

## Standard Operating Procedure

# Provisions – Inventory Process

### Wednesday

#### 1. Run the No Location Report and post to the EOM chat.

- Inventory → Physical Inventory Menu → Inventory Location Count Sheets
- Print as a PDF using the selections shown below and locations: 0100-0113, 01PR

Inventory Valuation Report by Location

Send Output To: DF - PDF Output

Exit Run

Sort By: ☐ Item ☒ Product Code

Filter By: Major/Minor:

Location Options:

Filter: 0100,0102,0103,0104,0105,0106,0107,0108,0109,0110,0111 Clear

Location Prefix:

Location Subtotal: ☐

Additional Options/Filters:

Fresh/Frozen/Other: ☒ Fresh ☐ Frozen ☐ Other

Dept Code:

Show Lot Detail: ☒

Include committed lots: ☒

Show On Hand Quantity: ☒

Use Yield Processing: ☒

Include zero on hand: ☐

Select Item Attributes

Cycle Code:

Report Type: ☐ Valuation ☐ Count Sheet ☒ Floor Copy

### Thursday (Before Counting)

- Make sure all POs and Work Orders are closed.

### Thursday Evening

- Inventory → Physical Inventory Menu
- Select and Freeze Inventory
  - Choose 2. Freeze Inventory
    - Add Batch #
      - Don't ask during Freeze – X
      - Overwrite Freeze – X
      - Freeze Zero Level Non-Stocks – O
      - Clear Tickets – X

5. Capture Component Costs – O
- b. Exit out of Select and Freeze
- c. Choose Print Worksheet
  - i. Add Batch #
    1. Sort Method by Location
    2. Assign Tix # - X
    3. Default Count to Frozen Quantity – O
    4. Print Items with Zero on Hand – O
    5. Sequence by Dept – O
    6. Show On-Hand Quantity – X
    7. 80 Column Worksheet – O
    8. Summarize Multiple Locations – O
    9. Print Item Barcode – O
    10. Print this to PDF

### **3. Warehouse Management System**

#### **a. Choose Cycle Count Entry**

- i. Enter Batch #
- ii. Scan slot location tag (sticker in location)
- iii. Scan product in that location – all boxes or pallet tags (if they are full pallets)
  1. At this point you can update the quantities and weights of product in location.
  2. If you scan an item twice, the gun will ask if you want to void the second scan. Choose Yes.
  3. If you need to manually enter a barcode, use brackets on both sides – [0200000016] and then press Okay.
  4. Or, if a pallet tag is not working, press the Pallet button on the gun and scan all cases on the pallet.
  5. If you find Miscellaneous Items or a label that is not scanning properly, write down the Location, Item Number, Quantity, and Weight (if available). These will be added to a Conversion PO and accepted into the system at one time.

#### **b. Manually Enter Warehouse 2**

- i. Inventory → Physical Inventory Menu → Enter Item Counts
- ii. Enter Batch #
- iii. Choose the product by name, or item number, or you can search by keyword.
- iv. Enter the Quantity and press Enter.

**4. Friday Morning – Kevin Edmonds or Danny Karwowski will do this step.**

- a. Inventory → Physical Inventory Menu
- b. Select and Freeze Inventory
- c. Choose 3. Re-Freeze Inventory
  - i. Add Batch # and press Okay – this will take a little while to process.
- d. Exit out of Select and Freeze
- e. Continue counting with the guns until all inventory is scanned.

**5. Once Scanning is Complete – Run Variance Reports – Kerry Stanton will complete these reports.**

**a. Dollar Variance**

- b. Inventory → Physical Inventory Menu → Print Variance Reports / Inventory Update
  - i. Add Batch #
  - ii. Choose Variance Report from the dropdown menu
  - iii. In the Processing Method field, choose Major/Minor/Sequence and enter 001 in the From Major/Minor field, then 100 in the To Major/Minor field.
  - iv. Choose Don't Summarize Variance.
  - v. Hit the Descending by Cost button.
  - vi. Click Variance Report Only until you see an X in the box.
  - vii. Leave all other sections as is and press Run. Save the PDF as Value Variance 03.31.23
  - viii. Repeat this process but run the report to Excel and save as Value Variance 03.31.23

**a. Quantity Variance**

- b. Inventory → Physical Inventory Menu → Print Variance Reports / Inventory Update
  - i. Add Batch #
  - ii. Choose Variance Report from the dropdown menu
  - iii. In the Processing Method field, choose Major/Minor/Sequence and enter 001 in the From Major/Minor field, then 100 in the To Major/Minor field. Alternatively, you can choose specific Major Minor codes to dive into.
  - iv. Choose Don't Summarize Variance.
  - v. Hit the Descending by Quantity button.
  - vi. Click Variance Report Only until you see an X in the box.
  - vii. Leave all other sections as is and press Run. Save the PDF as Quantity Variance 03.31.23
  - viii. Repeat this process but run the report to Excel and save as Quantity Variance 03.31.23

**6. Continue Scanning and Entering Item Counts**

**7. Run Full Variance Report to Update Values**

**8. Run 2<sup>nd</sup> Round of Variance Reports – Kerry Stanton will complete these reports.**

**a. Dollar Variance**

- b. Inventory → Physical Inventory Menu → Print Variance Reports / Inventory Update
  - i. Add Batch #
  - ii. Choose Variance Report from the dropdown menu
  - iii. In the Processing Method field, choose Major/Minor/Sequence and enter 001 in the From Major/Minor field, then 100 in the To Major/Minor field.
  - iv. Choose Don't Summarize Variance.
  - v. Hit the Descending by Cost button.
  - vi. Click Variance Report Only until you see an X in the box.
  - vii. Leave all other sections as is and press Run. Save the PDF as Value Variance 03.31.232
  - viii. Repeat this process but run the report to Excel and save as Value Variance 03.31.232

**c. Quantity Variance**

- d. Inventory → Physical Inventory Menu → Print Variance Reports / Inventory Update
  - i. Add Batch #
  - ii. Choose Variance Report from the dropdown menu
  - iii. In the Processing Method field, choose Major/Minor/Sequence and enter 001 in the From Major/Minor field, then 100 in the To Major/Minor field. Alternatively, you can choose specific Major Minor codes to dive into.
  - iv. Choose Don't Summarize Variance.
  - v. Hit the Descending by Quantity button.
  - vi. Click Variance Report Only until you see an X in the box.
  - vii. Leave all other sections as is and press Run. Save the PDF as Quantity Variance 03.31.232
  - viii. Repeat this process but run the report to Excel and save as Quantity Variance 03.31.232

**9. Continue Scanning and Entering Item Counts**

**10. Run Full Variance Report to Update Values**

**11. Final Update - Go back into Variance Report/Inventory Update to Run "Update Inventory".**

- a. Inventory → Physical Inventory Menu → Print Variance Reports / Inventory Update
  - i. Add Batch #
  - ii. Choose UPDATE INVENTORY from the dropdown menu.
  - iii. Confirm that the Printer is set to DF - PDF Output
  - iv. Press Run