approval dialogue box**

21. The notify SSAV approval changes the status of the stocktake to SSAV pending approval.

22. Notify SSAV Approver has also generated a **MSB1SG** - SSAV Approval Pending Control Report. For further information regarding the MSB1SG, refer to _.

NOTE:
*If there are any outstanding count tasks or adjustments the Notification will not be sent and the stocktake cannot be acquitted. Refer to the **MSB1SG** for any outstanding tasks.*

Approve SSAV

Click 'Show Me' to view a simulation of this procedure.

23. **Only** the person nominated in the Adjustment Authoriser field can approve the SSAV. Another member of the team that attempts to approve the SSAV will get a message 0777: No Entries.

24. To approve the SSAV, Select the **Approve SSAV** from the Action icon or the task bar.

25. Select Refresh and the Stocktake Status will change to **SSAV Approved**.

26. Once the status of the stocktake is as SSAV Approved, the programme must be acquitted. For procedures relating to acquitting programmes, refer to _.

CHANGE STATUS OF STOCKTAKE

27. Only the person that's userid is in the Adjustment Authoriser can re-assign an SSAV to another person, however there will be instances in Fast Track where the SSAV needs to be approved and that person is no longer available or no longer the adjustment authoriser.

28. Before a stocktake can be acquitted, the Stocktake status must be SSAV approved and the SSAV status Approved.

Change SSAV Approver - Stocktake Status of SSAV Pending Approval - SSAV Status of Pending Approval

29. This process is for where the stocktake status is **SSAV Pending Approval**, and the SSAV status is **Pending Approval**. In this instance the SSAV approver can be changed.

30. Select the Schedule tab and change the Adjustment Authoriser and select Submit.

31. Select **Notify SSAV Approval** and the Notify SSAV Approval dialogue box will be displayed. Enter Remarks

32. Print SSAV.

33. Select the Actions icon from the task bar or **Approve SSAV** from the task bar and Submit.

34. Stocktake Status will change to SSAV Approved and the Status of the SSAV will be Approved.

35. The SSAV can be acquitted.

Change SSAV Approver - Stocktake Status of SSAV Processing - SSAV Status Pending Approval

36. This process is for where the stocktake status is **SSAV Processing**, and the SSAV status is **Pending Approval**. In this instance the SSAV approver can be changed.

37. Change the userid under to Approver column and select Submit.

38. Select the Actions icon from the task bar and select **Notify SSAV Approval**, even if the UserID is your own. Stocktake status will change to SSAV Pending Approval.

39. Change the **Status** of the SSAV from Pending Approval to Approved under the Status column and select Submit.

40. The stocktake Status will change from SSAV Pending Approval to SSAV Approved.

41. After the SSAV is printed, the SSAV can be acquitted.

Stocktake Status of SSAV Processing - SSAV Status Approved

42. This process is for where the stocktake status is **SSAV Processing**, and the SSAV Status is **SSAV Approved**. In this instance the SSAV approver cannot be changed

43. Select the Actions icon from the task bar.

44. Select **Notify SSAV Approval** and the Notify SSAV Approval dialogue box will be displayed. Enter details and the Stocktake Status will change to SSAV Pending Approval.

45. Select the Actions icon from the task bar or **Approve SSAV** from the task bar and Submit.

46. Error 0777: No Entries message will be displayed, however select refresh and the Stocktake status will change to SSAV approved and the stocktake can be acquitted.

V04S10C04A10 - ACQUIT PROGRAMMES AND FINALISE STOCKTAKE PROGRAMMES

PURPOSE

1. A stocktake can be acquitted even where there are no count task or when the stocktake is finalised with or without discrepancies. Each programme must be acquitted before the stocktake can be completed, even where there are no count tasks.

2. Once the SSAV notification has been sent and the SSAV has been printed and approved, the SSAV is no longer part of the **on-line**stocktaking process. Acquitting the stocktake will set the stocktake status to completed.

3. The completion of the stocktake can only occur when all programme periods have been finalised.

PROCEDURE

Global Profile

4. The Global Profile for this transaction is STOCKTAKER.

Acquit a Stocktake Programme

Click 'Show Me' to view a simulation of this procedure.

5. To acquit a stocktake programme, type _ in the **Quick Launch** field and click **Go** or press **Enter** and the Programme Stocktake Search Screen will be displayed:

Field	Description	Mandatory
District Code	Enter District Code	Yes
Stocktake Group	Enter Stocktake Group	No
Programme	Enter Programme Number	No
Programme Group	Enter Programme Group Number	No
Programme Group Period	Enter Programme Group Period	No
Stocktake Number	Enter The Stocktake Number	Yes
Count Officer	Enter Count Officer Userid	No
Search Status Type	Select Inactive Or Active From The Drop Down Box	No

6. Table: 4A9- 1 MSE1SB - Programme Stocktake Search

7. Select **Search** and the _ - Programme Stocktake Update screen will be displayed.

8. Select the **Acquit** icon at the top of the page, or from the Action icon, and the Acquit dialogue box will be displayed as follows:

Field	Entry	Mandatory
Count Start Date	Select the Count Start Date from Calendar	Yes
Count End Date	Select the Count End Date from Calendar	Yes
Medium	Select Print or Reporting Inbox from drop down box	Yes
Output Device	Select Printer if Print was the Medium	Yes

9. Table: 4A9- 2 Acquit Dialogue Box

10. Select **Ok** or **Cancel.**

11. Select **Refresh** and the stocktake status will change from 'SSAV Approved' OR 'Stocktake Printed' to '**Stocktake Completed**'. All count tasks and counted data will be removed and written to the stocktake history file.

12. Acquitting the stocktake produces an **MSB1SA** - Stocktake Acquittal Control Report. For further information regarding the MSB1SA refer to _.

13. The stocktake cannot be acquitted if there are outstanding tasks associated with the stocktake. If the stocktake is not complete the stocktake team is to investigate and resolve any out standing tasks.

Global Profile

14. The Global Profile for this transaction is STKPLANNER.

Complete a Stocktake Programme

Click 'Show Me' to view a simulation of this procedure.
15. The stocktake programme cannot be completed until all programme periods are completed.

16. To complete a stocktake programme, type **MSE1S5** in the **Quick Launch** field and click **Go** or press **Enter** and the Stocktake Programme Search Screen will be displayed:

Field	Entry	Mandatory
District Code	Enter District Code	Yes
Stocktake Group	Enter Stocktake Group	No
Status	Select Programme Active from Drop Down box	Yes
Search Method	Select **Exact Match** from Drop Down box	Yes

Programme	Enter the Programme Number	Yes

17. Table: 4A9-3 Stocktake Programme Search Screen

18. Select **Search** and the **MSE1S5** - Update Stocktake Programme screen will be displayed.

19. Select the **Complete** icon from the top of the screen or from the Action icon, and the complete dialogue box will be displayed.

Field	Entry	Mandatory
Medium	Select Reporting Inbox or Print from drop down box	Yes
Output Device	Leave Blank or select Printer if Print was the Medium	Yes

20. Table: 4A9-4 Complete Dialogue box

21. Where the stocktake is completed the Actual completed Date is populated under the **status** tab of the MSE1S5 - Update Stocktake Programme screen.

22. Completing a stocktake in the MSE1S5 produces a **MSB1SF** - Stocktake Programme Completion Control Report.

23. The stocktake cannot be completed if there are outstanding counts associated with the stocktake. If the stocktake is not complete the stocktake team is to investigate and resolve any out standing counts (stocktakes outstanding).

24. For further information regarding the **MSB1SF** - Stocktake Programme Completion Control Report, refer to _.

Stocktake Completion (MSA1SB)

25. This report is to be run directly from the MSM080 - Review Available Reports Screen.

26. For further information regarding the **MSA1SB** - Stocktake Completion Reports, refer to _.

V04S10C04A11 - SUSPEND/RESUME/CANCEL OR DELETE A STOCKTAKE PROGRAMME

PURPOSE

1. A stocktake plan consists of stocktake programmes. Stocktake programmes may be suspended, resumed canceled or deleted.

2. The suspension of a stocktake programme might necessitate its re-programming. This would normally result in an increased number of of count tasks to be counted over the remaining periods.

PROCEDURE

Global Profile

3. The Global Profile for this transaction is STKPLANNER

4. To suspend a stocktake programme, type **MSE1S5** in the Quick Launch field and Click **Go** or press **Enter** and the _ - Stocktake Programme Search Screen will be displayed as follows:

Field	Entry	Mandatory
District Code	Enter District Code.	Yes
Stocktake Group	Enter Stocktake Group Number.	No
Status	Select options from the drop down box.	No

Search Method	Will default to All, Select **Exact Match**from the drop down box.	Yes
Programme	**Enter Programme Number.**	Yes

6. Select **Submit** and the - Update Stocktake Programme screen will be displayed.

Suspend a stocktake programme

7. Select the Suspend icon from the top of the page and the Suspend dialogue box will be displayed as follows:

Field	Entry	Mandatory
Suspend reason	Enter the reason for the suspension of the stocktake programme.	Yes
Suspend type	Select the Suspension Type from the drop down box.	Yes
Ok / Cancel	Select Ok or Cancel.	Yes

8. **Table: Suspend Dialogue Box.**

9. Select the **Status** tab and the following information is populated:

a. Suspend Date;

b. Suspended by - The userid if the logged on person will be populated; and

c. Suspend reason.

10. Status is Programme Suspend All or Programme Suspend Except Counts.

Resume a Stocktake Programme

11. A stocktake programme can be resumed after it has been suspended. Resuming a stocktake programme may require its' re-programming.

12. To Resume a suspended stocktake programme, select the **Resume** icon from the top of the page. Select the Status tab and the following information is populated:

a. Resume Date; and

b. Resumed by - the userid of the logged on person.

13. Select the **Status** tab and the Re-programme Authorise status is P - Pending.

14. Once resumed the stocktake programme will need to be run in feasibility/update mode and will require re-authorisation by the programme authoriser.

Cancel

15. A stocktake programme can be cancelled when there is no current activity is in progress. A programme must have a status of Active before it can be cancelled. Current activity must be completed prior to cancelling.

16. To Cancel a stocktake programme, select the Cancel icon a the top of the page and the Cancel dialogue box will be displayed. The userid of the logged on person will be detailed, select the cancel date and Ok.

17. Select the **Status** tab and the status is now Programme Cancelled.

18. Once a programme is cancelled it cannot be resumed.

Delete

19. A stocktake programme can only be deleted when there is no activity recorded against it. Deletion is allowed during the planning stages of the stocktake.

20. To delete a stocktake programme, select the **Delete** icon from the top of the page and the 'confirm delete operation' dialogue box will be displayed. Select **Confirm** and message 0682: Entry Deleted will be displayed.

Delete a Scheduled Stocktake Programme

21. To delete a scheduled stocktake in SM, Type **MSE1SB** in the Quick Launch field and select **Go** or press **Enter** and the _ - Programme Stocktake Search screen will be displayed as follows:

22.

Field	Entry	Mandatory
District Code	Enter District Code	Yes
Stocktake Group	Leave Blank	No
Programme	Enter Programme Number	Yes
Programme Group	Leave Blank	Yes
Programme Group Period	Leave Blank	No
Stocktake Number	Leave Blank	No
Count Officer	Leave Blank	No
Search Status Type`	Leave Blank	No

23. Table: MSE1SB - Programme Stocktake Search screen

24. Select **Search** and the _ - Update Programme Stocktake screen will be displayed as follows:

25.

Field	Entry	Mandatory
District Code	Leave Blank - details will default.	Yes
Stocktake Group	Leave Blank - details will default.	Yes
Programme	Leave Blank - details will default.	Yes
Programme Description	Leave Blank - details will default.	Yes
Programme Group	Leave Blank - details will default.	Yes
Programme Group Period	Leave Blank - details will default.	Yes
Stocktake Number	Leave Blank - details will default.	Yes
Stocktake Method	Leave Blank - details will default.	Yes
Stocktake Status	Leave Blank - details will default as Stocktake Feasibility/Update	Yes

26. Table: Update Programme Stocktake screen

27. Select **Batch Delete** from the Actions Icon or from the top of the screen and the Batch Delete dialogue box will be displayed as follows:

28.

Field	Entry	Mandatory
Medium	Select Print or Reporting Inbox from the drop down box	Yes
Out Put Device	Select Printer if Print was the Medium	Yes
Ok / Cancel	Select Ok / Cancel	Yes

29. Table: Batch Delete Dialogue box

30. This action creates a **MSB1SQ** - Programme Scheduling Deletion report that is to be forwarded to the stocktake manager with the reasons why the stocktake was deleted.

31. This action also deleted any associated records with the stocktake and set the programme back to feasibility in the **MSE1CY** - Cyclic Programme Schedule Search screen.

32. Where the stocktake will not be re-scheduled, the stocktake manager (Global profile of STKPLANNER) is required to delete the stocktake programme.

Delete a stocktake programme

Global Profile

33. The Global Profile for this transaction is STKPLANNER.

34. To delete a scheduled stocktake in SM, type **MSE1S5** in the Quick Launch field and select **Go** or press **Enter** and the _ - Stocktake Programme Search screen will be displayed as follows:

35.

Field	Entry	Mandatory
District Code	Enter District Code	Yes
Stocktake Group	Enter Stocktake Group	No
Status	Select Active from the drop down box	No
Search Method	Select **Exact Match** from the drop down box	Yes
Programme	Enter Programme Number	Yes

36. Table: Batch Delete Dialogue box

37. Select **Search** and the _ - Update Stocktake Programme screen will be displayed.

38. Select the **Delete** icon from the top of the page and the following dialogue box will appear:

Confirm Delete Operation!
The Stocktake Programme will be permanently deleted. Are you sure you want to delete it?
Confirm / Cancel

39. Table: Confirm Delete Operation! dialogue box

40. Select Confirm or Cancel and message 0682:Entry Deleted will be displayed.

V04S10C02A - STOCKTAKING PROCESS FLOW IN SM

1. This process flow details the high level stocktaking process flow for SM stocktakes.

Figure-Manual Error! No text of specified style in document.-1-A: VS10C02A-Stocktaking process flow in SM

Figure-Manual 3.2-21-B: V04S10C04A-Sequence diagram of stocktake execution

Figure-RM Error! No text of specified style in document.-1: V04S10C04A-Sequence Diagram of Stocktake Execution

NOTES

**Authority or person authorized to approve the adjustment of discrepancies
&Unit Officers who support Stocktakes**

References:

[1] Schedule a Stocktake. In SM- it is a screen called **MSE1CY.** This Screen enables the stocktake to be re-scheduled. eSCM says Update Cyclic Programme Schedule screen.

[2] Register the Stock Take Team with PMKeyID – through iPAD (including Tier 123 (Stocktake manager and Data recorder), Count Officer, Unit Manager, Signature Delegate, SSAV approver, SM/ ERP Adjustment Authorizer)

[3] Assign A counter Officer. In SM, access the Stocktake screen through . Stocktake Search screen will be displayed as:

Field	Entry	Mandatory
District Code	Enter District Code	Yes
Stocktake Group	Enter stocktake group	No
Programme	Enter Programme	No
Programme Group	Enter Programme Group	No
Programme Group Period	Enter Programme Group Period	No
Stocktake Number	Enter Stocktake Number taken from the MSE1SB.	Yes
Count Officer	Enter the Count Officer Userid	No
Search Status Type	Select from the drop down box (Inactive/Active)	No

[4] SSAV is Stocktake/Store Adjustment Voucher

[5]SDAR is Stocktake Discrepancy Adjustment Report (The report is named MSB1SH)

[6] **recount,** *Refer to Figure 16: V10S03C02- BPT sampling methodology (Level 2),* **Max. 3 Round counts. Reconcile, Sign & Save,**