

Monthly Cycle Counting

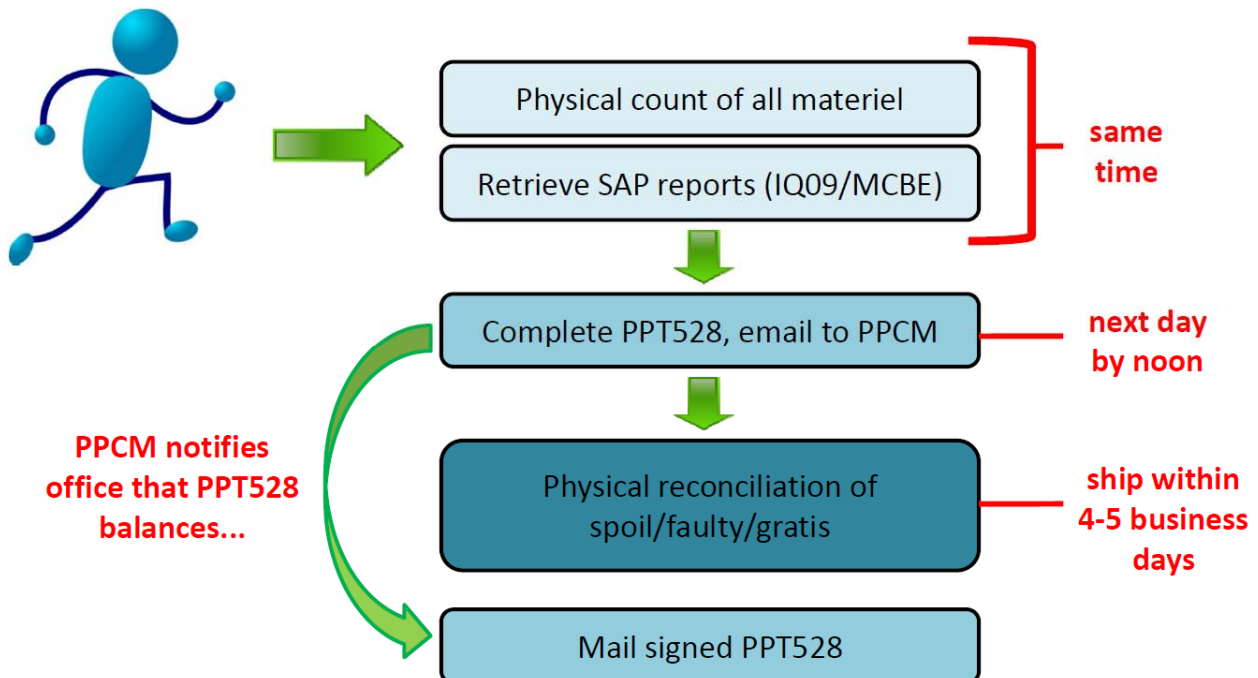


This document resides in the following section of the instruction binder:
TAB 6 ► Monthly Cycle Counting

Index:

1.1	Workflow.....	1
1.2	Overview of Cycle Count Counting	2
1.3	PPT528 Cycle Count Workbook.....	3
1.4	Cycle Count Schedule & Due Date	4
1.5	Preparing for the Cycle Count.....	4
1.6	Regional Offices: Performing the Cycle Count and Completing the PPT528	6
1.6.1	Performing the Physical Inventory Count	6
1.6.2	Performing the SAP Materiel Analysis	7
1.6.3	Confirming the Discrepancy List.....	12
1.7	Print Centers: Performing the Cycle Count and Completing the PPT528	14
1.7.1	Performing the Physical Inventory Count	14
1.7.2	Performing the SAP Materiel Analysis	14
1.8	Submitting the Completed Cycle Count.....	20
1.9	Submitting the Signed Copy by Mail	20
1.10	Reconciliation & Verification of “Post-Production” Passports	20

1.1 Workflow



1.2 Overview of Cycle Count Counting

Cycle Counting is an inventory auditing procedure that counts small portions of inventory – in our case, office locations - over the course of the month. PPTC-Planning will be conducting this auditing procedure by scheduling offices over the course of the month, rather than using a month-end process where all offices count their inventory at the same time on the last business day of the month. In other words, offices will be scheduled to perform their counts on different dates. For example, offices in Ontario might now be scheduled to do their count during the second week of a month, whereas offices in the Maritimes would be scheduled during the third week, and so forth.

The technique for Cycle Counting is very simple. A physical count of all passport inventories at the office is performed, and reports showing the system count are pulled from SAP at the exact same time. The goal is to capture a snapshot of the inventory physically at the office location and compare it to what the system indicates the office should have at that given time. The differences, or discrepancies, between these two counts get reconciled and any books that have been issued to clients but are still open in SAP are then closed.

The greatest benefit of Cycle Counting is that in creating this snapshot of your office's inventory, you are capturing a real-time view of the materiel on your floor and in the system, rather than limiting the scope to a single month. Here are some of the ways this is beneficial to your office and to our organization...

Increased accuracy: Cycle Counting is like a continual audit, so that we're constantly inspecting our overall passport materiel inventory across regional offices, print centers, and missions abroad. Since we're comparing a live snapshot of your physical inventory count with SAP's system count, we'll be able to detect and correct conditions causing inventory errors more quickly - for example, inventory transaction movements missing from SAP, system issues concerning the interface between Iris and SAP, and lost or stolen materiel. Constant inspection and quick detection are keys to keeping inventory levels in SAP accurate.

Heightened security: constant inspection of the inventory also helps us keep a lookout for misplaced or miscounted materiel, which we can then correct or escalate as needed. Rather than waiting for the end of the month to examine all offices at once, we're proactively inspecting portions of our inventory every week in an effort to identify issues, concerns, and trends.

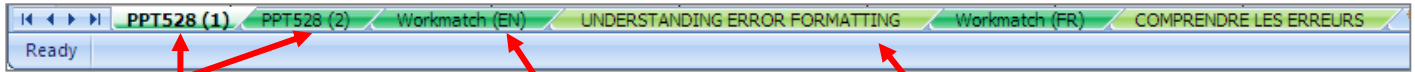
Greater convenience: Mondays and Fridays are often the busiest days of the week for offices, and since Cycle Counting can be done on any given day, we create the monthly Cycle Count schedule with that in mind. Cycle Counting is conducted on Tuesdays, Wednesdays or Thursdays to minimize the disruption to your normal operations.

Improved responsiveness: each night, entries in Iris are pulled by the interface, which then sends the appropriate information to SAP prompting it to close passports accordingly. A passport usually takes 1-2 days to actually close in SAP, sometimes longer if there are issues with the system. By pulling a live "snapshot" of the passports open in SAP at the time of your Cycle Count, the PPCM-Planning team is able to be constantly keeping an eye open for any issues with the interface program. And, in the past, using a month-end inventory count, all offices would be attempting to pull their SAP reports on the same day, often causing the SAP to time out. Furthermore, if there are delays in the interface successfully closing a book out of SAP, reconciling the floor count against the system and resolving errors or solving problems can take a lot longer. But with Cycle Counting, the process of counting inventory and validating SAP's accuracy becomes an ongoing process for the offices and the PPCM-Planning team, instead of a mad dash at the end of the month for everyone involved.

Please note: modifications to the process have been made in print centres due to production volumes. Ensure you're following the correct procedures for your location.

1.3 PPT528 Cycle Count Workbook

- a) The "PPT528 Cycle Count Workbook" is the required excel form to be utilized for the Cycle Count process; no other version will be accepted and no modifications should be made to the original form.
- b) The workbook contains several tabs:



PPT528 = the reporting portion of the workbook. Here, you'll enter in the serial # ranges and inventory totals from your physical count, as well as the system inventory totals from SAP. Two tabs are provided for larger offices.

Workmatch = this tab is where you'll copy and paste the IQ09 download of the material on your floor, and scan in the serial #s of the passports on your floor. This tab compares both lists, and identifies any discrepancies.

Understanding Error Formatting = here you'll find some helpful hints on how to correct common errors in completing the form.

Below is an example of the "PPT528" tab of the workbook:

Section A = here is where data from your physical count is inputted

Section B = here is where data from the SAP inventory count is inputted, this is your office's system count

PPT528 - PPCM CYCLE COUNT WORKBOOK/CLASSEUR DU DÉNOMBREMENT PÉRIODIQUE DE PPCM								
Issuing Office/Bureau de délivrance :		Plant #/N° d'unité :						
PASSPORT INVENTORY/INVENTAIRE DES PASSEPORTS		125	158	159	162	179	180	292
		Regular/Réguliers	48-Page/48 pages	Special/Spéciaux	Diplomatic/Diplomatiques	Consumable/Consomptibles	Ink/Encre	Film
OBS								
SERIAL/SÉRIE	From/De							
	To/À							
Quantity/Quantité								
SERIAL/SÉRIE	From/De							
	To/À							
Quantity/Quantité								
SERIAL/SÉRIE	From/De							
	To/À							
Quantity/Quantité								
SERIAL/SÉRIE	From/De							
	To/À							
Quantity/Quantité								
Quantity in vault/Quantité dans la voûte		0	0	0	0	0	0	0
Quantity on floor/Quantité sur le plancher								
4a) TOTAL		ON HAND/DISPONIBLE						
4b) TOTAL		ON HAND/DISPONIBLE						
Discrepancies / Différences		0	0	0	0	0	0	0
Certified by / Certifié par								

Discrepancies = this section identifies the number of discrepancies between your physical count and your system count

Below is an example of the “Workmatch” tab of the workbook:

	A	C	D	E	G
1	"A" PHYSICAL COUNT Floor count location 0001 Décompte physique du plancher location 0001			"B" SYSTEM COUNT SAP-IQ09 location 0001 Liste SAP-IQ09 location 0001	
2	ABC00001	Found a match to B - Physical Count, book is on floor		ABC00001	Found a match to A - System Count, book is on floor & in SAP
3	ABC00002	Found a match to B - Physical Count, book is on floor		ABC00002	Found a match to A - System Count, book is on floor & in SAP
4	ABC00003	Found a match to B - Physical Count, book is on floor		ABC00003	Found a match to A - System Count, book is on floor & in SAP
5	ABC00004	Found a match to B - Physical Count, book is on floor		ABC00004	Found a match to A - System Count, book is on floor & in SAP
6	ABC00005	Found a match to B - Physical Count, book is on floor		ABC00005	Found a match to A - System Count, book is on floor & in SAP
7	ABC00006	Found a match to B - Physical Count, book is on floor		ABC00006	Found a match to A - System Count, book is on floor & in SAP
8	ABC00007	Found a match to B - Physical Count, book is on floor		ABC00007	Found a match to A - System Count, book is on floor & in SAP
9	ABC00008	Found a match to B - Physical Count, book is on floor		ABC00008	Found a match to A - System Count, book is on floor & in SAP
10	ABC00009	Found a match to B - Physical Count, book is on floor		ABC00009	Found a match to A - System Count, book is on floor & in SAP
11	ABC00010	Found a match to B - Physical Count, book is on floor		ABC00010	Found a match to A - System Count, book is on floor & in SAP
12	ABC00011	Found a match to B - Physical Count, book is on floor		ABC00011	No match found - PPCM to investigate
13	ABC00012	Found a match to B - Physical Count, book is on floor		ABC00012	No match found - PPCM to investigate
14	ABC00013	Found a match to B - Physical Count, book is on floor		ABC00013	No match found - PPCM to investigate
15	ABC00014	Found a match to B - Physical Count, book is on floor		ABC00014	No match found - PPCM to investigate

"A" Physical Count

You'll scan the passport serial #s on your floor here, and formulas to the right will match it up to your System Count.

"B" System Count

You'll paste your IQ09 here, and formulas to the right will match it up to your Physical Count.

1.4 Cycle Count Schedule & Due Date

- The Cycle Count Schedule is emailed to regional offices and print centers within the first 5 business days of each month.
- To request a change to the Cycle Count Schedule for your office, send your proposed new date by email to the “PPCM-PassportsandConsumables” inbox within 2 business days of receiving the Cycle Count Schedule.
- Due date:


Regional Offices: the completed PPT528 and the IQ09 must be received by email to the “PPCM-PassportsandConsumables” inbox by the 12:00pm (noon) local time of the next business day following the scheduled Cycle Count.

Print Centers: the completed PPT528 and the IQ09 must be received by email to the “PPCM-PassportsandConsumables” inbox by the 12:00pm (noon) local time 2 business days following the close of the financial period.

1.5 Preparing for the Cycle Count

- Manager to select staff required to perform the Cycle Count, retrieve SAP reports, and complete the PPT528 and inform them of their responsibilities.
- It is recommended that each office put an appointment in Groupwise for all participating staff as a reminder of the scheduled date for the Cycle Count.
- At least three (3) business days before the Cycle Count, run a MARA “Aged ESRF report”. Use this report to identify any ESRFs that should be put into Processing Complete. The purpose of doing this is

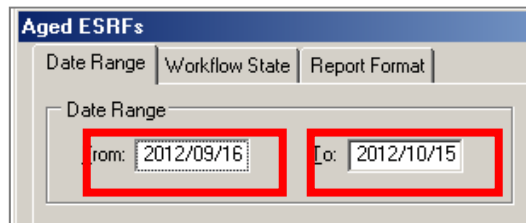
to ensure that any books that have already been issued to clients are picked up by the interface and closed in SAP before the Cycle Count starts, which reducing your discrepancy list.

Step 1: Log into MARA. 

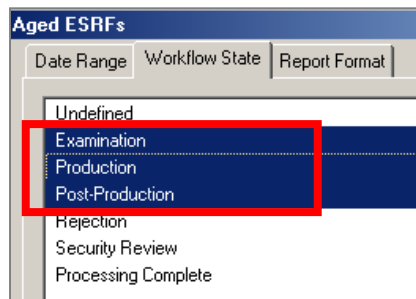
Step 2: Unfold “Office Detail Reports” by clicking on the plus sign (+), which turns it into a minus sign (-), and click on Aged ESRFs:



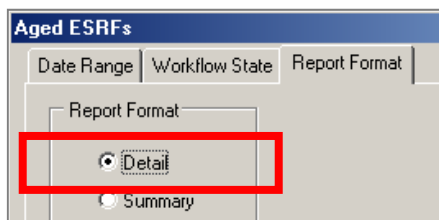
Step 3: On the “Date Range” tab, insert the date of the last Cycle Count in the “From” field and today’s date in the “To” field:



Step 4: On the “Workflow State” tab, click on “Examination”, “Production” and “Post-Production”:



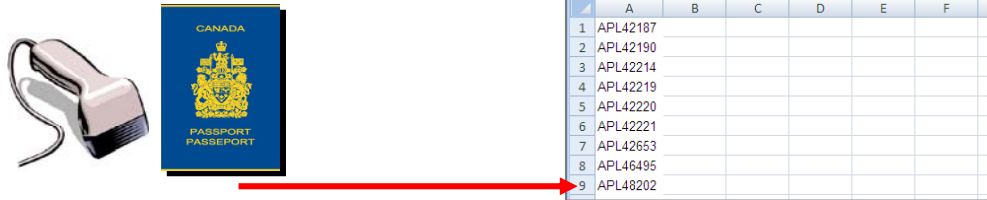
Step 5: On the “Report Format” tab, select “Detail”:



Step 6: Click “OK” to run the report.



Step 7: Scan the passports on your floor into an excel spreadsheet, and use the MARA report to confirm the status of each passport. Make adjustments in Iris as required.



1.6 Regional Offices: Performing the Cycle Count and Completing the PPT528

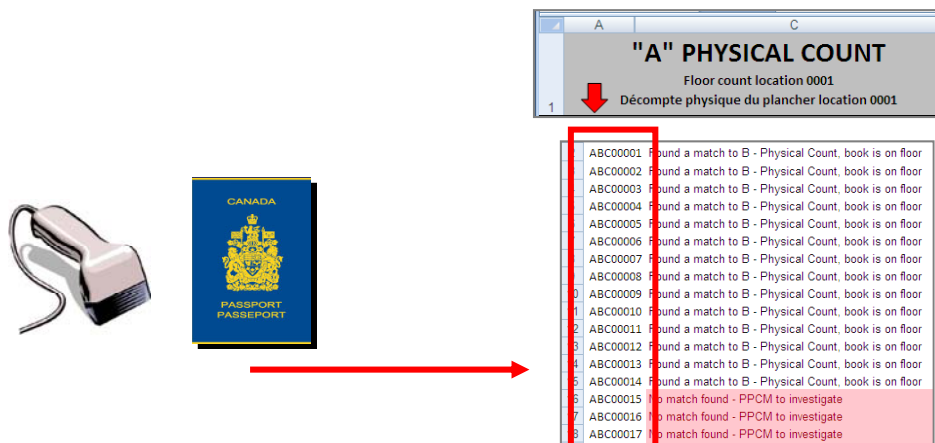
1.6.1 Performing the Physical Inventory Count

a) The authorized employee must conduct a physical count of ***all inventory*** on the office’s premises (vault/Dasco 0002 and production floor 0001). This includes both passport materiel (blank or digitized) as well as any other inventory items kept on the premises (ie, dry seals). Another authorized employee must witness this count.

IMPORTANT: the count of your inventory must be a ***physical count*** of all materiel in your location, and not inventory totals taken from reports such as an IQ09 or MARA Aged ESRFs.

b) Begin the physical count of the floor and the vault/Dasco.

Step 1: Using a hand-held scan gun, scan the barcode serial #s of the passport books on your floor into section “A” of the tab “Workmatch”:



- Step 2:** Enter the total counts of the passport books in tab “PPT528”, section A “Quantity on floor”.
- Step 3:** Enter the total counts for all other inventory types in tab “PPT528”, section A “Quantity on floor”.
- Step 4:** For dry seals, insert the serial #s and total counts in tab “PPT528”, section A “Quantity on floor”.
- Step 5:** To perform the physical count of the vault/Dasco, enter the quantity and ranges of stock control numbers in tab “PPT528”, section 4A as required.


EXAMPLE SECTION A:

		125	158	159	162	179	180	292	341
PASSPORT INVENTORY/INVENTAIRE DES PASSEPORTS		Regular /rdinaires	48 - Page 48 pages	Special Spéciaux	Diplomatic Diplomatiques	Consumable / Consommables		OBS	Dry Seals
						Ink	Film		
SERIAL/SÉRIE	From/De	ABD99999	BDE00099	none	none	25020260000	25010260000	OB850000	list serial #s in vault:
	To/À	ABD00001	BDE00056			25020259989	25010259989	OB849991	
	Quantity/Quantité	99997	44			12	12	10	
SERIAL/SÉRIE	From/De	ABC99999							list serial #s on floor:
	To/À	ABC99980							
	Quantity/Quantité	19							
25	Quantity in vault/Quantité dans la voute	100070	44	0	0	12	12	10	2
26	Quantity on floor/Quantité sur le plancher	54	21	0	0	0	0	0	2
27	4a) TOTAL ON HAND/DISPOINBLE	100070	30			12	12	10	2

Don't be concerned at this point that some of the cells are now highlighted in pink; as soon as you perform the next steps in Section 1.6.2, the auto-formatting in excel will then change any materiel that balances in green highlight and any materiel with discrepancies will remain in pink highlight.

1.6.2 Performing the SAP Materiel Analysis

- a) If passports have been moved from vault/Dasco to floor (or floor to vault/Dasco) prior to the physical count, ensure all outstanding SAP transactions have been entered into SAP.
- b) Once the Cycle Count starts, avoid moving passport materiel – physically or in SAP – until the Cycle Count is done to be sure everything is properly recorded.
- c) The following reports should be pulled from SAP at the same time the physical count is being performed.

Step 1: Log into SAP. 

Step 2: To perform the material analysis of books on the floor, input transaction code “IQ09” into the search field, and press “enter” on your keyboard.



Step 3: Input the following parameters:

- “Material”: limit the material to your serialized inventory types (MMRs).

- “Plant” & “Storage Location”: use your plant# and storage location 0001.

NOTE: there is no need to use a “Get Variant” for this step, simply run the report as shown...


Click on Execute to run the report:

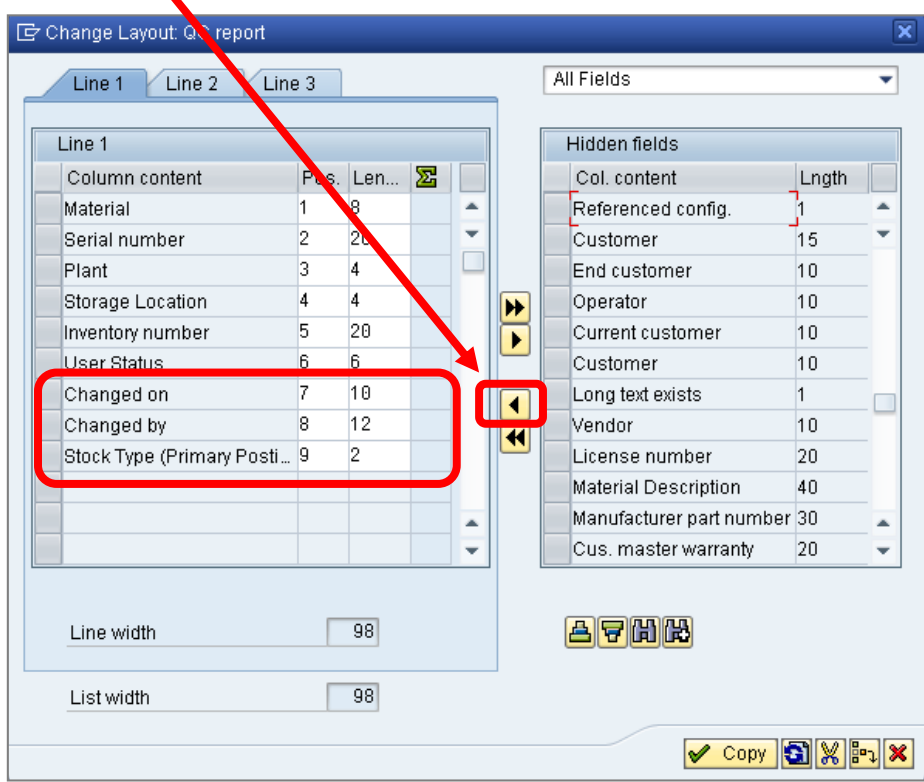


Step 4: Once the report appears, click on the “Current layout” icon.



Step 5: Select “Changed On”, “Changed By” and “Stock Type” in the scroll down box in the right side of the screen by clicking on the blue boxes to the left of the text.

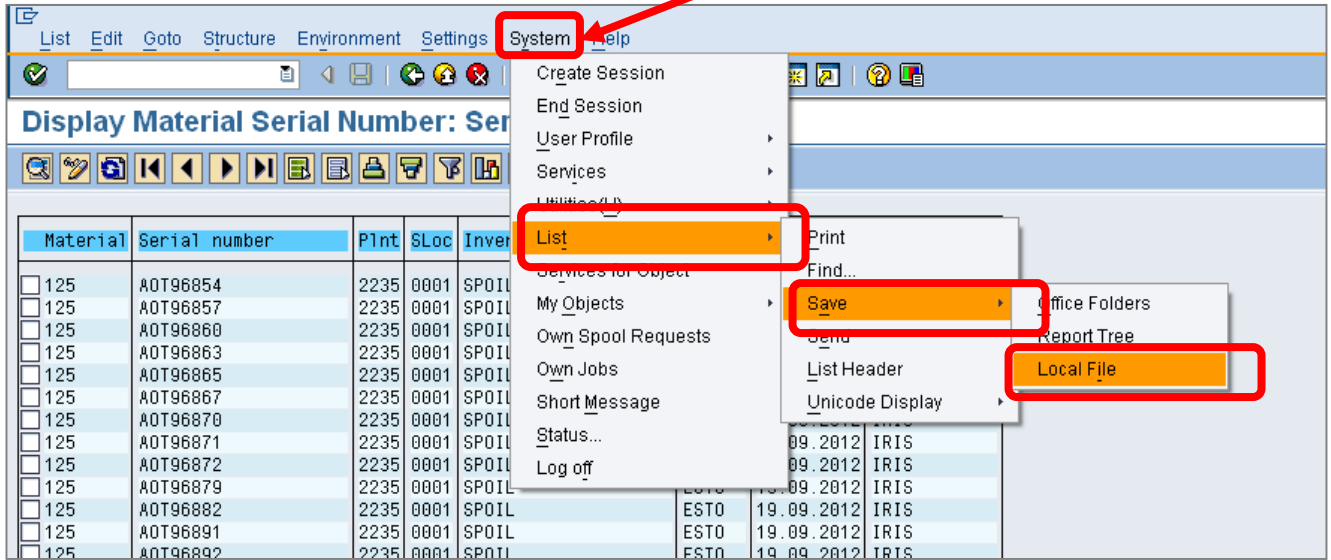
Step 6: Next, click on the arrow, and then click “Copy” .



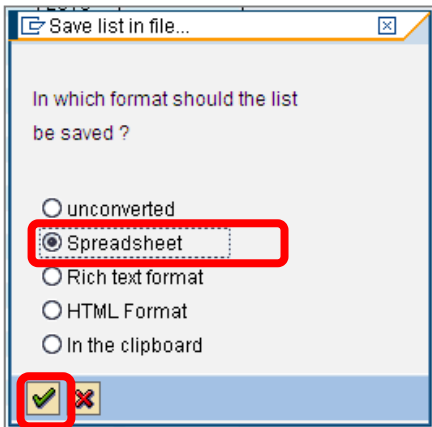
This brings those fields over into your IQ09, which helps PPCM-Planning reconcile any problem books on the floor. The IQ09 will now look like this:

Material	Serial number	Plnt	SLoc	Inventory number	UserSt	Changed on	Changed by	PP	
<input type="checkbox"/>	125	AP029928	2020	0001	SPOIL	ESTO	22.10.2012	NBENNETT	07
<input type="checkbox"/>	125	AP029942	2020	0001	SPOIL	ESTO	22.10.2012	NBENNETT	07
<input type="checkbox"/>	125	AP029944	2020	0001	SPOIL	ESTO	22.10.2012	NBENNETT	07
<input type="checkbox"/>	125	AP029945	2020	0001	SPOIL	ESTO	22.10.2012	NBENNETT	07
<input type="checkbox"/>	125	AP029954	2020	0001	SPOIL	ESTO	22.10.2012	NBENNETT	07

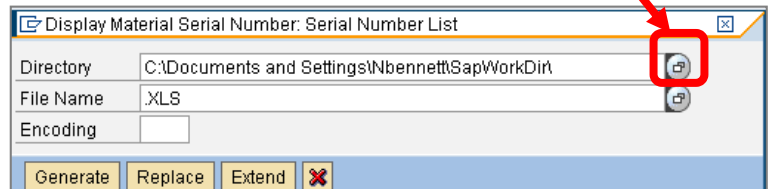
Step 7: To download the IQ09 file into excel, go to header “System”, select “List”, “Save” and “Local File”.



A pop-up box will appear, select “Spreadsheet” and click on the checkmark:

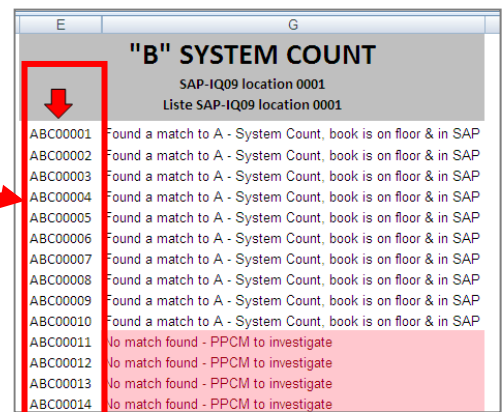



Next, click on the “Directory” button, this will allow you to save the document in your preferred location.



Afterwards, click on the “Generate” button. SAP will then create the excel file.

Step 8: Using the excel version of the IQ09, copy and paste the serial #s into section “B” System Count of the “Workmatch” tab.




Step 9: To perform the material analysis of your office's total inventory, return to SAP's the main screen by clicking on the F3 button on your keyboard or the "Back" icon in SAP. 

Step 10: Execute the Material Analysis of your plant by inputting transaction code "MCBE" into the search field, and press "enter" on your keyboard. This must be performed at the same time as the Cycle Count/IQ09.



Step 11: Input your plant #, and change the "Month" to the current month:

Characteristics			
Plant	2235	to	
Storage Location		to	
Material		to	
MRP Controller		to	
Material Groupings			
Material Type		to	
Material Group		to	
Valuation Class		to	
Period to Analyze			
Month	10.2012	to	10.2012

Step 12: Click on Execute to run the report: 

Step 13: Double-click on the MMR# to view details for locations 0001 and 0002:

Material	Val.stk	iss	qty	Total usage	Valuated stock
Total	7.462	***		10.042	10.609
1	0	EA		0	0
2	0	EA		0	0
3	0	EA		0	0
4	0	EA		0	0
11	0	EA		0	0
21	0	EA		0	0
31	0	EA		0	0
41	0	EA		0	0
42	0	EA		0	0
43	0	EA		0	0
47	0	EA		0	0
48	0	EA		0	0
49	0	EA		0	0
50	0	EA		0	0
125	6.655	EA		9.051	9.606
158	807	EA		889	901
159	0	EA		0	0
162	0	EA		0	0
179	0	RL		9	9
180	0	RL		9	9
292	0	EA		84	84

The following results will appear:

Stor. Location	Val.stk iss qty	Total usage	Valuated stock
Total	6.655 EA	9.051 EA	9.606 EA
22350001	5.066 EA	3.597 EA	3.985 EA
22350002	1.589 EA	5.454 EA	5.621 EA

Step 14: Copy the system inventory totals from the “Valuated Stock” column into tab “PPT528”, section “B” for each material.

EXAMPLE SECTION B:

37	Quantity in Storage Location 0002	5621	456			9	9	84	
38	Quantité dans magasin 0002								
39	Quantity in Storage Location 0001	3985	445			0	0	0	2
40	Quantité dans magasin 0001								
41	4b) TOTAL ON HAND DISPONIBLE	9606	901			9	9	84	2
42	Discrepancies / Différences	9	2	0	0	0	0	0	0

Step 15: For the purpose of verifying your report, keep screen captures (“screen shots”) of the plant analysis. Open a new Word document. As you view each material in SAP-MCBE, use the “Print Screen” button on your keyboard to copy the screen, and right-click on your mouse to paste it into the word document.



1.6.3 Confirming the Discrepancy List

Balancing the physical count against the system count is a critical step in the Cycle Count reconciliation process. Sometimes, passports will have been given to clients at the office but will not have closed properly in SAP. The steps below will assist you in locating those differences, or “discrepancies”.

Step 1: Compare sections “A” physical count and “B” system count of the PPT528 to determine that the counts and totals match for each material in your inventory.

Scenario 1: If section “A” matches “B” perfectly, complete the remaining sections of the report highlighted in pink (Issuing Office, Plant#, Date, Time, names of participants) on all tabs used in the cycle count and submit to the “PPCM-Passports and Consumables” inbox for verification.

Scenario 2: If the template highlights any discrepancies, verify that you’ve been able to identify the corresponding total number of differences in your “Workmatch” tab.

In the example below, there is a difference between “A” and “B” of 9 discrepancies for material 125, and 2 for material 158. In this case, prior to submitting the report to PPCM, the authorized employee would

ensure that the “Workmatch” contains a minimum of 9 differences for material 125, and a minimum of 2 differences for material 158.

37	Quantity in Storage Location 0002		5621	456	
38	Quantité dans magasin 0002				
39	Quantity in Storage Location 0001		3985	445	
40	Quantité dans magasin 0001				
41	4b) TOTAL	ON HAND DISPONIBLE	9606	901	
42	Discrepancies / Différences		9	2	

"B" SYSTEM COUNT	
SAP-IQ09 location 0001	
Liste SAP-IQ09 location 0001	
ABC00001	Found a match to A - System Count, book is on floor & in SAP
ABC00002	Found a match to A - System Count, book is on floor & in SAP
ABC00003	Found a match to A - System Count, book is on floor & in SAP
ABC00004	Found a match to A - System Count, book is on floor & in SAP
ABC00005	Found a match to A - System Count, book is on floor & in SAP
ABC00006	Found a match to A - System Count, book is on floor & in SAP
ABC00007	Found a match to A - System Count, book is on floor & in SAP
ABC00008	Found a match to A - System Count, book is on floor & in SAP
ABC00009	Found a match to A - System Count, book is on floor & in SAP
ABC00010	Found a match to A - System Count, book is on floor & in SAP
ABC00011	No match found - PPCM to investigate
ABC00012	No match found - PPCM to investigate
ABC00013	No match found - PPCM to investigate
ABC00014	No match found - PPCM to investigate

Keep in mind that it takes the Iris-PASSAP interface 1-2 days to close a passport that has been rendered “Processing Complete” in Iris, so your discrepancy list on the day of your Cycle Count might be larger than expected...this is normal.

Other reasons section “A” and “B” may not balance include movements missing from SAP, or a lost or misplaced item. See the “Understanding Error Formatting” tab of the workbook for further advice on identifying possible issues should the physical count not balance with the system count.

IMPORTANT: it is not necessary for the office to research each discrepancy in Iris, simply submit your report and the PPCM-Planning team will perform the research along with their monthly reconciliation tasks. Most of the discrepancies will close automatically through the interface after a couple of days of having performed the Cycle Count, and as such any research on your behalf at this point is unnecessary.

Step 2: Once the discrepancies have been accounted for in the “Workmatch” tab, complete the remaining sections of the report highlighted in pink (Issuing Office, Plant#, Date, Time, names of participants, certified by, etc). Ensure this information is completed on any of the tabs used for the Cycle Count.

Step 3: Submit to the “PPCM-Passports and Consumables” inbox for verification.

1.7 Print Centers: Performing the Cycle Count and Completing the PPT528

1.7.1 Performing the Physical Inventory Count

a) The authorized employee must conduct a count of ***all inventory*** on the print centre’s premises (vault/Dasco 0002 and production floor 0001). This includes both passport materiel (blank or digitized) as well as any other inventory items kept on the premises (ie, dry seals). Another authorized employee must witness this count.

IMPORTANT: the count of your inventory must be a count of all materiel in your location, and not inventory totals taken from reports such as an IQ09 or MARA Aged ESRFs.

b) Begin the physical count of the floor and the vault/Dasco.

Step 1: For the physical count of the floor, total the cart counts.

Step 2: Enter the total counts of the passport books in tab “PPT528”, section A “Quantity on floor”.

Step 3: Enter the total counts for all other inventory types in tab “PPT528”, section A “Quantity on floor”.

Step 4: For dry seals, insert the serial #s and total counts in tab “PPT528”, section A “Quantity on floor”.

Step 5: To perform the physical count of the vault/Dasco, enter the quantity and ranges of stock control numbers in tab “PPT528”, section 4A as required.

EXAMPLE SECTION A:

PASSPORT INVENTORY/INVENTAIRE DES PASSEPORTS		125	158	159	162	179	180	292	341
		Regular / réguliers	48 - Page 48 pages	Special Spéciaux	Diplomatic Diplomatiques	Consumable / Consommables Ink Film		OBS	Dry Seals
SERIAL/SÉRIE	From/De	ABD99999	BDE00099	none	none	25020260000	25010260000	OB850000	list serial #s in vault:
	To/À	ABD00001	BDE00056			25020259989	25010259989	OB849991	
Quantity/Quantité		99997	44			12	12	10	
SERIAL/SÉRIE	From/De	ABC99999							
	To/À	ABC99980							
Quantity/Quantité		19							
SERIAL/SÉRIE	From/De								list serial #s on floor: P-123 P-124
	To/À								
Quantity/Quantité									
SERIAL/SÉRIE	From/De								
	To/À								
Quantity/Quantité									
SERIAL/SÉRIE	From/De								
	To/À								
Quantity/Quantité									
Quantity in vault/Quantité dans la vaulte		100000	44	0	0	12	12	10	2
Quantity on floor/Quantité sur le plancher		54	21	0	0	0	0	0	2
4a) TOTAL ON HAND/DISPONIBLE		100000	65	0	0	12	12	10	4


Don't be concerned at this point that some of the cells are now highlighted in pink; as soon as you perform the next steps in Section 1.7.2, the auto-formatting in excel will then change any materiel that balances in green highlight and any materiel with discrepancies will remain in pink highlight.

1.7.2 Performing the SAP Materiel Analysis

a) If passports have been moved from vault/Dasco to floor (or floor to vault/Dasco) prior to the physical count, ensure all outstanding SAP transactions have been entered into SAP.

b) Once the Cycle Count starts, avoid moving passport materiel – physically or in SAP – until the Cycle Count is done to be sure everything is properly recorded.

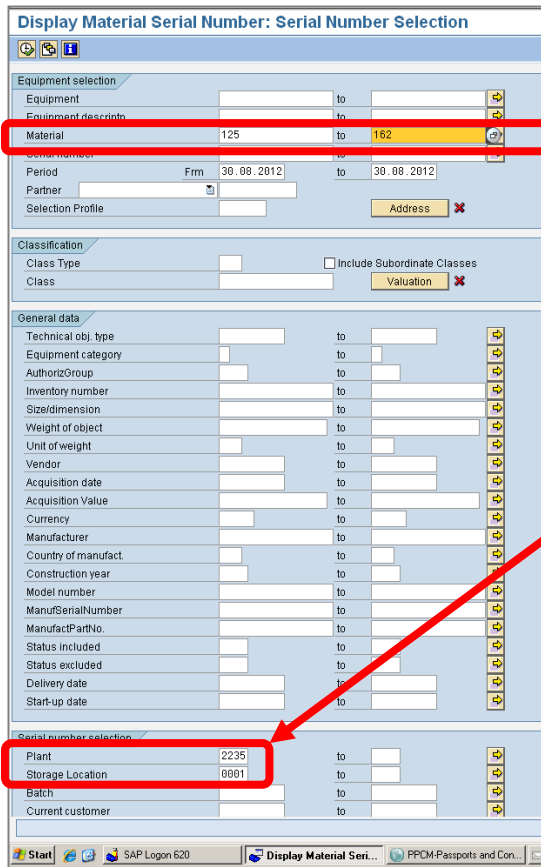
c) The following reports should be pulled from SAP at the same time the physical count is being performed.

Step 1: Log into SAP. 

Step 2: To perform the material analysis of books on the floor, input transaction code “IQ09” into the search field, and press “enter” on your keyboard.



Step 3: Input the following parameters:




▪ “Material”: limit the material to your serialized inventory types (MMRs).

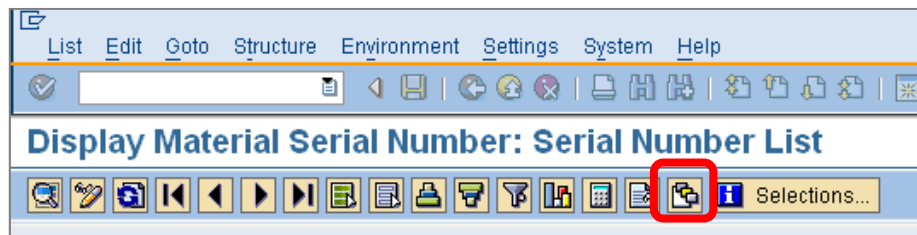
▪ “Plant” & “Storage Location”: use your plant# and storage location 0001.

NOTE: there is no need to use a “Get Variant” for this step, simply run the report as shown...

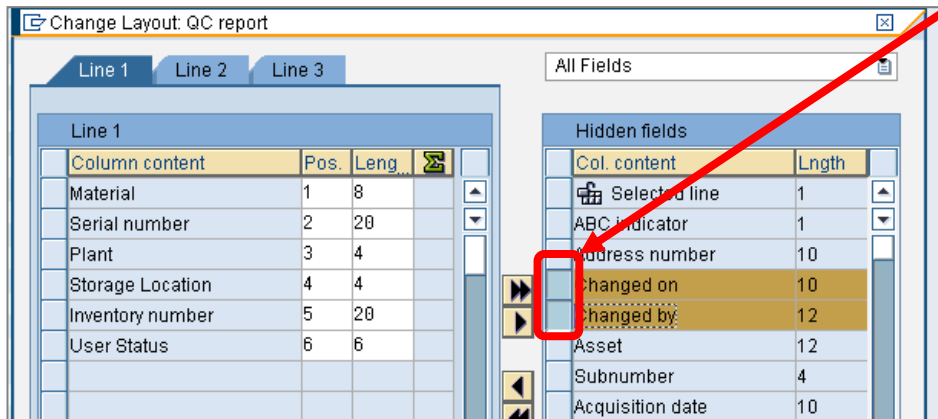
Click on Execute to run the report:

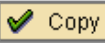


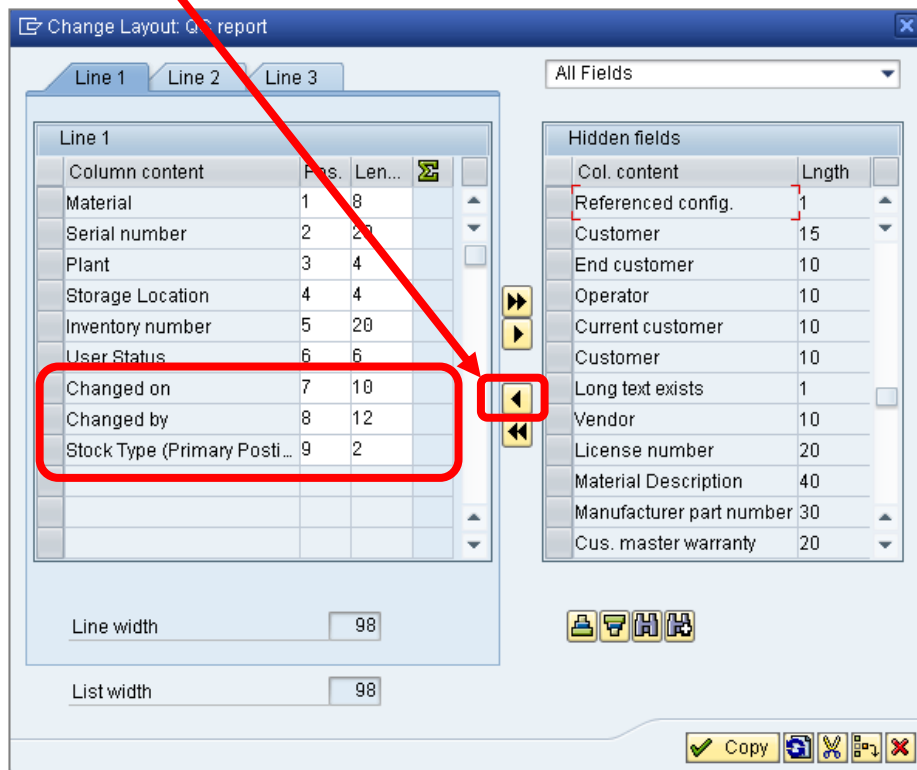
Step 4: Once the report appears, click on the “Current layout” icon. 



Step 5: Select “Changed On”, “Changed By” and “Stock Type” in the scroll down box in the right side of the screen by clicking on the blue boxes to the left of the text.



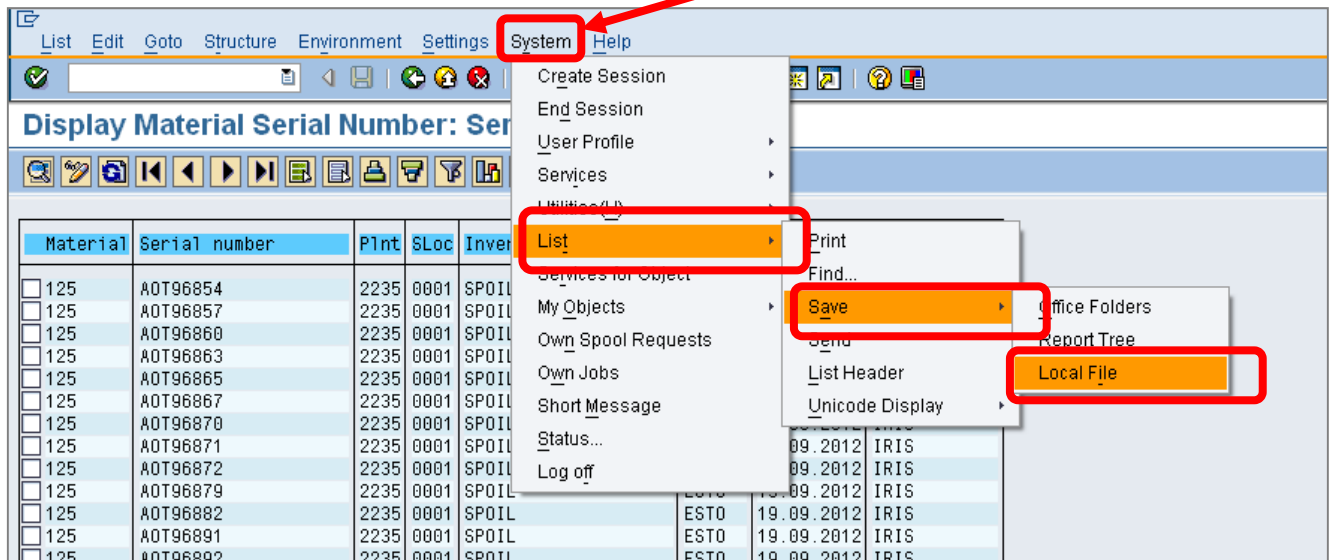
Step 6: Next, click on the arrow, and then click “Copy” .



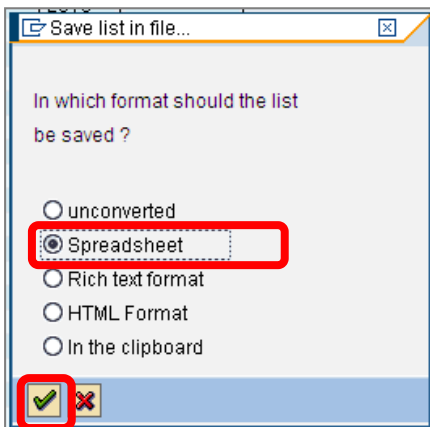
This brings those fields over into your IQ09, which helps PPCM-Planning reconcile any problem books on the floor. The IQ09 will now look like this:

Material	Serial number	PInt	SLoc	Inventory number	UserSt	Changed on	Changed by	PP
<input type="checkbox"/> 125	AP029928	2020	0001	SPOIL	ESTO	22.10.2012	NBENNETT	07
<input type="checkbox"/> 125	AP029942	2020	0001	SPOIL	ESTO	22.10.2012	NBENNETT	07
<input type="checkbox"/> 125	AP029944	2020	0001	SPOIL	ESTO	22.10.2012	NBENNETT	07
<input type="checkbox"/> 125	AP029945	2020	0001	SPOIL	ESTO	22.10.2012	NBENNETT	07
<input type="checkbox"/> 125	AP029954	2020	0001	SPOIL	ESTO	22.10.2012	NBENNETT	07

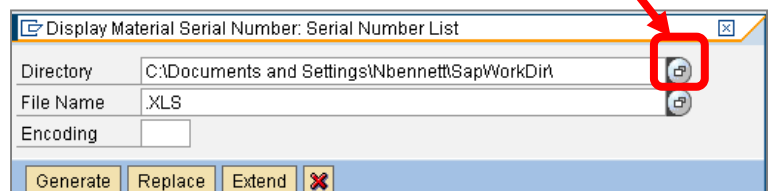
Step 7: To download the IQ09 file into excel, go to header “System”, select “List”, “Save” and “Local File”.



A pop-up box will appear, select “Spreadsheet” and click on the checkmark:

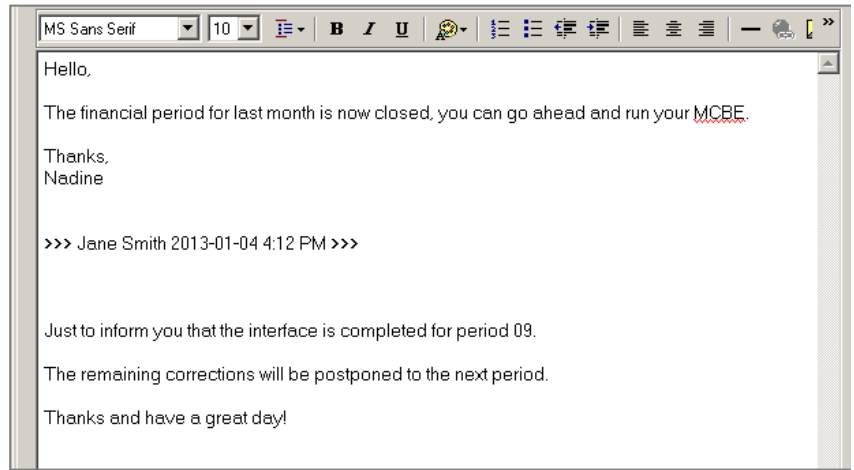



Next, click on the “Directory” button, this will allow you to save the document in your preferred location.



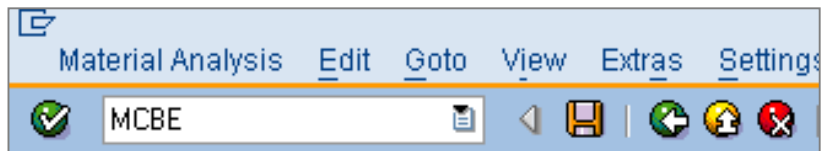
Afterwards, click on the “Generate” button. SAP will then create the excel file.

Wait for the PPCM-Planning team’s notification that the financial period for the month has closed. An example of the email is to the right.

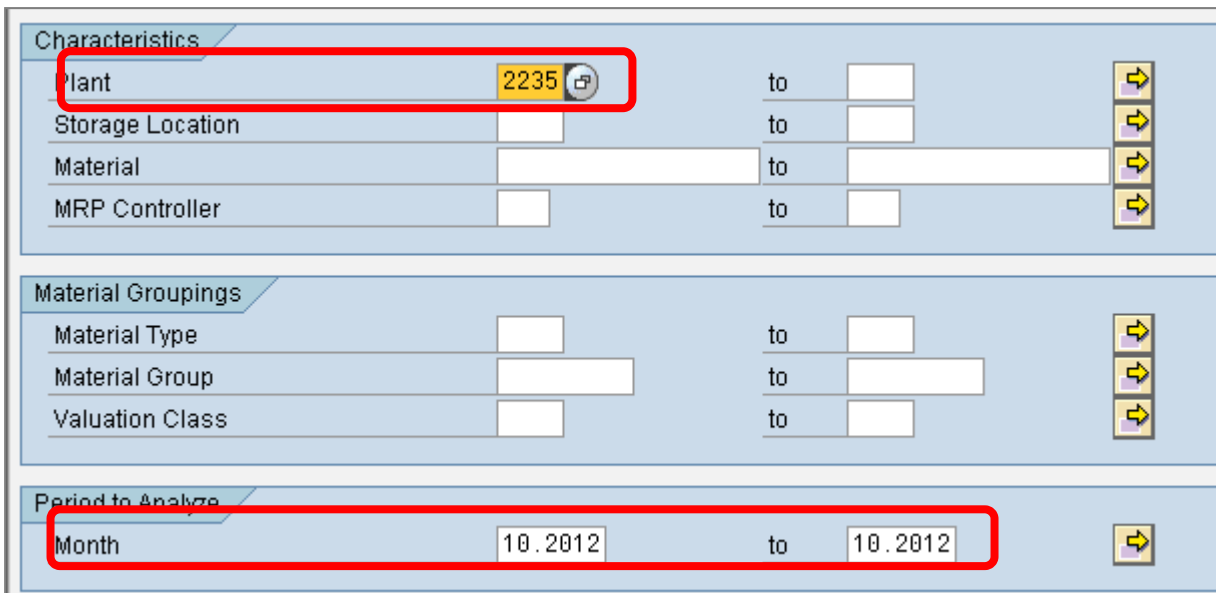


Step 8: To perform the material analysis of your print center’s total inventory, return to SAP’s the main screen. 

Step 9: Execute the Material Analysis of your plant by inputting transaction code “MCBE” into the search field, and press “enter” on your keyboard.



Step 10: Input your plant # into the section called “Plant”, and change the “Month” to the current month:



Step 11: Click on Execute to run the report:



Step 12: Double-click on the MMR# to view details for locations 0001 and 0002:

Material	Val.stk iss qty	Total usage	Valuated stock
Total	7.462 ***	10.042 ***	10.609 ***
1	0 EA	0 EA	0 EA
2	0 EA	0 EA	0 EA
3	0 EA	0 EA	0 EA
4	0 EA	0 EA	0 EA
11	0 EA	0 EA	0 EA
21	0 EA	0 EA	0 EA
31	0 EA	0 EA	0 EA
41	0 EA	0 EA	0 EA
42	0 EA	0 EA	0 EA
43	0 EA	0 EA	0 EA
47	0 EA	0 EA	0 EA
48	0 EA	0 EA	0 EA
49	0 EA	0 EA	0 EA
50	0 EA	0 EA	0 EA
125	6.655 EA	9.051 EA	9.606 EA
158	807 EA	889 EA	901 EA
159	0 EA	0 EA	0 EA
162	0 EA	0 EA	0 EA
179	0 RL	9 RL	9 RL
180	0 RL	9 RL	9 RL
292	0 EA	84 EA	84 EA

The following results will appear:

Stor. Location	Val.stk iss qty	Total usage	Valuated stock
Total	6.655 EA	9.051 EA	9.606 EA
22350001	5.066 EA	3.597 EA	3.985 EA
22350002	1.589 EA	5.454 EA	5.621 EA

Step 13: Copy the system inventory totals from the “Valuated Stock” column into tab “PPT528”, section “B” for each material.

EXAMPLE SECTION B:

37	Quantity in Storage Location 0002	5621	456			9	9	84	
38	Quantité dans magasin 0002								
39	Quantity in Storage Location 0001	3985	445			0	0	0	2
40	Quantité dans magasin 0001								
41	4b) TOTAL ON HAND DISPONIBLE	9606	901			9	9	84	2
42	Discrepancies / Différences	9	2	0	0	0	0	0	0

1.8 Submitting the Completed Cycle Count

See section 1.4.c for due dates.

Step 1: Email the Cycle Count Workbook to the “PPCM-Passports and Consumables” inbox.

Step 2: PPCM will review the report for typos or errors, ensure the physical count balances with the system count, and verify that all discrepancies are accounted for.

Scenario 1: if the report is free of errors and balances, the PPCM-Planning team will notify you to proceed with submitting the signed copy by mail.

Scenario 2: if the report has errors or does not balance, the PPCM-Planning team will advise of the areas in the report to review and correct. The corrections should be submitted within 48 hours.

1.9 Submitting the Signed Copy by Mail

Step 1: Print a copy of the PPT528.

Step 2: Verify that the final copy is dated and signed by all participants.

Step 3: Mail the signed PPT298 report to PPCM-Planning. Please do not fax a copy. Include the original PPT297, make a copy for your office’s reference.

1.10 Reconciliation & Verification of “Post-Production” Passports

- The PPCM-Planning team will resolve discrepancies by escalating to finance as required.
- The PPCM-Planning team may also request confirmation that passports not yet in “Processing Complete” in Iris are indeed still on the floor in Examination/Production/Post-Production workflow states. The request for verification will focus on passports that have gone past the “Date required” in Iris. An email listing the serial #s in question and seeking confirmation will be sent to your office.
- Please review the list and physically check the passports on your floor to verify they are still in the status shown. If any of the passports have been released or changed status, notify the PPCM-Planning team in your response and ensure Iris is updated. Confirmation from the office regarding the serials #s is required within 48 hours of receiving the request.

Here is an example of the workflow state verification email:

>>> PPCM-Passports and Consumables PPCM-Passports and Consumables 2012-10-01 9:53 AM >>>

Good morning,

Please confirm that the following book(s) are indeed still on your floor and in the correct Iris workflow status. We require your response by end of business day Wednesday, October 3rd.

Thanks,
Jane

Plant	Serial #	Surname	ESRF	Date required	Delivery	Box ID	Workflow State	
2276	Ottawa	ABC00001	Smith	MO12345	2012-09-14	Pickup	SPL501	Post-production
2276	Ottawa	ABC00002	Smith	MO12346	2012-09-15	Pickup	UFG111	Post-production
2276	Ottawa	ABC00003	Smith	MO12347	2012-09-16	Pickup	SPL501	Production
2276	Ottawa	ABC00004	Smith	MO12348	2012-09-17	Pickup	SPL501	Production
2276	Ottawa	ABC00005	Smith	MO12349	2012-09-18	Pickup	SPL501	Post-production
2276	Ottawa	ABC00006	Smith	MO12350	2012-09-19	Pickup	SPL501	Post-production
2276	Ottawa	ABC00007	Smith	MO12351	2012-09-20	Pickup	SPL501	Post-production
2276	Ottawa	ABC00008	Smith	MO12352	2012-09-21	Pickup	SPL501	Security Review