Physical Reconciliation of Unique Items



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1.1 Gratis / Spoil / Missing / Laminate



1.1.1 Workflow

NOTE: the instructions in this section are organized by disposition type, however a single PPT491 and excel serial number list attachment can be created to include all gratis/spoil/missing if it is more convenient.

1.1.2 Gratis Passports – Reconciliation



Step 2: Execute the Gratis report by inputting transaction code "ZO_PPT_INVNTRY_LIST" into the search field, and press "enter" on your keyboard.



Step 4: Next, double-click on "GRATIS_REPORT".

	☞ ABAP: Variant Directory of Program ZO_PPT_EMR_INVNTRY_LIST 🗵 🦯										
	Variant catalog for program ZO_PPT_EMR_INVNTRY_LIST										
	Variant name	Short description									
	ALEX	Alex									
	GRATIS_REPORT	End of month report for region									
Π											
	A DA										
	✓ X										

Step 5: Now enter your plant # and adjust the dates to reflect the time period of the report (end of last cycle count to current cycle count).

⊡ Program <u>E</u> dit <u>G</u> oto System	<u>H</u> elp		
Image: A state of the state	4 📙 😋 🙆 🖁	C C C C C (S) SA (A 🕻	💥 🔁 👘
PASSAP / IRIS Invent	ory Number List	t	
Material Document Selection			
Plant	2235	to	
Posting Date	19.09.2012	to 18.10.2012	S
Movement Type	601	to 🕑	-

Note: you may need to adjust the start date to capture any serial numbers the interface may have backdated. If you end up with unecessary entries in your report (serial numbers from the previous month), simply delete them from the list.

Click on "Execute" to run the report.



Step 4: Download the list into excel by clicking on the "Export" icon, and select "Local File".

Save th	ne file.												
l⊈r S <u>y</u> stem	<u>H</u> elp												
8 I I I C C C I I I I I I I I I I I I I													
PASSAP / IRIS Inventor, Number List 🔸 31 listed													
Serial no.	Inventory number	MvT	Posting Date	Plant	Spreads	sheet		p	User Name	Equipment			
AOM87213	24001645325T470882	551	07.08.2012	22-5	- Word pr	ncessing			IRIS	1032536221			
AOM87756	24001646896T471279	551	07.08.2012	229	Local Fi	e		Ī	IRIS	1032536764			
AOM89601	24001651562T475425	551	27.08.2012	229	Cond			-	RIS	1032538609			
AOT82425	24001653857T471359	551	07.08.2012	2295	Sena			- 1	IRIS	1033247034			
AOT86122	24001661794T496295	551	08.08.2012	2295	<u>O</u> ffice			- 1	JBLAIS	1033250731			
AOT86516	24001662955T496299	551	03.08.2012	2295	<u>A</u> BC Ana	alys.		- 1	JBLAIS	1033251125			
AOT86725	24001663335T496270	551	02.08.2012	2295	HTML de	ownload		- 1	JBLAIS	1033251334			
AOT87126	24001664296T496273	551	07.08.2012	2295	Copy UF	RL to Clipboar	d	- 1	JBLAIS	1033251735			
AOT87621	24001665646T496275	551	10.08.2012	2295	120	4910000470	2012	-	IRIS	1033252230			
AOT87652	24001665828T496276	551	09.08.2012	2295	125	4916065945	2012	1	IRIS	1033252261			
AOT87835	24001665792T516582	551	13.08.2012	2295	125	4916066902	2012	1	IRIS	1033252444			
AOT87836	24001665914T499745	551	13.08.2012	2295	125	4916066902	2012	1	IRIS	1033252445			
APC56364	APC58291	601	14.08.2012	2295	125	4916067397	2012	3	IRIS	1034129184			

Step 5: Reconcile the list with the physical passports, ensuring all passports are present.

1.1.3 Gratis Passports – Destruction

Step 1: Documentation

Complete a PPT491 Inventory Adjustment Form, and create an excel list of the gratis passport serial numbers to be destroyed. The excel list of gratis passports can be your IQ09 download from **section 1.1.2 Gratis Passports** - **Reconciliation**, or simply be a list of passport numbers manually scanned into an excel workbook. Send the PPT491 and excel document to the PPCM-Planning team by email for review and approval. Once approved, proceed to Step 2 of this section - shredding.

Step 2: Shredding

This materiel must be shredded onsite. Refer to shredding instructions 1200-4-7-19. Once completed, send the signed original copy of the PPT491 (accompagnied by the serial number list) to the PPCM-Planning team by internal mail - make a copy for your office's records.

Step 3: SAP Movements

The PPCM-Planning team will then perform the appropriate steps in SAP to consume the materiel from your plant.

1.1.4 Spoil / Missing Passports - Reconciliation

In **Monthly Cycle Counting, Tab 7 section 1.6.2** of the instruction binder, you were asked to save an excel copy of the IQ09 list. If several days have passed since the cycle count, a new IQ09 list may be retrieved if desired to capture any additional passports the interface will have dispositioned during that time.

Step 1: Open this IQ09 excel list. Highlight the very first line, and right-click on your mouse, select "Delete".

6		- 19 - (2 -) =					20	20 all mater	ial.XLS - Microsc	ft Excel		
	2	Home In:	sert	Page Layout	Fo	rmulas	Data	Review	View	Developer	Antidote	Get Started	Acrobat
Pa	iste	Calibri B	<u>U</u> -	• 11 • A	A -		= <mark>=</mark> ⊗∕ ≡ ≡ ti≓ Alianmen		General \$ - 9	• • • • • • • • • • • • • • • • • • • •	Conditional Formatting *	Format Co as Table * Styl	ell es *
	Calil	ori_~ 11 ~	A_ A	\$ - %	1						h		
	B	Į≡∐i	ð -	A00 .00	ai i	D	E	F	G	Н	T	J	K
1	8	Cu <u>t</u> Mater	ial Se	erial number	Pint		SLoc	Inventory	UserSt	Changed on	Changed by	pp	
3		<u>С</u> ору						in circory		enanges en		10	
4	8	<u>P</u> aste	125 A	EJ98919		2020	1		ECUS	01.04.2008	JSALOIS	3	
5		Paste <u>Special</u>	125 A	OV97077		2020	1		ESTO	13.06.2012	ACAMARA	1	
6		Insert	125 A	OV97098		2020	1		ESTO	13.06.2012	ACAMARA	1	
7	-	Delete	125 A	OV97165		2020	1		ESTO	04.10.2012	GLACOMBE	7	
8			120 A	0.007290		2020	1		ESTO	13.06.2012	ACAMARA	1	
9	-	Encode Colle	125 A	OV98323	-	2020	1		ESTO	05.07.2012	ACAMARA	1	
10		Format Cells.	125 A	OV98325		2020	1		ESTO	05.07.2012	ACAMARA	1	
11		<u>Row Height.</u>	125 A	OV98326		2020	1		ESTO	05.07.2012	ACAMARA	1	
12		<u>H</u> ide	125 A	OV98328		2020	1		ESTO	05.07.2012	ACAMARA	1	
13		<u>U</u> nhide	125 A	OV98331		2020	1		ESTO	05.07.2012	ACAMARA	1	
14	-		125 A	OV98332		2020	1		ESTO	05.07.2012	ACAMARA	1	
15			125 4	01/08222		2020	1		ESTO	05 07 2012	ACANAADA	1	

Step 2: Sort the data.

 Start by clicking on the upper left-hand corner of the spreadsheet, to highlight the entire page.

	A1	-	0	f_{x}	
	А	В	С	D	E
1		Material	Serial nun	PInt	SLoc
2					
3		125	ANZ17428	2235	
4		125	ANZ17769	2235	
5		125	ANZ18123	2235	
6		105	A-0579506	2225	

Next, go to header "DATA" and select "Sort" in the menu.



Click "My data has headers". Add the following parameters by clicking on the "Add Level" button and using the drop-down box to select: "Inventory Number", "PP". Click "OK".

0	2	9	+ (* -) ;	Ŧ									2279dec	14.XLS - Micro	osoft Excel		
C	2	Home	Insert	Page Layout	Formulas	Data	Review	View	Develop	er Antido	ote Get	tarted	Acrobat				
Fr	om	From Web	From Fro Text So Get Externa	m Other urces + al Data	ng tions All	Conr Prop h Se Edit I	nections erties Links	A Z↓ AZA Z↓ Sort Sort	Filter	Clear Reapply Advanced	Text to Columns D	temove uplicates	Data Validation Data Too	Consolidate	What-If Analysis *	Group	Ungroup Subto
		A2	-	fx fx													
		А	В	С	D	E	F	G	Н	Î.	J		К	L	М	N	0
1			Material	Serial number	Pint	SLoc	Custome	r Inventory	UserSt	Batch	Changed	on Char	nged by	PP			
2			125	AOE74980	2279	1		FAULTY	ESTO		06.12.201	NBE	NNETT	2			
3			125	AOE75012	2279	1		FAULTY	ESTO		06.12.201	NBE	NNETT	2			
4			125	AOE74995	2279	1		FAULTY	ESTO		06.12.201	NBE	NNETT	1			
5			125	AOE74998	2279	1		Sort									? ×
6			125	AOE75015	2279	1					-	× 1	20			1000 101 10	
7	-		125	AOE75058	2279	1		₩ <u>a</u> dd Le	evel X	<u>D</u> elete Level	Lange Copy L	evel 🞲	🤹 Qr	otions	My My	/ data has	header
8			125	AOE75066	2279	1		Column	6		Sort On			Order			
9	-		125	AOE75025	2279	1		Sortby	Inventory n	umber 💌	Values			 A to Z 			_
10			125	AOE75026	2279	1		Then by	PP		Values			 Larges 	t to Smallest		*
11			125	AOE75029	2279	1		· · ·									
12	_		125	AOE75031	2279	1											
13	-		125	AOE75032	2279	1											
14			125	AOE74975	2279	1											
15	-		125	AOE75016	2279	1											
16			125	AOE75049	2279	1		1						_			
17			125	AOE75061	2279	1									OK	Ca	ancel
18			125	AOE75062	2279	1		-				-					11
19	-		125	ANB15125	2279	1			ESTO		13.03.201	.2 AMC	LAUGH	1			

The list will now have sorted, bringing the Blocked Stock and Quality Inspection to the very top. And, you'll notice that to the right are the "Changed On", "Changed By" and "PP" (=Stock Type) columns you added into the IQ09 report. The "Changed On" column represents the day the passports was put into its final disposition, and the "Changed By" column represents the person or system that moved the passport into that status (IRIS = the IRIS-SAP interface).

Stock Type 7 = Blocked Stock (for spoil/missing/laminate) Stock Type 2 = Quality Inspection (for faulty/defective) Stock Type 1 = Unrestricted (not yet dispositioned by the interface)

4	125 APO29924	2020	1 SPOIL	ESTO	22.10.2012	NBENNETT	7	
5	125 APO29928	2020	1 SPOIL	ESTO	22.10.2012	NBENNETT	7	
6	125 APO29942	2020	1 SPOIL	ESTO	22.10.2012	NBENNETT	7	
7	125 APO29944	2020	1 SPOIL	ESTO	22.10.2012	NBENNETT	7	
8	125 APO29945	2020	1 SPOIL	ESTO	22.10.2012	NBENNETT	7	
9	125 APO29954	2020	1 SPOIL	ESTO	22.10.2012	NBENNETT	7	
10	125 APO29956	2020	1 SPOIL	ESTO	22.10.2012	NBENNETT	7	

Step 3: Use the list to confirm all spoil/missing passports are there and ready to be destoyed. If you have some spoil/missing passports that have yet to be dispositioned by the interface, simply put them aside for reconciliation as part of the next cycle count.

If you decide to print the list to make verification easier, you can delete any "good" books from the IQ09. Scroll down to the end of the Spoil/Missing/Faulty/Defective inventory number list, highlight the remaining entries, and right-click on your mouse and select "delete".

852	158 BAE97330	2235	1 SPOIL	ESTO) 19.09.2012	IRIS					
853	158 BAE97331	2235	1 SPOIL	ESTO	19.09.2012	IRIS					
854	158 BAE97361	2235	1 SPOIL	ESTO	28.09.2012	IRIS					
855	158 BAE97375	2235	1 SPOIL	ESTO	29.09.2012	IRIS					
856	158 BAE97386	2235	1 SPOIL	ESTO	05.10.2012	IRIS					
857	125 ANZ17428	2235	1	Calibra		A	-				
858	125 ANZ17769	2235	4	Calibri	· II · A A	\$ ▼ %	×				
859	125 ANZ18123	2235	1	BI	≣ 🗄 • 🆄 • 🛔	A - €.0 .00 •.0 •.0 •.0					
860	125 AOE78506	2235	1	ESTO	06.06.2012	AANDROUT	_				
861	125 AOE79466	2235	1	8	Cu <u>t</u>						
862	125 AOE79467	2235	1		Copy						
863	125 AOE79505	2235	1		aste						
864	105 10501601	2225	1	- F	Paste Special						
865	Good book	s 🧹	1		nsert		_				
866			1		Delete						
867	125 AOT05766	2235	1		<u>P</u> elete						
868	125 AOT07218	2235	1		Elear Co <u>n</u> tents		_				
869	125 AOT07291	2235	1	1 😭 🛛	ormat Cells						
870	125 AOT08203	2235	1	<u>I</u>	Row Height						
871	125 AOT08507	2235	1	l	<u>H</u> ide						
872	125 AOT08537	2235	1	L L	Jnhide						
873	125 AOT08562	2235		ESTO	21.08.2012	RWINGER					

Save a copy of the sorted list, since you'll need to email it to the "PPCM-Passports and Consumables" inbox.

Step 4: Reconcile the list with the physical passports, ensuring all passports are present.

1.1.5 Spoil / Missing Passports – Destruction

Step 1: Documentation

Complete a PPT491 Inventory Adjustment Form, and create an excel list of the spoil/missing passport serial numbers to be destroyed. The excel list of these passports can be your IQ09 download from **section 1.1.4 Spoil / Missing Passports - Reconciliation**, or simply be a list of passport numbers manually scanned into an excel workbook. Send the PPT491 and excel document to the PPCM-Planning team by email for review and approval. Once approved, proceed to Step 2 of this section - shredding.

Step 2: Shredding

This materiel must be shredded onsite. Refer to shredding instructions 1200-4-7-19. Once completed, send the signed original copy of the PPT491 (accompagnied by the serial number list) to the PPCM-Planning team by internal mail - make a copy for your office's records.

Step 3: SAP Movements

The PPCM-Planning team will then perform the appropriate steps in SAP to consume the materiel from your plant.

1.1.6 Laminates – Reconciliation

TBD

1.1.7 Laminates – Destruction

TBD

1.2 Faulty / Defective

1.2.1 Workflow



1.2.2 Faulty / Defective Blank Passports – Reconciliation

Follow the instructions provided in section **1.1.4 Spoil/Missing Passports – Reconciliation**. If the IQ09 list has already been sorted, simply use the same excel download to reconcile the list with the physical passports, ensuring all books are present.

1.2.3 Faulty / Defective Blank Passports – Requesting an RMA Return to CBN

Step 1: Requesting an RMA for the return of Faulty/Defective Blank Passports to CBN

Complete a PPT491 Inventory Adjustment Form, and create an excel list of the faulty/defective blank passport serial numbers to be returned to CBN. The excel list of these rolls can be your IQ09 download from **section 1.2.2 Faulty/Defective Blank Passports - Reconciliation**, or simply be a list of serial numbers manually scanned into an excel workbook. Send the PPT491 and excel document to the PPCM-Planning team by email for review and approval. In your email to PPCM-Planning, please confirm that the passports were already dispositioned successfully using the **Tab 5 Final Disposition of Passport Materiel** stamping and perfortation instructions.

Once the PPT491 has been reviewed and approved by the PPCM-Planning team, the following will be provided to your office by email:

- a pdf of the packing slip for shipment (SAP packing slip or manual PPT300 packing slip) for the materiel being returned, which references the Return Merchandise Autorization (RMA) number from CBN on it
- instructions for pick-up of the materiel depending on the security classification of the materiel beign shipped, either Fedex or Brinks will be responsible for pick-up and return to CBN of your shipment

Step 2: Pick-up & Documentation

An authorized employee must print 2 copies of the packing slip for shipment, and sign the "Sender" section validating the materiel being returned. Pack up and seal the shipment. Write the RMA# on the outside of the packaging, and attach the 1 copy of a packing slip for shipment to the exteriour of the shipment.

The email sent from PPCM-Planning will also detail steps to follow for arranging for pick-up of the shipment. Arrangements for Fedex pick-up are made by the office/print centre, and arrangements for Brinks pick-up are done by PPCM-Planning on behalf of the office/print centre.

The return address for CBN is:

Canadian Bank Note Company, Limited ATTN: Return to Vendor 145 Richmond Road Ottawa, ON K1Z 1A1

Once the shipment has picked up, send the following documents to the PPCM-Planning team:

- o signed original packing slip for shipment
- o signed original courier manifest/shipment paperwork
- signed original PPT491

Step 3: SAP Movements

There are no SAP movements for the office to perform - the PPCM-Planning team will perform them on your behalf.

1.3 Cancelled Passports / Print Heads / Ink / Calibration Books / Dry Seals

1.3.1 Workflow



1.3.2 Cancelled Passports

This materiel must be shredded onsite. Refer to shredding instructions 1200-4-7-19-E. There are no SAP transactions to perform as the materiel was closed in SAP when sold to the client.

1.3.3 Print Heads & Ink Cartridges

Ink Cartridges are to be disposed of with your normal office printer ink cartridges. There are no SAP transactions to perform as the materiel was consumed from SAP when it was moved from the vault.

1.3.4 Calibration Books

This materiel must be shredded onsite. Refer to shredding instructions 1200-4-7-19-E. There are no SAP transactions to perform as the materiel was consumed from SAP when it was moved from the vault.

1.3.5 Dry Seals

Dry seals are managed through the PPCM-Stockroom, please contact them for instructions. Dry seals are classified as secret and must be stored in a secure area until disposed of.