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	
1.4	Cycle Count Schedule & Due Date	
1.5	Preparing for the Cycle Count	
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	
1.7.2	Performing the SAP Materiel Analysis	
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 on 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:



Discrepancies = this section identifies the number of discrepancies between your <u>physical count</u> and your <u>system count</u>

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

	A C	D	E	G
	"A" PHYSICAL COUNT			"B" SYSTEM COUNT
	Floor count location 0001			SAP-IQ09 location 0001
1	Decompte physique du plancher 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			"B" System Count
You	'll scan the passport serial #s on your	Yo	u'll past	e your IQ09 here, and formulas to the
floc	r here, and formulas to the right will	r	ight wil	l match it up to your Physical Count.
r	natch it up to your System Count.			

1.4 Cycle Count Schedule & Due Date

- a) The Cycle Count Schedule is emailed to regional offices and print centers within the first 5 business days of each month.
- b) 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.
- c) Due date:

<u>Regional Offices:</u> 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.

<u>Print Centers:</u> 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

- a) Manager to select staff required to perform the Cycle Count, retrieve SAP reports, and complete the PPT528 and inform them of their responsibilities.
- b) 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.
- c) 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:

Aged ESRFs			
Date Range	Workflow State	e Report Format	
Date Rang	e		
irom: 2	012/09/16	<u>[</u> o: 2012/10/15	

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



Step 5: On the "Report Format" tab, select "Detail":

1	١ge	d ESRFs			
	D	ate Range	Workflow State	e Report Format	
		- Report Fo	ormat		
		• De	etail	1	
		O Su	immary		



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 <u>all inventory</u> 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 <u>*physical count*</u> 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.

6 7	PASSPORT INVE	ENTORY/INVENTAIRE DES	125	158	159	162	179	180	292	341
8 9	PA	SSEPORTS	Regular	48 - Page 48 pages	Special Spéciaux	Diplomatic Diplomatiques	Consumable / Ink	Consommables Film	OBS	Dry Seals
10	SERIAL/SÉRIE	From/De	ABD99999	BDE00099	none	none	25020260000	25010260000	OB850000	lict corial #c
11	OERIAE/ DERIE	To/À	ABD00001	BDE00056			25020259989	25010259989	OB849991	in vault:
12	Quar	ntity/Quantité	99997	44			12	12	10	
13	SERIAL/SÉRIE	From/De	ABC99999							
14	OERIAE/ DERIE	To/À	ABC99980							
15	Quar	ntity/Quantité	19							
16	SEDIAL (SÉDIE	From/De								
17	JERIAE/JERIE	To/À	_							list serial #s
18	Quar	ntity/Quantité								on floor:
19	SEDIAL (SÉDIE	From/De								
20	JENIAE/JENIE	To/À								P-123
21	Quar	ntity/Quantité								P-124
22	SEDIAL (SÉDIE	From/De								
23	JERIAL/JERIE	To/À								
24	Quar	ntity/Quantité								
25	Quantity in vault/0	Quantité dans la voûte	100010		÷	Ū.	12	12	10	
26	Quantity on floor/	Quantité sur le planche	r 54	21	0	0	0	0	0	2
07	42 1014	ON HAND/DISPONIBLE	100070	00			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 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:

Display Material S	Serial Number: Seria	al Number Selectio	on			
Equipment selection						
Equipment		to	<u>₽</u>			
Equipment descripto		to	4			
Material	125	to 162	<u>@</u>			
		10			"Material": limit the materi	al to y
Period	Frm 30.08.2012	to 30.08.2012				
Partner					serialized inventory types (viMRs
Selection Profile		Address	×			
Classification						
Class Type		include Subordinate Cla	sses			
Class		Valuation	*			
Concercit dista				•	"Plant" & "Storage Location	": use
Taskaisalaki kus						
Technical obj. type		10			nlant# and storage location	0001
Equipment category		to			plante and storage location	0001
AuthonzGroup		10	```			
Rize/dimension		to				
-Size/ulmension		to				
Unit of woight		to				
Vondor		to			there is no need to use a "C	a+ \/ar
Acquisition data		to	2	NOTE:	there is no need to use a G	et var
Acquisition Value		to		+hia -+-	محجنات مرمع مطع مريبي الممتح م	.
Currency		to		this ste	ep, simply run the report as s	nown
Manufacturer		to			· · · ·	
Country of manufact		to				
Construction year		to				
Model number		to				
ManufSerialNumber		to 🖌				
ManufactPartNn		to				
Status included		to	4			
Status excluded		to	4			
Delivery date		to	4			
Start-up date		to	4	Clicko	n Execute to run the report.	
				CIICK U	in Execute to run the report.	$ \Phi $
Serial number selection						
Plant	2235	to	\$			
Storage Location	0001	to	\$			
Batch		to	4			
Current customer		to	\$			
🖉 Start 🏼 🏉 🚱 🔬 SAP Log	gon 620 👘 🔂 🔂 😽 Display I	Material Seri 💟 PPCM-Pas	sports and Con			

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

LE List	Edit	<u>G</u> oto	Structure	Envir	onmen	t <u>S</u> etti	ngs	Syste	em	<u>H</u> el	р			
Ø				1	81	C 🖸			邰		\$ ``	19 (8	×
Disp	lay	Mate	rial S	erial	Num	nber:	Se	rial	Nu	Iml	ber	Lis	t	

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

🖻 Change Layout: QC report									×
Line 1 Line 2 L	ine 3					A	l Fields		
									_
Line 1							Hidden fields		
Column content	Pos	. Leng	2				Col. content	Lngth	
Material	1	8					🚮 Selected line	1	
Serial number	2	20		-			AP - Indicator	1	-
Plant	3	4					ddress number	10	
Storage Location	4	4					hanged on	10	
Inventory number	5	20			Ť		hanged by	12	
User Status	6	6					Asset	12	
							Subnumber	4	
							Acquisition date	10	

Step 6: Next, click on the arrow, and then click "Copy"

Line 1						Hidden fields		
Column content	Pus	. Len	Σ			Col. content	Lngth	
Material	1	8		-		Referenced config.	1	-
Serial number	2	20		-		Customer	15	
Plant	3	4				End customer	10	
Storage Location	4	4			▶	Operator	10	
Inventory number	5	20				Current customer	10	
User Status	6	6		X	-	Customer	10	
Changed on	7	10		۱ (Long text exists	1	
Changed by	8	12		ľ	44	Vendor	10	
Stock Type (Primary Posti	9	2				License number	20	
				1		Material Description	40	
						Manufacturer part number	30	
				Ŧ		Cus. master warranty	20	

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:

[⊡ List <u>E</u> d	it <u>G</u> oto S <u>t</u> ructure I	Environment	<u>S</u> ettings S <u>v</u> stem	<u>H</u> elp			
Ø	- ↓ 🛛	C 😧 🔇	2 2 	1 C\$ C1	💥 🗾 🛛 🕅	F	
Display	Material Serial No	umber: S	erial Number Lis	t			
🔍 🎾 🛐	H + > H 🗟 🖪	a 🔒 🧏	🌆 🖩 🌬 🔁 🖬 Selec	tions			
Material	Sarial number	Pint Sloc	Inventory number	llcorSt	Changed on	Changed by	PP
				COTO C			
125	AP029928 AP029942	2020 0001	SPOIL	ESTO	22.10.2012	NBENNETT	07
125	AP029944 4P029945	2020 0001	SPOIL	ESTO ESTO	22.10.2012 22.10.2012	NBENNETT	07
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".

List Edit	<u>G</u> oto Structure Enviro	nment	Sett	ings S	ystemelp							
S	1	8	C 2	8 😡 🗍	Cr <u>e</u> ate Session			K 🔁	2 🖪			
Dieplay	Material Carial N	lu una	hor	Cor	En <u>d</u> Session							
Display	Material Serial r	vun	ber.	Sei	User Profile		- + I					
A A		A	9 7		— Romisson							
					Dervices		· 1					
							- 1					
Material	Serial number	P1nt	SLoc	Inver	List			Print				
								Find		- 11		
125	A0T96854	2235	0001	SPOIL				T III G.I.				
125	AOT96857	2235	0001	SPOIL	My <u>O</u> bjects		- * I	Save		<u> </u>	ffice Folders	
125	A0T96860	2235	0001	SPOIL	Own Spool Requ	ests		Jena			Report Tree	
125	A0T96863	2235	0001	SPOIL	_ · · ·							
125	A0T96865	2235	0001	SPOIL	odo n <u>w</u> o			LISTHE	ader		Local File	
125	A0T96867	2235	0001	SPOIL	Short Message			Unicod	e Display	, 		
125	A0T96870	2235	0001	SPOIL	Ptotuo					11		
125	A0T96871	2235	0001	SPOIL	<u>o</u> tatus			9.2012	IRIS			
125	A0T96872	2235	0001	SPOIL	Log off		- 1	9.2012	IRIS			
125	A0T96879	2235	0001	SPOIL		2010	الحبر	9.2012	IRIS			
125	A0T96882	2235	0001	SPOIL		ESTO	19.0	99.2012	IRIS			
125	A0T96891	2235	0001	SPOIL		ESTO	19.0	99.2012	IRIS			
125	ANT96892	2235	0001	SPOTE		ESTO	119 1	19 2012	IRIS			

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

🖻 Save list in file	\boxtimes
In which format should the list	
be saved ?	
Ounconverted	
Spreadsheet	
O Rich text format	
O HTML Format	
O In the clipboard	
×	

Next, click on the "Directory" button, this will allow you to save the document in your prefered location.

📴 Display Ma	terial Serial Number: Serial Number List	
Directory	C:\Documents and Settings\Nbennett\SapWorkDir\	Ð
File Name	XLS	Ð
Encoding		
Generate	Replace Extend 🕱	

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.

	E	G
		"B" SYSTEM COUNT
	₽	SAP-IQ09 location 0001 Liste SAP-IQ09 location 0001
ľ	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
ŀ	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

- 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.

E Ma	aterial Analysis	<u>E</u> dit	<u>G</u> oto	View	Extr <u>a</u> s	<u>S</u> etting:
Ø	MCBE		٦	4 6] 😋	🙆 🚷

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

Characteristics			
Plant	2235 🗗	to	<
Storage Location		to	\$
Material		to	S
MRP Controller		to	4
	· · · ·		
Material Groupings			
Material Type		to	4
Material Group		to	➡
Valuation Class		to	⇒
Period to Analyze			
Month	10.2012	to 10.2012	4

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 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
<mark>Total</mark>	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.

<u>EX</u>	AMPLE SE	ECTION B:								
37 38	Quantity in Storag Quantité dans ma	ge Location 0002 Igasin 0002	5621	456			9	9	84	
39 40	Quantity in Storag Quantité dans ma	ge Location 0001 Igasin 0001	3985	445			0	0	0	2
41	4b) TOTAL	ON HAND DISPONIBLE	9606	901			9	9	84	2
42	Discrepa	ncies / 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.

<u>Scenario 2</u>: 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 38	Quantity in Storag Quantité dans ma	ge Location 0002 Igasin 0002	5621	456	E G
39 40	Quantity in Storag Quantité dans ma	ge Location 0001 Igasin 0001	3985	445	"B" SYSTEM COUNT SAP-IQ09 location 0001
41	4b) TOTAL	ON HAND DISPONIBLE	9606	901	Liste SAP-IQ09 location 0001
42	Discrepa	ncies / Différences	9	2	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
					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 ABC00009 Found a match to A - System Count, book is on floor & in SAP
					ABC000- 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 <u>all inventory</u> 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.

|--|

	-										
6	PASSPORT INV	ENTORY/INVENTAIRE D	DES	125	158	159	162	179	180	292	341
8	P/	PASSEPORTS		Regular	48 - Page 48	Special	Diplomatic	Consumable /	Consommables	0.00	
9				rdinaires	pages	Spéciaux	Diplomatiques	Ink	Film	OBS	Dry Seals
10				ABD99999	BDE00099	none	none	25020260000	25010260000	OB850000	Ref. and all the
11	JERIAL/JERIE	To/À		ABD00001	BDE00056			25020259989	25010259989	OB849991	list serial #s
12	2 Qua	ntity/Quantité		99997	44			12	12	10	in value.
13		From/De		ABC99999							
14	A SERIAL/SERIE	To/À		ABC99980							
15	Qua	ntity/Quantité		19							
16		From/De									
17	JERIAL/JERIE	To/À	-								lict corial #c
18	3 Qua	ntity/Quantité									on floor:
19		From/De									
20) SERIAL/SERIE	To/À	L								P-123
21	Qua	ntity/Quantité	_								P-124
22		From/De									
23	3LRIAL/SERIE	To/À									
24	4 Qua	ntity/Quantite						40	40	10	1
24	Quantity in vaulu	ntity/Quantite Quantite dans la vout	e	100040		-			-		-
24 25 26	Qua Quantity in vaulu Quantity on floor	ntity/Quantite Quantite dans la vout /Quantité sur le planc	e cher	100016 54	21	0	0	0	0	0	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 1.7.2, 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 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:

Display Material Serial Number: Seri	al Number Selectio	n
Equipment selection Equipment Equipment description	to	२
Material 125 Period Frm 30.00.2012 Partner Image: Compare the second s	to 162 to 30.08.2012 Address 3	<u>e</u>
Classification Class Type Class General data Technical obj. type Equipment category AuthorizGroup	Include Subordinate Clas	SSES X
Inventory number Size/dimension Weight of object Unit of weight Vendor Acquisition date Currency Manufacturer	to to	
Country or manufact Construction year Model number ManufactPanNo. Status included Status excluded Delivery date Stat-up date		100000
SadaLnumber celectron Plant 2235 Storage Location 0001 Batch Current customer		0000

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

l⊡ _List	<u>E</u> dit	<u>G</u> oto	Structure	Envir	ronment	<u>S</u> etting	gs S <u>y</u>	stem	Hel	р			
Ø [1		6 🙆	🛛 I 🛛) (H)	68	8	° C	1	<u></u> *
Disp	lay	Mate	erial Se	erial	Numl	ber: S	Seria	al Ni	uml	ber	List		

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

<u></u>	Change Layout: QC report							×
	Line 1 Line 2 Li	ne 3					All Fields	
						Ι.		
	Line 1						Hidden fields	
	Column content	Pos.	Leng	$\mathbf{\Sigma}$			Col. content	ngth
	Material	1	8				🖬 Select a line 🛛 1	
	Serial number	2	20		-		ABC indicator 1	T
	Plant	3	4				udress number 1	0
	Storage Location	4	4		H	b	hanged on 1	0
	Inventory number	5	20			Ť	hanged by 1	2
	User Status	6	6				Asset 1	2
							Subnumber 4	
							Acquisition date 1	0

Step 6: Next, click on the arrow, and then click "Copy"

C	7 Change Layout: Q report									×
	Line 1 Line 2 Line	93	1				[All Fields		-
							_			
	Line 1							Hidden fields		
	Column content	Phs.	Len	Σ				Col. content	Lngth	
	Material	1	8		٠			Referenced config.	1	-
	Serial number	2	21		-			Customer	15	-
	Plant	3	4					End customer	10	
	Storage Location	4	4			₩		Operator	10	
	Inventory number	5	20					Current customer	10	
	User Status	6	6					Customer	10	
	Changed on	7	10		٦ (1	Long text exists	1	
	Changed by	8	12		IЧ	44		Vendor	10	
	Stock Type (Primary Posti	9	2					License number	20	
								Material Description	40	
								Manufacturer part number	30	
					*			Cus. master warranty	20	-
						1				
	Line ordette		00					ACMM		
	Line wiath		98							
		-	00							
	List width		98							
								Conv .	S V 8	
								Coby	en 🗤 🗖	· · · · ·

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:

⊡r <u>L</u> ist <u>E</u> d	it <u>G</u> oto S <u>t</u> ructure	Environ	ment	<u>S</u> ettings Sys	stem <u>H</u> elp)			
Ø	• 4 🛛	0	<u>0</u>		80 10 10 :	8 B	¥ 🛛 🛛 🕲		
Display	Material Serial N	umbe	er: S	erial Numbe	er List				
🍳 🎾 🗿	H + > H 🗟 🗟	≜ ₹	ፑ [la 🖩 🗟 🔁 I	Selection:	з			
Nature 1				T					
Material	serial numper	PINT	SLOC	inventory numb	ber Use	erst	nanged on	changed by	PP
125	AP029928	2020	0001	SPOIL	EST	ro 🛛	22.10.2012	NBENNETT	07
125	AP029942	2020	0001	SPOIL	EST	го 🛛	22.10.2012	NBENNETT	07
125	AP029944	2020	0001	SPOIL	EST	TO 🛛	22.10.2012	NBENNETT	07
125	AP029945	2020	0001	SPOIL	EST	го 🛛	22.10.2012	NBENNETT	07
125	AP029954	2020	0001	SPOIL	EST	го	2.10.2012	NBENNETT	07

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

[⊡ List Edit	Goto Structure Enviro	nment	Sotti	ings C	vetern Heln			
					Create Session		K 🛛 🖗 🖪	
Display	Material Serial N	lum	ber:	Ser	En <u>d</u> Session User Profile	•		
2 🎾 🖸		A	7	3 🖪	Services	+		
Material	Serial number	P1nt	SLoc	Inver	List	•	Print]
125	A0T96854 A0T96857	2235	0001	SPOIL	De <u>ivices for Object</u> My Objects	F	Find Save	Mice Folders
125	AOT96860 AOT96863	2235 2235	0001	SPOIL	Own Spool Requests			Report Tree
125 125	A0T96865 A0T96867	2235 2235	0001 0001	SPOIL SPOIL	O <u>w</u> n Jobs Short <u>M</u> essage		List Header Unicode Display	Local File
125	AUT96870 AUT96871	2235	0001	SPOIL	<u>S</u> tatus	L	09.2012 IRIS	Ľ
125	A0T96879 A0T96882	2235	0001	SPOIL		19.	09.2012 IRIS 09.2012 IRIS	
125	A0T96891 A0T96892	2235	0001	SPOIL	ESTO ESTO	19.	09.2012 IRIS	

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

🔄 Save list in file	\boxtimes
In which format should the list	
be saved ?	
Ounconverted	
Spreadsheet	
O Rich text format	
O HTML Format	
O In the clipboard	
×	

Next, click on the "Directory" button, this will allow you to save the document in your prefered location.

Directory C:\Documents and Settings\Nbennett\SapWorkDir\ File Name .XLS Encoding	
File Name XLS @	
Encoding	
Generate Replace Extend 🔀	

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.

MS Sans Senf 🔽 10 💌 正- B 🖌 🖳 💭 - 钮 钮 諲 谭 副 主 重 — 🐁 [*
Hello,
The financial period for last month is now closed, you can go ahead and run your MCBE.
Thanks, Nadine
>>> Jane Smith 2013-01-04 4:12 PM >>>
Just to inform you that the interface is completed for period 09.
The remaining corrections will be postponed to the next period.
Thanks and have a great day!

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:

Characteristics			
Plant	2235 🕝	to	\$
Storage Location		to	<₽
Material		to	S
MRP Controller		to	4
Material Groupings			
Material Type		to	\$
Material Group		to	\$
Valuation Class		to	⇒
Period to Analyze			
Month	10.2012	to 10.2012	⇒

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 q	ıty 🛛	Total usage	в	Valuated sto	ck .
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	ΕA	0	EA
21	0	EA	0	ΕA	0	EA
31	0	EA	0	ΕA	0	EA
41	0	EA	0	ΕA	0	EA
42	0	EA	0	ΕA	0	EA
43	0	EA	0	ΕA	0	EA
47	0	EA	0	ΕA	0	EA
48	0	EA	0	ΕA	0	EA
49	0	EA	0	ΕA	0	EA
50 🖌	0	EA	0	ΕA	0	EA
125	6.655	EA	9.051	ΕA	9.606	EA
158	807	E۸	889	E۸	901	EA
159	0	EA	0	ΕA	0	EA
162	0	EA	0	ΕA	0	EA
179	0	RL	9	RL	9	RL
180	0	RL	9	RL	9	RL
292	0	E٨	84	ΕA	84	EA

The following results will appear:

Stor. Location	Val.stk iss qty	Total usage	Valuated stock
<mark>Total</mark>	<mark>6.655 EA</mark>	<mark>9.051 EA</mark>	<mark>9.606 EA</mark>
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 38	Quantity in Storag Quantité dans ma	ge Location 0002 agasin 0002	5621	456			9	9	84	
39 40	Quantity in Storag Quantité dans ma	ge Location 0001 agasin 0001	3985	445			0	0	0	2
41	4b) TOTAL	ON HAND DISPONIBLE	9606	901			9	9	84	2
42	Discrepa	ncies / 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

- a) The PPCM-Planning team will resolve discrepancies by escalating to finance as required.
- b) 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.
- c) 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:

>>> F	PPCM-Passpo	orts and Consu	imables PPC	M-Passports	and Consumables	s 2012-10-01 9:53	AM >>>	
Goo	d morning,							
Plea We r	ase confirm that require your re	t the following sponse by <u>en</u>	book(s) are ii d of business	ndeed still on day Wednes	your floor and in th :day, October 3rd.	ne correct Iris wor	<flow status.<="" td=""><td></td></flow>	
Thar Jane	nks, 9							
						-		1
Plar	nt	Serial #	Surname	ESRF	Date required	Delivery	Box ID	Workflow State
Plar 227(nt 6 Ottawa	Serial # ABC00001	Surname Smith	ESRF MO12345	Date required	Delivery Pickup	Box ID SPL501	Workflow State Post-production
Plan 227(227(nt 6 Ottawa 6 Ottawa	Serial # ABC00001 ABC00002	Surname Smith Smith	ESRF MO12345 MO12346	Date required 2012-09-14 2012-09-15	Delivery Pickup Pickup	Box ID SPL501 UFG111	Workflow State Post-production Post-production
Plar 227(227(227(nt 6 Ottawa 6 Ottawa 6 Ottawa	Serial # ABC00001 ABC00002 ABC00003	Smith Smith Smith Smith	ESRF M012345 M012346 M012347	Date required 2012-09-14 2012-09-15 2012-09-16	Delivery Pickup Pickup Pickup	Box ID SPL501 UFG111 SPL501	Workflow State Post-production Post-production Production
Plar 2270 2270 2270 2270	nt 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa	Serial # ABC00001 ABC00002 ABC00003 ABC00004	Surname Smith Smith Smith Smith	ESRF M012345 M012346 M012347 M012348	Date required 2012-09-14 2012-09-15 2012-09-16 2012-09-17	Delivery Pickup Pickup Pickup Pickup	Box ID SPL501 UFG111 SPL501 SPL501	Workflow State Post-production Post-production Production Production Production
Plar 2270 2270 2270 2270 2270	nt 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa	Serial # ABC00001 ABC00002 ABC00003 ABC00004 ABC00005	Surname Smith Smith Smith Smith Smith	ESRF MO12345 MO12346 MO12347 MO12348 MO12349	Date required 2012-09-14 2012-09-15 2012-09-16 2012-09-17 2012-09-18	Delivery Pickup Pickup Pickup Pickup Pickup	Box ID SPL501 UFG111 SPL501 SPL501 SPL501	Workflow State Post-production Post-production Production Production Production Post-production
Plar 2270 2270 2270 2270 2270 2270 2270	nt 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa	Serial # ABC00001 ABC00002 ABC00003 ABC00004 ABC00005 ABC00006	Surname Smith Smith Smith Smith Smith Smith	ESRF MO12345 MO12346 MO12347 MO12348 MO12349 MO12350	Date required 2012-09-14 2012-09-15 2012-09-16 2012-09-17 2012-09-18 2012-09-19	Delivery Pickup Pickup Pickup Pickup Pickup Pickup	Box ID SPL501 UFG111 SPL501 SPL501 SPL501 SPL501 SPL501	Workflow State Post-production Post-production Production Production Post-production Post-production
Plar 2270 2270 2270 2270 2270 2270 2270 227	nt 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa	Serial # ABC00001 ABC00002 ABC00003 ABC00004 ABC00005 ABC00006 ABC00007	Surname Smith Smith Smith Smith Smith Smith Smith	ESRF MO12345 MO12346 MO12347 MO12348 MO12349 MO12350 MO12351	Date required 2012-09-14 2012-09-15 2012-09-16 2012-09-17 2012-09-18 2012-09-19 2012-09-20	Delivery Pickup Pickup Pickup Pickup Pickup Pickup	Box ID SPL501 UFG111 SPL501 SPL501 SPL501 SPL501 SPL501 SPL501	Workflow State Post-production Production Production Production Post-production Post-production Post-production Post-production
Plar 227(227(227(227(227(227(227(227	nt 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa 6 Ottawa	Serial # ABC00001 ABC00002 ABC00003 ABC00004 ABC00005 ABC00006 ABC00007 ABC00008	Surname Smith Smith Smith Smith Smith Smith Smith Smith Smith	ESRF M012345 M012346 M012347 M012348 M012349 M012350 M012351 M012352	Date required 2012-09-14 2012-09-15 2012-09-16 2012-09-17 2012-09-17 2012-09-18 2012-09-19 2012-09-20 2012-09-21	Delivery Pickup Pickup Pickup Pickup Pickup Pickup Pickup	Box ID SPL501 UFG111 SPL501 SPL501	Workflow State Post-production Production Production Production Post-production Post-production Post-production Post-production Security Review