



东亚糖业 PPP 项目  
EAS PPP Project




流程文档  
Process Document

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Process Name :	<i>Physical Inventory Process Process</i> (库存物资盘点流程)
Process ID	<i>EAS_BP_Plant_09_01</i>

Status: <input type="checkbox"/> In Process <input checked="" type="checkbox"/> Completed	
确认人 <b>Reviewed by:</b>	审批人 <b>Approved by :</b>

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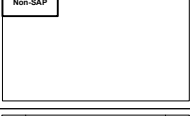
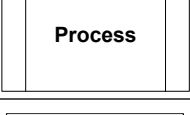
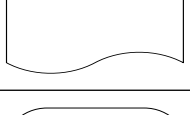
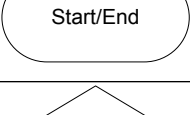
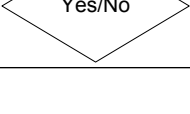
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## 1. 文档历史 Document History

Version	Status	Date of Change	Change	Author
1.0	创建			谢仙云

## 2. 图形说明 Legend

The following describes the symbols used in the process map:

	手工操作 Manual Transaction
	在 SAP 中操作的流程步骤 SAP Transaction
	在非 SAP 中操作的流程步骤 Non-SAP Transaction
	SAP 流程 SAP Process
	文档 Document
	开始/结束 Start/End
	业务操作判断 Decision

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	<b>跨页连接</b> <b>Page Connector</b>
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### 3. 基本概述 General Overview

#### 3.1 适应范围 Standardization level Definition

行业(Industry)	Sugar	Fertilizer	Bio-energy
适用(Y/N)	Y	Y	Y

**程说明**  
**Process**

#### **Introduction**

##### **库存物资盘点流程 Physical Inventory Process:**

会计部发出盘点通知，五金材料科创建库存报表，将库存报表下载到移动端，由五金材料科、财会部对实物进行盘点，将盘点结果导入系统，与库存报表数量进行对比，汇总形成盘点报告，没有差异的盘点结束。有差异的查找差异原因，针对有差异的物料需要经权限领导审批，审批通过的则做差异调整，盘点结束；未通过审批的需要重新下载库存报表，重新盘点。

According to the notice of inventory count issued by the accounting department, the hardware materials section will create an inventory statement and download it to the mobile. Then the hardware materials section and the finance & accounting department will count the physical inventory and put the result into the system. In comparison with the inventory statement, the inventory count report will be summarized; or the inventory count will end in case of no variance. In the event of variance, the reason and related materials shall be reported to the authorized leader for examination and approval. If approved, the adjustment will be made based on the variance to close the inventory count. If not approved, the inventory statement needs to be re-downloaded for the re-count of the physical inventory.

#### 3.3 业务效益 Business Benefit

通过盘点检查库存物资的结存数是否准确，避免帐实不一的情况。

Avoid the inconformity between the inventory statement and the physical inventory.

通过盘点及时发现差异，查找差异原因，减少损失

Discover the variance between the inventory statement and the physical inventory by timely inventory count to find reasons and reduce loss.



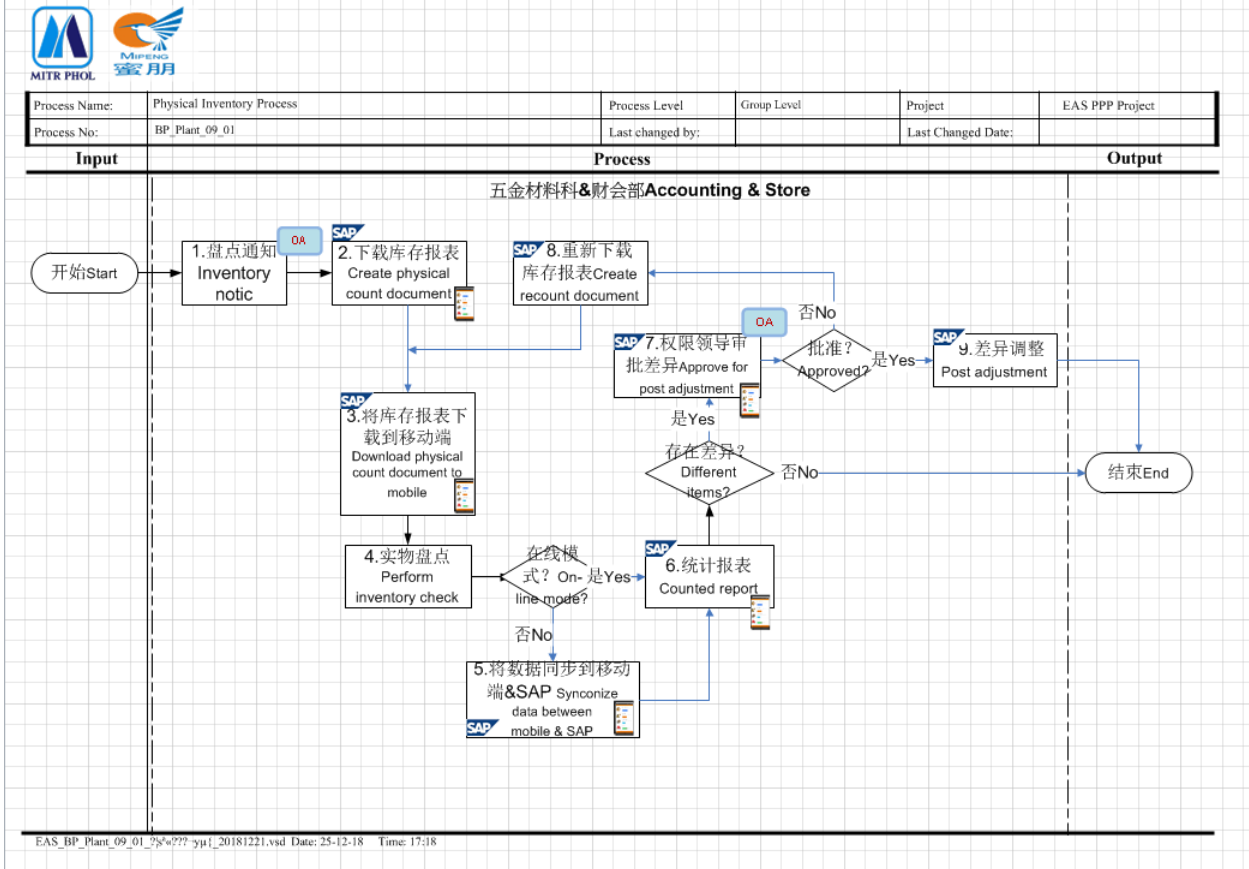
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4. 流程图 Visio Process Workflow





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### 5. 流程步骤说明 Process Details

步骤 Step:	描述 Description:	盘点通知 Notice of inventory count
1	部门角色 Dept./Role:::	会计部 Accounting department
	输入 Input:	盘点通知 Notice of inventory count
	输出 Output:	盘点时间及其他相关事宜 Schedule and relevant plan for inventory count
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	创建库存报表 Create inventory statement
2	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	库存截止日期、公司名称、库位 Closing date, company name, storage location and etc.
	输出 Output:	库存报表 Inventory statement
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	将库存报表下载到移动端 Download the inventory statement to the mobile
3	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	SAP 库存报表 Inventory statement on SAP
	输出 Output:	移动端库存报表 Inventory statement on mobile
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	实物盘点 Physical inventory count
4	部门角色 Dept./Role:::	五金材料科、财会部 Hardware materials section, finance & accounting department
	输入 Input:	现场盘点实物 On-site count of physical inventory
	输出 Output:	库存实物数量 QTY of physical inventory
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	将盘点数据上传至移动端&SAP Upload the data of inventory count to mobile and SAP
5	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	实物数量 QTY of physical inventory




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	输出 Output:	实物数量同步到移动端&SAP Synchronize the physical inventory QTY to mobile and SAP
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	统计报表 Statistical report 将盘点到是实物数量与系统库存数量进行对比，形成报表。 Prepare the report by comparing the physical inventory QTY counted and the inventory QTY on system
6	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	实物数量、系统库存数量 Physical inventory QTY, inventory QTY on system
	输出 Output:	盘点报表，统计对比差异。 Inventory count statement, statistics of variance
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	权限领导审批 Approved by authorized leader 账物有差异时，需经管理部、财会部领导审批方可对差异进行调整。 In the event of variance discovered, related adjustment cannot be made unless approved by the authorized leaders of the management department and the finance & accounting department
7	部门角色 Dept./Role:::	管理部、财会部 Management department, finance & accounting department
	输入 Input:	盘点差异调整申请 Apply for adjustment based on the variance found in inventory count
	输出 Output:	批准结论 Result of approval
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	重新下载库存报表 Re-download the inventory statement 差异调整申请未批准时，重新下载库存报表，重新盘点。 Without approval on the adjustment, the inventory statement shall be re-downloaded for re-count of physical inventory
8	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	库存截止日期、公司名称、库位 Closing date, company name, storage location
	输出 Output:	库存报表 Inventory statement
	Tcode:	
	Process ID:	
步骤 Step:	描述 Description:	差异调整 Adjustment based on the variance 差异调整申请批准时，由五金材料科做差异调整。 With the approval on the accounting disposal based on the variance, the hardware materials section will make adjustment accordingly.

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9	部门角色 Dept./Role:::	五金材料科 Hardware materials section
	输入 Input:	调整数据 Data adjustment
	输出 Output:	完成差异调整 Variance adjustment completed
	Tcode:	
	Process ID:	

## 6. 报表/表单 Report/Form List

No.	Name	Description	Report /Form	Priority H/M/L	Comment

## 7. 接口 Interface

无

## 8. 差异分析与转变管理 Fit Gap and Transformation

现状 As-Is: 盘点时拿纸质盘点表到仓库清点实物, 手工录入盘点数量。 Count the physical inventory by taking with the paper check-list, and input the inventory count data by manual.

将来 To-Be: 将库存报表下载到移动端, 手持移动端到仓库盘点实物, 将盘点数量录入移动端, 通过网络上传到 SAP。 Download the inventory statement to the mobile and count the physical inventory with the mobile, and then input the data into the mobile which will be uploaded to SAP through internet.

## 9. 参考文档 Other Reference Document

No.	Name	Description	Hyperlink





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10. 附录 Appendix