Aged Write-offs

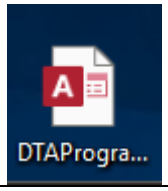
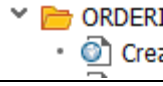
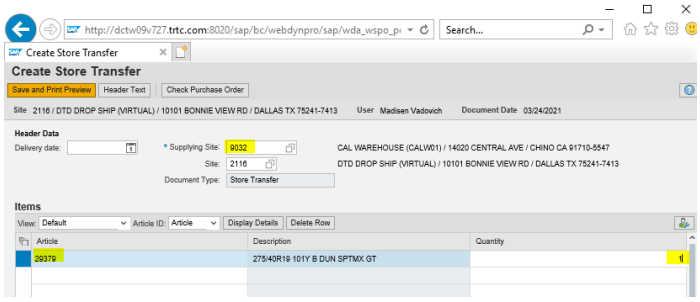
Description:

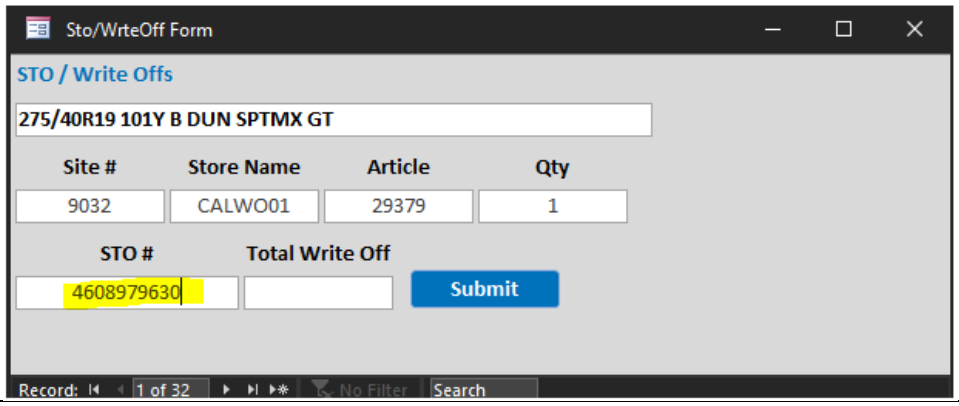
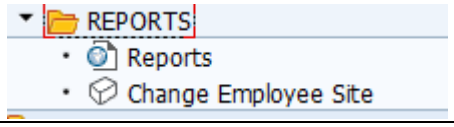
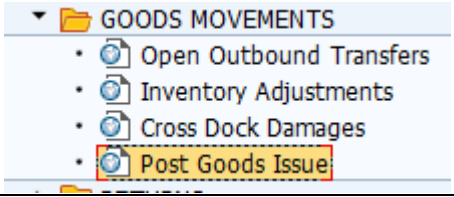
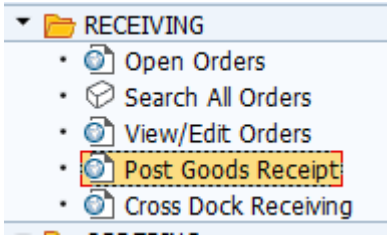
When an aged tire is lost, damaged, etc. follow the steps below to properly write off the product

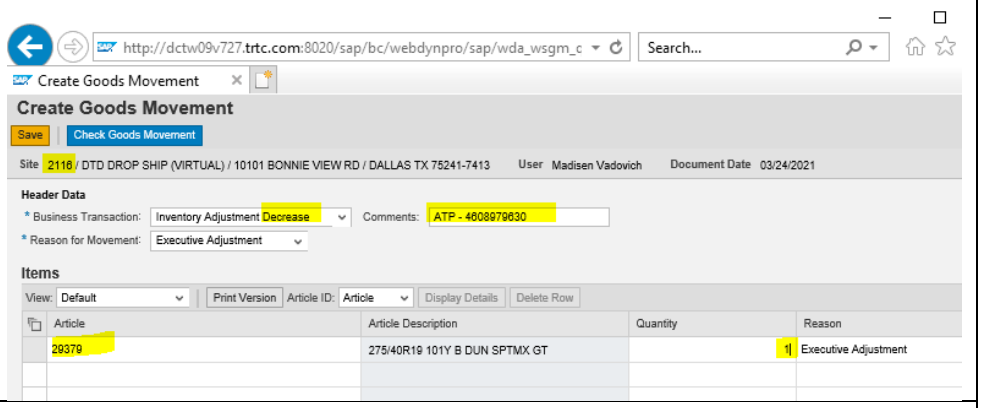
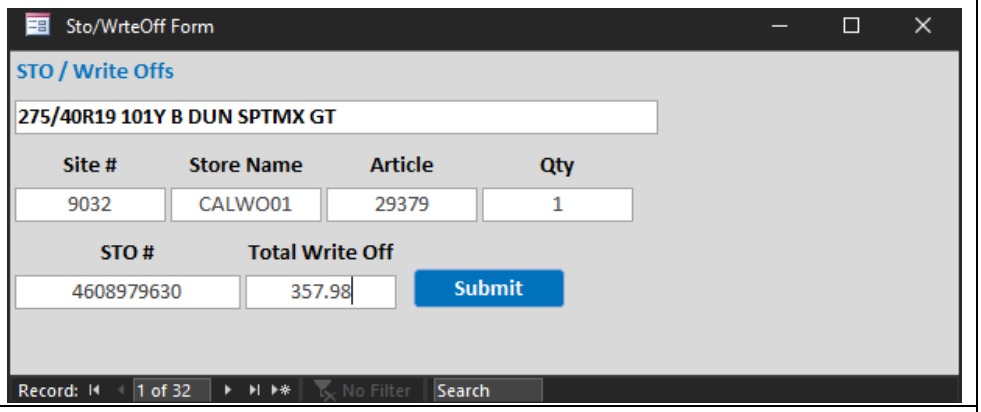
Guidelines:

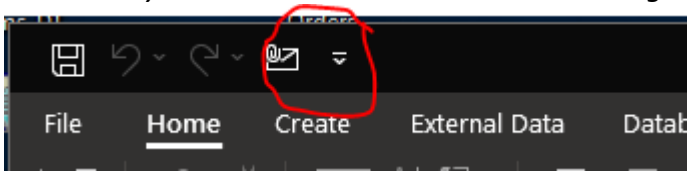
You will need access to SAP and the Aged Database, as well as a blank excel sheet

Process:

STEP	ACTION
1	Open the Aged Database 
2	Click on **STO / Write Off**
3	Open SAP, and make sure you are logging into **Site 2116**
4	Open the **Ordering** folder and select **Create Store Transfer** 
5	Fill out the **Supply Site**, and **Articles** & **Quantity** 

Note	*If you have multiple articles per site number, use the excel sheet to copy and paste from*
6	Click **Check Purchase Order**, then click **Save and Print** **If an error pops up scroll to bottom of this Best Practice**
7	Copy the STO # at the top of the page
8	Paste into database 
9	Log into the adjustment warehouse site by opening the **Reports** folder and selecting **Change Employee Site**. Change site number to the site we will be taking the product from 
10	Open the **Goods Movement** folder and select **Post Goods Issue** 
11	Paste the STO # in the pop-up window that opens, then click **Enter**
12	Click **Save and Print** **If an error pops up scroll to bottom of this Best Practice**
13	Log back into Site 2116 and open the **Receiving** folder and select **Post Goods Receipt** 

14	Paste the STO # in the pop-up window that opens, then click **Enter**
15	Click **Save and Print**
16	Open the **Goods Movement** folder again, and select **Inventory Adjustment**
17	Business Transaction: **Decrease** Reason For Movement: **Executive Adjustment** Comments: **ATP (*STO#*) (*Initials*)** Enter **article** and **quantity** (copy and paste if needed form excel sheet) 
18	Check **Goods Movement** > **Save and Print**
Note	*You can only copy and paste 10 articles at a time, so make sure to scroll down to add the other articles OR create more Inv Adj Sheets to account for all articles*
19	Go back into the Aged Database and click **Submit** 
20	Close the tab and open **Email Warehouse**
21	Sort by Site - by clicking on the downward arrow on the **StoreSiteID** column and selecting **text filters > contains** and typing the first 3 letters of the warehouse you just completed

22	Copy the email address on the last column, and email the submissions to each warehouse
Note	*You can select the email icon on the hot bar at the top, by either clicking the email symbol OR the down arrow and selecting* ***email*** 
23	Use the following template for the email: *Subject: Aged Submission STO/SKU ID* *Hello,* *Attached is a list of the submission's you sent over, please label the corresponding tires with the SKU ID for identification purposes.*
Errors on submitting or processing the STO from site to DC:	
• If an STO gives an error indicating that the *article cannot be transferred* when creating the store transfer, you will need to remove the article from the STO. (I suggest putting a number in the STO field in the DTA Program user app, to indicate it is NOT being processed. Continue to process the rest of the sites & articles normally. When everything that can be processed has been - copy all the sites and articles that were not able to be transferred and send an email that they were not able to be processed due to unavailability. Be sure to cc Addam Templeton and Alisha Barton) • If you created an STO but could not post the goods issue due to not enough of the article being available, you will need to delete the article using ME23N in SAP first, then follow the same process as above - from putting an indicator in the DTA program	

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