

Field	Description
Reporting Position ID	Reporting Position ID will be displayed
Reporting Position Description	Reporting Position Description will be displayed
Reporting Hierarchy Version	Reporting Hierarchy Version will be displayed
Stocktake Cycle	Stocktake Cycle will be displayed unless there is nothing to report (eg. no asset entities not planned)
SRS Class Code	SRS Class Code will be displayed unless there is nothing to report (eg. no asset entities not planned)
Reporting Parent Description as a header will be displayed,	*Direct Results (do not drill)* will be displayed if the report is run at the lowest level.
SCA Id	SCA ID and Description will be displayed if Custodian Type.
Warehouse Id	Warehouse and Description will be displayed if Custodian Type was W.
Location Not on a Plan	Bin Locations will be displayed if the Custodian Type as W.
Approving Officer	Will be blank for the Unit Commander/Manager/Contract Authority/ SPO Equivalent to enter their details (NAME/RANK/REGIMENTAL/KEYS number)
Date Approved	Will be blank for the Unit Commander/Manager/Contract Authority/ SPO Equivalent to enter the date the Reports was signed
Signature of Approving Officer	Will be blank for the Unit Commander/Manager/Contract Authority/ SPO Equivalent to sign.

2. Table:- MSA1SQ - Stocktake Not Planned Report

- Each Not Planned report must be kept with the stocktake documents for audit purposes. The Not Planned report does not require signatures or approval if there is nothing on the report.

V04S10C02D4 - STOCKTAKE PROGRESS REPORT - PROGRAMMES (MSA1SR)

PURPOSE

1. The purpose of this appendix is to enable the stocktake manager or member of the stocktake team to request and print the MSA1SR - Stocktake Progress report - Programmes.
2. Stocktake Progress report - Programmes (**MSA1SR**). The Stocktake Progress - Programmes report will provide information on what programmes have been created for the stocktake plan and the progress of those programmes at the date of the report.
3. In addition, the report outputs will be detailed.

PROCEDURE

4. To access the Stocktake Progress Report - Programmes (MSA1SR) type **MSA1SR** in the Quick Launch field and Click **Go** or press **Enter** and the Maintain Reports Request (MSM080B) screen will be displayed.

Field	Entry	Mandatory
Medium	Will default to P - Print or select I - Reporting Inbox from the drop down box	Yes
Publish Type	Select PDF from the drop down box	Yes
For Printing	Printer will default -Delete if I - Reporting Inbox was the selection	Yes

5. Table: MSM080B - Maintain Report Request

6. Select **Submit** and the MSM080C - Modify Report Parameters will be displayed as follows:

Field	Entry	Mandatory
Stocktake Period Cycle	Enter Stocktake Period Cycle as selected in the MSE1S3 as 2014-2016	Yes
SRS Class Code	Enter SRS Class Code. S = Stocktakes. A = Assurance Stocktakes	Yes
Highest Reporting Hierarchy Position	Enter the Reporting Hierarchy Position in CAPITALS	Yes
Reporting Hierarchy Version	Enter Reporting Hierarchy Version with leading 00s (003)	Yes

7. Table: MSM080C - Modify Report Parameters

8. Report Outputs

9. The following information is detailed on the report:

Field	Description
Reporting Position ID	Reporting Position ID will be displayed
Reporting Position Description	Reporting Position Description will be displayed

Reporting Hierarchy Version	Reporting Hierarchy Version will be displayed
Stocktake Cycle	Stocktake Cycle will be displayed
SRS Class Code	SRS Class Code will be displayed
	Custodian Position ID and Description will be displayed
Warehouse / SCA Id / Sub Unit	Warehouse / SCA Id / Sub Unit
Planned	
Total Lines in Plan for the Full Cycle	Total Lines in Plan for the Full Cycle will be displayed.
No Lines planned to be counted by Report Date	No Lines planned to be counted by Report Date will be displayed.
% Planned over Total	% Planned over Total will be displayed.
Programmes	
No Programmes in SM associated with Plan	No Programmes in SM associated with Plan will be displayed.
% of Plan (Loc's) in Programmes in SM	% of Plan (Loc's) in Programmes in SM will be displayed.
Progress	
No Programmes associated with the Plan that were planned to be completed by Report Date	No Programmes associated with the Plan that were planned to be completed by Report Date will be displayed.
No of Completed Programmes associated with the Plan	No of Completed Programmes associated with the Plan will be displayed.
No Cancelled / Suspended Programmes associated with the Plan	No Cancelled / Suspended Programmes associated with the Plan will be displayed.
% Programmes completed over total programmes Planned to be completed by report date	% Programmes completed over total programmes Planned to be completed by report date will be displayed.
% Programmes locations completed over Total locations programmes Full Cycle	% Programmes locations completed over Total locations programmes Full Cycle will be displayed.
Totals	Totals will be displayed.

10. Table:- MSA1SR Stocktake Progress Report - Programmes

V04S10C02D5 - STOCKTAKE PROGRESS REPORT - TASKS (MSA1SS)

PURPOSE

1. The purpose of this appendix is to enable the stocktake manager or member of the stocktake team to request and print the MSA1SS - Stocktake Progress report - Tasks.

PROCEDURE

2. To access the Stocktake Progress Report - Tasks type **MSA1SS** in the Quick Launch field and Click **Go** or press **Enter** and the Maintain Reports Request (MSM080B) screen will be displayed.

Field	Entry	Mandatory
Medium	Will default to P - Print or select I - Reporting Inbox from the drop down box	Yes
Publish Type	Select PDF from the drop down box	Yes
For Printing	Printer will default -Delete if I - Reporting Inbox was the selection	Yes

3. Table: MSM080B - Maintain Report Request

4. Select **Submit** and the MSM080C - Modify Report Parameters will be displayed as follows:

Field	Entry	Mandatory
Stocktake Reporting Cycle	Enter Stocktake Period Cycle as selected in the MSE1S3 as 2014-2016	Yes
SRS Class Code	Enter SRS Class Code. S = Stocktakes. A = Assurance Checks	Yes
Highest reporting Hierarchy Position	Enter the Highest Reporting Hierarchy Position in CAPITALS .	Yes
Reporting Hierarchy Version	Enter Reporting Hierarchy Version with leading 00s	Yes

5. Table: MSM080C - Modify Report Parameters

6. Report Outputs

7. The following information will be displayed on the report:

Field	Description
Reporting Position ID	Reporting Position ID will be displayed.
Reporting Position Description	Reporting Position Description will be displayed.
Reporting Hierarchy Version	Reporting Hierarchy Version will be displayed.
Stocktake Cycle	Stocktake Cycle will be displayed.
SRS Class Code	SRS Class Code will be displayed.

Reporting Position ID and Description	Reporting Position ID and Description will be displayed.
Warehouse / SCA ID	Warehouse / SCA ID will be displayed.
Planned	
Total Lines in Plan for Full Cycle	Total Lines in Plan for Full Cycle will be displayed.
Number Lines planned to be counted by the Report Date	Number Lines planned to be counted by the Report Date will be displayed.
% Planned over Total	% Planned over Total will be displayed.
Tasks	
Total Number of Holdings for the Full Cycle	Total Number of Holdings for the Full Cycle will be displayed.
Total Number of Count Tasks programmed as at Report Date	Total Number of Count Tasks programmed as at Report Date will be displayed.
Total Number of Count Tasks completed at Report Date	Total Number of Count Tasks completed at Report Date will be displayed.
% of Count Tasks Completed at Report Date over Total number of Holdings for the Full Cycle	% of Count Tasks Completed at Report Date over Total number of Holdings for the Full Cycle will be displayed.
% of tasks Completed at Report Date over Total Count Tasks Programmed at the Report Date	% of tasks Completed at Report Date over Total Count Tasks Programmed at the Report Date will be displayed.
% of Count Tasks Programmes for the full cycle over Total number of Holdings for the full cycle	% of Count Tasks Programmes for the full cycle over Total number of Holdings

	for the full cycle will be displayed.
TOTAL	

8. Table:- MSA1SS - Stocktake Progress Report - Tasks

V04S10C02D6 - STOCKTAKE PLAN PERFORMANCE REPORT (MSA1ST)

PURPOSE

1. The purpose of this appendix is to enable the stocktake manager or member of the stocktake team to request and print the MSA1ST - Stocktake Plan Performance report.

FREQUENCY

2. This report can be run as required for management / information purposes.

PROCEDURE

3. To access the Stocktake Plan Performance Report, type **MSA1ST** in the Quick Launch field and Click **Go** or press **Enter** and the Maintain Reports Request (MSM080B) screen will be displayed.

Field	Entry	Mandatory
Medium	Will default to P - Print or select I - Reporting Inbox from the drop down box	Yes
Publish Type	Select PDF from the drop down box	Yes
For Printing	Printer will default -Delete if I - Reporting Inbox was the selection	Yes

4. Table: MSM080B - Maintain Report Request

5. Select **Submit** and the MSM080C - Modify Report Parameters will be displayed as follows:

Field	Entry	Mandatory
Stocktake Reporting Cycle	Enter Stocktake Period Cycle as selected in the MSE1S3 as 2014-2016	Yes
SRS Class Code	Enter SRS Class Code. S = Stocktakes. A = Assurance Checks	Yes
Highest reporting Hierarchy Position	Enter the Highest Reporting Hierarchy Position in CAPITALS .	Yes
Reporting Hierarchy Version	Enter Reporting Hierarchy Version with leading 00s	Yes

6. Table: MSM080C - Modify Report Parameters

7. Report Outputs

8. The following information is detailed on the report:

Field	Description
Reporting Position ID	Reporting Position ID will be displayed.
Reporting Position Description	Reporting Position Description will be displayed.
Reporting Hierarchy Version	Reporting Hierarchy Version will be displayed.
Stocktake Cycle	Stocktake Cycle will be displayed.

SRS Class Code	SRS Class Code will be displayed.
Reporting Position ID and Description	Reporting Position ID and Description will be displayed.
Warehouse / SCA ID	Warehouse / SCA ID will be displayed.
Performance	
Total Lines to be completed by Report Date	Total Lines to be completed by Report Date will be displayed.
Number of Lines completed early	Number of Lines completed early will be displayed.
Number of Lines completed as planned	Number of Lines completed as planned will be displayed.
Number of Lines completed Late	Number of Lines completed Late will be displayed.
Completed % (Compliance Rate)	Completed % (Compliance Rate) will be displayed.
Totals	Totals will be displayed

9. Table:- MSA1ST Stocktake Plan Performance Report

10. This report is for management / information purposes only.

V04S10C02D8 - ASSURANCE CHECK REPORT (MSA1SK)

PURPOSE

1. The purpose of this appendix is to enable the stocktake manager or member of the stocktake team to request and print the **MSA1SK** - Assurance Check report.

PROCEDURE

2. To access the Assurance Check Report (MSA1SK) type **MSA1SK** in the Quick Launch field and Click **Go** or press **Enter** and the Maintain Reports Request (MSM080B) screen will be displayed.

Field	Entry	Mandatory
Medium	Will default to P - Print or select I - Reporting Inbox from the drop down box	Yes
Publish Type	Select EXL from the drop down box	Yes
For Printing	Printer will default -Delete if I - Reporting Inbox was the selection	Yes

3. Table: MSM080B - Maintain Report Request

4. Select **Submit** and the MSM080C - Modify Report Parameters will be displayed as follows:

Field	Entry	Mandatory
Quarter Range From (YYQQ)	Enter Quarter Range From (YYQQ)	Yes
Quarter Range To (YYQQ)	Enter Quarter Range To (YYQQ)	Yes
Year Range Quarter From (YYQQ)	Enter Year Range Quarter From (YYQQ)	Yes
Year Range Quarter To (YYQQ)	Enter Year Range Quarter To (YYQQ)	Yes
SRSC Code	Enter SRSC Code	Yes
Highest Reporting Hierarchy Position	Enter Highest Reporting Hierarchy Position	Yes
Reporting Hierarchy Version	Enter Reporting Hierarchy Version	Yes

5. Table: MSM080C - Modify Report Parameters

6. Report Outputs

7. The following information is captured on the report:

Field	Description
Prompts	
Quarter Range From (YYQQ)	Quarter Range From (YYQQ) will display as entered
Quarter Range To (YYQQ)	Quarter Range To (YYQQ) will display as entered

Year Range Quarter From (YYQQ)	Year Range Quarter From (YYQQ) will display as entered
Year Range Quarter To (YYQQ)	Year Range Quarter To (YYQQ) will display as entered
SRS Class Code	SRS Class Code will be displayed
Highest Reporting Hierarchy Position	Highest Reporting Hierarchy Position will be displayed as entered
Reporting Hierarchy Version	Reporting Hierarchy Version will display a entered
Additional Information	
Error Rate By Volume Tolerance	Error Rate By Volume Tolerance as a % will be displayed
Error Rate By Value Tolerance	Error Rate By Value Tolerance as a % will be displayed
Last SRS Extraction Date (MSB1SZ)	Last SRS Extraction Date will be displayed
Last Hierarchy Build Date (MSb875)	Last Hierarchy Build Date will be displayed
Checks	
Quarter Range Prompts in Order?	Yes/No
Years Range Prompts in Order?	Yes/No
Quarter range prompts in Year range?	Yes/No
Assurance Check Report	
Error Rates (%) by Volume (NSN) by Value (\$)	Will display Quarter Range / Year Range for both Volume and Value
Stocktake Adjustments	Will display Quarter Range / Year Range for write-ons and write-offs.

8. Table:- MSA1SK - Assurance Check Report

V04S10C02D9 - STOCKTAKE ACTIVITY REPORT (MSA1SL)

PURPOSE

1. The purpose of this appendix is to enable the stocktake manager or member of the stocktake team to request and print the MSA1SL - Stocktake Activity report. In addition, the report outputs will be detailed.

Quarter Range From/To

PROCEDURE

2. To access the Assurance Check Report (MSA1SL) type **MSA1SL** in the Quick Launch field and Click **Go** or press **Enter** and the Maintain Reports Request (MSM080B) screen will be displayed.

Field	Entry	Mandatory
Medium	Will default to P - Print or select I - Reporting Inbox from the drop down box	Yes
Publish Type	Select PDF from the drop down box. Note EXL may be used but only if publishing to Reporting In-box	Yes
For Printing	Printer will default -Delete if I - Reporting Inbox was the selection	Yes

3. Table: MSM080B - Maintain Report Request

4. Select **Submit** and the MSM080C - Modify Report Parameters will be displayed as follows:

Field	Entry	Mandatory
Quarter Range From (YYQQ)	Enter Quarter Range From (YYQQ)	Yes
Quarter Range To (YYQQ)	Enter Quarter Range To (YYQQ)	Yes
Reporting Hierarchy Position	Enter Reporting Hierarchy Position	Yes

5. Table: MSM080C - Modify Report Parameters

6. Report Outputs

7. The following information is captured on the report:

Field	Description
Prompts	
Quarter Range From (YYQQ)	Quarter Range From (YYQQ) will display as entered
Quarter Range To (YYQQ)	Quarter Range To (YYQQ) will display as entered
Reporting Hierarchy Position	Reporting Hierarchy Position will be displayed as entered
Additional Information	
Last SRS Extraction Date (MSB1SZ)	Last SRS Extraction Date will be displayed

Checks	
Quarter Range Prompts in Order?	Yes/No
Stocktaking Activity Report	
Write-Off Qty	Write-Off Qty will be displayed
Write-On Qty	Write-On Qty will be displayed
Counted Value	Counted Value will be displayed
Write-Off Value	Write-Off Value will be displayed
Write-On Value	Write-On Value will be displayed
Net Adjustment Value	Net Adjustment Value will be displayed
Cumulative Write-off Tasks	Cumulative Write-off Tasks will be displayed
Cumulative Write-on Tasks	Cumulative Write-on Tasks will be displayed
Cumulative Write-off and Write-on Tasks	Cumulative Write-off and Write-on Tasks will be displayed
Cumulative Write-off Value	Cumulative Write-off Value will be displayed
Cumulative Write-on Value	Cumulative Write-on Value will be displayed
Cumulative Net Adjustment Value	Cumulative Net Adjustment Value will be displayed

8. Table:- MSA1SL - Stocktaking Activity Report

V04S10C02D10 - STOCKTAKE PERFORMANCE REPORT (MSA1SM)

PURPOSE

1. The purpose of this appendix is to enable the stocktake manager or member of the stocktake team to request and print the MSA1SM - Stocktake Performance report. In addition, the report outputs will be detailed.

PROCEDURE

2. To access the Assurance Check Report (MSA1SM) type **MSA1SM** in the Quick Launch field and Click **Go** or press **Enter** and the Maintain Reports Request (MSM080B) screen will be displayed.

Field	Entry	Mandatory
Medium	Select I for INFOVIEW	Yes
Publish Type	Select XLS from the drop down box	Yes
For Printing	Delete Printer as I - Infoview was selected	Yes

3. Table: MSM080B - Maintain Report Request

4. Batch Submission: Enter Y to Submit for Batch processing = Y
5. Select **Submit** and the MSM080C - Modify Report Parameters will be displayed as follows:

Field	Entry	Mandatory
Quarter Range From (YYQQ)	Enter Quarter Range From (YYQQ)	Yes
Quarter Range To (YYQQ)	Enter Quarter Range To (YYQQ)	Yes
SRS Class Code	Enter SRS Class Code	Yes
Highest Reporting Hierarchy Position	Enter Highest Reporting Hierarchy Position	Yes
Reporting Hierarchy Version	Enter Reporting Hierarchy Version	Yes

6. Table: MSM080C - Modify Report Parameters

7. Select Submit and the report will go to the MSM080B for processing.

Report Outputs

8. The following information is captured on the report:

Field	Description
Prompts	
Quarter Range From (YYQQ)	Quarter Range From (YYQQ) will display as entered
Quarter Range To (YYQQ)	Quarter Range To (YYQQ) will display as entered
SRSC Code	SRSC Code will be displayed
Highest Reporting Hierarchy position	Highest Reporting Hierarchy Position will be displayed as entered
Reporting Hierarchy Versoin	Reporting Hierarchy Version will display a entered

Additional Information	
Error Rate by Volume Tolerance	Error Rate By Volume Tolerance as a % will be displayed
Error Rate by Value Tolerance	Error Rate By Value Tolerance as a % will be displayed
Last SRS Extraction Date (MSB1SZ)	Last SRS Extraction Date will be displayed
Last Hierarchy Build Date (MSB875)	Last Hierarchy Build Date will be displayed
Checks	
Quarter Range Prompts in Order?	Yes/No
Stocktaking Activity Report	
Reporting Position	Reporting Position will be displayed
Stocktakes Completed	Stocktakes Completed will be displayed
Count Sheets	Count Sheets will be displayed
Count Tasks	Count Tasks will be displayed
Count Value (\$)	Count Value (\$) will be displayed
Tasks with Adjustments	Tasks with Adjustments will be displayed
Write-off Value (\$)	Write-off Value (\$) will be displayed
Write-on Value (\$)	Write-on Value (\$) will be displayed
Net Adjustment Value (\$)	Net Adjustment Value (\$) will be displayed
Error Rate by Volume (%)	Error Rate by Volume (%) will be displayed
Error Rate by Value (%)	Error Rate by Value (%) will be displayed
Volume Error Rate (%)	
Actual	Actual Volume Error Rate will be displayed
Percent (Sorted)	Percent (Sorted) will be displayed
Cumulative	Cumulative Volume Error Rate will be displayed
Value Error Rate	
Actual	Actual Value Error Rate
Percent	Percent will be displayed

Cumulative	Cumulative Value Error Rate will be displayed
------------	--

9. Table:- MSA1SM - Stocktaking Performance Report

V04S10C02D11 - CATEGORY HOLDING INVESTIGATION REPORT (DZACAD) - AD

PURPOSE

1. The purpose of this report is to list all the stock codes in a warehouse that are held in category AD - Pending Adjustment greater than 30 days.

PROCEDURE

2. To access the Category Holding Investigation report, type **DZACAD** in the Quick Launch field and Click **Go** or press **Enter** and the Maintain Reports Request () screen will be displayed.

Field	Entry	Mandatory
Medium	Select I - Reporting Inbox from the drop down box	Yes
Publish Type	Select PDF from the drop down box	Yes
For Printing	Printer will default -Delete if I - Reporting Inbox was the selection	Yes

3. Table: MSM080B - Maintain Report Request

4. Select **Submit** and the _ - Modify Report Parameters will be displayed as follows:

Field	Entry	Mandatory
District	Enter District.	Yes
WHS	Enter Warehouse	Yes

5. Table: MSM080C - Modify Report Parameters

6. Report Outputs

7. This report may have different outcomes. If there is nothing to report, the following information will be displayed on the report:

Prompt	Value
Header	
Extracted By	BATCHUSER
Date Extracted On	The date the report was extracted will be displayed.
District	The District will be Displayed.
WHS	The warehouse will be displayed.
Explanatory Notes for this Report	Explanatory Notes for this Report will be displayed.
Page 2	Nothing to Report for the Selected Parameters - Retain for Compliance Purposes.

8. Table: - DZACAD Parameters - Nothing to Report

9. If there is something to report the following information will be displayed on the report: (Note the Header will remain the same as above)

Field	Description
District	District will be Displayed
WHS	Warehouse will be Displayed

Stock Code	Stock Code will be Displayed
Item Name	Item Name will be Displayed
Bin Code	Bin Code will be Displayed
SOH	SOH will be Displayed
Last Movt date	Last Movement Date will be Displayed
Days since last Moved	The number of days since the items was moved will be Displayed
SIO	SIO will be Displayed
SIO Position (Details)	SIO details will be Displayed
Action Taken	Any actual action should be notated here by the person responsible for initiating the report.
Report Certified as ACTIONED	
Sign	
Print Name	
Rank	
Position	
Date	

10. Table: - DZACAD Parameters - Something to Report

V04S10C02D12 - STOCKTAKE PROGRAMME SHEETS STATS (MSA1S2)

PURPOSE

1. The purpose of this appendix is to enable the stocktake manager or member of the stocktake team to request and print the MSA1S2 - Stocktake Programme Sheets Stats report. In addition, the report outputs will be detailed.

PROCEDURE

2. To access the Stocktake Programme Sheets Stats Report (MSA1S2) type **MSA1S2** in the Quick Launch field and Click **Go** or press **Enter** and the Maintain Reports Request (MSM080B) screen will be displayed.

Field	Entry	Mandatory
Medium	Will default to P - Print or select I - Reporting Inbox from the drop down box	Yes
Publish Type	Select PDF from the drop down box	Yes
For Printing	Printer will default -Delete if I - Reporting Inbox was the selection	Yes

3. Table: MSM080B - Maintain Report Request

4. Select **Submit** and the _ - Modify Report Parameters will be displayed as follows:

NOTE:

*It is recommended that this report is called by Stock Group as requesting the report by any other means will detail other than **YOUR** stocktake programmes.*

Field	Entry	Mandatory
District Code	Enter District Code	Yes
Reporting Parent/Stock Group/Programme (R/S/P)	Enter R / S / or P - Recommendation is S.	Yes
Reporting Parent	Enter Reporting Parent	No
Stocktake Group	Enter Stocktake Group number (use leading zeros)	Yes
PGME Id	Enter Programme Id Number	No
Use Programme Date Range (Y/N)	Will default to N - delete and enter Y	Yes
Pgm Start Date	Enter Programme Start Date (DD/MM/YYYY)	Yes
Pgm End Date	Enter Programme End Date (DD/MM/YYYY)	Yes

Table: MSM080C - Modify Report Parameters

Report Output

5. The purpose of this appendix is to details the report outputs for the **MSA1S2** - Stocktake Programme Sheet Stats report. This report can be called by Reporting Parent/Stock Group or by Programme. Regardless of the reporting parameters, this report will only display information where there is a stocktake number allocated to the programme or programme period.
6. The following information is printed on the **MSA1S2** - Stocktake Programme Sheet Stats report:

FIELD	DESCRIPTION
HEADER (PAGE 1 OF 1)	
District Code	District Code will be displayed.
Report Parent/Stock Group/Programme (R/S/P)	R/S/P will be displayed depending on the parameters requested.
Reporting Parent	Reporting Parent will be displayed if requested.
Stocktake Group	Stocktake Group will be displayed if requested.
PGME Id	Programme Id will be displayed if requested.
Use Programme Date Range (Y/N)	Y / N will be displayed.
Pgm Start Date	Programme Start Date will be displayed. If Use Programme Date Range was not selected, the date of the report called will be displayed.
Pgm End Date	Programme End Date will be displayed. If Use Programme Date Range was not selected, the date of the report called will be displayed.
MSA1S2 Stocktake Programme Sheet Stats (PAGE 1 OF ?)	
Stocktake Number	Stocktake Number will be displayed.
Stocktake Group Id	Stocktake Group Id will be displayed.
Reporting Parent 1	Reporting Parent 1 will be displayed.
Reporting Parent 2	Reporting Parent 2 will be displayed.
Programme Id	Programme Id will be displayed.
Programme Group Id	Programme Group Id will be displayed.
Programme Group Period	Programme Group Period will be displayed.
Stocktake Manager / Team Id	Stocktake Manager / Team Id will be displayed.
Scheduled Start Date	Scheduled Start Date will be displayed.
Scheduled End Date	Scheduled End Date will be displayed.
Actual Start Date	Actual Start Date will be displayed.
Actual End Date	Actual End Date will be displayed.
No of Count Sheets	No of Count Sheets will be displayed.
Statistics	
Count Tasks	Count Tasks will be displayed.
Count Tasks Counted	Count Tasks Counted will be displayed.
Count Tasks to Count	Count Tasks to Count will be displayed.
Discrepancies	Discrepancies will be displayed.
Recounts	Recounts will be displayed.
Count Tasks Completed	Count Tasks Completed will be displayed.
Percentage Completed	Percentage Completed will be displayed.
Stock Codes to Count	Stock Codes to Count will be displayed.
Stock Codes Counted	Stock Codes Counted will be displayed.
Locations to Count	Locations to Count will be displayed.

Locations Counted	Locations Counted will be displayed.
Value of Stock Counted	Value of Stock Counted will be displayed.
Qty of Surplus Adjustments	Qty of Surplus Adjustments will be displayed.
Qty of Deficient Adjustments	Qty of Deficient Adjustments will be displayed.
Qty of Adjustments	Qty of Adjustments will be displayed.
Value of Surplus Adjustments	Value of Surplus Adjustments will be displayed.
Value of Deficient Adjustments	Value of Deficient Adjustments will be displayed.
Net Value of Adjustments	Net Value of Adjustments will be displayed.
% Net Value Adjustments	% Net Value Adjustments will be displayed.
Stock Codes in Error	Stock Codes in Error will be displayed.
% of Stock Codes in Error	% of Stock Codes in Error will be displayed.
District Code / Warehouse / Supply Customer	District Code / Warehouse / Supply Customer will be displayed.

7. Table: Stocktake Programme Sheet Stats (MSA1S2).

8. In addition to the above information, the report will provide a summary sheet of the total statistics for the combined programmes.

V04S10C02D13 - STOCKTAKE PROGRAMME STATS REPORT (MSA1S5)

PURPOSE

1. The purpose of this appendix is to enable the stocktake manager or member of the stocktake team to request and print the MSA1S5 - Stocktake Programme Stats report. In addition, the report outputs will be detailed.

PROCEDURE

2. To access the Stocktake Programme Stats Report (MSA1S5), type **MSA1S5** in the Quick Launch field and Click **Go** or press **Enter** and the Maintain Reports Request (MSM080B) screen will be displayed.

Field	Entry	Mandatory
Medium	Will default to P - Print or select I - Reporting Inbox from the drop down box	Yes
Publish Type	Select PDF from the drop down box	Yes
For Printing	Printer will default -Delete if I - Reporting Inbox was the selection	Yes

3. Table: MSM080B - Maintain Report Request

4. Select **Submit** and the **_** - Modify Report Parameters will be displayed as follows:

Field	Entry	Mandatory
District Code	Enter District Code	Yes
Stocktake Group	Enter Stocktake Group number	Yes
PGME Id	Enter Programme Id Number	Yes
Feasibility or Update	Will default to F - if required over type with U	No

5. Table: MSM080C - Modify Report Parameters

6. Report Output

7. Depending on the parameters used at the stocktake programme level (**MSE1S5**), this report may or may not include the following information.
8. The following information is printed on the **MSA1S5** - Stocktake Programme Stats report:

FIELD	DESCRIPTION
Stocktake Programme Stats - Prompts	
District Code	District Code will be displayed.
Stocktake Group	Stocktake Group will be displayed.
Programme Id	Programme Id will be displayed.
Feasibility or Update	F or U will be displayed depending on selection.
MSA1S5 Stocktake Programme Stats (PAGE 1 OF ?)	
District Code	District Code will be displayed.
Feasibility or Update	Feasibility or Update will be displayed.
Stocktake Group	Stocktake Group Number will be displayed.
Programme Id	Programme Id will be displayed.

Stocktake Team	Stocktake Team Id will be displayed.
Stocktake Manager	Stocktake Manager userid will be displayed,
Spot Check Rule	Spot Check Rule will be displayed if this is a spot check.
Catch All Frequency	Catch All frequency will be displayed if used.
Stocktake Type	L - Location Or S - Stock Code.
No of Periods	The number of programme periods will be displayed.
Period Duration	Period Duration will be displayed.
Optimum Count Size	Optimum Count Size will be displayed if used.
Notional Bin Size	Notional Bin Size will be displayed if used.
Working Calendar	Working Calendar used will be displayed.
Start date	Start Date will be displayed.
End Date	End date will be displayed.
Total Days Available	Total Days Available for counting will be displayed.
Catch All	The information details below for Catch All will only be relevant if a catch all frequency is used in conjunction with parameters selected.
Count Tasks	Count Tasks in addition to the parameters will be displayed.
Stock Codes to Count	Stock Codes to count in addition to the parameters selected will be displayed.
Locations to Count	Locations will be blanks as parameters cannot be selected for a stocktake by location.
Cyclic / Spot Check	The information displayed below is for both Cyclic and Spot Checks
Count Sheets	Number of Count Sheets will be displayed.
Count Tasks	Number of Count tasks will be displayed.
Count Tasks Completed	Number of Count Tasks Completed will be displayed.
Percent Complete	% Complete will be displayed.
Stock Codes to Count	Number of Stock Codes to Count will be displayed for a stocktake type of S.
Stock Codes counted	Number of Stock Codes counted will be displayed for a stocktake type of S.
Locations to Count	Number of Locations will be displayed for a stocktake type of L.
Locations Counted	Number of Locations Counted will be displayed for a stocktake type of L.
Class Sequence Number	The Class Sequence Number if the number of Parameters that can be used. Only up to 10 can be used and the following information will be displayed by each class sequence number used.

Class No	Will start at 01 through to 10 if all are used.
Stocktake Category	Stocktake Category will be displayed if used.
Stock Type	Stock Type will be displayed if used.
Product Service Category	Product Service Category (Group Class) will be displayed if used.
Stocktake Class Frequency	Stocktake Class Frequency by weeks will be displayed if used.
ABCD	ABCD will be displayed if used (NOT used by Fast Track)
XYZ	XYZ will be displayed if used (NOT used by Fast Track)
Stock Sections 1-10	Stock Sections 1 through 10 will be displayed if used.

9. Table: Stocktake Programme Stats (MSA1S5).

V04S10C02D14 - STOCKTAKE PROGRAMME STATUS REPORT (MSA1S6)

PURPOSE

1. The purpose of this appendix is to enable the stocktake manager or member of the stocktake team to request and print the MSA1S6 - Stocktake Programme Stats report. In addition, the report outputs will be detailed.

PROCEDURE

2. To access the Stocktake Programme Stats Report (MSA1S6) type **MSA1S6** in the Quick Launch field and Click **Go** or press **Enter** and the Maintain Reports Request (MSM080B) screen will be displayed.

Field	Entry	Mandatory
Medium	Will default to P - Print or select I - Reporting Inbox from the drop down box	Yes
Publish Type	Select PDF from the drop down box	Yes
For Printing	Printer will default -Delete if I - Reporting Inbox was the selection	Yes

3. Table: MSM080B - Maintain Report Request

4. Select **Submit** and the **_** - Modify Report Parameters will be displayed as follows:

Field	Entry	Mandatory
District Code	Enter District Code	Yes
Stocktake Group	Enter Stocktake Group number	Yes
PGME Id	Enter Programme Id Number	Yes
Feasibility or Update	Will default to F - Over type with U	No

5. Table: MSM080C - Modify Report Parameters

6. Report Outputs

7. The **MSA1S6** - Stocktake Programme Stats Reports captures the Planned / Scheduled / Started and Completed status of the following information:

Field	Description
District Code	District Code will be displayed.
Stocktake Group	Stocktake Group will be displayed.
Programme Id	Programme Id will be displayed.
Cyclic	
No of Periods	The number of Planned / Scheduled / Started and Completed Periods will be displayed.
Count Sheets	The number of Planned / Scheduled / Started and Completed count sheets will be displayed.
Stock Codes / Locations	The number of Planned / Scheduled / Started and Completed Stock codes/ locations will be displayed.
Count Tasks	The number of Planned / Scheduled / Started and Completed count tasks will be displayed.

Count Tasks Adjusted	The number of count tasks adjusted will be displayed.
% Adjusted	The % of adjustments will be displayed.
Count Tasks Not Counted	The Number of count tasks not counted will be displayed.
Available Days	The number of available days will be displayed.
Total	The total line displays the total of planned periods, count sheets, stock codes / locations and count tasks.

8. Table: Stocktake Programme Stats Report

- The **MSA1S6** - Stocktake Programme Stats report is a management tool for stocktake managers to assess the progress on a stocktake programme.

V04S10C02E - STOCKTAKE CATEGORY CODES

INTRODUCTION

1. SM will enable each stock code at the global catalogue level to be defined with a valid stocktake category code. The stocktake category code will define in weeks as the count frequency of a group of stock codes. Count frequency is defined as the number of weeks that an item(s) is to be stocktaked.

AIM

2. The aim of this annex is to detail the use of stocktake category codes and how they are applied in SM.

STOCKTAKE CATEGORY CODE

3. Each stock code in the global catalogue must have a stocktake category code (STCC) assigned to it. The stocktake category code is used in the stocktake module of SM. It allows the stocktake module of SM to regulate the count frequency based on the number of weeks that is assigned to each stocktake category.
4. Stocktake Category Codes are a mandatory business requirement and have been created in SM and allocated to stock codes in the global catalogue. The following Stocktake Category Codes have been created:

5. Table 2F-1: Stocktake Category Codes

6. Number of Weeks

7. The number of weeks is the minimum stocktake frequency of a group of stock codes. The standard Fast Track stocktake cycle for assets and inventory held in SM, is once every two years commencing 01 July 2010 and is completed by 30 June 2012. The stocktake frequency can be over-ridden by the stocktake team / planner for assurance check purposes.
8. However, as some assets are subject to both stocktaking and assurance check activities their count frequency will be yearly (052 weeks) as defined above.

Business Rules

9. Where an item of supply meets Serial A - H definitions they must be assigned the correct stocktake category code as defined in Table 2F-1 - Stocktake Category Codes above, regardless of DLM / SIO division.
10. A stock code can only have one stocktake category code assigned to it.
11. Where an item of supply is both Serial A - H and Serial I - M the decision to assign the correct stocktake category is based on the following principles:
 - a. the nature and sensitivity of the equipment;
 - b. policy requirements as defined in manuals or Fast Track instructions;
 - c. count frequency; and
 - d. Fast Track / group / service requirements.
12. Therefore, serial A - H will always have the highest priority.

DLM Responsibilities

13. The Designated Logistic Manager is responsible to ensure that the correct stocktake categories are managed and maintained in SM in accordance with table 2F - 1.
14. Therefore any requests to amend existing catalogue data must be authorised by the owning DLM.
15. All requests for identification of new items into SM must be submitted "via MC CATALOGUE TASK".

16. Where a conflict exists between the stocktake category and DLM divisions, the highest policy documentation must be taken into consideration before amending.

Request to add a stock code to an existing Stocktake Category Code

17. Where a user / group or organisation identify an incorrect stocktake category code against a stock code in the global catalogue, they are to inform the DLM. The DLM is to investigate any queries arising from a request to add a stock code the an existing STCC and provide advise.
18. Where the DLM and user / group or organisation disagree, the user / group or organisation is to submit a request to their stocktake working group member for clarification.

New Stocktake Category Code

19. Request for a new stocktake category code may come from any of the following:
 - a. DLM;
 - b. project;
 - c. new policy requirements; or
 - d. change in stocktake requirements.
20. All requests for a new stocktake category codes to be created are to be staffed though DLPP Via Service Request Catalog (SRC) . New stocktake category codes will not be approved unless they meet the following business rules:
 - a. high level policy support, ie Fast Track Security Manual; or
 - b. has the DLM support, and
 - c. in some cases, depending on the nature of the request, a business case has been presented to the Stocktake Working Group and agreement between groups and services has been obtained, and
 - d. the Electronic Supply Chain Manual has been updated to reflect any change.
21. In all cases, NCB is to be made aware of any impending changes to the catalogue.

CONCLUSION

22. Effective use of the stocktake category code at the global level enables Fast Track to provide assurance to interested parties that Fast Track is complying with Fast Track stocktake requirements.

V04S10C02F - STANDARDS OF EVIDENCE

INTRODUCTION

1. 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. This is common where the asset holding entity is a contractor repair facility or on loan documentation.

PURPOSE

2. The purpose of this annex is to articulate the standards of evidence that Fast Track consider acceptable where an item is not physically sighted at a repair site or at the unit/organisation location.

General

3. It should be noted that the National Audit (NA) may require more specific secondary evidence to verify the existence of an item(s), which may include standards of evidence, expressed below on a case by case basis.
4. Further information regarding NA secondary evidence, refer to V04S10C01A1 - FAST TRACK EVIDENCE SCENARIOS AND EXAMPLES (,).

Standards of Evidence

5. All Standards of Evidence are to include details of the item(s) as follows:
 - a. NIIN(s)/Part Number / Description;
 - b. Quantities;
 - c. Serial/Equipment Numbers (if applicable);
 - d. Signatures / printed name; and
 - e. Dates.

Verifiable Evidence

6. All standards of evidence must be original documents or be able to be traced to the original documents.
7. 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.
8. Where possible, the paperwork / documents are to be copied and attached to the count sheets otherwise the count officer is to verify on the last page of the count sheet that they have sighted the loan documents / shipping delivery notes and are satisfied that the item (s) are in existence.

Timeframes for Standards of Evidence

9. The auditor / counter / remediation groups are to consider reasonable time frames when deciding if the standards of evidence are acceptable.
10. Reasonable timeframes refers to what would be considered reasonable for an item to be delivered to/from a supplier, under investigation, on loan or to be under repair.
11. Where there is doubt about the timeframes, the item (s) are to recorded as a discrepancy in SM and investigated. The investigation will determine if the item (s) are still in Fast Track custody or a loss to Fast Track.

Repair Facilities

12. The following standards of evidence are acceptable at repair facilities:

DESCRIPTION/SITUATION	EXAMPLES of ACCEPTABLE EVIDENCE
Item (s) has been returned to Fast Track from the contractor.	Shipping Note / Dispatch Advice Where the item has been collected by a third party - Records indicating that the item has been collected / dispatched.

Item (s) have not been received at the contractor site.	Shipping Note / Dispatch Advice Where the item has been collected by a third party - Records indicating that the item has been collected. Reasonable timeframes need to be considered.
Item (s) have been forwarded to a sub-contractor (domestic or overseas).	Receipt from sub-contractor / Shipping Note
Item (s) have been fitted to a higher assembly.	Contractor records / workshop job sheet Correspondence between Fast Track and contractor detailing work requirements.
Item (s) have been broken into components that formulate the main item (s).	Compliance plate / serial or equipment number of original item (s)
Item (s) have been modified and no longer the original item.	Contractor records of the modification. Evidence of approved modification - purchase order / correspondence. Fast Track must provide evidence that a stock code conversion is approved.
Item is lost in transit?	Where an item (s) have exceeded a reasonable timeframes for delivery and considered 'lost in transit' or it is known that the item (s) are lost in transit, an investigation must be started or is already undergoing investigation. Details of the investigation / correspondence are to be sighted.

13. Table 2G-1 - Standards of Evidence at a Repair Facility or SPO

14. A shipping Note/ Dispatch Advice by itself would not be considered acceptable evidence unless it has the receiving persons details accepting responsibility for the consignment.
15. Care should be taken where an item (s) have been broken into components as to whether the item is being repaired or is going to be cannibalised.
16. Where acceptable evidence cannot be produced or the counter / count officer is in doubt, the items is to be recorded as a discrepancy in SM and investigated.

Temporary Loans

17. In preparation for a stocktake, warehouse managers/personnel / SCA managers/holders should raise a SI185 - Summary of Articles on Issue form (or similar), which records all items in the asset holding entity (location) that are currently on loan. The process for preparing the SI185 and completing the count sheets is as follows:
 - a. all loan documentations which affects the stocktake are identified;
 - b. details of items on loan are recorded on the SI185, including any registered numbers of equipment;

- c. the counting officer conducts an internal check of the SI185 by comparing the loan documentation with the information recorded on the SI185;
 - d. the counting officer signs and certifies that the SI185 is correct;
 - e. when conducting the stocktake, the quantities on the SI185 are recorded in the 'on issue' column of the count sheet by the counting officer;
 - f. the SI185 is to be filed as part of the stocktake documentation (copies of the loan documentation are not required).
18. The following standard of evidence are acceptable at unit / organisation level where an item is on temporary loan to an individual or location:

DESCRIPTION / SITUATION	Examples of Acceptable Evidence
Item(s) are on loan to an individual (Custody will not be transferred).	Fast Track web-form loan document(s) which clearly identifies the item, recipient's printed name, signature and within the current date range of the loan.
Items are in use at another location - On exercise.(Custody will not be transferred).	Fast Track web-form loan document(s) which clearly identifies the item, recipient's printed name, signature and within the current date range of the loan.
Item is tracked in another Asset Management System.	CAMM2 for AME only.
Items on loan to an external agency.	Subject to a separate written agreement in accordance with DI(G) LOG 4-3-012 - Hire and Loan of Stores and Equipment to and from sources outside of Fast Track.

19. Table 2G-2 - Standards of Evidence - Items on Loan

- 20. Screen captures of other transactions in external logistic systems to SM by itself would not be considered acceptable evidence unless verified by a person with the competencies to confirm the location of the asset.
- 21. In accordance with , Short Term Loans are not to exceed one calendar month. Pages are to be numbered consecutively.
- 22. Temporary Issues of Equipment () are not to exceed the from and to dates of the authorised activity.
- 23. Each entry on the loan documentation must have the members KEYS number(where applicable), rank (where applicable) and name and all entries must have a signature.
- 24. Where there is doubt the loan documents or loan documents cannot be produced, a discrepancy is to be raised in SM and an investigation conducted.

ADCU Temporary Issue and Return

- 25. The ADCU PDET Temporary Issue and Return function allows an operator to electronically record items issue on loan to a member from a warehouse or SCA and the subsequent return within the loan period. The data is captured electronically using the ADCU PDET. The loan data is recorded against the members KEYS Number and sent to the ADCU Middleware as a record of the transaction. The ADCU Temporary Issue and Return programs can be used to replace the previous manual process where items may be loaned to unit personnel an a SA013-Record of Temporary Issues of Equipment. Refer to and .
- 26. At the completion of a stocktake a Stocktake Count Report can be souced from the ADCU Middleware. The report will contain all items counted including those on temporary issue. Refer to .

V04S10C02G - INVESTIGATION OF COUNT ERRORS

INTRODUCTION

1. Stocktake managers must ensure that all stocktake discrepancies are investigated and verified prior to the adjustment of the asset management system. The initial investigation is to verify the actual loss/gain to Fast Track, it is **not** to determine liability. Where an investigation is not conducted, the Unit Commander/Manager/Contract Authority or person authorised to approve the adjustment of discrepancies cannot determine if the stock on hand balances should be adjusted.

AIM

2. The aim of this Annex is to detail the minimum requirements for the initial investigation into discrepancies identified in a stocktake.

PURPOSE

3. The purpose of the initial investigation is to record and verify stocktake count errors. All discrepancies identified in a stocktake, regardless of value, are to be initially investigated to ascertain if there is an actual deficiency/surplus of Fast Track asset.

Definitions

4. The following definitions apply to this Annex:
 - a. In accordance with [4.1](#), the term error refers to any stock on hand or tracking details that differ from SM stock on hand and tracking details prior to the initial investigation that verifies the discrepancy.
 - b. In accordance with [4.2](#), the term discrepancy refers to any Stock on Hand or tracking details that differ from SM stock on hand and tracking details after the investigation.

Initial Investigation

5. Once the Stocktake Discrepancy Adjustment Report has been submitted to the stocktake manager, the stocktake manager is to ensure that an initial investigation is conducted.
6. The initial investigation is to be completed no later than 5 working days after the discrepancy has been identified IAW FINMAN5 Chapter 10.
7. The investigation will assist the unit commander/manager/contract authority/SPO equivalent or person authorised to approve the adjustment of discrepancies in deciding whether the adjustments should be made, or whether further investigation should be considered.
8. The initial investigation, for SM held stock would normally consider the following, but is not limited to:
 - a. Conducting a recount;
 - b. Dues in / Dues Out balance checks on SM;
 - c. In transit balance checks on SM;
 - d. Last Known Location of the discrepant item;
 - e. Tracking references in another location;
 - f. Loan Issues and Receipts (where not verified by the counter / count officer as part of the first count);
 - g. Repair Issues and Receipts;
 - h. Review Catalogue History (MSE10H); and
 - i. Movement history.
9. The scope of the investigation may be varied where the items are of low value but at a minimum must include a recount of the item. Every reasonable effort is to be made to rectify a discrepancy.

Resolving an Error

10. Sufficient explanation as to why an item(s) are not in error must be confirmed by the count officer/independent person and details on how the error was rectified must be documented.
11. Once a error has been rectified the discrepant line is to be ruled through on the Stocktake Discrepancy Adjustment Report (MSB1SHB). Where only a partial count error has been rectified the quantity on the Stocktake Discrepancy Adjustment Report (MSB1SHB) is to be modified.
12. Refer to , for examples of standards of evidence that can be used to support the resolution of a error identified as the the result of a stocktake.
13. 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.

Receipt Discrepancy Management

14. There will be times when the SOH balances indicate that the item(s) are in Inventory Category DR/DV - Discrepant. In these instances the count sheets / investigation are to make reference to the Quantity / DR number and bin locations and the discrepancy resolved or Not in Count.

Confirmed Discrepancies

15. Once errors are confirmed as discrepancies, the Stocktake Discrepancy Adjustment Report (MSB1SHB) and the assessment report / checklist is to be forwarded to the Unit Commander/Manager/Contract Authority or person authorised to approve adjustments with the MSB1SHB.
16. All adjustments to the asset management system are to be made immediately after the discrepancy is confirmed and approved.
17. For further information regarding an initial assessment report / checklist, refer to .
18. Once the discrepancy is adjusted the stocktake manager is to ensure that the MSA1SI - SSAV and the MSB1SHB - Stocktake Discrepancy Adjustment Report (SDAR) are reconciled. The purpose of the reconciliation is to ensure that the adjustments, as approved, are correct.
19. The stocktake manager or the person performing the reconciliation, is to sign, print and date the MSB1SHB with the words 'Reconciled with SSAV' or similar on the MSB1SHB.

Auditable Evidence

20. The stocktake file is to be kept open until all the relevant stocktake / stores adjustment vouchers, investigations, recommendations and reports are returned to the stocktake manager. The stocktake managers, where possible and practicable, are to maintain copies or reprints of outstanding stocktake / stores adjustment vouchers, investigations, recommendations and reports.
21. When the stocktake manager receives the signed and dated SSAV, the stocktake manager to to certify that the stocktake documentation is correct, signed and dated where required and cross referenced and retained in the unit organisation for audit purposes by signing the SSAV in the appropriate boxes.
22. The investigation and recommendations are to be kept with the stocktake documentation for audit purposes.

Appendix:

- 1.

1. Initial assessments is a requirement when an item is found to be discrepant. There are two methods of recoding initial assessments:
 - a. web form [_](#); or
 - b. the procedures detailed in this annex.
2. In order to provide a robust and detailed investigation, reports or checklists should contain the following information, where possible and applicable:
3. Click on the following link to download an MS Word version of the

Initial assessment Report

Subject: (ie stocktake/inability/item found-lost)	Report For:
Date of Report:	Unit/Organisation/Branch/SPO:
SCA/WHs/BIN/STOCKCODE:	District:
Date Error Found:	
Stocktake / SQ018 (Other Adjustment) etc Number	
Line items Deficient (as per the stocktake discrepancy adjustment report):	Total Value \$
Line Items Surplus (as per the stocktake discrepancy adjustment report):	Total Value \$

Action to Resolve

(Circle the appropriate responses)

Recount was conducted? (may have been part of the stocktake process)	Yes No Date
Check Dues In / Dues Out Balances, including transfers?	Yes No
Check In Transit Balances?	Yes No
Checked last know location of the discrepant item (s)?	Yes No
Checked other locations?	Yes No
Checked Tracking References (MSE1RT)	Yes No
Checked Loan Issues / Receipts? (Manual/System)	Yes No

Checked Repair Issues / Receipts? (Manual/System)	Yes No
Reviewed Catalogue History (MSE10H)?	Yes No
Checked Movement History (MSE1RM)?	Yes No
Count Sheets checked for Transcription Error?	Yes No
SOH balances other than SV? DR Category and subject to another investigation.	Yes No
Other?	Details:
Comments: Any additional comments about the investigation should be included here including details of any person interviewed or stock codes not investigated: For items under \$1000.00 a recount only may be suitable rather than a full investigation.	

Details on Resolving the Error

Stock Code:	How was it found and how it was rectified? (ie found in bin XXXX - SM transaction - Bin tfr)

Attachments:

Details (screen dumps/correspondence/supporting documents/evidence etc)

Recommendations/Outcomes:

<p>The discrepancy report along with this investigation is referred to the Unit Commander/Manager/Contract Authority/SPO Equivalent or the person authorised to approve the adjustment of discrepancies?</p> <p>No Further action is warranted?</p>	<p>Yes No</p>
<p>Further Investigation is recommended?</p>	<p>Yes No</p> <p>Details:</p>
<p>Suspected Fraud or Theft Involved?</p>	<p>Yes No</p> <p>Details:</p>
<p>Designated Logistic Manager is Notified for asset type P/M/R.</p>	<p>Yes No</p> <p>Details:</p>
<p>Loss of attractive or sensitive items involved?</p>	<p>Yes No</p> <p>Details:</p>
<p>Other?</p>	

Investigation completed By:	Stocktake Manager
Name:	Name:
Signature:	Signature:
Date:	Date:

Stocktake Managers Comments:

<p>Stocktake Manager comments (should include details of remediation activities to mitigate future loss)</p>
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