

DC - Daily Sync Report Process

Introduction

Complete the Sync Report process first thing every morning to correct any mistakes that have been made and ensure your inventory is accurate.

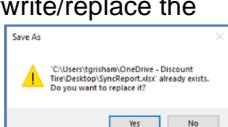
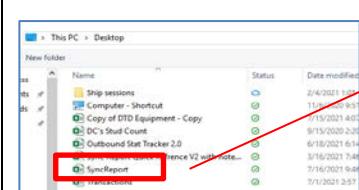
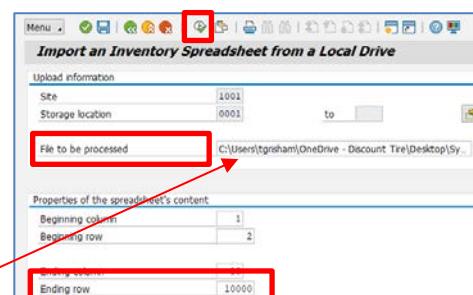
This task must be performed by an employee with access to the Admin menu.

The Sync Report process requires you to:

- Run the Sync Report.
- Investigate and resolve any discrepancies.

Running the Sync Report

Follow these steps to run the Sync Report:

Step	Action
1	<p>Run SRS Inventory Manager program:</p> <ol style="list-style-type: none"> From Main Menu, select More > Admin > Sync/Inventory Report. This loads the Sync Report. Save the Sync Report to the desktop. Overwrite/replace the existing file. 
2	<p>Open SAP NetWeaver.</p> <p>From DTD Call Center, select Physical Inventory > Upload Sync/Inventory report.</p>
3	<ol style="list-style-type: none"> Click the In File to be Processed field to select it. Select the button on the right that displays. Navigate to the desktop. Select the Sync Report you just saved. <p>This file path populates in the In File to be Processed Field.</p>  
4	Enter 10000 in the Ending Row field.
5	<p>Select Execute button at the top of the screen.</p>  <p>This runs a comparison to compare our SRS file to our SAP NetWeaver file and can take up to 30 seconds. When it is complete, the screen shows the total number of articles and adds the SRS field to SAP.</p>

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Running the Sync Report

Step	Action
6	Select Physical Inventory > Perform SRS/SAP Comparison .
7	Select the Execute button. This displays the true Sync Report with information from both SRS and SAP.
8	Save the Sync Report: 1. Right click anywhere in the report and choose Spreadsheet from the popup menu. 2. Choose Excel (in HTML Format) option and check the Always use Selected Format box. Click the green checkmark. 3. Navigate to destination folder, (Choose the same folder every day). and save with a unique filename with today's date, e.g. sync 7-16-21. The report opens in Excel spreadsheet format.
9	Format and print the Sync Report spreadsheet: 1. Delete the Site , Storage Location , and Stock Type columns. They are not used. 2. Sort by the Article column. 3. Print this spreadsheet out.

Common Situations

Common inventory discrepancy situations include:

Situation	variance
Accidentally receiving too many products in SRS due to too many scans with the handheld scanner.	+ variance
During receiving, keyed in more product than scanned.	- variance
Mispulls (with paper tickets)	+ variance on one product - variance on another

Note: If the POS shows more than in SRS, the variance displays as a negative variance in the Sync Report.

Investigating and resolving common errors

Use SRS, SAP, and POS to investigate each article with a variance and resolve it.

Follow these steps to investigate and resolve each item on the spreadsheet:

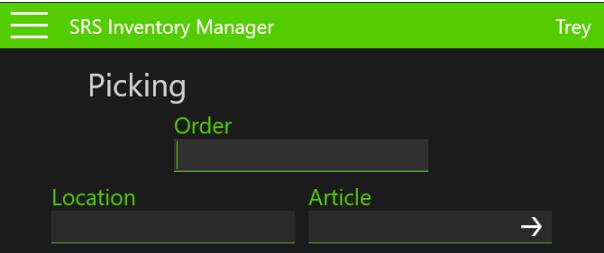
Step	Action
1	Select an item on the spreadsheet.
2	<p>In POS, search for the article:</p> <ol style="list-style-type: none"> Select ITDR button at the bottom of the screen. <ol style="list-style-type: none"> On the Inventory History screen, select your facility and move it into the Selected DCs field on the right side. <ol style="list-style-type: none"> Enter the article number in the Article field and choose Search button.
3	<p>In SRS, search for the article:</p> <ol style="list-style-type: none"> Select Lookup from the Main Menu Key in the article. <p>This displays the actual physical inventory and warehouse location.</p>
4	<p>In SRS, search recent transactions for this article:</p> <ol style="list-style-type: none"> Select Transactions from the Main Menu, then maximize this screen. This gives you the option to look up any article and any transaction. <ol style="list-style-type: none"> Key in the same article. Key in Date from a few weeks earlier to ensure covering the transaction with the error. Select Search button. Shows all transactions for the selected article. <p>Note: Positive numbers in this list show that something was received. Negative numbers show sales. Often, you can see a transaction that matches to the discrepancy.</p>
5	<p>Investigate to determine what happened, and whether the error is in the POS or in SRS. Talk with the people involved to find out exactly what happened and confirm the cause.</p> <p>Take steps to ensure that the error is corrected to match to actual inventory.</p>

Correcting errors

After you have determined where the error was made and why, correct it:

If error made in		Then ...
POS,		Salesperson keyed it into our inventory incorrectly.
For ...	Then...	
STO	Contact DTD Pending and tell them the article number and quantity, date, employee so they can correct it.	
Other order	Contact DC Inquiries and provide required information to correct it.	
SRS, too many received		Using Picking to reduce inventory and correct the error.
SRS, too few received		Receive the product.

Example: Here are the steps to correct for a Mislabeled tire:

Step	Action
1	<p>In SRS, select Picking:</p> <p>Type “IC” in the Order field, and where the product is found in the Location field. Key in the overstocked article in the Article field.</p> 
2	<p>In SRS, select Receiving:</p> <p>Type “IC” in the PO Number field and where the product is found in the Location field. Key in the understocked article in the Article field.</p>
3	<p>In SRS, select More, Admin, Adjustments. Key in the adjustment and enter the reason as “mislabeled”.</p>
4	<p>Fix the label. Move the product to the correct location, if needed.</p>

Contact

Please see your manager if you have additional questions.