

Factory: Cockermouth

Line: Manufacturing

Process: Cycle Counting Process

Purpose:

To provide employees with the necessary knowledge, skills and competencies to physically count stock and complete the Cycle Count Entries within Oracle 11i.

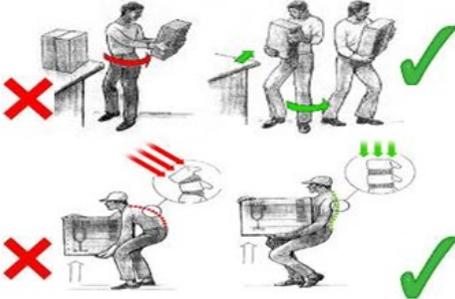
Scope:

Applicable to all employees who may be required to complete cycle counts. This includes training programmes for existing employees to improve efficiency, quality, productivity, safety, health and/or environmental protection.

Responsibility:

The Trainer is responsible for updating and communicating the information contained within this procedure. Employees are responsible for working in accordance with the information, instruction and training received and to comply with management requests or instructions and work in accordance with company policy and procedures.

WIP Cockermouth Inventory		Cycle Count Listing		Report Dates					
Cycle Count Name	Custom Holdings	From	To	Page:	27/09/15				
SubInventory: WIP		14-09-15	15-09-15	Page:	1				
Item	Description	Locator	Qty	ABC	Class	On Date	On Status	Count	Counted
ASDFPFR140241	ANTI-EXTENSION RIGID FOR	OMSP	1124	A	21-08-13	EA	Uncounted		
<small> HEALTHY PREP PREP 4500 TO HEALTHY SET OF 2 95117 QUANTITY NO. IN 450-451-101 1251 Sequence: 1113 Count Qty: Reference: </small>									
ASDFPFR141940	ANTI-EXTENSION RIGID FOR	OMSP	1201	A	21-08-13	EA	Uncounted		
<small> TESSLES PREP VIBRO PREP 4500 TO HEALTHY SET OF 2 HEALTHY SET OF 2 95117 QUANTITY NO. IN 450-451- 1251 Sequence: 1113 Count Qty: Reference: </small>									
ASDFPFR155713	ANTI-EXTENSION RIGID FOR	OMSP	0924.10399	A	21-08-13	EA	Uncounted		
<small> TESSLES PREP PREP 4500 TO HEALTHY SET OF 2 95117 TO HEALTHY SET OF 2 95117 TO QUANTITY NO. IN 450-451-101 1251 Sequence: 1113 Count Qty: Reference: </small>									
ASDFPFR155645	ANTI-EXTENSION RIGID FOR	OMSP	1201	A	21-08-13	EA	Uncounted		
<small> TESSLES PREP VIBRO PREP 4500 TO HEALTHY SET OF 2 HEALTHY SET OF 2 95117 TO QUANTITY NO. IN 450-451- 1251 Sequence: 1114 Count Qty: Reference: </small>									

General Safety Rules - PPE		Hazard Present	Tools	Not Allowed	General Safety Rules – Manual Handling
 Safety Shoes	 Nipping / Crushing  Slips  Manual Handling  Fork lifts			 No Mobiles  No Food  No Papers  No Earphones	

Step	Description of Operation	Care Points	Legends	<p>If in doubt, STOP and inform your Team Leader</p> <p>Report defective equipment, incidents, accidents and near misses to Team Leader, Shift Manager or SHE Advisor</p> <p>Be aware of Fork Lift Truck Movement at all times</p>
1	Example Cycle Count & Explanation		 Safety Point  Caution	
2	Collect & Complete the Cycle Count		 Quality Point  Environment	
3	Navigate to and complete Cycle Count Entries		 Efficiency Point  Fork Lift Truck	
4	Further Information/Help			

Revision No. 1	Prepared by:	Approved by:	Production	Quality	HSE	Training	Date
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Step		Care Point	Notes / Details																																																																																										
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1.0	<div data-bbox="208 432 1180 1094" data-label="Table"> <p>JWC Cockeremouth Inventory Cycle Count Name: Custom Mouldings Cycle Count Listing Report Date: 27-FEB-13 From: 18-JAN-13 To: 18-JAN-13 Page: 1</p> <p>Subinventory: WIP</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Locator</th> <th>Lot Rev Number</th> <th>ABC Class</th> <th>Due Date</th> <th>UOM</th> <th>Status</th> <th>Count Date</th> <th>Counted By</th> </tr> </thead> <tbody> <tr> <td>AEXRFTEE140261 4</td> <td>ANTI-EXTRUSION RING FOR TEESELES PEEK PEEK 450G ID SEALING SET OF 2 SPLIT DRAWING NO. JW 458-218-3B1 ISS. -</td> <td>CMWP</td> <td>11Q4 223012.U10 FT036117</td> <td>A</td> <td>21-JAN-13</td> <td>EA</td> <td>Uncounted</td> <td></td> <td></td> </tr> <tr> <td colspan="10">Sequence: 1311 Count Qty: _____ Reference: _____</td> </tr> <tr> <td>AEXRFTEE143940 6</td> <td>ANTI-EXTRUSION RING FOR TEESELES PEEK VIRGIN PEEK 450G OD SEALING SET OF 2 SPLIT DRAWING NO. JW 459-453- 3B1 ISS. -</td> <td>CMWP</td> <td>12Q1 229591.V03 .FT039987</td> <td>A</td> <td>21-JAN-13</td> <td>EA</td> <td>Uncounted</td> <td></td> <td></td> </tr> <tr> <td colspan="10">Sequence: 1312 Count Qty: _____ Reference: _____</td> </tr> <tr> <td>AEXRFTEE155713 2</td> <td>ANTI-EXTRUSION RING FOR TEESELES PEEK PEEK 450G OD SEALING SET OF 2 SPLIT OD 57.15MM S 2.65MM TH 1.4MM DRAWING NO. JW 459-328-1C1 ISS. -</td> <td>CMWP</td> <td>09Q4.10399 5.S12</td> <td>A</td> <td>21-JAN-13</td> <td>EA</td> <td>Uncounted</td> <td></td> <td></td> </tr> <tr> <td colspan="10">Sequence: 1313 Count Qty: _____ Reference: _____</td> </tr> <tr> <td>AEXRFTEE158665 1</td> <td>ANTI-EXTRUSION RING FOR TEESELES PEEK VIRGIN PEEK 450G ID SEALING SET OF 2 SPLIT ID 279.4MM S 3.5MM TH 2.9MM DRAWING NO. JW 458-451- 3B1 ISS. -</td> <td>CMWP</td> <td>12Q1 229997.V03 .FT040309</td> <td>A</td> <td>21-JAN-13</td> <td>EA</td> <td>Uncounted</td> <td></td> <td></td> </tr> <tr> <td colspan="10">Sequence: 1314 Count Qty: _____ Reference: _____</td> </tr> </tbody> </table> </div>	Item	Description	Locator	Lot Rev Number	ABC Class	Due Date	UOM	Status	Count Date	Counted By	AEXRFTEE140261 4	ANTI-EXTRUSION RING FOR TEESELES PEEK PEEK 450G ID SEALING SET OF 2 SPLIT DRAWING NO. JW 458-218-3B1 ISS. -	CMWP	11Q4 223012.U10 FT036117	A	21-JAN-13	EA	Uncounted			Sequence: 1311 Count Qty: _____ Reference: _____										AEXRFTEE143940 6	ANTI-EXTRUSION RING FOR TEESELES PEEK VIRGIN PEEK 450G OD SEALING SET OF 2 SPLIT DRAWING NO. JW 459-453- 3B1 ISS. -	CMWP	12Q1 229591.V03 .FT039987	A	21-JAN-13	EA	Uncounted			Sequence: 1312 Count Qty: _____ Reference: _____										AEXRFTEE155713 2	ANTI-EXTRUSION RING FOR TEESELES PEEK PEEK 450G OD SEALING SET OF 2 SPLIT OD 57.15MM S 2.65MM TH 1.4MM DRAWING NO. JW 459-328-1C1 ISS. -	CMWP	09Q4.10399 5.S12	A	21-JAN-13	EA	Uncounted			Sequence: 1313 Count Qty: _____ Reference: _____										AEXRFTEE158665 1	ANTI-EXTRUSION RING FOR TEESELES PEEK VIRGIN PEEK 450G ID SEALING SET OF 2 SPLIT ID 279.4MM S 3.5MM TH 2.9MM DRAWING NO. JW 458-451- 3B1 ISS. -	CMWP	12Q1 229997.V03 .FT040309	A	21-JAN-13	EA	Uncounted			Sequence: 1314 Count Qty: _____ Reference: _____											<p>This is an example of the Cycle Count Listing Report.</p> <p>Cycle counting is the periodic counting of individual items throughout the course of the year to ensure the accuracy of inventory quantities and values. Accurate system on-hand quantities are essential for managing supply and demand, maintaining high level services, and planning production. This document looks at the process of entering cycle count data into the system.</p> <p>Working with the relevant department Finance will set up and maintain the Cycle Count relating to your area and schedule the Cycle Count Listing report as per company requirements.</p> <p>Finance will schedule the Cycle Count Listing to print out in your department on the relevant printer at a predetermined time.</p> <p>If there are any problems with printing please contact a member of Finance who can reproduce the report or investigate errors further</p>
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Step	Care Point	Notes / Details
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2	Collect & Complete the Cycle Count	
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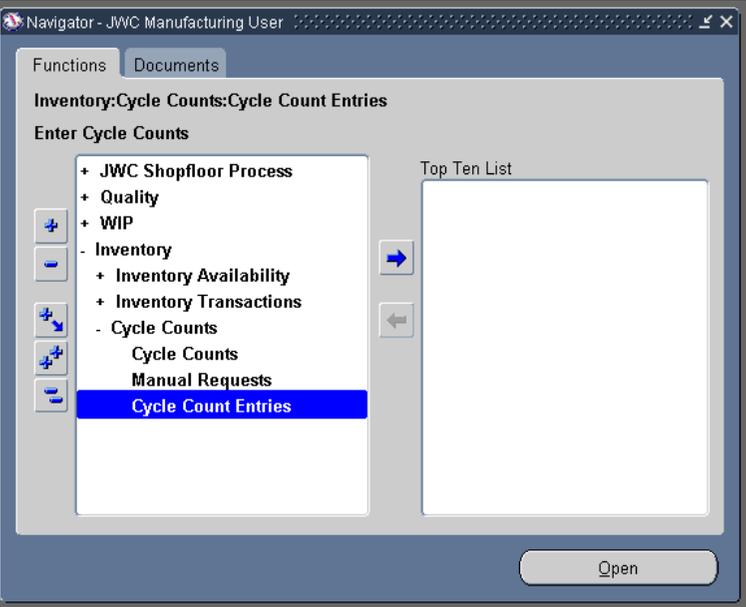
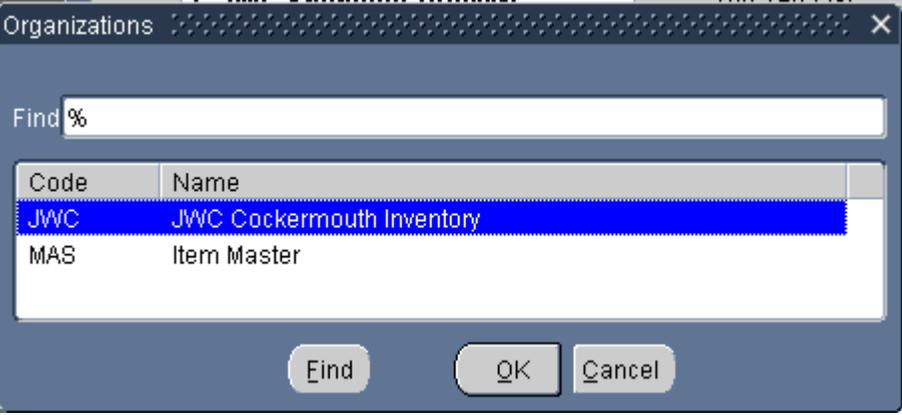
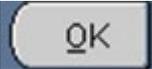
Collect the count from the printer and physically count the items displayed on the Cycle Count Listing Report.

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Complete the cycle count as shown.

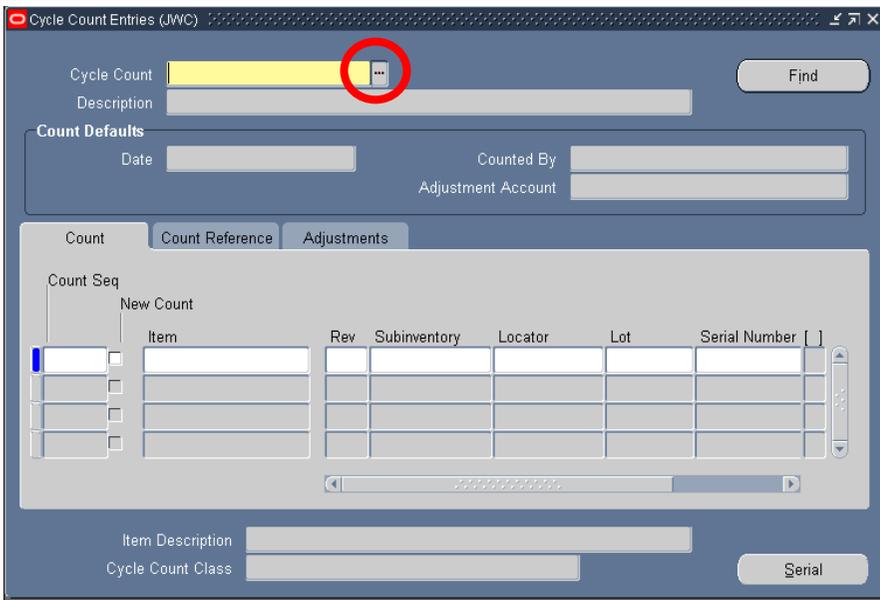
Sign and Date the sheet once the Cycle Count has been completed.

Once stock has been physically counted you need to enter them into Cycle Count Entries within Oracle 11i.

Step		Care Point	Notes / Details
3	Navigate to and complete the Cycle Count Entries		
3.0	 <p>The screenshot shows a software window titled "Navigator - JWC Manufacturing User". It has two tabs: "Functions" and "Documents". Under "Functions", there is a tree view for "Inventory:Cycle Counts:Cycle Count Entries". The tree is expanded to show "Cycle Count Entries" selected. Other items in the tree include "JWC Shopfloor Process", "Quality", "WIP", "Inventory", "Inventory Availability", "Inventory Transactions", "Cycle Counts", "Manual Requests", and "Cycle Count Entries". A "Top Ten List" area is visible on the right, and an "Open" button is at the bottom.</p>		<p>Navigate to Cycle Count Entries.</p> <p>JWC Manufacturing User → Inventory → Cycle Counts → Cycle Count Entries.</p>
3.1	 <p>The screenshot shows a dialog box titled "Organizations". It has a "Find" field with a "%" symbol. Below the field is a list with two columns: "Code" and "Name". The first row is "JWC" and "JWC Cockermouth Inventory", which is highlighted in blue. The second row is "MAS" and "Item Master". At the bottom, there are "Find", "OK", and "Cancel" buttons.</p>		<p>Select JWC Cockermouth Inventory</p> 

Step		Care Point	Notes / Details
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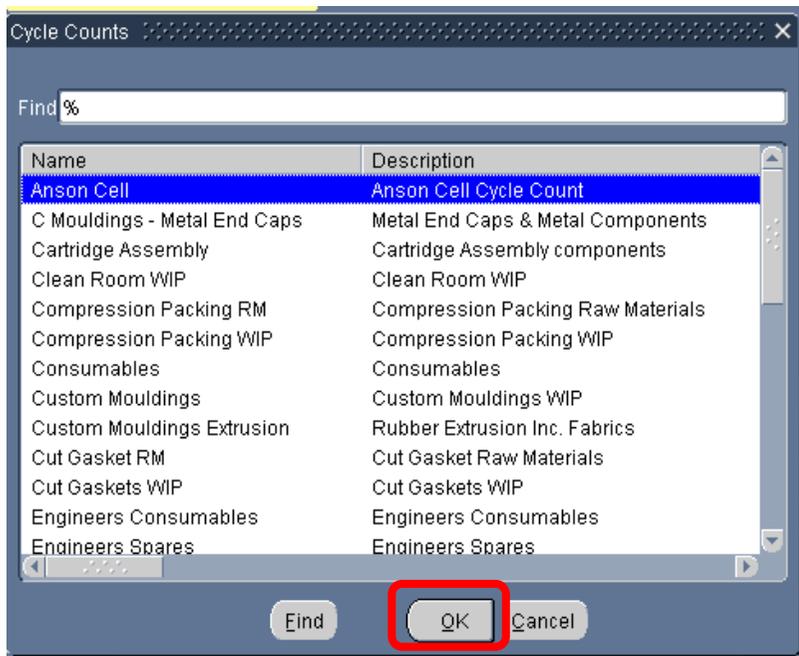
3.2



Click into the Cycle Count field and click the list of values button.



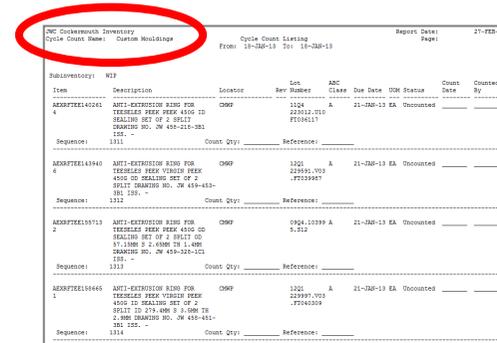
3.3

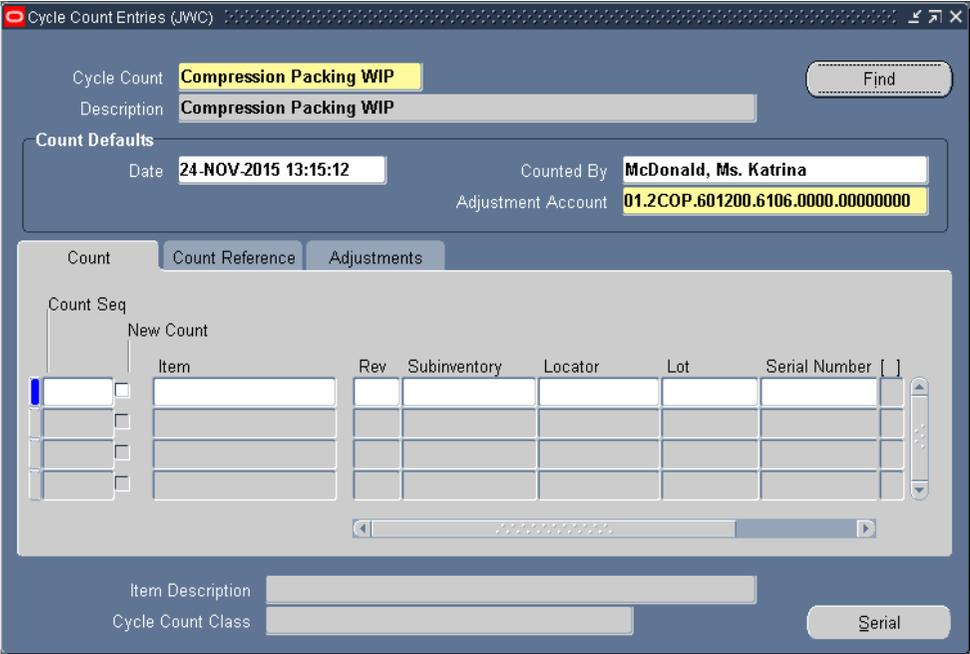
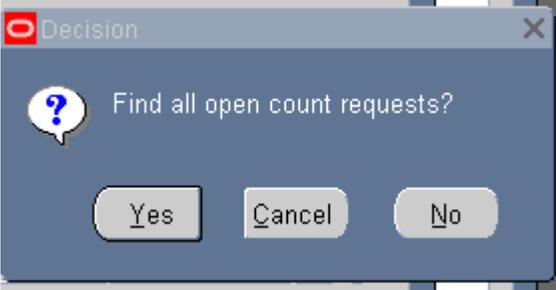


Select the appropriate Cycle Count

Click "OK"

If you are unsure what cycle count you have completed it tells you the cycle count name in the top right hand corner of the cycle count.



Step		Care Point	Notes / Details
3.4			Click "Find"
3.5			Click "Yes"

Step		Care Point	Notes / Details
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3.5

Count Seq	New Count	Item	UOM	Count Quantity	System Quantity	Quantity	Value
2738	<input type="checkbox"/>	ML125179	EA	0			
2974	<input type="checkbox"/>	CPCPRM3032514	EA	2			
2980	<input type="checkbox"/>	CPCPRM3032788	EA	12			
2987	<input type="checkbox"/>	ML15103X	EA	200			

Click on the Adjustments tab

Using your physical count sheet enter the quantities into the count quantity field for the appropriate item number.

3.6

Count Seq	New Count	Item	UOM	Count Quantity	System Quantity	Quantity	Value
2738	<input type="checkbox"/>	ML125179	EA	0			
2974	<input type="checkbox"/>	CPCPRM3032514	EA	2	0	0	0
2980	<input type="checkbox"/>	CPCPRM3032788	EA	1	12	-11	-256.786068 -91.66
2987	<input type="checkbox"/>	ML15103X	EA	200	200	-2	-77.7006306407 -1

For any adjustments greater than ± £250 in the value column, recount the items to confirm count quantities are correct.

Please note Finance will query this adjustment before approving the count. If the adjustment is genuine please notify a member of the Finance team on Tel: +44 (0)1900 898 193 so that the count can be approved and not sent for recount.

When all counts have been entered and you are happy with the adjustments confirm by clicking Save.



Step		Care Point	Notes / Details
Further Information/Help			
4.0	<p>Finance will then review the adjustments. Any questionable entries will be sent back for recount unless we have received explanations from Product Streams to the reasons behind them. Recounts will not show on your next Cycle Count Listing however, will show on the Cycle Count Entries screen in Oracle 11i. If you require a report detailing only recounts please contact a member of the Finance team.</p>		<p>If the user later becomes aware of an incorrect count then please notify a member of the Finance team who can either reject or send the item for recount. If an adjustment has already been made we will advise if any amendments need to be made through the Miscellaneous Transaction screen.</p> <p>Once completed retain the sheets for 1 year either in a file or scanned onto LionShare to allow reference at a later date.</p> <p>Any further queries or problems please contact Beth Armstrong on Tel: +44 (0)1900 898 193 .</p>

END OF DOCUMENT